PUBLIC WORKS DEPARTMENT POLICY
FOR ACCELERATED REVIEW SERVICE

The Contra Costa County Public Works Department may provide an accelerated review of improvement plans and final maps upon payment of a Premium Review Fee (50% greater than normal) and subject to the conditions stated below.

Condition 1: The accelerated review service is requested in writing by the developer and/or Engineer.

Condition 2: The Developer's Engineer must attend an improvement plan submittal meeting. At this meeting the Engineering Service staff will determine if the Improvement Plans/Map can be accepted for accelerated review. The criteria for this determination are based on the following:

- Completeness of the submittal. Does the submittal include: Complete improvement plans, Engineering estimate, hydrology/hydraulic maps and calculations, completed improvement plan check list and annotated conditions of approval, copy of approved/Final Tentative Map, copy of approved/Final Conditions of Approval?
- Overall quality of submittal. Is the submittal: Clear? Well organized? Well laid-out?
- Staffing and current workload.

At the conclusion of this short (1 hour or less) meeting the submittal will either be accepted or rejected for accelerated review. If the submittal is rejected for accelerated review the developer may be given the option to make changes and/or corrections and resubmit for accelerated review. The decision will be at the discretion of County staff.

Condition 3: The accelerated review service is applicable only to the review of improvement plans and/or review of final map by the Engineering Services Division and Survey Section. It does not cover reviews by Design, Flood Control or any other Division of Public Works.

Condition 4: The accelerated review service guarantees that improvement plan "first checks" will be completed within 15 working days, "second checks" within 10 working days and each subsequent check within 5 working days. Final map "first checks" will be completed within 10 working days and each subsequent check within 5 working days. Working days will be counted starting the first working day after receipt at the Public Works Department Office.

Condition 5: The accelerated review service requires a premium payment equal to the fee amount established by the fee schedule adopted by the Board of Supervisors plus a mark-up of 50 percent. This premium payment shall be made at time of submittal of the improvement plans or final map. If the review is not completed within the guaranteed time, a refund will be made in the amount of the difference between the premium payment and the fee amount established by the fee schedule.

Condition 6: The premium payment provides for review of plans and maps up to a cost of 100 percent of the non-premium payment fee as established by the fee schedule. After 100 percent, the additional fee is based on a per hour basis per the fee schedule.