COUNTY OF SANTA CLARA LAND DEVELOPMENT ENGINEERING AND SURVEYING PROCESSING CHECKLIST

DATE ISSUED:		
	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 Per LSA 8762 and LSA 8771		
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			

Items	Description	Comments	Date	Reviewed
16.			Received	Ву
10.	a. LDE Perf. Bond = \$			
	b. Landscape Bond = \$			
	c. R&A Perf. Bond = \$			
	d. SUM = \$			
	% Post = Amount = \$			
17.	Labor & Materials Bond = \$			
18.				
	Monument Bond = \$			
19.	Fees			
	LDE Plan Check = \$			
	LDE Inspection = \$			
	IT Fee = \$			
	LDE Map Check = \$ Sur. Map Check = \$			
	Mon. Check = \$			
	Dedication Rev. = \$			
	Fire Marshal = \$			
	Roads & Airports = \$ Amount Paid = \$_< >			
	Total Due = \$			
	Note: The Dian Check and Increation Face are			
	Note: The Plan Check and Inspection Fees are calculated based upon the project valuation			
	calculated by the County. These are			
	minimum, nonrefundable fees. Depending on			
	the actual staff time expended, there may be			
	additional fees charged prior to permit			
20.	issuance and final sign off. Scanning Fee =	To be determined based upon the invoice		
20.		from the County Scanning Contractor.		
21.	Encroachment Permit	Permit No.:		
22.	Construction Permit / Drainage Permit	Permit No.:		
23.	Grading Permit			
		Permit No.:		
24.	Clearance Letters			
	a. Environmental Health			
	b. Planning Dept c. Fire Marshal			
	d. Roads & Airports			
	e. SCVWD			
	f. PG & E			
	g. Water Company			
	h. Sanitation District			
	i. Phone Co j. Cable TV			
	k. County Geologist			
	I. CALTRANS			
	m. CDF & W			
25		Within 6 months of montreportation		
25. 26.	Subdivision Guarantee Certificate of Workman's Comp.	Within 6 months of map recordation.		
20.	FEMA Certificates			
<i>2</i> 7.	a. No Adverse Impact			
	b. No Rise			