

**CITY OF NAPA**  
**Public Works Department**  
**1600 First St., P.O. Box 660**  
**Napa, CA 94559-0660**  
**Phone: (707) 257-9520**  
**FAX (707) 257-9522**

**ENGINEERING DIVISION - INITIAL LLA / LOT MERGER SUBMITTAL CHECKLIST**

PLEASE TYPE OR PRINT:

PROJECT ADDRESS	APN(S) _____ ; _____		
PROJECT NAME	CITY OF NAPA PROJECT NUMBER		
APPLICANT/AGENT	PHONE	FAX	EMAIL
MAIL ADDRESS	CITY	STATE	ZIP
PROPERTY OWNER (IF OTHER THAN APPLICANT)	PHONE	FAX	EMAIL
MAIL ADDRESS	CITY	STATE	ZIP
ENGINEER/SURVEYOR	PHONE	FAX	EMAIL
MAIL ADDRESS	CITY	STATE	ZIP

**SUBMITTAL REQUIREMENTS: (APPOINTMENT REQUIRED FOR SUBMITTAL)**

- 1 Two copies of existing plats and legal descriptions for existing parcel(s). Provide recorded grant deeds.
- 2 Two copies of supporting documents used to prepare legal descriptions such as records of survey, filed maps, recorded deeds and documents, etc.
- 3 Two copies of preliminary Title Report(s) (no more than 30 days old).
- 4 Two copies of proposed legal descriptions for resultant parcel(s) (signed and stamped).
- 5 Two copies of the resultant parcel plats specific for each legal description clearly identifying the parcel to which deed the plat belongs (signed and stamped).
- 6 Two copies of the closure calculations (signed and stamped).
- 7 Two copies of proposed utility/drainage easements, if necessary.
- 8 Two copies of the official project conditions of approval (signed Resolution or Approval Letter).
- 9 Two copies of site plan showing all existing and proposed dry/wet utilities.
- 10 Plan check/project management deposit (\$2,000 for Lot Line Adjustment and Lot Mergers). Make check payable to City of Napa.

I HAVE READ THE FOREGOING AND HAVE SUPPLIED ALL THE INFORMATION REQUESTED (OR HAVE PROVIDED A WRITTEN EXPLANATION THAT ACCOMPANIES THIS CHECKLIST AND EXPLAINS ANY OMISSIONS).

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT	DATE
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