

**ENGINEERING SERVICES**

**Parcel/Tract Map**

**Initial Submittal Checklist**

Project Name: Date:

All items on this checklist and all drawings required for the project (except Landscape plan, which shall be submitted by the 2nd project submittal) must be included in the initial submittal for a complete submittal. Incomplete submittals will be rejected or not processed by the City. If the applicant deems an item to be not applicable to the proposed project, it shall be marked as “Not Applicable” with an explanation. **An appointment is required for all initial submittals.** Please contact Engineering Services at (760) 839-4651 or at [engineeringservices@escondido.org](mailto:engineeringservices@escondido.org).

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| --- | --- | --- | --- | --- |
|  | | | | Official Use Only |
| Not Applicable | Included | Item Description  *One (1) copy of Administrative Items, reports, and cost estimate needed per project* | Explanation |  |
|  |  | **Administrative Items** |  |  |
|  |  | Copy of this City Transmittal |  |  |
|  |  | Transmittal letter from the Engineer or Surveyor |  |  |
|  |  | One (1) hard copy of the Preliminary Title Report, issued within six months of submittal and pdf uploaded through the portal |  |  |
|  |  | One (1) hard copy of the Traverse Calculations |  |  |
|  |  | One (1) hard copy of the Planning approved Certified Tentative Map |  |  |
|  |  | One (1) hard copy of the Engineering Conditions of Approval |  |  |
|  |  | **Plans** |  |  |
|  |  | Two (2) sets of the Parcel or Tract map, folded 9”x12” submitted to the Engineering Services counter |  |  |
|  |  | PDF of all plans and documents listed on this transmittal submitted through the City’s portal |  |  |
|  |  | Reference Maps and Record of Surveys uploaded to the City’s portal |  |  |
|  |  | **\*Fees** |  |  |
|  |  | One (1) hard copy of the Engineer’s Cost Estimate. Must use City’s format which can be found at [https://www.escondido.org/land-development](https://www.escondido.org/Data/Sites/1/media/Engineering/FY20.21/FY20.21CopyofEngineersEstimateofCost2020.xls) | Per project – Upload with the Grading Plan |  |
|  |  | Engineering Map Review Fee |  |  |
|  |  | Planning Map Review Fee |  |  |

\*See Engineering’s fee schedule for [Current Fees](https://www.escondido.org/Data/Sites/1/media/Engineering/LandDevelopment/FinalFY20.21EngineeringFeeScheduleR2020-29R2003.doc).