

V. 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 the City accepts a map for an initial submittal check, it shall include all of the following items:

1. Two (2) copies of the Subdivision Map signed by the City Engineer or surveyor. (CD/s or DVD/s required 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 (2) sets of signed blue line construction Plans including the Grading Plan, Street Improvement Plan, Storm Drain Plan, Sanitary Sewer Plan, Water/Fire Safety Improvement Plan, Traffic Signing and Striping Plan, and Landscape Plans. (CD/s or DVD/s requested at final submittal).
6. Earthwork Calculations (Section or Quadrants).
7. Pavement Design Calculations-Conform to City Standard Plan No. 3.
8. Two (2) copies of a geotechnical report
9. Two (2) copies of any geological investigation, which includes the area encompassed by this subdivision.
10. Two (2) sets of hydrology calculations and hydrology map.
11. Two (2) sets of hydraulic calculations.
12. Two (2) copies of an Engineer's cost estimate for all construction encompassed on the Plans, based on City construction costs.
13. Map checking fee for the Subdivision.
14. Non-refundable deposit of fifty percent (50%) of the engineering and inspection fee for construction Plan checking.

2. SUBSEQUENT SUBMITTAL

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

1. Two (2) copies of the revised Subdivision Map.
2. All waiver letters required by Section 66436 of the Subdivision Map Act.
3. Two (2) copies of the revised improvement Plans.
4. Two (2) sets of revised hydrology and hydraulic calculations.
5. Two (2) 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 check prints.
8. Previous hydrology and hydraulic calculation check sets.

3. FINAL SUBMITTAL

The following items shall be in the City Engineer's Office at least two (2) weeks prior to the City Council meeting at which action is expected:

1. Original signed/sealed Subdivision Map on mylar or vellum. (Provide information in Autocad DWG format on CD/s, or DVD/s).
2. CD/s, or DVD/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 (3) copies of the Improvement Contract.
5. Bond or other approved form of improvement security.
6. Monumentation Bond or letter of waiver from Subdividers, Engineer/Surveyor.
7. Tax Clearance certificate.
8. Letter from County Assessor.
9. Recording fee. Check to be made payable to Monterey County Recorder.
10. Preliminary Subdivision Guarantee (Final Subdivision Guarantee required by County Recorder at time of recordation.)
11. Engineering and Inspection fees.
12. Prior to acceptance of subdivision improvements, benchmark elevations and State Plane coordinates for set points shall be provided to the City on electronic media by licensed surveyor or civil engineer (licensed to practice surveying) for inclusion in the City's Benchmark Records