

APPENDIX A – SUBMITTAL CHECKLIST: STEP 1 – PROJECT PROPOSAL

The following is entered directly into RAPTR:	
Project Summary	
Project Questions	
The following will be uploaded into RAPTR as attachment:	
Project Proposal Form Signature Page (Appendix B)	
Letter from the Lead Agency Responsible for the RTF (Appendix C)	
Environmental Compliance (CEQA, for the EEM project (Appendix D))	
Photographs	
Cost Estimate (Appendix E or F)	
Community Engagement Plan	
Project Area Map	
Property Data Sheet (Appendix G)	
Assessor's Parcel Map(s)	
Site Plan (development projects only)	
Plant Palette (development projects only)	
Willing Seller Letter (Appendix I) (acquisitions only)	
Preliminary Title Report (acquisitions only)	