



**ENGINEERING DEPARTMENT
INITIAL IMPROVEMENT PLAN SUBMITTAL CHECKLIST**

PROJECT NAME: _____

PROJECT DESCRIPTION: _____

OWNER/DEVELOPER:

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

PERSON/FIRM PREPARING PLANS:

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

☐ Civil Improvement Plans (Stamped & Signed)

☐ Landscaping Plans

☐ Hydrology Report (Stamped & Signed)

☐ Geotechnical Report (Stamped & Signed)

☐ Sewer Report (Stamped & Signed)

☐ Tentative Map Conditions

☐ Tentative Map Conditions Letter

☐ List of Approved Street Names

☐ Official Plat

☐ Boundary Closure Calculations w/ explanation of any discrepancies (Stamped & Signed)

☐ Preliminary Title Report (current within 90 days)

☐ Easements (as necessary)

☐ CC&R's (as necessary)

FEES:

☐ Plat Check \$2,160.00

☐ Improvement Plan Check \$5,000.00 + \$200.00/Lot

☐ Water Rights Administration \$25.00

For Staff Use Only

Submittal Received by: _____ **Date:** _____