



SUBMITTAL CHECK LIST

Following approval of the tentative map or development permit, the developer may be required by the Ordinance code and conditions of approval to submit information for review and approval by the County. A complete submittal includes the following items listed in the check lists below. Incomplete submittals will be returned unprocessed. Should you have any questions regarding your submittal, please contact Randolph Sanders at (925) 313-2111 or Randolf.Sanders@pw.cccounty.us.

Improvement Plan Submittal:

- Transmittal listing enclosures
- Four (4) sets of improvement plans
- Hydrology Map (must be to scale) (2 sets)
- Hydraulic and hydrologic calculations justifying the proposed drainage system (2 sets)
- Preliminary bond estimate (2 copies)
- Improvement Plan Checklist completed and signed by the engineer
- Plan review deposit based on preliminary bond estimate; pursuant to the current Fee Schedule
- Annotated Conditions of Approval; include supporting documents
- Final/parcel map, if a subdivision (duplicate copy of one submitted for map check)
- Structural calculations signed by registered engineer for any non-County standard structure
- Stormwater Control Plan (2 sets)
- Operation and Maintenance Plan (2 sets)
- Signed Cost and Time Notification form

Final Map/Parcel Map Submittal:

- Transmittal listing enclosures
- Two (2) sets of final/parcel map
- Map check deposit; pursuant to the current Fee Schedule
- Title Report (current within 6 months)
- Closure Calculations
- Map Checklist completed and signed by surveyor or engineer
- Copies of any pertinent maps/deeds/ref. info.
- Signed Cost and Time Notification form

Condition of Approval Compliance Review (no improvement plans):

- A transmittal listing enclosures
- Review deposit; pursuant to the current Fee Schedule
- Annotated Conditions of Approval; include supporting documents
- Signed Cost and Time Notification form

Other useful information available to help you through the development process:

- General Information about Improvement Plan Submittal
- Public Works Fee Schedule Summary Table
- Unit Prices Guide for Improvement Bond Estimates (use to prepare Engineer's Estimate)
- County General Notes for Improvement Plans (include in improvement plans)
- Brochure – Processing Your Approved Permit
- Pamphlets – Your Development Project and the Public Works Department Part I and Part II
- Pamphlet – Public Works Conditions of Approval: What do they mean?
- Processing Guideline for Filing a Subdivision Final or Parcel Map

Documents are available on the Public Works website at <http://www.co.contra-costa.ca.us/227/Public-Works>