

MAP CHECK



BPR

**BUSINESS PROCESS
RE-ENGINEERING**

MAP 1 - Pre-Screening

County needs a method to screen out maps that are not complete enough for initial (i.e. first) review.

MAP 2 - Early Submittal

Industry would like County to formalize a method to allow early submittal of final map docs prior to tentative map approval.

MAP 3 - Punchlist

DPW map reviewers currently repeat incomplete map conditions on the review punchlist instead of indicating what exactly the County would like to have the applicant do to complete the item.

MAP 4 - DPW Counter Signage

Industry is not familiar with location at Public Counter for map submittals (returns only).

MAP 5 - Marking Colors

County reserves red and green colors for marking comments on maps during review, but sometimes applicant engineers use red and green on maps.

MAP 6 - Log Cards vs KIVA

Current system of logging map check info into log book and multiple records is inefficient.

MAP 7 - DPW Staff Meeting

Industry would like to have options to meet with County staff to review conditions satisfaction.

MAP 8 - Conflict Resolution Process

County needs a better way to resolve problems/issues for non-standard issues.

MAP 9 - Fee Codes

For future improvements, fee codes for necessary deposits need to be created in advance to allow Counter staff to accept fees/deposits without making customers wait until final map approval.

MAP 10 - Public Information

Industry needs to be better-informed on Land Development processes and BPR implementation.

MAP 11 - Conditions Satisfaction

How can County handle partial submittals of Conditions of Approval without triggering a full Map Check cycle?

MAP 12 - Security Options

Provide security options, improvement agreement, and deposit estimate info to industry earlier in the process (before Final Map review).

MAP 13 - Non-Title Sheet Information

Need a way to ensure useful (but not legally-binding) information can be included on Non-Title Information Sheet.

MAP 14 - Cost Estimate Letter

Cost estimate letter is not standardized (see 9).

MAP 15 - Land Development FTE

BPR identified the need for one additional Map Check Land Surveyor.

MAP 16 - Locating DPW PM

Front Counter Staff cannot locate Project Managers when customers arrive for scheduled meetings.

MAP 1

County needs a method to screen out maps that are not complete enough for initial (i.e. first) review.

- Update Initial Map Check checklist (draft to industry)
- Update Initial Map Check checklist (final)
 - * Include Resolution of Approval with submittal
 - * Clear language for mandatory submittal items
 - * Include specific points of contact (designee)
 - * Include who is going to satisfy conditions
(List of COA with who will satisfy)
- Write procedures for Map Checker & PM to screen for Map Submittal Completeness
 - * Screen by Map Checker; disapproval by PM

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Pre-Screening of Maps	Approved by

1.0 PURPOSE:

To provide guidelines for pre-screening of maps prior to staff review and final processing.

2.0 BACKGROUND:

The private Civil Engineer and/or Land Surveyor is responsible for submitting complete maps for review and approval by the County Surveyor or Board of Supervisors.

3.0 STATUTES AND REQUIREMENTS:

Final maps shall conform to all of the following:

1. Map Act
2. Professional Land Surveyor's Act
3. San Diego County Subdivision Ordinance
4. Standard Conditions for Tentative Subdivision Maps as referenced in the Resolution of Approval or Final Notice of Approval
5. Conditions as specified in the Resolution of Approval or Final Notice of Approval
6. Requirements and guidelines for preparation of the map and tile sheet as specified in the Map Processing Manual.

4.0 GUIDELINES & ROLES:

The following guidelines are to be used in pre-screening of maps to assure submittals meet minimum threshold of eighty percent (80%) overall completeness on the initial submittal. Maps will be screened based on a "Pre-Screening Checklist" (PSC), but it is recognized unusual situations may occur which require additional or specialized steps to supplement or facilitate the map review process.

4.1 DPW Pre-Screening Surveyor (PSS):

DPW Team Map Processors will rotate monthly as the map submittal Pre-Screening Surveyor (PSS). PSS will have lead responsibility for screening the map and supporting documents for completeness based on the PSC guidelines and a cursory review of the map. The PSS may consult with appropriate resources necessary to complete the pre-screening process.

The PSS shall determine if the map and documents meet the minimum requirements of the Pre-Screening Checklist for completeness. The PSS will determine if the map meets the eight-percent (80%) threshold for completeness.

4.2 DPW Project Manager:

The DPW Project Manager (PM) is primary contact for conflict resolution during the pre-screening process. The PM will ultimately decide whether to accept or reject maps base on percentage of completeness and any other appropriate factors.

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4.3 DPW Land Development Counter:

The DPW Land Development Customer Service Counter (Counter) will process and return pre-screened maps and documents. The Counter processes all project related submittals from the Land Surveyor or Civil Engineer, makes project-tracking entries into KIVA, and routes the submittal to the assigned PSS or appropriate resource. The Counter will re-route the pre-screened submittal back to the Land Surveyor or Civil Engineer upon return by the PSS.

