

Public Works Department

401 Grove Street
Healdsburg, CA 95448-4723
(707) 431-3346 Fax: (707) 431-2710
www.ci.healdsburg.ca.us



**SUBMITTAL CHECKLIST FOR COMPLETENESS
SUBDIVISION IMPROVEMENT PLANS AND FINAL MAP**

Please review your submittal package to ensure that you are including ALL required submittal items. Make sure that all checklist items are checked either or indicated that submittal item is not required (i.e. "N/A"), before submitting your package.

Once you have completed the checklist, please sign this form where indicated and return with your submittal to Community Development Center front desk. Thank you for your cooperation, which will assist us in providing you more efficient service.

SUBDIVISION NAME: _____

SUBMITTAL #: _____ DATE: _____
(e.g. 1st, 2nd, 3rd, etc.)

Subdivision Improvement Plans Checklist

Comments

(Check all items)

n/a, submitted mm/dd/yy, etc.) (i.e.)

- Plan review deposit
- Subdivision improvements plan (10 sets w/1st submittal)
- Soils/geotechnical reports (2 copies)
- Engineer's estimate of all public improvements
- Hydrology and hydraulics studies; storm drain design calculations
- Storm Water Pollution Prevention Plan (SWPPP)
- 401 Certification (Regional Water Quality Control Board)
- Notice of Intent (State Water Resources Control Board)
- Stream Alteration (Fish & Game 1603) Permit
- Arborist's Report
- Cathodic (corrosive potential) Protection Study and design
- Other supporting documents (e.g. structural and other calculations, etc.)
- Subdivision AutoCAD file for electric design
- Other

Final Map

- Map review deposit
- Final Map (10 sets w/1st submittal)
- Lot closure calculations (2 sets)
- Current preliminary title report (2 copies)
- Relevant record information (e.g. recorded deeds, maps, etc.)
- CC&R's and/or Joint Maintenance Agreements (JMA)
- Other material as required by the TM Conditions of approval

Acknowledgement of complete package submittal

To the best of my knowledge, the above information is true and correct, and all items indicated are included with this submittal.

Signature and title

Date: _____