

PROCESSING CURRENT DEVELOPMENT PROJECTS FOR PLAN CHECKING

The following is an outline of steps to be taken in the processing of current development projects through the City of Santa Rosa Community Development – Engineering Division plan check process. Prerequisite to this procedure is securing entitlement and discretionary approvals.

INITIAL PLAN CHECK SUBMITTAL MEETING:

PURPOSE-Coordination of improvement plans and/or maps to create smooth and open communication for the plan checking process.

DESIGN ENGINEER TO CONTACT:

David Turpel, Civil Engineering Technician III, 543-3203, Dturpeljr@srcity.org for assignment of Project Manager. Project Manager assigned to project will contact Design Engineer to schedule Initial Plan Check Submittal Meeting.

DESIGN ENGINEER RESPONSIBILITIES:

- Submit one set of project Improvement Plans and Final Map / Parcel Map, along with all required items listed on City Improvement Plan, Final Map/Parcel Map Check list.

CITY RESPONSIBILITIES:

- * The City Project Manager will have 5 working days to notify Design Engineer by letter of deficient items in the submittal.

FIRST (1st) PLAN CHECK SUBMITTAL MEETING:

PURPOSE-Confirmation that the initial plan check submittal letter comments are addressed.

DESIGN ENGINEER RESPONSIBILITIES:

- Contacts the City Project Manager to request first Plan check submittal meeting once they feel the initial plan check submittal letter requirements are addressed.
- Submits agreed upon information from Initial submittal letter for meeting.

CITY RESPONSIBILITIES:

- * The City Project Manager will have 5 working days to notify Design Engineer of deficient items in

submittal package or accept submittal for 1st plan check review.

- Once the project is accepted, the city will perform the plan check in accordance with approved plan check time lines.

SUBSEQUENT PLAN CHECK SUBMITTAL MEETING:

PURPOSE-Confirmation that the improvement plan and/or maps previous plan check comments are addressed.

DESIGN ENGINEER RESPONSIBILITIES:

- Contact the City Project Manager to request subsequent plan check submittal meeting once they feel the 1st plan check submittal comments are addressed.
- Submits agreed upon information for meeting.

CITY RESPONSIBILITIES:

- * The City Project Manager will have 5 working days to notify the Design Engineer of deficient items in submittal package or accept submittal for subsequent plan check review.
- Once the project is accepted the city will perform the plan check in accordance with approved plan check time lines.

NOTE: If applicable, the City Project Manager will notify the Design Engineer when the Improvement Plan Pre-Mylar package is ready for submittal.

IMPROVEMENT PLAN PRE-MYLAR & ENGINEER'S COST ESTIMATE SUBMITTAL PACKAGE:

~~IMPROVEMENT PLAN PRE-MYLAR SUBMITTAL MEETING~~

PURPOSE-Begins the improvement plan approval process and confirms that the improvement plans previous plan check submittal comments are addressed.

NOTE: Once the Design Engineer has been informed by the City that the project is ready to progress forward to this step a meeting can be requested.

DESIGN ENGINEER'S RESPONSIBILITIES:

- Contacts the City Project Manager to request meeting for submittal of Pre- Mylar package.
- The project must have received city approval to move forward to this step.
- Comments from the previous plan check submittal

must be addressed.

- Two sets of Black Line prints.
- Any documents needed for project construction (off-site easements, Right-of-Ways, adjoining property owners letters of permission, etc.).
- Engineer's project cost estimate.
- Sonoma County Water Agency (S.C.W.A.) approval letter.
- Soils Engineer review letter.

CITY RESPONSIBILITIES:

- * The City Project Manager will have 5 working days to review and approve the Pre- Mylars or return for corrections.

~~NON-SUBDIVISION IMPROVEMENT PLAN PRE-MYLAR ~~ (Public street improvement projects)

PURPOSE- Begins the improvement plan approval process and confirms that the improvement plans previous plan check submittal comments are addressed.
NOTE: Once the Design Engineer has been informed by the City that the project is ready to progress forward to this step a meeting can be requested.

DESIGN ENGINEER'S RESPONSIBILITIES:

- Same as “**IMPROVEMENT PLAN PRE-MYLAR SUBMITTAL MEETING**”
- CITY RESPONSIBILITIES:
- * The City Project Manager will have 5 working days to review and approve the Pre- Mylars or return to the Design Engineer for corrections.
 - The City notifies the Design Engineer of the engineering and inspection fees due for project.
- NOTE: These fees are to be submitted to the City with the submittal of the mylars for signing.***

~~ENGINEER'S COST ESTIMATE~~

PURPOSE: The estimate initiates the creation of applicable documents for further project processing (Bond Amounts, Subdivision Improvement Agreement (SIA), and remainder of fees).

DESIGN ENGINEER RESPONSIBILITIES:

- Submit Engineer's project cost estimate signed and wet stamped. including Landscaping estimate (if applicable).
- Submit letter from Surveyor/Engineer stating Monumentation cost estimate for lot corners and street centerline monuments.

- Submit letters stating:

- Owner's name and mailing address to be incorporated in Subdivision Improvement Agreement (SIA).
- Subdivider's name and mailing address to be incorporated in Subdivision Improvement Agreement (SIA).

CITY RESPONSIBILITIES:

NOTE: This process does not follow the time lines of the pre-mylar process.

- The City will perform the quantities check and create the Subdivision Improvement Agreement (SIA) documentation for further project processing:
 - This process is part of the final map processing.
 - The City Engineer will notify the applicant by letter of the appropriate documents to be submitted for further Final Map / Parcel Map processing.
 - The average City processing time is approximately 15 working days.

