

CITY OF SALINAS - SUBDIVISION PROCESSING CHECKLIST

SUBDIVISION:

DATE TENTATIVE MAP APPROVED: _____

DATE TENTATIVE MAP EXPIRES: _____

DATE INITIAL SUBMITTAL RECEIVED: _____

DATE FINAL SUBMITTAL RECEIVED: _____

SUBDIVISION AGREEMENT DATE: _____

1. INITIAL SUBMITTAL

Before a map is accepted by the City for an initial submittal check it must be a part of a package that must include all of the following items:

Received	Needed	
_____	_____	1. Two copies of the Subdivision Map signed by the engineer or surveyor. (3-1/2" floppy disk(s) requested at final submittal with mylar)
_____	_____	2. A current title report.
_____	_____	3. A full set of boundary, lot and area calculations.
_____	_____	4. Complete documentation (all pertinent deeds and record maps).
_____	_____	5. Two sets of signed blue-line construction plans including the Grading Plan, Street Improvement Plan, Storm Drain, Sanitary Sewer, and Water Improvement Plan, Traffic Signing and Striping Plan, and Landscape Plans. (3-1/2" floppy disks(s) requested at final submittal).
_____	_____	6. Earthwork Calculations (Section or Quadrants).
_____	_____	7. Pavement Design Calculations
_____	_____	8. Two copies of a geo-technical report
_____	_____	9. Two copies of any geological investigation, which includes the area encompassed by this subdivision.
_____	_____	10. Two sets of hydrology calculations and hydrology map.
_____	_____	11. Two sets of hydraulic calculations.
_____	_____	12. Two copies of an Engineer's cost estimate for all construction encompassed on the plans.
_____	_____	13. Map checking fee for the Subdivision Map in the amount of \$_____ (Receipt No. _____).
_____	_____	14. Non-refundable deposit of 50% of the engineering and inspection fee for construction plan checking, \$_____, (Receipt No. _____).

II - SUBSEQUENT SUBMITTAL

The second and all subsequent submittals should include the following items:

Received	Needed	
_____	_____	1. Two copies of the revised Subdivision Map.
_____	_____	2. All waiver letters required by Section 66436 of the Subdivision Map Act.
_____	_____	3. Two copies of the revised improvement plans.
_____	_____	4. Two sets of revised hydrology and hydraulic calculations.
_____	_____	5. Two sets of retaining wall design and calculations.
_____	_____	6. Written notarized permission from any property owner where grading or drainage is proposed on adjacent property not owned by the applicant.
_____	_____	7. Previous Map and Improvement plan checkprints.
_____	_____	8. Previous hydrology and hydraulic calculation checksets.

III - FINAL SUBMITTAL

The following items must be in the City Engineer's Office at least two weeks prior to the City Council meeting at which action is expected.

Received	Needed	
_____	_____	1. Original tracing Subdivision Map.
_____	_____	2. Provide information in Autocad .DWG format on a 3-1/2" floppy disk(s) and other items as listed on note#1.
_____	_____	3. Original tracing of all improvement plan and grading plan, along with one (1) mylar copy and two (2) blue line prints.
_____	_____	4. Three copies of the Improvement Contract.
_____	_____	5. Bond or other approved form of improvement security in the amount of \$_____.
_____	_____	6. Monumentation Bond or letter of waiver from Subdividers, Engineer/Surveyor.
_____	_____	7. Tax Clearance certificate.
_____	_____	8. Letter from County Assessor.
_____	_____	9. Recording fee in the amount of \$_____. Check to be made payable to Monterey County Recorder. (\$7.00 first sheet plus \$2.00 for each additional sheet).
_____	_____	10. Preliminary Subdivision Guarantee (Final Subdivision Guarantee required by County Recorder at time of recordation.)
_____	_____	11. Engineering and Inspection fee in the amount of \$_____. Receipt No. _____.