



### **SUBMITTAL CHECK LIST**

Following approval of the tentative map or development permit, the developer may be required by the Ordinance code and the 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 Jocelyn A. Bolibol LaRocque at (925) 313-2315 or [jocelyn.larocque@pw.cccounty.us](mailto:jocelyn.larocque@pw.cccounty.us).

#### **Improvement Plan Submittal:**

- A 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)
- Completed improvement plan review check list signed by the engineer
- Plan review fees; calculated as a percentage of the preliminary bond estimate; pursuant to the current Fee Schedule
- Annotated Conditions of Approval; include supporting documents
- Structural calculations signed by registered engineer for any non-County standard structure
- Storm Water Control Plan (2 sets)
- Signed Cost and Time notification form

#### **Final Map/Parcel Map Submittal:**

- A transmittal listing enclosures
- Two (2) sets of Final Map/Parcel Map
- Map Check Fee
- Title Report (current within 6 months)
- Closure Calculations
- Checklist for Parcel Maps and Final Maps filled out and signed
- 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
- Plan review fees; 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 Department Policy for Accelerated Review Service
- Unit Prices Guide for Improvement Bond Estimates
- Improvement Plan Review Check List
- Processing Guideline for Filing a Subdivision Final or Parcel Map
- Parcel Maps and Final Maps Check List
- Cost and Time Notification Form
- Public Works Department Fee Schedule
- Blueprint for a Clean Bay, Best Management Practices to Prevent Stormwater Pollution from Construction-Related Activities