

Timeline of Tract Map Process

PLANNING PHASE			ENGINEERING PHASE		PERMITTING AND CONSTRUCTION PHASE			
	Application Intake	Preliminary Review	Tentative Tract Map	Engineering Review	Final Map and Improvement Plans	Permits	Construction	Acceptance of Improvements
Community Development Agency	Pre-Application Meeting	Distribute referrals to other Departments and Agencies.	Planning Resolution approves Tentative Map and Conditions of Approval (COA), i.e., Exhibits A and B.					
	Refer to Community Development Agency (CDA) application package for items to be submitted.	California Environmental Quality Act (CEQA) review before or after Public Hearing.	Transmits all of the above to PWA.					
	Deposit \$4,000 to CDA for review.	Conduct public hearing.						
	Submit complete Subdivision Application.	Planning Commission approves/denies project.						
	6 to 12 months (average)			10-12 months (average) – 36/72** months (max.)				
Public Works Agency	Public Works Agency (PWA) staff will be present at Intake Meeting to provide initial project advice.	Tentative Review of Subdivision Application includes:	Public Works Agency to send First Submittal Letter to applicant.	Developer makes first submittal.	Developer to pay off any deficit of at-cost review account.	Developer obtains necessary permits for site improvements:	Upon completion of construction the developer is to provide:	Resolution accepting tract improvements.
		-Tentative Map - Impervious Surface Form - Preliminary Stormwater Protection Plan - Preliminary Grading Plan* - Soils/Geologic Investigation Report* - Preliminary Floodplain Management Plan* - Preliminary On-Site Storm Runoff Detention Plan* - Traffic Study*		Deposit \$10,000 to PWA	Final Letter items to be submitted for ACPWA approval by developer:	-Road Encroachment	- Set of As-Built Plans	Transmittal letter to Board of Supervisors
				Engineering Review includes:	- Final Map signed by Owners, Surveyor, Trustees	-Grading	- Final report and declarations from inspector, civil engineer, and geologist	AID Worksheet
				- Compliance with CDA	- Improvement Plans signed by Civil Engineer, Geologist, Fire Department, Utility Districts	-Flood Encroachment	- Letter from Fire Department approving work	
				- Grading and Site Improvement Plans	- Signed and notarized Joint Maintenance Agreement, Covenants, Conditions and Restrictions (CC&R), Tract Develop Contract, Performance and Payment Securities	-Dept. of Fish and Game	- Monuments approved by Survey Dept.	
				- Preliminary Geotechnical Report	- Hydrology/Hydraulic calculations, Engineer's estimate, project specifications	-Regional Water Quality Conservation Board (NOI)	Construction inspection of improvements.	
				- Flood: Drainage and storm drainage	- Property Tax Letters and Tax Bonds		Close PWA permits.	
				- Road/Traffic: Public or private road with traffic issues	- Subdivision Guarantee, Monument Guarantee		Secure maintenance bond prior to the release of performance and payment bonds	
				- Streetlights	Director of PWA signs improvement plans.			
				- Survey/Real Estate: Certificate Sheet, Map examination, right-of-way dedications	County Surveyor signs Final Map.			
				- Fire Department: Separate submittal by developer	Agenda Package sent to Board of Directors for approval which includes Agenda Information Distribution (AID) Worksheet, tax letters, tax bonds, subdivision tax bond, Subdivision Guarantee, and Final Map.			
				- Public Utilities: Separate submittal by developer	Board of Supervisor returns approved Final Map and Agreements to Land Development Section.			
				- Clean Water Program: SWPPP, post-construction site design and stormwater treatment plans	Improvement Plans released to developer.			
						Building permits will not be issued until Final Map is recorded.		

NOTE: * If required . ** Tentative Tract Map expires 36 months after Planning Department approval, but may be extended only once for an additional 36 months.