

## Glossary of Terms (Cont'd.)

**Deed Disclosure:** A declaration of notice notifying property owners and any future owners of provisions governing the use, maintenance, and/or any other disclosure specified in the Conditions of Approval or otherwise required for the project.

**Review Clock:** Typical time line for review submittal package which may take several work days and several plan check iterations.

**Subdivision Agreement:** An agreement between Contra Costa County and the Subdivider agreeing to comply with all its conditions including but not limited to improvements required, improvement security, guarantee and warranty of work.

**1-Year Warranty:** A period that guarantees that work performed according to the approved improvement plans (public improvements) to be free from defects in material or workmanship and perform satisfactorily for a period of one year after the Board of Supervisors accepts the work.

**Performance Cash Bond (1%):** A cash deposit, equal to one percent of the Engineer's bond estimate for the improvements, but not less than one thousand dollars is required as a guarantee for the performance of all work and repair of any defect in the improvements which occur within one year of the acceptance of the work as complete.

**Performance Surety Bond (99%):** A security in the form of a cash deposit, a surety bond or acceptable instrument of credit based on the Engineer's bond estimate, less the cash deposit, guaranteeing performance of all work and repair of any defect in the improvements which occurs within one year of the acceptance of work as complete as set forth in the Subdivision Agreement.

**Payment (Labor & Materials) Surety Bond (50%):** A security in the form of a cash deposit, acceptable surety bond or acceptable instrument of credit equivalent to fifty percent of the Engineer's bond estimate, guaranteeing payment to the contractor and all other labor and materials for the purpose of settling any claims, withheld for six months after the acceptance of the work as complete as set forth in the Subdivision Agreement.

## Hours

Monday - Thursday 7:00 a.m. - 5:00 p.m.

Friday 7:00 a.m. - 4:00 p.m. Closed 12-1.

## Phone numbers:

Main number:	(925) 313-2000
Fax number:	313-2333
Administrative Services:	313-2340
Buchanan Airport:	681-4200
Byron Airport:	634-0147
Capital Projects:	313-2102
County Clean Water Program:	313-2360
Custodial:	313-7096
Design/Construction Division:	313-2320
Engineering Services Division:	313-2170
Facilities Maintenance:	313-7052
Finance Division:	313-2344
Fleet Services:	313-7074
Flood Control District:	313-2270
Information Technology Division:	313-2261
Kids at Work:	313-2380
Maintenance Division:	313-7000
Materials Management:	313-7078
Print and Mail:	646-5521
Purchasing:	313-2120
Real Property Division:	313-2220
Records Section:	313-2356
Special Districts Section:	313-2170
Transportation Engineering:	313-2370
Traffic Section:	313-2370
Watershed Program:	313-2296

## Public Works Website:

[www.cccpublicworks.org](http://www.cccpublicworks.org)



Contra Costa County  
Public Works  
Department



August 2017

# PROCESSING YOUR APPROVED PERMIT



*Contra Costa  
County  
Public Works  
Department  
255 Glacier Dr.  
Martinez, CA  
(925) 313-2000*

