

## Submittal Requirements for Tentative Subdivision Maps

<b>Required</b>	Please use this as a checklist to assemble the materials required for your development application when submitting the application through the <a href="#">Accela Citizen Access</a> (ACA) portal. The following items must be submitted to process your application. Please follow ALL hyperlinks for complete checklist. <b><u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and rejected.</u></b>
<input type="checkbox"/>	<b>Instructions:</b> <ol style="list-style-type: none"> <li>1. All plans and documents <b>must</b> be uploaded in <b>PDF format</b>.</li> <li>2. A separate PDF document is required for each plan type (i.e., one PDF required for <b>all</b> site plan documents; one PDF for <b>all</b> elevation plans; etc.).</li> <li>3. If ACA portal requires a document type not included on this checklist, upload blank PDF document called "Dummy Document". Make sure you select the required document "Type" from the dropdown list.</li> </ol>
<input type="checkbox"/>	<b>Complete Application in <a href="#">ACA</a> portal.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide full contact information including email addresses for all applicants and/or owners who are stakeholders of the project.</li> </ul>
<input type="checkbox"/>	<b>All Required Fees Paid</b> <b><a href="#">Fees</a></b> will be invoiced after application is submitted. All fees must be paid before application is deemed complete. Fees must be paid within three days of fees being invoiced (e-mail will be sent). Please note fees are updated annually on July 1 <sup>st</sup> .
<input type="checkbox"/>	<b><a href="#">Environmental Assessment Form</a> (Electronic)</b> Please complete entire application, responding to all questions.
<input type="checkbox"/>	Additional Studies and Information required based on response to the Environmental Assessment Form.
<input type="checkbox"/>	<b>Preliminary Title Report and Supporting Deed Documents</b> (prepared within 30 days of submittal of the application; includes legal description) <b>(Electronic)</b>
<input type="checkbox"/>	<b><a href="#">Letter of Owner Authorization</a></b> (Required for all record owners of any property or portion thereof included within the subdivision boundary) <b>(Electronic)</b> Shall include name phone, address and email.
<input type="checkbox"/>	<b><a href="#">Operational Statement</a> (Electronic)</b> Operational statement shall include all applicable items found on the <a href="#">Contents Requirement Checklist</a> in addition to detailing number of lots, acreage, other applications submitted concurrently etc.
<input type="checkbox"/>	<b>Tentative Subdivision Map Exhibit (Electronic, uploaded into the system)</b> Plans shall include all items included within the Tentative Subdivision Map Technical Verification Checklist.

<input type="checkbox"/>	<b>Development/Subdivision Review Committee (SRC) Completion</b> (All items and comments included within DRC letter from responsible departments and agencies e.g., DPD, DPW, DPU, Fire, FMFCD, FID, etc., <b>required to be addressed prior to technical verification</b> )
<input type="checkbox"/>	<b>Technical Verification Certification Letter (Electronic, uploaded into ACA portal)</b> (Provided by Planning & Development upon completion of technical verification process <b>required following SRC completion</b> )
<input type="checkbox"/>	<b>Other:</b> _____

The application completeness review process is up to a 30-day process. If all items on this checklist are not submitted, the application will be deemed incomplete and rejected. If all required items on this checklist are submitted and determined to meet all requirements outlined in this document, the application shall be deemed complete and accepted for processing. Within five days of project acceptance, the project applicant will be sent an Introduction Letter (via e-mail) from the assigned Planner discussing the process and the target completion date.