IMPROVEMENT PLAN MYLAR SUBMITTAL PACKAGE MEETING:

~~IMPROVEMENT PLAN MYLARS SUBMITTAL MEETING~~

PURPOSE: Final step for approval of the improvement plans and confirmation that the improvement plan Pre-Mylar submittal comments are addressed.

NOTE: Once the Design Engineer has been informed by the City that the project is ready to progress forward to this step a meeting can be requested.

DESIGN ENGINEER RESPONSIBILITIES:

- Contacts City Project Manager to request meeting once project Pre-Mylars have been approved and informs them they are ready for submittal of the Mylar package.
- Submit the original improvement plan Mylars for review and approval (signature).

CITY RESPONSIBILITIES:

- * The City Project Manager will have 5 working days to review and approve the mylars or return them to the Design Engineer for corrections.
- The City Project Manager will notify the Design Engineer when the project Mylars are approved.

NOTE: The Design Engineer is required to return to the City the copies of the approved improvement plans and original mylars for distribution.

~~NON-SUBDIVISION IMPROVEMENT PLANS~~
(Public street improvement projects)

PURPOSE: Final step for approval of the improvement plans and confirmation that the improvement plan Pre-Mylar submittal comments are addressed.

NOTE: Once the Design Engineer has been informed by the City that the project is ready to progress forward to this step a meeting can be requested.

DESIGN ENGINEER RESPONSIBILITIES:

- Same as “**IMPROVEMENT PLAN MYLAR SUBMITTAL MEETING**”

- Submit check payable to City of Santa Rosa for the amount of Engineering and Inspection fees.

CITY RESPONSIBILITIES:

- * The City Project Manager will have 5 working days to review and approve the mylars or return them to the Design Engineer for corrections.

- The City Project Manager will notify the Design Engineer when the project Mylars are approved.

NOTE: The Design Engineer is required to return to the City the copies of the approved improvement plans and original mylars for distribution.

FINAL MAP / PARCEL MAP PRE-MYLAR PACKAGE SUBMITTAL MEETING:

PURPOSE-Begins the Final Map / Parcel Map approval process and confirms the previous plan check submittal comments are addressed.

NOTE: Once the Design Engineer has been informed by the City that the project is ready to progress forward to this step a meeting can be requested.

DESIGN ENGINEER RESPONSIBILITIES:

- Contacts City Project Manager to request meeting for submittal of Pre- Mylar package.

- The project must have received City approval to move forward to this step.

- Comments from the previous plan check submittal must be addressed.

- One Black Line set of prints (pre-mylar).

- Copies of any documents needed for map processing, CC& R's, Maintenance Agreements, Tax District Documentation, Cash-in-lieu Agreements, Easements including any documents that must be recorded prior to or contemporaneously with the Map.

CITY RESPONSIBILITIES:

- * The City Project Manager will have 5 working days

to review and approve the Map Pre-Mylar package or return it to the Design Engineer for corrections.

- The City Project Manager will notify the Design Engineer when the Map Pre-Mylar package is approved allowing Mylars to be printed.

FINAL MAP/PARCEL MAP MYLARS AND DOCUMENT PACKAGE SUBMITTAL:

PURPOSE: Final step for approval of project in preparation for recording and confirmation that the Final Map / Parcel Map Pre-Mylar submittal comments are addressed.

NOTE: The project is ready to progress forward and a meeting will need to be requested once the Owner / Developer / Design Engineer has received the following:

- **Subdivision Improvement Agreement (SIA) and Authorization letter from the City Engineer**
- **Authorization from City Project Manager that the project Final Map / Parcel Map Pre-Mylars have been approved for Mylar printing,**

TITLE COMPANY/OWNER/DEVELOPER RESPONSIBILITIES:

- Contact Tanya Mokvyts, Assistant Engineer, 543-4336 and requests a meeting for the Final Map Parcel Map Mylar Package submittal.

NOTE: THE FINAL MAP / PARCEL MAP SUBMITTAL PACKAGE MUST INCLUDE THE FOLLOWING INFORMATION:

- Submit signed Final Map / Parcel Map (2 complete mylars, 1 optional Surveyor copy of the map & 1 electronic copy).

- 2 Executed Subdivision Improvement Agreements (SIA).

- Bonds.

- Faithful Performance Bond 100%.

- Labor and Materials Bond 50%.

- Maintenance Bond 10%.

- Workers Compensation Insurance.

- Liability Insurance.

- Subdivision Guarantee.

- Tax District Documentation.

- All necessary agreements & easements.

- Conditions Covenants & Restrictions (C.C. & R.'s)

- Remainder of fees.

CITY RESPONSIBILITIES:

- The City will review the submittal package and notify the applicant of any insufficient information which will be needed to create a complete submittal package

acceptable for further processing.

- Once the package is acceptable, the processing for the submittal package will adhere to the following timeline.

TIMELINE:

- 3 days Engineering Division review and processing.

- 10 working days for approval of City Attorney and City Auditor's Office.

- Map scheduled for City Council notification 5 to 10 working days (PARCEL MAPS ARE EXEMPT) after City Attorney approval.

- 10 working days, appeal period (PARCEL MAPS ARE EXEMPT).

- Map sent to Title Company day after appeal period ends.

- The average processing time for a complete Submittal package is approximately 28 to 33 working days for Final Maps and approximately 13 days for Parcel Maps.

***Any subsequent Submittals will also have 5 working days for review and approval.**

CURRENT DEVELOPMENT PARTNERSHIP PLAN CHECKING PROCESS

(For Major / Minor Subdivisions and Public Street Improvement Projects)



► * * * * * ◀

Once a project has received its entitlement and discretionary approvals plan checking is the next step of the development review process.

► * * * * * ◀



Department of Community Development
Engineering Division, (707) 543-3200
P.O. Box 1678, Santa Rosa, CA 95402
E-mail: srcity.org
September 5, 2006