# APPENDIX A – submittal CHECKLIST: step 1 - project Proposal

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| **The following should be entered directly into SOAR:** |  |
| * Project Proposal Form |  |
| * Project Summary |  |
| * Project Question Responses |  |
| **The following should be uploaded into SOAR as attachments:** |  |
| * Project Proposal Form Signature Page (print, sign, and upload) |  |
| * Photographs |  |
| * Cost Estimate (Appendix B or C) |  |
| * Community Engagement Summary |  |
| * Site Plan (development projects only) |  |
| * Willing Seller Letter (Appendix K) (acquisitions only) |  |
| * Assessor’s Parcel Map (acquisitions only) |  |