

STAFF USE ONLY

RECEIVED DATE	ROUTED DATE	ACCELA NO.	ECAPS NO.
---------------	-------------	------------	-----------

SUBMITTAL CHECKLIST	OWNER / POINT OF CONTACT INITIAL	CITY	N/A	CONDITION/REQUIREMENT
				Plan check deposit [Link to Plan Check Fee Calculator]
				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>	

STAFF USE ONLY

REJECTED DATE	REASON FOR REJECTION
---------------	----------------------