5.0 Process:

The overall pre-screening of maps and supporting documents is the responsibility of the PSS. The PSS will coordinate map pre-screening and ultimately recommend authorization of the map submittal for initial review by the Project Team.

5.1 Map Submittal:

The Pre-Screening Checklist must be completed by the Civil Engineer or Land Surveyor and must be submitted with the map to the DPW Land Development Customer Service Counter for processing. All applicable items or documents identified on the checklist must also accompany the map submittal. Appropriate deposits/fees required shall be paid with the map submittal.

5.2 Counter Processing:

The DPW Customer Service Counter (Counter) will process and distribute the map and supporting documentation to PSS. The Counter will initiate project tracking in KIVA and establish deposit/fee accounts for map processing. The Counter will return the pre-screened map and documentation to the Civil Engineer or Land Surveyor when so received from the PSS.

5.3 Pre-Screening Surveyor (PSS):

The PSS is responsible for the pre-screening review of the map and supporting documentation.

- PSS will perform a cursory review of the map and documents in accordance with DPW Pre-Screening Checklist.
- PSS will review the map and supporting documentation for completeness within 5-days upon receipt of the initial submittal.
- PSS will determine if supplemental review by DPW or outside resources is necessary.
- PSS will determine how many additional sets of the map and supporting documents are necessary for supplemental resource review.
- If PSS determines the map and/or supporting documentation to be incomplete, PSS shall contact the area Project Manager for approval of acceptance of an incomplete map and/or supporting documentation submittal.

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- Upon completing the pre-screening process, the PSS will forward the pre-screened map and supporting documentation to the Counter for return to the Surveyor/Engineer-of-Work.

5.4 Project Manager:

The area Project Manager will authorize or reject a pre-screened map and/or documentation based on PSS review and recommendation. If rejected, the PM will prepare a letter notifying the Land Surveyor or Civil Engineer the map and documents have been rejected. A brief overview of minimum submittal requirements will be provided accordingly.

5.5 Document Submittal:

The Counter is responsible for receiving and distributing all documents and establishing deposit accounts for project. Documents, account data, and any requests for special handling or reductions in deposit amounts are to be forwarded to the Project Manager for consideration prior to intake.

5.6 DECISIONS:

Decisions within this process should be made at the staff level using the direction and guidance provided by these Guidelines, Project Manager, and Land Development Management. All critical decision points and correspondence must involve the Project Manager.

SUNSET

EFFECTIVE DATE: June 29, 2007

SUNSET DATE: June 30, 2010

FINAL MAP / PARCEL MAP INITIAL SUBMITTAL CHECKLIST

DATE _____ TM / TPM _____ EXPIRATION _____
 LAND SURVEYOR/CIVIL ENGINEER _____ LICENSE NO. _____

MANDATORY SUBMITAL REQUIREMENTS

The map submittal may be rejected without the items in the checklist below being satisfied or shown on the map. The Land Surveyor or Civil Engineer must check off items in the private column and sign and stamp the checklist below.

(PRIVATE)	(COUNTY)
<input type="checkbox"/> ACCOUNT <u>NOT</u> IN DEFICIT	<input type="checkbox"/>
<input type="checkbox"/> COPY OF FINANCIAL RESPONSIBLE FORM (completed and signed by applicant/owner)	<input type="checkbox"/>
<input type="checkbox"/> COPY OF APPROVED TM RESOLUTION OF APPROVAL / TPM FINAL NOTICE OF APPROVAL	<input type="checkbox"/>
<input type="checkbox"/> COPY OF APPROVED TENTATIVE MAP/PARCEL MAP (copy approved and stamped by DPLU)	<input type="checkbox"/>
<input type="checkbox"/> COPY OF APPROVED OPEN SPACE EXHIBITS (provide copy of DPLU dated and approved exhibits as identified in approved Resolution/Final Notice of Approval)	<input type="checkbox"/>
<input type="checkbox"/> PRELIMINARY TITLE REPORT (PTR) (current within 6 months of map submittal)	<input type="checkbox"/>
<input type="checkbox"/> VESTING DEED (ownership must match PTR)	<input type="checkbox"/>
<input type="checkbox"/> EASEMENT DEEDS (provide all contained in the PTR)	<input type="checkbox"/>
<input type="checkbox"/> OWNERSHIP (Map agrees with vesting deed and PTR)	<input type="checkbox"/>
<input type="checkbox"/> GENERAL MAP COMPLETENESS (i.e. title sheet, certificates, statements, monuments described, basis of bearings, survey procedure complete, easements plotted, notes)	<input type="checkbox"/>
<input type="checkbox"/> REFERENCE MAPS (any documents used to establish survey procedure. i.e. maps, surveys field notes, boundary adjustment plats, etc.)	<input type="checkbox"/>
<input type="checkbox"/> TWO BLUELINES (signed by the surveyor/ engineer)	<input type="checkbox"/>
<input type="checkbox"/> MAP REVIEW DEPOSIT (additional deposits may be required to complete your project)	<input type="checkbox"/>
<input type="checkbox"/> RECORDING FEE (\$8.00 for 1st sheet, \$2.00 for each additional sheet) (Parcel Maps Only)	<input type="checkbox"/>
<input type="checkbox"/> CALCULATIONS (TRAVERSE CLOSURES) <input type="checkbox"/> BOUNDARY <input type="checkbox"/> GROSS / NET <input type="checkbox"/> EASEMENT CALCS AND TIES <input type="checkbox"/> C.C.S. / B.O.B. TIES	<input type="checkbox"/>

