COST AND TIME NOTIFICATION FORM

Cost: The Public Works Department collects deposits for map checking, improvement plan review and inspection based upon a percentage of your Engineer's Cost Estimate and a calculated "average" of staff time required. These deposits are used to cover the costs accrued by our staff while processing your development. ***Your final cost could be more or less than this average.***

During the course of processing your development, there may be three (3) phases.

I: Application, map checking, improvement plan checking or compliance with conditions of approval.

Board Action: Formal approval and filing of the Final or Parcel Map and/or release of hold on building permits.

(Note: Once your improvement plans are approved, your project immediately proceeds into the inspection phase whether or not construction actually begins, and all succeeding staff time is charged accordingly).

II: Construction and inspection process. Board Action: Formal acceptance of constructed improvements.

III: Warranty period if development includes construction of public improvements. Board Action**:** Confirmation of satisfied warranty period, exoneration of surety bond or letter of credit and return all remaining cash deposits.

Prior to submitting any items to the Board of Supervisors for approval, we will review your deposits and our staff charges. If the charges exceed your deposit, you will be billed for the difference. If the deposit on hand is less than our estimate of costs remaining, you will be required to increase your deposit. On completion of your project, we will refund any unused deposits.

It is important that you understand that all staff time spent on your development, including time for writing letters, telephone calls, counter calls, bonding company inquiries, meetings, appeal processes, revisions, and related activities is charged against your deposit for each phase of development. The longer it takes to complete improvements, the more charges you will probably accrue. You can help to keep your inspection costs down by notifying the inspector in advance of your construction schedule and by keeping the inspector informed of your progress.

We cannot overstate the financial benefits to you of constructing your improvements in a timely manner.

Time: The time required to process your development through the Public Works Department can vary greatly depending on the complexity of the project, the surrounding environment (age and adequacy of existing infrastructure, etc.) and your turn around time. Average processing time is from 6 months to 2 years or more. Please allow for this time in your scheduling. Some factors affecting time are uncontrollable but others can largely be controlled by: 1) insuring that all submittals are complete; 2) addressing all comments from staff; 3) returning your corrected documents back to the Public Works Department as quickly as possible.

Be aware that the rights given to you by your Tentative Map or permit are only good for a fixed amount of time. It is up to you to insure that all processing is complete before this time expires. Please contact your planner to insure that your rights are protected and that you will have adequate time for processing.

Should you have questions about the development fees or process, please do not hesitate to contact your map or plan checker or the Engineering Services Division at (925) 313-2000.

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