



# Timeline of Parcel Map Process

<b>PLANNING PHASE</b>			<b>ENGINEERING PHASE</b>		<b>PERMITTING AND CONSTRUCTION PHASE</b>			
	<b>Application Intake</b>	<b>Preliminary Review</b>	<b>Tentative Parcel Map</b>	<b>Engineering Review</b>	<b>Final Map and Improvement Plans</b>	<b>Permits</b>	<b>Construction</b>	
<b>Community Development Agency</b>	<p>Pre-Application Meeting</p> <p>Refer to Community Development Agency (CDA) application package for items to be submitted.</p> <p>Deposit \$4,000 to CDA for review.</p> <p>Submit complete Subdivision Application.</p>	<p>Distribute referrals to other Departments and Agencies.</p> <p>California Environmental Quality Act (CEQA) review before or after Public Hearing.</p> <p>Conduct public hearing.</p> <p>Planning Commission approves/denies project.</p> <p>Consolidate Conditions of Approval from all other agencies including Public Works.</p>	<p>Planning Resolution approves Tentative Map and Conditions of Approval (COA), i.e., Exhibits A and B.</p> <p>Transmits all of the above to PWA.</p>					
								
<b>Public Works Agency</b>	<p>Public Works Agency (PWA) staff will be present at Intake Meeting to provide initial project advice.</p>	<p>Tentative Review of Subdivision Application includes:</p> <ul style="list-style-type: none"> <li>- Tentative Map</li> <li>- Impervious Surface Form</li> <li>- Preliminary Stormwater Protection Plan</li> <li>- Preliminary Grading Plan*</li> <li>- Soils/Geologic Investigation Report*</li> <li>- Preliminary Floodplain Management Plan*</li> <li>- Preliminary On-Site Storm Runoff Detention Plan*</li> <li>- Traffic Study*</li> </ul> <p>Send comment letters to CDA planners.</p>	<p>Public Works Agency to send First Submittal Letter to applicant.</p>	<p>Developer makes first submittal.</p> <p>Deposit \$5,000 to PWA</p> <p>Engineering Review includes:</p> <ul style="list-style-type: none"> <li>- Compliance with CDA</li> <li>- Grading and Site Improvement Plans</li> <li>- Flood: Drainage and storm drainage</li> <li>- Road/Traffic: Public or private road with traffic issues</li> <li>- Survey/Real Estate: Certificate Sheet, Map examination, right-of-way dedications</li> <li>- Fire Department: Separate submittal by developer</li> <li>- Public Utilities: Separate submittal by developer</li> <li>- Clean Water Program: SWPPP, post-construction site design and stormwater treatment plans</li> </ul>	<p>Developer to pay off any deficit of at-cost review account.</p> <p>Final items to be submitted for ACPWA approval by developer:</p> <ul style="list-style-type: none"> <li>- Parcel Map signed by Owners, Surveyor, Trustees</li> <li>- Improvement Plans* signed by Civil Engineer, Geologist*, Fire Department*, Utility Districts*</li> <li>- Signed and notarized Joint Maintenance Agreements*, Building Restrictions and Conditions Agreements (BRCA)*</li> <li>- Bonds for Improvements*</li> </ul> <p>Director of PWA approves improvement plans. Plans are returned to the developer.</p> <p>County Surveyor approves Parcel Map. Land Development Section releases Parcel Map and Agreements to Title Company for recordation.</p> <p>Title Company administers tax issues and transmits Parcel Map to Clerk of the Board.</p> <p>Clerk of the Board of Supervisors certifies and sends Parcel Map and Agreements to County Recorder for recordation.</p>	<p>Developer obtains necessary permits for site improvements:</p> <ul style="list-style-type: none"> <li>- Road Encroachment</li> <li>- Grading</li> <li>- Flood Encroachment</li> <li>- Dept. of Fish and Game</li> <li>- Regional Water Quality Conservation Board (NOI)</li> </ul> <p><i>Building permits will not be issued until Parcel Map is recorded.</i></p> <p><i>Process does not include building permits although BRCA may require completion of site improvements prior to building permit final</i></p>	<p>Construction improvements.</p> <p>Final Inspection.</p> <p>Close PWA permits.</p> <p>Release of Bonds.</p>	

NOTE: \* If required .      \*\* Tentative Parcel Map expires 36 months after Planning Department approval, but may be extended only once for an additional 36 months.