

**CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT  
ENGINEERING SERVICES DIVISION  
PROCESSING GUIDELINE**

**Date:** \_\_\_\_\_  
**Development:** \_\_\_\_\_

**TO: APPLICANT FILING A SUBDIVISION FINAL OR PARCEL MAP**

Before a map can be placed on the Board of Supervisors' agenda for approval, the following items must be submitted to the Engineering Services Division no later than 3:00 p.m. on the developer cutoff date, which is **approximately 30** working days prior to the agenda date (holidays excluded.) All applicable items must be **COMPLETE**. All documents, agreements and bonds must be **PROPERLY EXECUTED AND NOTARIZED**. Submittals should be made directly to the review engineer. If all of the required items are not completed by 3:00 p.m. on the cutoff date, the map will not be placed on the agenda.

This list is intended as an aid in processing your map and may not include all of your individual requirements.

- \_\_\_\_\_ Subdivision Agreement with Performance and Labor and Materials bonds
- \_\_\_\_\_ Off-tract agreements with bonds (Road or Drainage Agreements)
- \_\_\_\_\_ Cash portion of performance bond (1%; \$1,000 min)
- \_\_\_\_\_ Tax letter (original copy)
- \_\_\_\_\_ Tax bond (March thru October) stamped by the Tax Collector
- \_\_\_\_\_ Original map (mylar) completed and signed
- \_\_\_\_\_ Improvement plans completed and stamped by this office (Distribution set provided)
- \_\_\_\_\_ Clearance from Community Development Department
- \_\_\_\_\_ Condemnation Agreement with bond and cash deposit
- \_\_\_\_\_ Grant Deed of Development Rights
- \_\_\_\_\_ Relinquishment of Abutters Rights
- \_\_\_\_\_ Deferred Improvement Agreement
- \_\_\_\_\_ Offer of Dedication - Road and Drainage
- \_\_\_\_\_ Consent to Offer to Dedicate
- \_\_\_\_\_ Common Use Agreement
- \_\_\_\_\_ Waiver of signatures
- \_\_\_\_\_ Drainage Release
- \_\_\_\_\_ Drainage Area Fee
- \_\_\_\_\_ Area of Benefit Fee
- \_\_\_\_\_ Base Map Fee
- \_\_\_\_\_ Inspection Fee
- \_\_\_\_\_ Street Lighting Fee
- \_\_\_\_\_ Conditioned Fees
- \_\_\_\_\_ Fish and Game Permit
- \_\_\_\_\_ Flood Control Permit
- \_\_\_\_\_ All Conditions of Approval satisfied
- \_\_\_\_\_ Annexation to the Community Facilities District (CFD) 2010-1 for countywide street light financing
- \_\_\_\_\_ Landscape review and inspection fee
- \_\_\_\_\_ Annexation to landscape district
- \_\_\_\_\_ Recordable acknowledgment of Geologic report
- \_\_\_\_\_ Segregate assessments (if subdivision is within an existing Assessment District)
- \_\_\_\_\_ Monument Checking Fee
- \_\_\_\_\_ Document authorizing signature
- \_\_\_\_\_ Stormwater Control Plan
- \_\_\_\_\_ Other

If you have any questions please contact Randolf Sanders at (925) 313-2111 or randolf.sanders@pw.cccounty.us.