CITY OF AMERICAN CANYON
Community Development Department
4381 Broadway, Ste. 201
American Canyon, CA 94503

Engineering Division
Phone: (707) 647-4583

Planning Division
Phone: (707) 647-4336

Facsimile: (707) 643-2355

Building Division
Phone: (707) 647-4581
Inspections: (707) 551-4619

Fire District
Phone: (707) 551-0650

ENGINEERING DIVISION - SUBDIVISION MAP CHECKLIST

PLEASE TYPE OR PRINT:

PROJECT ADDRESS	APN(S) _ _ _ - _ _ _ - _ _ _ _ ; _ _ _ - _ _ _ - _ _ _ _
PROJECT NAME	CITY OF AMERICAN CANYON PROJECT NUMBER

APPLICANT/AGENT	PHONE	FAX	EMAIL
MAIL ADDRESS	CITY	STATE	ZIP
PROPERTY OWNER (IF OTHER THAN APPLICANT)	PHONE	FAX	EMAIL
MAIL ADDRESS	CITY	STATE	ZIP
ENGINEER/SURVEYOR	PHONE	FAX	EMAIL
MAIL ADDRESS	CITY	STATE	ZIP

1. CERTIFICATES AND ACKNOWLEDGMENTS

Required on the First Sheet or Sheets:

☐ 1 Owner's certificate (individual/partnership/corporate)

☐ 2 Owner's acknowledgment (individual/partnership/corporate)

☐ 3 Trustee or beneficiary (if such exists) certificate and acknowledgment. (Note: On parcel maps these items are only required in the event of a dedication being required as a condition of subdivision approval.)

☐ 4 Engineer's or surveyor's certificate and seal

☐ 5 Owner(s) of Interest certificate (if applicable)

☐ 6 City Engineer's certificate (including acceptance of dedications if Parcel Map)

☐ 7 City Auditor's certificate

☐ 8 City Clerk's certificate

☐ 9 County Tax Collector's certificate

☐ 10 County Clerk's certificate

☐ 11 County Recorder's certificate

☐ 12 Certificates of other agencies accepting offers of dedication.

Note: All certificates will be in accordance with State law.

2. TITLE BLOCK

Required on All Sheets:

☐ 13 Title block located in lower right hand corner of drawing

☐ 14 Assessor's parcel number(s)

☐ 15 Name of project and parcel map number

☐ 16 Total number of lots

☐ 17 Total number of common parcels (if applicable)

☐ 18 Total project acreage (to the nearest 0.01 acre)

2. TITLE BLOCK (CONTINUED)

☐ 19 Date prepared

☐ 20 Sheet number and number of sheets (if more than one sheet is required)

☐ 21 Name of party (company) responsible for preparing the map, with address and phone number.

Required on the First Sheet only:

☐ 22 Name and legal destination of property as recorded with record reference (acquisition deed number)

3. GENERAL INFORMATION *Required on All Sheets:*

☐ 23 Sheet size 18" x 26" (outside dimensions)

☐ 24 1" blank margin all around the edge of the sheet

Required on Specific Sheets:

☐ 25 Key map (if more than two map sheets are required)

☐ 26 In substantial compliance with the tentative map and conditions of approval

4. MAP REQUIREMENTS

General Requirements (Required on All Map Sheets)

☐ 27 North arrow (to be upward-facing, if practical)

☐ 28 Scale (written and graphic)

☐ 29 Symbols legend

☐ 30 Basis of bearings (bolded)

☐ 31 The exterior boundary of the subdivision designated by a distinctive border

☐ 32 Reference to adjoining tracts or lots (record data)

☐ 33 Reference to adjoining map sheets (if more than one map sheet is required)

This form is available online at www.cityofamericancanyon.org

4. MAP REQUIREMENTS (CONTINUED)

☐ 34 Reference to adjoining railroads and highways

☐ 35 Existing easements (on-site and off-site)

- ☐ a. Locations and dimensions
- ☐ b. Noted with deed reference
- ☐ c. Purpose and nature (public or private)
- ☐ d. Vehicular access restriction notation (if applicable)

☐ 36 Proposed easements:

- ☐ a. Locations and dimensions
- ☐ b. Purpose and nature (public or private)
- ☐ c. Vehicular access restriction notation (if applicable)

