



PLAN CHECK SUBMITTAL APPLICATION & CHECKLIST

CHECK ONE BOX BELOW FOR SUBMITTAL TYPE:

For Staff Use

Received by: _____

Date: _____

☐ FINAL MAP ☐ CERTIFICATE OF COMPLIANCE ☐ CERTIFICATE OF CORRECTION

Submit Completed Application and Checklist Documents with Fee to **ENGINEERING DEPARTMENT**

130 SOUTH MAIN STREET, LAKE ELSINORE, CA 92530

P: 951.674-3124, F: 951.674-8761

Incomplete submittals will not be processed for plan check.

TENTATIVE MAP

NO.: _____

DATE TENTATIVE

MAP APPROVED: _____

NO. OF
NUMBERED
LOTS: _____

NO. OF
LETTERED
LOTS: _____

PLANNING
PROJECT
CRS NO: _____

VESTING MAP? ☐ Yes ☐ No

DEVELOPMENT AGREEMENT? ☐ Yes ☐ No

EXISTING ASSESSOR'S PARCEL NO(S): _____

CROSS STREETS: _____

GROSS ACRES

for TRACT MAP: _____

GROSS ACRES for

PARCEL MAP:

Parcel 1	Parcel 2	Parcel 3	Parcel 4	Parcel 5	Parcel 6
_____	_____	_____	_____	_____	_____

Contact Name & Company

OWNER / DEVELOPER: _____

STREET ADDRESS/CITY/ZIP: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____

PROJECT MANAGER:

If different from OWNER/DEVELOPER

STREET ADDRESS/CITY/ZIP: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____

ENGINEER _____

COMPANY: _____

STREET ADDRESS/CITY/ZIP: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____

TITLE COMPANY _____

CONTACT: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____

SUBMITTAL CHECKLIST

NEW - A digital copy (CD/DVD/Thumb Drive) of **all submittal documents** is required for in person submittals. Online submittal using the City's Customer Self Service Portal (CSSP) at www.lake-elsinore.org is encouraged to save you time and money.

FINAL MAP SUBMITTAL

QTY	DESCRIPTION OF REQUIRED DOCUMENTS
1	This Form - identifying all items being submitted.
4	MAP - 18" x 26" w/ 1" margins
2	VESTING DEED(S)
2	PRELIMINARY TITLE REPORT (within 6 months)
2	MAP CHECK CLOSURE CALCULATIONS - Signed & sealed for boundary, street centerline, blocks, lots and easements.
1	APPROVED TENTATIVE MAP OR APPROVED SITE PLAN (if applicable)
2	CONDITIONS OF APPROVAL
1	COPY OF DEVELOPMENT AGREEMENT
	REFERENCE MAPS, Documents, Exhibits, etc. as applicable
\$0.00	PLAN CHECK FEES* * Reviews in excess of 4 checks will result in additional fees.
FINAL (TRACT) MAP	\$200.00 + \$1,700.00 + Enter # of Lots Above x \$55.00 Per lot charge
PARCEL MAP	\$200.00 + \$1,600.00 + Enter # of Lots Above x \$45.00 Per lot charge

CERTIFICATE OF CORRECTION SUBMITTAL

QTY	DESCRIPTION OF REQUIRED DOCUMENTS
1	This Form identifying all items being submitted.
2	TRANSMITTAL - stating reason for Correction(s)
2	MAP - for reference
2	CERTIFICATE OF CORRECTION
\$550.00	PLAN CHECK FEES* * Reviews in excess of 4 checks will result in additional fees.

CERTIFICATE OF COMPLIANCE SUBMITTAL

QTY	DESCRIPTION OF REQUIRED DOCUMENTS
1	This Form identifying all items being submitted.
2	TRANSMITTAL - stating reason for Compliance review
2	VESTING DEEDS
2	PRELIMINARY TITLE REPORT (within 6 months)
2	LEGAL DESCRIPTION & PLAT OF PROPERTY SUBMITTED FOR COMPLIANCE
2	CERTIFICATE OF COMPLIANCE
	REFERENCE MAPS, Documents, Exhibits, etc. as applicable
\$550.00	PLAN CHECK FEES* * Reviews in excess of 4 checks will result in additional fees.