



ENGINEERING SERVICES
Parcel/Tract Map
Initial Submittal Checklist

Project Name: _____ Date: _____

APN: _____

Address: _____

All items on this checklist and all drawings required for the project must be included in the initial submittal. Incomplete submittals will be rejected by our screen check process and returned for additional information and missing items. If the applicant deems an item to be not applicable to the proposed project, it shall be marked as “Not Applicable” with an explanation. **All submittals must be completed online.** First, create an application at <https://cwols.escondido.org/Portal/>, then upload documents to our ProjectDox software which you will be prompted to create an account through email. Please contact Engineering Services if you have any questions at (760) 839-4651 or at engineeringervices@escondido.gov.

| | | | | Official Use Only |
|----------------|----------|--|-------------|-------------------|
| Not Applicable | Included | Item Description | Explanation | |
| | | Items to be submitted through the Portal (https://cwols.escondido.org/Portal/) for screen check review | | |
| | | Traverse Calculations | | |
| | | Planning approved Certified Tentative Map | | |
| | | Engineering Conditions of Approval | | |
| | | Engineer’s Cost Estimate. Must use City’s format which can be found at https://escondido.gov/315/Land-Development | | |
| | | Reference Maps and Record of Surveys | | |
| | | Parcel or Tract map uploaded through the portal | | |
| | | *Fees | | |
| | | Initial Fees as determined through the Screen Check Process. (Note: Applicant can pay by check or credit card at our Engineering front counter or through the portal (https://cwols.escondido.org/Portal/) by credit card. APPLICATIONS WILL NOT BE REVIEWED UNTIL THE INITIAL PLAN CHECK FEES HAVE BEEN PAID. | | |

*See Engineering’s Fee Schedule: <https://www.escondido.gov/DocumentCenter/View/8696>