*Julia R. Bueren, Director*

*Deputy Directors*

*Brian M. Balbas, Chief*

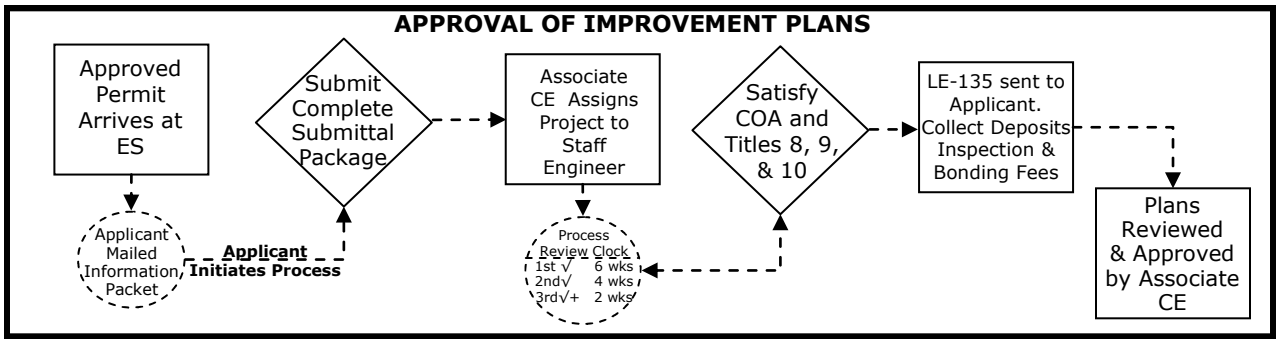
*Mike Carlson*

*Stephen Kowalewski*

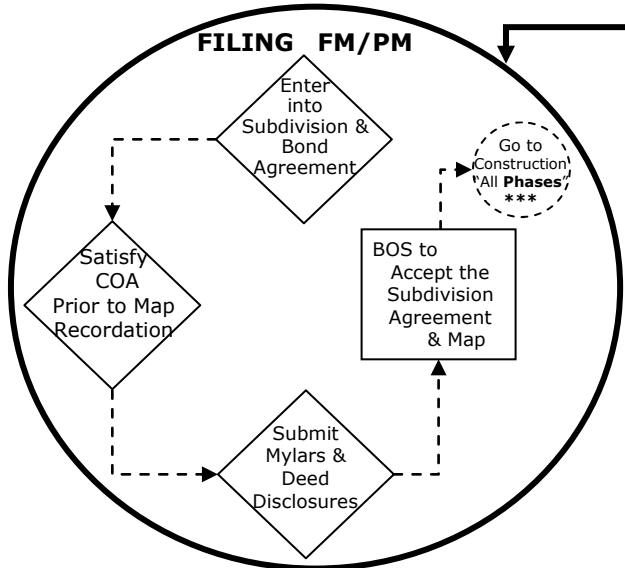
*Carrie Ricci*

*Joe Yee*

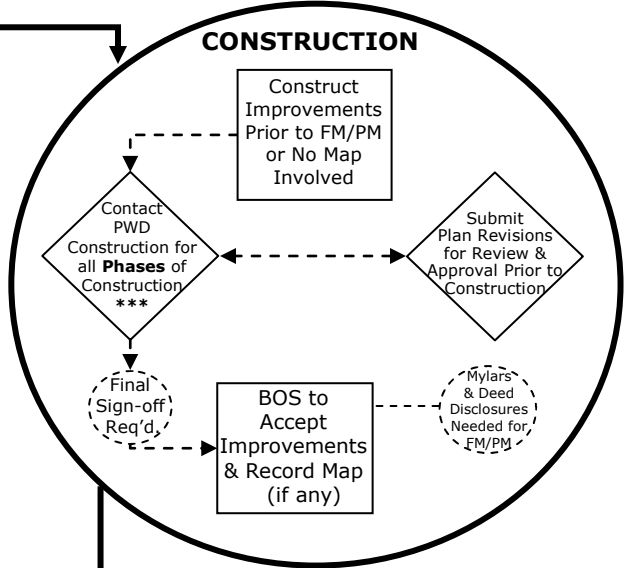
### APPROVAL OF IMPROVEMENT PLANS



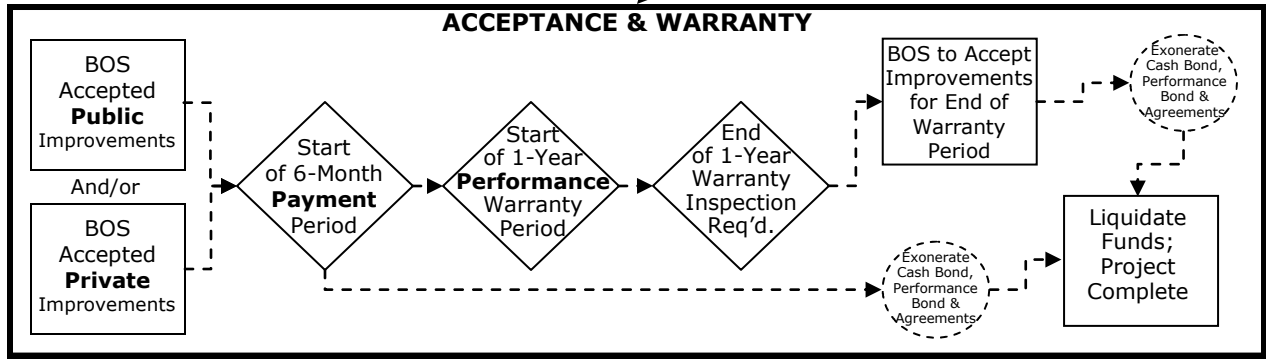
### FILING FM/PM



### CONSTRUCTION



### ACCEPTANCE & WARRANTY



## Glossary of Terms

**Engineering Services:** The Engineering Services Division is responsible for the coordination of infrastructure activities in the development process. The Division includes Land Development Application and Processing Sections, Special Districts Section, and Survey Section.

**Processing Section:** The Processing Section staff assures that the development of public and private improvements are accomplished in accordance with Federal, State, and County laws and ordinances; County standards and specifications; and sound engineering.

**Approved Permit:** The document which is issued when your application is conditionally approved that allows you to proceed with your development. All Conditions of Approval must be met to receive final development approval.

**Information Packet:** Development information packet containing general information, guidelines, unit price guide, improvement plan checklist, parcel and final map checklist, cost and time notification form, general notes for improvement plans, and current fee schedule.

**Conditions of Approval:** The requirements which you must fulfill in order to receive final approval for your development.

**Titles 8, 9, & 10:** The Building, Subdivision, and Public Works and Flood Control Ordinance Codes that govern land development in the County.

**LE-135 Form (summary):** Engineering Services form listing all outstanding items, fees, and bonding requirements as necessary for your project prior to map recording, building permit, or construction.

**Improvements:** "Improvements" as required by Conditions of Approval, improvement plans, and in conformance with the County Ordinance Codes, which include and not limited to street work, drainage facilities required to be installed by the developer on the land for public and/or private use.

### Acronyms:

<b>BOS</b> = Board of Supervisors	<b>CE</b> = Civil Engineer	<b>FM</b> = Final Map	<b>LP</b> = Land Use Permit
<b>ES</b> = Engineering Services	<b>COA</b> = Conditions of Approval	<b>PM</b> = Parcel Map	<b>DP</b> = Development Plan
<b>DPS</b> = Development Processing Section	<b>PWD</b> = Public Works Department	<b>MS</b> = Minor Subdivision	<b>VP</b> = Variance Permit
		<b>SD</b> = Major Subdivision	