☐ 37 Each lot shown entirely on one sheet

☐ 38 All dimensions in feet to hundredths

☐ 39 Pertinent record data shown in parenthesis or per legend designation (next to measured data)

☐ 40 Existing monuments shown along with relevant information (found, set, retagged, or removed)

☐ 41 Monuments to be set shown and labeled with relevant information (size, location, type, and tag)

☐ 42 Reference to additional map sheet(s)

Street Requirements:

☐ 43 Approved names (new street names require approval of the Fire Department and USPS

☐ 44 Existing and proposed street widths

☐ 45 Distance from centerline to edge of right-of-way

☐ 46 Centerline monuments

☐ 47 Distance between centerline monument

☐ 48 Centerline bearing

☐ 49 Centerline curve data (delta, radius, and length)

☐ 50 Right-of-way curve data (delta, radius, and length)

☐ 51 Private streets designated as such

4. MAP REQUIREMENTS (CONTINUED)

Lot Requirements:

☐ 52 Lots numbered (beginning with number one and continuing consecutively without duplication or omission. No circles or other figures will be placed around lot numbers except for the last number where such placement will be optional.)

☐ 53 Lot line dimensions

☐ 54 Lot line bearings

☐ 55 Lot line curve data (delta, radius, and length)

☐ 56 Net acreage to the nearest 0.01 acre (for lots over one acre in size)

☐ 57 Survey tie to boundary (for planned unit developments or condominium "footprints")

"Designated Remainder" and "Remaining Lands":

☐ 58 "Designated remainder" (Government Code Sections 6642.6 and 6643(d) will be treated as follows:

- ☐ a. If greater than or equal to five acres in size, shown by deed reference
- ☐ b. If less than five acres in size, shown as a part of the survey

☐ 59 "Remaining lands" (future phases) labeled with a document number, and if less than five acres in size, shown as part of the survey

Miscellaneous Information

☐ 60 Seismic setback lines (if applicable)

☐ 61 Project-specific notes (information concerning enhancements or restrictions that were made a condition of tentative map approval and that are unique to the project)

Discretionary Approval:

☐ 62 Copy of resolution approving the tentative map

☐ 63 Copy of approved tentative map

DATE CHECKLIST RECEIVED	CHECKLIST RECEIVED BY	ENGINEERING MAP FEES:

I HAVE READ THE FOREGOING AND HAVE SUPPLIED ALL THE INFORMATION REQUESTED (OR HAVE PROVIDED A WRITTEN EXPLANATION THAT ACCOMPANIES THIS CHECKLIST AND EXPLAINS ANY OMISSIONS).

SIGNATURE OF PROJECT ENGINEER/SURVEYOR _____ DATE _____

This form is available online at www.cityofamericancanyon.org

Owner & Applicant Acknowledgements and Notification

I declare under penalty of perjury that I am the owner of said property. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application. I agree to pay all fees and recoverable costs for processing the application.

Property Owner Signature(s) _____ Date _____

I declare under penalty of perjury that I have the written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application. I agree to pay all fees and recoverable costs due to the City for processing the application, whether it is approved, denied, or appealed.

Applicant Signature(s) _____ Date _____

Partnerships & Corporations

In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.

Name	Address	Signature

Additional recipients of project correspondence

If you desire project correspondence and notice of meetings to be sent to parties other than the Applicant and Property Owner, please list their names, address and telephone numbers below.

Name	Address	Telephone number

Indemnification Agreement by Applicant

The applicant shall defend, indemnify, and hold harmless the City of American Canyon ("City"), its elected officials, officers, employees, attorneys, representatives, boards, commissions, volunteers and agents from and against all claims, actions, including actions to arbitrate or mediate, damages, losses, judgments, liabilities, expenses and other costs, or proceedings against the City, its elected officials, officers, employees, attorneys, representatives, boards, commissions, volunteers, or agents to attack, modify, set aside, void, or annul an approval, conditional approval, permit, entitlement, environmental document, environmental clearance, mitigation plan, or any other document or any of the proceedings, acts, or determinations taken, done, or made prior to granting of such approval, conditional approval, permit, entitlement, environmental clearance, environmental document, mitigation plan, or other document, by the City, including, without limitation, an action against an advisory agency, appeal board, or legislative body within the applicable limitation period.

