



LAND DEVELOPMENT DIVISION

SUBMITTAL REQUIREMENTS

QUICK TIPS

UPLOAD REMINDERS:

- **DO NOT** combine documents/plans in the same PDF file.
- All files must be in a PDF format (500 MB max. file size).
- **DO NOT** use encrypted or password-protected files.
- File descriptions must clearly show what is being submitted in brief.
- **RESUBMITTALS:** Always resubmit the **complete** revised plan and/or report.
- **NOTE:** All issues must be addressed prior to uploading a resubmittal.

DOCUMENT TYPE UPLOAD LOCATION

PLANS:

- Parcel or Tract Map (including Environmental Constraint Sheet – if applicable)
- Any Grading with Erosion Control plan
- Any public improvement plan (i.e. street, storm drain, sewer/water, signal, signing & striping, etc.)
- RCFC-maintained storm drain plan
- Traffic control plan
- As-Built Plans

SUPPORTING DOCUMENTS:

- Traverse / Closure Calculations
- Engineer's estimate (private and/or public) – on latest version
- Any legal document (i.e. agreements, centerline ties, legal & plat, etc.)
- Drainage study
- Final Water Quality Management Plan

OTHER ATTACHMENTS:

- Preliminary Title Report with hyperlinks
- Exhibit with proposed streets names
- Geotechnical (Soils) Report (including any updates)
- Scanned approval of septic system from County Environmental Health
- Approved tentative map
- All reference maps, recorded documents and/or construction drawings (individual file for each)
- Completed/signed grading permit application
- Certificate of Liability Insurance with all required additional insured documents