



1st Plan Check Submittal Checklist

Tract / Parcel Map / APN / Address	Date Submitted
Engineering/Land Surveying Firm	Submitted by
Phone Number	Email

INCOMPLETE SUBMITTAL PACKAGES WILL NOT BE ACCEPTED

A COMPLETE DEDICATION AND GRANT OF EASEMENT SUBMITTAL PACKAGE INCLUDES:

- 1) ___ Plan Review Application form
- 2) ___ Current Dedication and Grant of Easement Document.
- 3) ___ Current Processing Fee.
- 4) ___ Copy of City approved Improvement Plan with proposed easements highlighted.
- 5) ___ Site Plan showing all structures and improvements within the limits of the easement, such as fences, walls, A/C units, etc.
- 6) ___ Letter of Authorization to sign (if a corporation or partnership owns the subject parcel).
- 7) ___ Closure calculations.
- 8) ___ Preliminary Title Report (no more than 60 days old) for the subject parcel.
- 9) ___ Copies of all record information referenced on the legal description.
- 10) ___ County Assessor Maps.
- 11) ___ Conditions of Approval (if applicable).

Note: Additional items may be required to be submitted as the checking process continues.

___ Comments: _____

___ Submittal not accepted: _____

