

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 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:

- 1 Ten sets of improvement plans.
- 2 One copy of the "Improvement Plan Checklist" signed by engineer of record.
- 3 Five sets of the subdivision map (parcel or final Map).
- 4 One copy of the "Subdivision Map Checklist" signed by engineer/surveyor of record.
- 5 Two sets of subdivision map closure calculations (signed and stamped by surveyor).
- 6 One copy of records used to prepare survey, such as records of survey, filed maps, recorded deeds and easements, etc.
- 7 Three copies of the official project conditions of approval (signed Resolution or Approval letter).
- 8 Two copies of the preliminary title report (no more than 3 months old).
- 9 Three copies of the legal description for all dedications performed by separate instrument (on-site and off-site).
- 10 Three copies of the Declaration of Covenants, Conditions and Restrictions (CC&R's) for maintenance association or HOA.
- 11 Two copies of the arborist report (signed and stamped by arborist).
- 12 Three copies of the storm drain calculations (hydrologic/hydraulic calculations) (signed and stamped by engineer)
- 13 Two copies of the project soils report (signed and stamped by engineer).
- 14 Two copies of Storm Water Control Plans (Storm Water Quality).
- 15 Two copies of the Storm Water Pollution Prevention Plan (SWPPP). Including the Notice of Intent if required.
- 16 Two copies of Erosion Sediment Control Plan Plans if project disturbs less than 1 acre. (see ESCP template).
- 17 Two sets of structural calculations for special improvements, such as retaining walls, bridges, etc. (Details for special structures shall be on a separate sheet within the improvement plans, to be stamped and signed by the structural engineer.)
- 18 One copy of the consent letter from any adjacent property owners impacted by any off-site construction activities.
- 19 Two copies of the project engineer's estimate. (Improvements in the Public ROW)
- 20 One copy of the submittal letter to Napa Sanitation District (NSD) (contact NSD for their submittal requirements)
- 21 One copy of the submittal letter to CA Dept. of Fish and Wildlife (DFW) (contact DFW for their submittal requirements)
- 22 The above documents shall also be submitted electronically by USB flash drive and/or by a document sharing service
- 23 Plan check/project management deposit. (\$3500 for subdivision map AND/OR \$3500 for improvement plans. Make check payable to the 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