



# LAND DEVELOPMENT DIVISION COMPLETE 1<sup>ST</sup> SUBMITTAL CHECKLIST

**\* INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED \***

- 1<sup>st</sup> Submittal Application (along with a Transmittal Cover Letter)

### **FINAL MAP**

- Nine (9) sets of final map ..... # of lettered + numbered lots = \_\_\_\_\_
- One (1) copy of traverse calculations
- One (1) copy of a current title report (less than 30 days old)
- One (1) copy of approved tentative tract map & conditions of approval
- One (1) copy of proposed street names with exhibit (if applicable)
- One (1) copy of all reference plans and/or documents used

### **MASS AND/OR ROUGH GRADING**

- Seven (7) sets of grading with erosion control plan (include Haul Route plan w/ mass grading only) # of sheets = \_\_\_\_\_
- One (1) copy of the Geotechnical (Soils) Report
- One (1) copy of the Hydrology (Drainage) Study ..... Tributary Acres = \_\_\_\_\_
- One (1) completed/signed Flood Plain Development Permit Application (for residential tracts only, if applicable)
- One (1) copy of all reference plans and/or documents used

### **PRECISE GRADING (all non-residential projects)**

- Nine (9) sets of grading with erosion control plan # of sheets = \_\_\_\_\_
- One (1) copy of Engineer's Estimate for Private Improvements
- One (1) copy of the Geotechnical (Soils) Report
- One (1) copy of the Hydrology (Drainage) Study ..... Tributary Acres = \_\_\_\_\_
- One (1) completed/signed Flood Plain Development Permit Application (if applicable)
- One (1) copy of a current title report (less than 30 days old)
- One (1) copy of all reference plans and/or documents used

### **PRECISE GRADING (all residential projects)**

- Eight (8) sets of grading plan for *Model Home Complex* or *Sales Trailer* ..... # of sheets = \_\_\_\_\_
- Seven (7) sets of grading plan for *Tract Production* ..... # of sheets = \_\_\_\_\_
- Seven (7) sets of grading with erosion control plan for *Custom Homes*, including: # of sheets = \_\_\_\_\_
  - One (1) copy of Engineer's Estimate for Public Imp., if applicable
  - One (1) copy of the Geotechnical (Soils) Report
  - One (1) copy of the Hydrology (Drainage) Study, if required ..... Tributary Acres = \_\_\_\_\_
  - One (1) copy of a current title report (less than 30 days old)
  - One (1) copy of all reference plans and/or documents used

### **IMPROVEMENT PLAN**

- Eight (8) sets of street w/ City-maintained storm drain w/ signing & striping plans (always include street lights) # of sheets = \_\_\_\_\_
- Four (4) sets of RCFC-maintained storm drain, sewer and/or water plans # of sheets (for each plan) = \_\_\_\_\_
- Two (2) sets of traffic signal (including modification) plans ..... # of sheets (for each plan) = \_\_\_\_\_
- Two (2) sets of engineered traffic control plan ..... # of sheets = \_\_\_\_\_
- One (1) copy of Engineer's Estimate for Public Improvements
- One (1) copy of the Hydrology/Hydraulics Report (if storm drain included)
- One (1) copy of all reference plans and/or documents used

### **STORM WATER MANAGEMENT**

- Two (2) copies of the Final Water Quality Management Plan (F-WQMP), if required ..... Net Acres = \_\_\_\_\_
- Two (2) copies of the Hydrology Study w/ Map & Hydraulic Calculations for treatment control of BMP's, if required

### **LEGAL DOCUMENTS**

- Completed & signed application (for Cert. of Compliance, Parcel Merger, Lot Line Adjustment & Vacations), including:
  - Three (3) copies of the current Grant Deed & all supporting documents
  - Three (3) copies of a current title report (less than 30 days old)
  - Three (3) copies of the legal description (Exhibit "A")
  - Three (3) copies of the legal plat (Exhibit "B")
  - Proof of authority to sign on behalf of a business, if required
- Two (2) copies of the above mentioned documents for all other legal documents (Dedications, Easements, etc.)

### **ADDITIONAL ITEMS REQUIRED:**

- ✓ Full plan check fee for **each** submittal per the current Fee Schedule
  - Email a pdf copy of each plan to Land Development to calculate exact amount (**contact staff**)
- ✓ Any additional item required by the approved Conditions of Approval