DEVELOPMENT APPLICATION FORM
ENGINEERING DIVISION

TYPE OF PROJECT: ☐ FINAL PARCEL MAP ☐ IMPROVEMENT PLANS ☐ TECH STUDY

☐ LOT LINE ADJUSTMENT ☐ ROUGH GRADING ☐ SPECIFIC PLAN SUB-PHASING

NAME OF PROJECT: _____ PLANNING FILE#: _____

PROJECT ADDRESS: _____

NAME OF OWNER/DEVELOPER: _____

MAILING/BILLING ADDRESS: _____
(PLEASE NOTIFY CHANGE OF BILLING INFORMATION TO ENGINEERING DIVISION.)

CONTACT PERSON: _____ TELEPHONE#: _____
OWNER/DEVELOPER
SIGNATURE: _____ FAX #: _____
(Signature acknowledges that Fee Deposit is estimated cost and owner/developer will be charged for actual cost of service. Any remaining funds at completion of project will be returned to owner/developer.)

NAME OF DESIGN ENGINEER: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____ TELEPHONE#: _____

APPLICANT'S E-MAIL: _____ FAX #: _____

PARCEL MAP OR FINAL MAP*

- ❑ 8 sets of Final or Parcel Map (w/Planning File # & Street Names on map)
- ❑ Map Checking Fee Deposit of $2500 + $10/lot for Final Subdivision Map or $1250 + $50/lot for Parcel Map
- ❑ Boundary and Parcel Closure Calculations
- ❑ 2 Copies each of the Clerk's or Planning Department Notice of Approval with Conditions of Approval
- ❑ Approved Tentative Map
- ❑ Preliminary Title Report **(NO OLDER THAN 6 MONTHS)**

IMPROVEMENT PLANS OR GRADING PLANS*

- ❑ 5 Sets of Plans (Including Landscape Plans for non-residential projects)
- ❑ 1 Electronic Copy of the Plans in *.pdf Format on a Disc.
- ❑ 2 Engineer's Cost Estimate
- ❑ Plan Check & Inspection Fee Deposit = 2 1/2% of Engineer's Cost Estimate
- ❑ 2 Copies of Soils Report
- ❑ 3 Copies each of the Clerk's or Planning Department Notice of Approval with Conditions of Approval **(Not Staff Report)**
- ❑ 2 Copies of Storm Drain Calculations******
- ❑ 2 Copies of Drainage Shed Map******
- ❑ 1 Copies of the Approved Tentative Map (Subdivisions Only)******
- ❑ 2 Copies of Stormwater Quality Maintenance Plan and completed SWQ Management Permit (if applicable)******

LOT LINE ADJUSTMENT*

- ❑ 2 Copies of the Legal Description of the Proposed New Property Boundary w/Exhibit Map in 81/2x11 Sheets
- ❑ 1 Copy of the Transfer Deeds w/Descriptions on 81/2 x11 sheets
- ❑ Fee of $225 for each adjusted line
- ❑ Boundary Closure Calculations
- ❑ Copy of Planning Department's Notice of Approval with Conditions
- ❑ A completed Owner's Consent Form
- ❑ Preliminary Title Report **(NO OLDER THAN 6 MONTHS)**

TECH STUDY*

- ❑ 2 Copies of Study
- ❑ $1,500 Fee Deposit for Plan Check

SPECIFIC PLAN SUB-PHASING*

- ❑ $15,000 Fee Deposit for Sub-Phasing review, minimum balance of $5,000 on account

***A Technology Fee Equal to 3% of the Deposit/Fee is Required with all Submittals**
****Applies to Improvement Plans ONLY**

ABOVE ITEMS ACCEPTED BY: _____ **DATE:** _____

CITYWIDE JOB # _____ **EN** _____ **ENGINEER** _____

05/21/14