

COUNTY OF SANTA CLARA
Land Development Engineering and County Surveyor's Office
FINAL PROCESSING SUBMITTAL REQUIREMENTS

County File No.: _____ Location: _____

In order to process applications with maximum efficiency, the following items must be submitted in their entirety for the initial over-the-counter submittal to the Land Development Engineering Office to start processing. In the case of subdivisions, the map and plans must be submitted together. (Do not submit final tracings)

LEGEND

° These items are to be legibly scanned and submitted in PDF format on a CD or DVD Rom.

A. Requirements of all Submittals

- ° 1. Acknowledgements and Agreements form (copy enclosed) signed by the property owner(s).

B. Grading Plans / Improvement Plans

- ° 1. Two (Twelve for Subdivision) sets of improvement plans sized 24" x 36". One set of PDF full size plans.
- ° 2. Engineer's estimate of probable construction cost, including retaining walls if applicable.
- ° 3. Drainage calculations as required by County Drainage Manual
- ° 4. Retaining walls plans, details and calculations if applicable
- ° 5. One copy of soils report
- ° 6. One copy of Title Report
- ° 7. If required in Conditions of Approval:
 - Easement Dedication documents,
 - Plat and Description of Covenant of Easement,
 - FEMA "No Adverse Impact" Certificate,
 - FEMA "No Rise" Certificate,
 - Other information not required by Land Development Engineering.
- ° 8. Signed Copy of the Disturbed Area Calculation
- ° 9. Signed copy of acceptance of Conditions of Approval.
- ° 10. Plan check fee* based on engineer's estimate in item no. 4. See enclosed fee schedule.

C. Drainage Plans (submitted to the Building Office with building permit for project with drainage permit only):

- ° 1. Two sets of drainage plans sized 24"x36". One set of PDF full size plans.
- ° 2. Drainage calculations as required by County Drainage Manual
- ° 3. Signed Copy of the Disturbed Area Calculation
- 4. Plan check fee. (See current LDE Fee Schedule)

D. Encroachment Permit Applications – Roads & Airports

- ° 1. Roads & Airports Encroachment Permit Application Form
- 2. Three additional sets of plans sized 24"x36", including Traffic Control Plans, or as requested in the Final Conditions of Approval.
- ° 3. One copy of the Roads & Airports Best Management Practices Sign Off Form.

E. Parcel Maps/Tract Maps

- ° 1. 12 prints (13 prints if water system is required) of the tentatively approve parcel or tract map signed and sealed by the engineer/surveyor (no mylars now).
- ° 2. Complete electronic calculations used to prepare the map.
- ° 3. Parcel/Tract Map Checklist (copy enclosed) signed by the engineer/surveyor.
- 4. Map checking fee. (See current LDE Fee Schedule)
- 5. Subdivision Processing Fee. (See current LDE Fee Schedule)
- ° 6. Copies of all adjoiner deeds, including senior deed conveyance called for in the survey property's deed.
- ° 7. Copies of all recorded reference or adjoiner maps, or any other document used to prepare your map.
- ° 8. Copies of unrecorded documents or maps used in the preparation of the map, such as state R/W

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maps, private surveyor's unrecorded maps, etc. See the Attached Handout.

- 9. Signed copy of acceptance of Conditions of Approval.
- 10. Preliminary Title Report issued within the last six months
- 11. Subdivision Guarantee. (A tax clearance letter will be required by the Recorder at the time of recordation).

F. Emergency Grading Permit Applications

- 1. Three sets of signed and stamped plans, sized 24"x36".
- 2. One signed and stamped "Inspection of Grading Work" Form.
- 3. One signed and stamped copy of geotechnical report
- 4. One signed and stamped Letter of Recommendation demonstrating project conformance with §C12-463.
- 5. A check for the Emergency Grading Permit Fee.

G. Water System Improvement Plans:

- 1. Two sets of water system plans sized 24"x36". One non-scaled reduced copy sized 11"x17"
- 2. Water System Checklist
- 3. Engineer's estimate of probable construction cost for the water system.
- 4. Engineered Water System Report
- 5. Land Development Engineering plan check fee* based on the above estimate. See fee schedule
- 6. Environmental Health Department plan check fee (contact Darrin Lee at 408-299-5748)

The undersigned, representing the engineer and/or surveyor of the work, states that the above submitted data agrees with the currently approved tentative map/plan and conditions of approval and is all that is necessary to start final processing of the subject project. It is understood that if the data is basically incorrect or if the items needed are not included, the entire package will be returned to the engineer and/or survey for resubmission.

The fees in the fee schedule are minimum non-refundable fees. When staff time exceeds the minimum fee paid, the owner/applicant may be required to pay additional fees to cover the cost of actual staff time to complete the service.

Engineer/Land Surveyor Contact Information:

Name: _____
Email: _____
Phone: _____
Mailing Address: _____

Owner/Applicant Contact Information:

Name: _____
Email: _____
Phone: _____
Mailing Address: _____

Submitted by authorized representative of the owner:

Name of Representative: _____
Company Name: _____
Email: _____
Phone Number: _____
Mailing Address: _____

Date Submitted: _____