CITY OF AMERICAN CANYON
ENGINEERING DIVISION
SUBMITTAL CHECKLIST FOR
COMPLETENESS REVIEW

SITE DEVELOPMENT APPLICATIONS

On a case-by-case basis, a City Engineer will place an (X) next to the information required for submittal. The Engineer may determine that specific information may not be needed to process a particular application. If the Engineer decides to waive certain information, the Engineer will initial the waived information and keep a copy of the form for City records.

It is City policy not to accept incomplete applications unless an Engineer has specifically identified those items waived by writing N/A and initialing the notation in the Quick Check box. Incomplete or inaccurate information may result in processing delays or denial of the project. Placing an (X) in the Quick Check box, means the required application items have been submitted and are sufficient to **begin** the review process. Placing an (X) in the Quick Check box does not mean the items submitted are complete - further design work, studies, calculations etc. maybe required during the plan review process.

GENERAL INFORMATION

Project Street Address/Location: _____

Project Name: _____

Project Description: _____

_____

APN: _____

Applicant Name: _____ Phone: _____

SUBMITTAL REQUIRED	QUICK CHECK	TYPE OF SUBMITTAL REQUIRED
		1. Preliminary Title Report (2 copies) to document ownership, prepared within three months of application submittal.
		2. Reference Documents (2 copies) all documents called out in the preliminary title report and on the plan.
		3. Traffic Study (2 copies) specific to the site of proposed project: traffic generation rates, peak hour counts, trip distribution and similar information. Traffic Study shall be prepared in accordance with the Revised Draft Traffic Impact Study Guidelines dated September 1, 2007. *(Applicants must submit a study or if a study is not warranted a letter from a traffic engineer stating the project does not need a study based on the thresholds established in the City guidelines)*
		4. Hydrology and Hydraulic Study (2 copies) Study shall be prepared in accordance with City Standards.
		5. Soils Report (2 copies) Additional soils or geological data may be required due to the scale of the proposed grading or the presence of potentially hazardous or environmentally sensitive conditions

SUBMITTAL REQUIRED	QUICK CHECK	TYPE OF SUBMITTAL REQUIRED
		6. Water Demand Calculations (1 copy) - submit calculations quantifying the water demand in gallons per day.
		7. Sewer Generation Calculations (1 copy) - submit calculations quantifying the sewer generation rate in gallons per day.
		8. Storm Water Management Plan (2 copies) – submit a narrative which describes both construction and post construction best management practices to be used in the design and construction of the project (reference Napa County requirements)
		9. Site Plan (2 copies) The plans must be prepared and signed by a licensed civil engineer, surveyor, architect, or designer. The plans must graphically and understandably describe the proposal. The plans must show the following: a. Vicinity Map showing the site in relation to nearest cross streets. b. North arrow and scale; c. Dimensioned property lines, existing and proposed easements, and adjacent streets. d. Location, setback and dimensions of all existing and proposed structures on the site. e. Parking information: - parking spaces, - handicapped spaces, - typical parking stall dimensions, - location of lighting fixtures, - parking aisles dimensioned, - entrance drives dimensioned, - striping details, f. Loading/receiving areas: - dock location and truck access, - turnaround area dimensions - truck well, g. Location, setback and dimensions of all existing and proposed: - driveways, - median openings, - loading areas, - handicapped ramps, - sidewalk/pathways, - pedestrian circulation, - landscaped areas, - fences, - retaining walls, - power poles - signage - trash enclosures - recycling bins - grease interceptors - wells - septic tanks, leach fields - structures - parking areas - light poles h. Location of all existing and proposed structures, parking areas, driveways, walkways, sidewalks, fire hydrants, streetlights, landscape areas, fences, retaining walls, signage, and trash enclosures within 50 feet of the project site. i. Name, right-of-way width, and pavement width of abutting streets j. Location of nearest public fire hydrant and streetlight

SUBMITTAL REQUIRED	QUICK CHECK	TYPE OF SUBMITTAL REQUIRED
		<u>10. Preliminary Grading/Drainage Plan</u> showing: a. Existing topography (dashed line) – one-foot intervals (slopes 3:1 or greater shall be five-foot intervals) b. Proposed or finish grade contours (solid line) – one-foot intervals c. Boundaries of all cut and fill areas d. Cross section of all cuts and fills before and after grading. e. Direction and path of drainage on, through and off the site (indicate any proposed and existing drainage facilities) f. Retaining walls with critical spot elevations g. Pad elevations for appurtenances (i.e., transformer, generator, etc.) h. Finish floor elevations i. Spot elevations at 50' intervals along the project boundary j. Spot elevations at 50' intervals at street centerline and top of curb of abutting streets k. Flood plain information - a statement as to whether the site is located within the 100-year flood plain. If it is, the site plan must show the area affected and call-out the floodplain elevation.
		<u>11. Preliminary Utility Plan</u> showing: a. Joint trench location. Electrical, gas, telephone and cable services. b. Water service - location and size of domestic, fire and irrigation services including meters, back flow prevention devices, fire hydrants, fire department connection and P.I.V. Location and size of water mains in abutting streets. Point of connection to water main. c. Sanitary sewer service - location and size of sanitary sewer services including manholes and cleanouts (100' O.C.) Location and size of sanitary sewer mains in abutting streets. Point of connection to water main. d. Storm drain system (with invert elevations) – location and size of system including catchbasins, drop inlets, manholes, trench drains, v-gutters, trench drains, swales, and detention basins. Location and size of storm drainage facilities in abutting streets. Point of connection to public storm drain system. e. Recycle water service - location and size of recycle services, meter. Location and size of recycle water mains in abutting streets. Point of connection to recycle water main. f. Critical crossings calculated for clearance (encasement if required) g. Building tie-ins with sanitary sewer, storm drain and water h. Stub out locations for future pads, if any i. Easements (existing and proposed) j. Approximate public streetlight pole locations k. Finish floor elevations

SUBMITTAL REQUIRED	QUICK CHECK	TYPE OF SUBMITTAL REQUIRED
		12. Preliminary Landscaping Plan (2 copies) This plan shall be consistent with the site plan and architectural plans for the proposed project. The plan shall demonstrate clearly the character, massing and site compatibility of the proposed landscaping program and shall include the following: a. Design layout showing the desired landscaping program in terms of location of proposed landscaping and hardscape, b. Plant palette with the location, size and name of the proposed plants and trees (both common and botanical), c. Locations of proposed berms, concrete curbs, paths, fencing, and miscellaneous structures (including above-grade utility structures such as PG&E transformers), d. Lighting plan, including pedestrian level, security and parking lot lighting.
		13. Special Information or information in such form and number as may be required by the Engineering Division. • Water Conservation Plan – Applicants are required to provide water conservation measures to offset their water demand. Submit a narrative describing the types of water conservation measures to be used in the project. If the applicant cannot offset their water demand they may pay an in-lieu per-unit fee to the City's Water Conservation program.
		• Fault Study

_____ The Quick Check has determined that the application submittal is **incomplete and cannot be accepted.**

_____ The Quick Check has determined that the application appears to **contain the items required by this checklist** .

_____ _____

Name/Title Date

For assistance or questions regarding this form, please contact:

Engineering Division
City of American Canyon
4381 Broadway, Suite 201
American Canyon, CA 94503
(707) 647-4562/fax 707-643-2355

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:_________________