

COUNTY OF SANTA CLARA LAND DEVELOPMENT ENGINEERING AND SURVEYING PROCESSING CHECKLIST

DATE ISSUED: _____

LDE CONTACT: _____ **PHONE:** 299-57 _____ **E-MAIL:** _____

APPLICANT: _____ **FILE NO.:** _____

ROAD: _____ **ENGINEER:** _____

The following is a list of items to be completed prior to issuance of a grading permit, building permit, signature of the County Surveyor on the map, signature of the Senior Civil Engineer on the plans or approval of the final map by the Board of Supervisors if the project is a major subdivision. In order to implement the 3-step method described in the accompanying letter, it is essential that both the applicant and his or her engineer keep a progress record by notation on this form. For more specific details about the requirements for your project, review the conditions of approval and the handout materials available at the Planning Office counter and the offices of the various agencies.

All check list items must be completed before submitting any of the materials to Land Development Engineering Office for final review. Piecemeal submittals will not be accepted. The necessary forms to be completed and submitted are enclosed. Other forms utilized by outside agencies and some county departments for specific purposes, if required, are furnished by the department or agency directly involved. These latter type forms are not required to be submitted to Land Development Engineering Office – only the clearance letter from that department or agency.

Note: All check list items should be submitted not less than 3 weeks prior to the expiration of the final conditions of approval.

Expiration Date of the Final Conditions of Approval: _____

Note: Only the circled items are applicable to this project.

Items	Description	Comments	Date Received	Reviewed By
1.	Preliminary Title Report			
2.	Copy of Current Deed(s)			
3.	Soils Report or Preliminary Soils Report			
4.	Plan Review Letter from Soils Engineer	Speaking to the Final Plans		
5.	Parcel Map or Tract Map	Tract No. _____		
6.	Record of Survey Map / Corner Record	Per LSA 8762 and LSA 8771		
7.	Evidence of Existing Lot Stakes & Recorded Map	Show lot monuments on site plans and/or file Record of Survey/Corner Record per LSA 8762 and LSA 8771 if new monuments are set or existing monuments will be disturbed.		
8.	Improvement Plans a. Road and/or Driveway _____ b. Drainage _____ c. Retaining Walls _____ d. Grading _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
9.	Underground Utilities	Show on the Building Plans		
10.	Dedication on Map/Separate Dedication Form: a. _____ b. _____ c. _____			
11.	Evidence of Legal Access			
12.	Covenant of Easement			
13.	Deferred Improvement Agreement			
14.	WDID # – Disturbed Area Certification			
15.	Land Development Agreement			

