



STAFF USE ONLY

RECEIVED DATE	ROUTED DATE	ACCELA NO.	ECAPS NO.
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SUBMITTAL CHECKLIST	OWNER/ POINT OF CONTACT	CITY	N/A	CONDITION/REQUIREMENT
				Plan check deposit <a href="#">[Link to Plan Check Fee Calculator]</a>
				Engineer's Estimate (Contractor's Bid if available)
				4 Hard copies of improvement plans, 22" x 34".
				2 Hard copies approved/signed planning conditions (Record of Decision) OR Planning Referral sheet if project is "By Right".
				2 Hard copies Mitigation Monitoring Plan.
				RPC Only - 1 Hard copy, full size, approved/signed Tentative Map.
				RPC Only - 1 Hard copy Street Name Approval request form. Include map on 8.5 x 11.
				1 Hard copy signed Concurrent Review Form (if applicable).
				PDF only - Soils report with R Values.
				PDF only - Seepage Study.
				PDF only - Approved Drainage Study / Water Study / Sewer Study.
				PDF only - Approved Design Concept Report (DCR) when traffic signals or roundabouts are required.
				PDF only - Signed utility letters.
			<p>CD or flash drive containing all submittal documents as PDFs. PDFs must be compatible with Adobe Professional version 10. PDFs shall be a first generation vector based file (direct conversion from Autocad, ArchCAD, etc)</p> <p> <input type="checkbox"/> Engineer's Estimate                      <input type="checkbox"/> Plans                      <input type="checkbox"/> Record of Decision  <input type="checkbox"/> Mitigation Monitoring Plan            <input type="checkbox"/> Approved Tentative Map                 </p> <p>                     PDF Only:  <input type="checkbox"/> Soils Report                                      <input type="checkbox"/> Drainage/Water/Sewer/Seepage Study  <input type="checkbox"/> Design Concept Report                      <input type="checkbox"/> Signed Utility Letters                 </p>	

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REJECTED DATE	REASON FOR REJECTION
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