The obligation to defend, indemnify and hold the City harmless shall include the payment of all legal costs and attorney's fees (including a third party award of attorney's fees), arising out of, resulting from, or in connection with the City's act or acts leading up to and including approval of any environmental document or mitigation plan granting approvals to the applicant, incurred on behalf of, or by, the City, its elected officials, officers, employees, representatives, attorneys, boards, commissions, volunteers and agents in connection with the defense of any claim, action, or proceeding challenging the entire or a portion of an approval, conditional approval, permit, entitlement or any other document of any related claim.

The obligation to defend, indemnify, and hold the City harmless shall include, but not be limited to, the cost of preparation of any administrative record by the City, staff time, copying costs, court costs, or attorney's fees arising out of a suit or challenge contesting the adequacy of a permit, approval, conditional approval, entitlement, environmental document, mitigation plan, environmental clearance, or any other document or approval related to the applicant's project.

The City will promptly notify the applicant of any claim, action, or proceeding and will cooperate fully in the defense. If the City fails to promptly notify the applicant of any claim, action, or proceeding, or the City fails to cooperate fully in the defense, the applicant shall not be responsible to defend, indemnify, or hold harmless the City.

In the event a legal challenge to a City permit, approval, conditional approval, environmental document, environmental clearance, mitigation plan, entitlement or any other document, proceeding, determination, or action related to the applicant's project is successful, and an award of attorneys' fees is granted against the City, the applicant shall be responsible to timely pay the full amount of such an award.

_____	_____	_____
Applicant's printed name	Applicant's signature	Date

DEVELOPER DEPOSIT PROJECT SET UP FORM

APPLICANT INFORMATION
(PLEASE PRINT)

APPLICANT NAME: ____

PROJECT NAME: ____

ADDRESS: ____

PHONE: ____ E-MAIL ____

CONTACT PERSON: ____

BILLING INFORMATION
(PLEASE PRINT)

BILLING PARTY: ____

ADDRESS: ____

PHONE: ____ E-MAIL ____

CONTACT PERSON: ____

As an authorized representative of the applicant, I hereby consent by my signature below, that I understand the following:

The service of processing an application for development of property in the City of American Canyon is of primary benefit to the applicant. The cost of processing an application is charged according to the hours spent by staff and consultants in reviewing and analyzing the project which includes but is not limited to plan check, inspection of improvements writing staff reports, preparing environmental analyses, notifying and responding to the public, City Attorney review, and attending public hearings. The applicant receiving the benefit from the service shall pay the cost of these services. Total cost varies according to the size of the project and the complexity of the issues involved. At the City's sole discretion, a consultant may process the application or provide augmentation to City staff. Pursuant to City Council Resolution 2008-79 for development applications, the applicant will pay all costs for consultant services inclusive of any applicable "in-house" administrative costs. In no instance will the administrative fee plus the consultant contract rates exceed the hourly rates charged by City staff. Project specific expenditures such as City Attorney services, postage for mailing public notices, advertising, etc. have been excluded from the hourly rates. These project specific expenditures will be billed "at cost" on a project by project basis to the applicant.

The deposit creates an open account to which processing time is charged. Processing charges will automatically be drawn against the deposit funds until the minimum balance is remaining. All services beyond the maximum balance requirement will be invoiced to the applicant on a monthly basis. Accompanying the invoice will be a statement, which will include a description of services rendered during the billing period. **If payment is not received within 7 working days after the invoice due date, all development activities will be suspended until payment is received.**

At the conclusion of the discretionary process, after full payment of all invoices is received, any remaining deposit amounts will be refunded to the applicant.

DATE:______________________ SIGNATURE: ____

- -

COMMUNITY DEVELOPMENT USE ONLY

(CHECK)

□ NEW PROJECT DEPOSIT $______________________

MINIMUM DEPOSIT MET? (CHECK) ____ YES ____ NO

DEPOSIT WAIVED – EXPLAIN:

____

____

□ ADDITIONAL DEPOSIT (EXISTING PROJECT)

□ CASH BOND $_______________________________

□ REOPEN OLD PROJECT

PROJECT #_______________________________

RECEIPT #_______________________________

PROJECT NAME: _________________________

RELATED PROJECTS:

____

____

____

CITY STAFF: ____DATE:__________________