



**DEVELOPMENT APPLICATION FORM
ENGINEERING DIVISION**

TYPE OF PROJECT:	<input type="checkbox"/> PARCEL MAP/TRACT MAP/CONDO MAP
<input type="checkbox"/> LOT MERGER	<input type="checkbox"/> LOT LINE ADJUSTMENT <input type="checkbox"/> IMPROVEMENT PLANS
<input type="checkbox"/> EASEMENT	<input type="checkbox"/> CERTIFICATE OF COMPLIANCE <input type="checkbox"/> OFFER OF DEDICATION
<input type="checkbox"/> DRAINAGE	<input type="checkbox"/> GRADING <input type="checkbox"/> ENCROACHMENT AGREEMENT

NAME OF PROJECT: _____ PLANNING FILE#: _____

PROJECT ADDRESS: _____

NAME OF OWNER/DEVELOPER: _____

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

CITY/STATE/ZIP: _____

CONTACT PERSON: _____ TELEPHONE#: _____

OWNER/DEVELOPER
SIGNATURE: _____ E-MAIL _____

NAME OF DESIGN ENGINEER/REPRESENTATIVE: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____ TELEPHONE#: _____

REPRESENTATIVE E-MAIL: _____ FAX #: _____

PARCEL MAP, TRACT MAP OR CONDO MAP

- Map Checking Fee Deposit of \$5397 + \$140/lot for Final Tract Map or \$5397 for Parcel Map or \$5397 + \$529/unit for Final Condo Map, due upon submittal
- 5 sets of Final, Parcel or Condo Map (w/Planning File # & Street Names on map) per Municipal Code section 16.28
- Boundary and Parcel Closure Calculations
- 2 Copies each of the Planning Department Notice of Approval with Conditions of Approval
- Approved Tentative Map
- Preliminary Title Report (**NO OLDER THAN 6 MONTHS**)

IMPROVEMENT PLANS

- Plan Check & Inspection Fee Deposit = 5% of Engineer's Cost Estimate, due upon submittal.
- 5 Sets of Plans (24" x 36")
- 2 Engineer's Cost Estimate
- 2 Copies of Storm Drain Calculations
- 2 Copies of Drainage/ Watershed Map (if applicable)
- 3 Copies of Soils Report
- 3 Copies each of the Planning Department Notice of Approval with Conditions of Approval (**Not Staff Report**)
- 3 Copies of the Approved Tentative Map (if applicable)
- 2 Copies of Stormwater Quality Maintenance Plan and completed SWQ Management Permit (if applicable)

LOT LINE ADJUSTMENT

- Fee of \$1272 for each adjusted line, due upon submittal
- 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
- Boundary Closure Calculations
- Copy of Planning Department's Notice of Approval with Conditions
- A completed Owner's Consent Form (if applicable)
- Preliminary Title Report, showing all parties with interest in the property (**NO OLDER THAN 6 MONTHS**).



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LOT MERGER

- Fee of \$1177 due upon submittal
- 2 copies of Legal Description of parcel. Each parcel proposed for merger shall be described separately. (i.e. Parcel A & B)
- Map(s) of proposed lot merger (two separate 8 1/2" x 11' copies that show the existing and proposed lot configuration for affected parcels).
- Copy of Planning Department's Notice of Approval with Conditions (if applicable)
- A completed Owner's Consent Form (if applicable)
- Preliminary Title Report, showing all parties with interest in the property **(NO OLDER THAN 6 MONTHS)**.

CERTIFICATE OF COMPLIANCE

- Fee of \$2483 due upon application submittal.
- Preliminary Title Report **(NO OLDER THAN 6 MONTHS)**

OFFER OF DEDICATION

- No Fee.
- Preliminary Title Report, showing all parties with interest in the property **(NO OLDER THAN 6 MONTHS)**.
- 2 original copies of the Legal Description of existing parcel, with the record owner's names and addresses for the parcel.
- 2 original copies of the Proposed Legal Description, stamped and signed by a licensed surveyor, of Offered Area/Easement Area.
- 2 original copies of 8 1/2"x11" plat showing (a) existing property lines; (b) proposed property lines; (c) bearings and distances of all existing and proposed lot lines, stamped and signed by a licensed surveyor.

EASEMENT

- No Fee.
- Preliminary Title Report, showing all parties with interest in the property **(NO OLDER THAN 6 MONTHS)**.
- 2 original copies of the Legal Description of existing parcel, with the record owner's names and addresses for the parcel.
- 2 original copies of the Proposed Legal Description, stamped and signed by a licensed surveyor, of Easement Area.
- 2 original copies of 8 1/2"x11" plat showing (a) existing property lines; (b) proposed property lines; (c) bearings and distances of all existing and proposed lot lines, stamped and signed by a licensed surveyor.

GRADING

- Grading Plan Review Deposit – See Fee Schedule
- 5 Copies of the Grading Plan and a Copy of the Approved Tentative Map
- 3 Copies each of the Planning Department Notice of Approval stating that a Rough Grading Plan can be submitted

ENCROACHMENT AGREEMENT

- Fee of \$1624 due upon submittal.
- Preliminary Title Report, showing all parties with interest in the property **(NO OLDER THAN 6 MONTHS)**.
- Site Plan, prepared on 8 1/2"x11".
- Sketch of plans of proposed encroachment.
- Written description of proposed encroachment.
- Elevation drawings of all proposed above ground encroachments, prepared on 8 1/2"x11"
- Profile drawings of all proposed underground encroachments, prepared on 8 1/2"x11"
- Zone of influence diagrams for all loads which might bear on underground City utilities, prepared on 8 1/2"x11"
- List of all similar encroachments in the vicinity of the proposed encroachment.

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

CHECK #: _____ **CASH:** _____ **OTHER:** _____

PLAN CHECK ENGINEER: _____