

## DEVELOPER'S CHECKLIST

**SUBDIVISION NAME** \_\_\_\_\_ **PW/TRACT** \_\_\_\_\_

Prior to a final map being "scheduled" to go to City Council, the following items must be submitted and complete a minimum of 2 weeks prior to Council date:

- \_\_\_ 1. Bond amount \$ \_\_\_\_\_ (Based on Engineer's Estimate)
- \_\_\_ 2. Drainage District fees paid (Dist # \_\_\_\_\_) = \$ \_\_\_\_\_
- \_\_\_ 3. Map Maintenance fee  
( \_\_\_ Lots + \_\_\_ LMP + \_\_\_ Future Parcels + \_\_\_ Open Spaces) X \$60 = \$ \_\_\_\_\_
- \_\_\_ 4. Assessment District Apportionment fee paid:  
AD 26 Hillcrest ( \_\_\_\_\_ lots X \$105 = \$ \_\_\_\_\_ ) minimum \$2,500  
AD 27/31 Lone Tree Way ( \_\_\_\_\_ lots X \$75 = \$ \_\_\_\_\_ ) minimum \$3,000  
AD \_\_\_\_\_ ( \_\_\_\_\_ lots X \$75 = \$ \_\_\_\_\_ ) minimum \$ \_\_\_\_\_  
AD 24 E. Antioch Sewer and Water Imp. ( \_\_\_ X \$75 = \$ \_\_\_\_\_ ) minimum \$2,500
- \_\_\_ 5. Signed Assessment District Apportionment Application
- \_\_\_ 6. Letter of request to annex into a Street Light and Landscape Maintenance District and Annexation map  
DISTRICT \_\_\_\_\_ ZONE \_\_\_\_\_
- \_\_\_ 7. City standard subdivision agreement (3 signed & notarized originals)
- \_\_\_ 8. City standard Performance and Labor & Materials Bond (100% of engineer's estimate) If Bond is not submitted, a Letter of Credit is needed
- \_\_\_ 9. Final map mylar with wet signatures of owners, trustees, engineer/surveyor and applicable notaries, with required seals
- \_\_\_ 10. Improvement plan mylar with wet signatures and seals of design engineer
- \_\_\_ 11. Grading plan mylar with wet signature and seal of design engineer and soils engineer
- \_\_\_ 12. Grant Deeds for one-foot strips (Council approves)
- \_\_\_ 13. Grant Deeds for open spaces/landscape maintenance parcels (City Attorney accepts)  
PARCELS \_\_\_\_\_ OPEN SPACE \_\_\_\_\_
- \_\_\_ 14. \*Staff Report to City Council (with resolution approving final map and improvement plans and resolution accepting Grant Deed for one-foot strips)
- \_\_\_ 15. \*Memo to City Attorney accepting Grant Deed of open spaces/LMP
- \_\_\_ 16. Follow-Up: Submit photo mylar of recorded Final Map

### **GENERAL INFORMATION TO BE COMPLETED BY THE DEVELOPER BEFORE FINAL MAP IS SCHEDULED TO GO TO COUNCIL**

Name of Owner: \_\_\_\_\_ Acreage in Subdivision \_\_\_\_\_ AC Number of Lots: \_\_\_\_\_  
Type of Ownership: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Tract Number: \_\_\_\_\_  
Planning Commission Approval Date: \_\_\_\_\_  
City Council Approval Date: \_\_\_\_\_ Resolution #: \_\_\_\_\_ PW # \_\_\_\_\_