

**ENGINEERING SERVICES**

**Parcel/Tract Map**

**Initial Submittal Checklist**

Project Name: Date:

All items must be included in the initial submittal to ensure a complete submittal. Incomplete submittals will be rejected. 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 to schedule an appointment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | Official Use Only |
| Not Applicable | Included | Item Description  *we only need 2 copies of Administrative, reports and cost estimate info per project* | Explanation |  |
|  |  | **Administrative Items** |  |  |
|  |  | Copy of this City Transmittal |  |  |
|  |  | Transmittal letter from the Engineer or Surveyor | Per project |  |
|  |  | Two (2) copies of the Preliminary Title Report, issued within six months of submittal | Per project |  |
|  |  | Two (2) sets of the Traverse Calculations |  |  |
|  |  | One (1) set of the Planning approved Certified Tentative Map |  |  |
|  |  | One (1) copy of the Engineering Conditions of Approval | Per project |  |
|  |  | **Plans** |  |  |
|  |  | Four (4) sets of the Parcel or Tract map, folded |  |  |
|  |  | PDF of all submitted plans on a CD or emailed |  |  |
|  |  | One (1) set of Reference Maps |  |  |
|  |  | **\*Fees** |  |  |
|  |  | Two (2) copies of the Engineer’s Cost Estimate. Must use City’s format which can be found at <https://www.escondido.org/current-development.aspx> | Per project |  |
|  |  | Engineering Map Review Fee |  |  |
|  |  | Planning Map Review Fee |  |  |

\*See Engineering’s fee schedule for current fees: <https://www.escondido.org/land-development.aspx>