

SUBDIVISION SUBMITTAL PROCESS

Submittal Requirements

Final Map and Improvement Plans must be in substantial compliance with the approved tentative map and the conditions of approval. The Planning Director has been designated by the Board of Supervisors to approve tentative maps and subdivisions and any significant changes must be approved by the Planning Director or the designated representative.

Requirements for subdivision are codified in Sections 66410 to 66499.58 of the Government Code of the State of California. These sections are available in booklet form (entitled "Subdivision Map Act") from the Consulting Engineers and Land Surveyors of California, 1303 J Street, Suite 450, Sacramento, CA 95814. Since the legislature is continuously amending the Government Code, it is necessary to obtain a current copy of the "Map Act," which is revised annually (in January) to reflect changes made by the legislature during the previous year.

The Subdivision Map Act states the requirements for the "Final Map" in detail, and assigns many of the decisions for improvement plans, fees, etc., to the local agency. Alameda County has adopted a Subdivision Ordinance in conformance with the Subdivision Map Act to regulate the design and improvement of subdivisions in the unincorporated area of the County. Copies of the Alameda County Subdivision Ordinance are available from the Community Development Agency.

To assist in preparing improvement plans for the review process, the Public Works Agency has prepared a summary of submittal requirements and an improvement plan review checklist. After the list is completed, a meeting with the ACPWA subdivision engineer should be arranged to review the submittal and determine its completeness. Once a submittal is deemed complete, the review process can begin.

Materials required for an initial development submittal to the Public Works Agency are as follows:

Tract Maps

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| A. Six (6) sets of Preliminary Improvement Plans with Erosion and Sediment Control Plan. |
| B. Five (5) sets of Preliminary Final Map. |
| C. Two (2) sets of Drainage Area Map and Drainage Calculations. |
| D. Two (2) sets of boundary calculations and coordinates of found and adjacent street monuments. Also, two copies of computer printout to three decimal places. However, in the event that greater precision should be required (i.e., |

data to four decimal places), the review will be held in abeyance pending receipt of the new printout.
E. Two (2) sets of current Preliminary Title Report (current means less than six months).
F. One (1) set of vesting deeds.
G. Submit your copy of the record owner deed and/or those deeds used in the survey, i.e., senior, adjoiners, and easements. Also, a hard copy of the plotting of the deeds, if any, will expedite checking. They will be returned.
H. Submit copies of non-filed maps if used in the survey. They will be returned.
I. Two (2) sets of Geologic/Soils Report (original, signed copies).
J. Checking Deposit. Deposits will be estimated after receipt of above material (please indicate if deposits are to be furnished by another party The estimated deposit amount is to cover review of all submitted materials by the Public Works Agency, Health Department (where septic systems proposed), and Fire Department. The submittal will not be considered complete and the review process will not begin until the fee is paid. You will be billed directly for any additional deposits required for review or be issued a refund for any unused portion of the deposit upon completion and acceptance of the improvements required of the tract.
K. Three (3) copies Homeowners Association/CC&Rs/Joint Maintenance Agreement (see Conditions of Approval for requirements).
L. Three (3) copies Landscaping Plan.
M. Two (2) copies Engineer's Estimate of Cost.
N. Two (2) copies Project Specifications.
O. Improvement Plan Review Checklist (enclosed).
P. Four (4) copies Streetlight plan and two (2) copies lighting calculations.
Q. Two (2) copies of Structural Plans and calculations.
R. Two (2) copies of Signing and Striping Plans.
S. Completed Impervious Surface Form.

<u>Parcel Maps</u>
A. Five (5) sets of preliminary parcel maps with Erosion and Sediment Control Plan.
B. One (1) set of boundary calculations and coordinates of found and adjacent street monuments/computer printout to four decimal places.
C. Two (2) sets of current preliminary title report (current means less than 6 months).
D. One (1) set of vesting deeds and the deeds referenced to in the vesting deeds (they will be returned); also, submit copies of any deed references

(adjoiners, easements, etc.) shown on the map. A hard copy of the plotting of the deeds, if any is available, should be submitted.
E. Submit copies of any non-filed maps if used in the survey (they will be returned).
F. A surveyor's report explaining how the exterior boundary was developed.
G. Two (2) sets of preliminary improvement plans showing <u>all</u> existing <u>and</u> proposed improvements along with supporting calculations. If a drainage study is necessary, it needs to be included with the initial submittal.
H. Completed Impervious Surface Form.
I. Joint Maintenance Agreement.
J. Deferred Improvement Agreement or Building & Restrictions Agreement.
K. Engineers estimate of Cost.
L. A subdivision review deposit of \$4,500 for a 2-lot subdivision, \$6,000 for a 3-lot subdivision, or \$8,000 for a 4-lot subdivision is required to initiate the review process. Actual charges will be made on an "at cost" basis. The estimated deposit is to cover review of all submitted material. You will be billed for any additional deposit required for review or be issued a refund for any unused portion of the deposit upon completion and acceptance of improvement. The parcel map will not be approved if your account is in deficit.

Project Review Accounts

Map examination and/or checking of plans will not begin until a review deposit has been remitted. The funds are used for actual review work performed by the Agency. When the deposit is received a job number is assigned to the project and the review process will commence.

Should funds run short; the developer will be required to deposit additional funds to cover the cost of the projected review work prior to the continuation of the review process. Any funds remaining at the close of the project will be returned to the developer.

Checking Procedure

When an account has been established and a job number assigned to the project, submitted materials are distributed to some, or all of the following groups for review: Development Review Division, Traffic Engineering, Grading Section, Survey Section, Special Districts Administration (Streetlight Administration and County Service Areas), Real Estate Division, and Maintenance & Operations Department. Material may also be distributed to the County Planning Department and the County Fire Department.

Comments received from in-house distribution of the initial material submitted will be compiled. A marked set of Improvement Plans may be prepared and returned along with the comments to the Project Engineer for revision, clarification, etc., as needed.

For subdivision maps, the boundary examination as well as interior check (interior roadways, lots, and easements) will be performed by the Survey Section; the certificate sheet will be reviewed by the subdivision engineer. A marked copy with comments will be returned to the Project Engineer for further action.

When the Final Map, Improvement Plans, Engineer's Estimate of Cost, Project Specifications, Landscape Plans and C.C.&R.'s (if required by the Conditions of Approval of the Tentative Map) are acceptable, a final letter will be sent to the Project Engineer (with a copy to the Developer). This letter will provide a list of materials that the Developer must supply prior to presentation of the map to the Alameda County Board of Supervisors for acceptance. The materials listed on the final letter are not to be provided until requested.