1st Submittal Application (along with a Transmittal Cover Letter)

FINAL MAP
- Nine (9) sets of final map
- 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)
- One (1) copy of the Geotechnical (Soils) Report
- One (1) copy of the Hydrology (Drainage) Study
- 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
- One (1) copy of Engineer’s Estimate for Private Improvements
- One (1) copy of the Geotechnical (Soils) Report
- 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
- Seven (7) sets of grading plan for Tract Production
- Seven (7) sets of grading with erosion control plan for Custom Homes, including:
  - 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
- 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)
- Four (4) sets of RCFC-maintained storm drain, sewer and/or water plans
- Two (2) sets of traffic signal (including modification) plans
- Two (2) sets of engineered traffic control plan
- 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
- 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