ADDITIONAL SUBMITAL REQUIREMENTS

<input type="checkbox"/> CUTOFF DEEDS (If required) and/or boundary adjustment plat	<input type="checkbox"/>
<input type="checkbox"/> SENIOR DEEDS (if required) senior deeds may not be required if they are previously mapped lines by a record of survey, parcel map or subdivision map	<input type="checkbox"/>
<input type="checkbox"/> EASEMENT HARDCOPY PLOTS (if required, provide if easements begin a considerable distance off-site or are difficult to follow)	<input type="checkbox"/>
<input type="checkbox"/> OWNERSHIP DOCUMENTATION (required to determine signature authority)	<input type="checkbox"/>
<input type="checkbox"/> PARTNERSHIP (Limited) (provide form LP-1 (Certificate of Limited Partnership) filed with the Secretary of the State of California)	<input type="checkbox"/>
<input type="checkbox"/> PARTNERSHIP (General) (provide partnership papers and/or statement of partnership as recorded in the County of San Diego)	<input type="checkbox"/>
<input type="checkbox"/> CORPORATION (provide copy of Articles or Sec of State filing identifying officers)	<input type="checkbox"/>

LIMITED LIABILITY COMPANY (provide form LLC-1 filed with the State of California and operating agreement and/or statement of information identifying members/managers

Signature _____ Date _____
(Land Surveyor or Civil Engineer)

[Stamp]

FOR STAFF USE ONLY

Received by _____ Date _____

Reviewed by _____ Date _____

MAP 1

Project Conditions to be stored on the S:/Drive for staff reference.

MAP 2

Industry would like County to formalize a method to allow early submittal of final map docs prior to tentative map approval.

- Develop Land Development Guideline to include (to be included in PM Manual)
 - * Meet with PM up front
 - * Agree in writing to pay for additional review

Early Processing of Map Prior to Tentative Approval Frequently Asked Questions

To facilitate the entitlement process, Engineers and Land Surveyors may opt to process maps prior to discretionary approval of the Tentative Map or Tentative Parcel Map. The early submittal process is meant to minimize the amount of time it takes to process final mapping after tentative approval. The following FAQ's will assist in answering early processing questions.

1. Can I Process final mapping before tentative approval of my map?

- Yes, but the applicant must assume all risk, financial or otherwise, for processing of the Final Map or Parcel Map before approval of the Tentative Map or Tentative Parcel Map.

2. Is it possible for my map to be approved and recorded prior to Tentative Map or Tentative Parcel Map approval?

- No. The Tentative Map or Tentative Parcel Map must be approved prior to approval or recordation of the Final Map or Parcel Map.

3. How do I initial the map review process?

- The applicant must submit formal application and the map over the DPW Customer Service Counter with a signed statement assuming all risk.

4. Where do I submit application?

- Application is to be submitted at the Department of Public Works, Customer Service Counter at 5201 Ruffin Road, Suite D, San Diego, CA 92123

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Early Processing of Maps	Approved by <i>RE Cpt</i>

1.0 PURPOSE:

To provide guidelines for early processing of maps prior to approval of the Tentative or Tentative Parcel Map.

2.0 BACKGROUND:

The Private Engineer-of-Work or Land Surveyor is responsible for submitting complete maps for review and approval by the County. To expedite the map approval process, the Engineer-of-Work or Land Surveyor may request early processing of the map.

3.0 GUIDELINE & ROLES

The following guidelines are to be used for early processing of the map prior to approval of the Tentative or Tentative Parcel Map. These guidelines are written to accommodate most circumstances, but it is recognized unusual situations may occur which require additional or specialized steps to supplement or facilitate the map review process.

3.1 Engineer-of-Work or Land Surveyor

The Engineer-of-Work or Land Surveyor shall be responsible for assuring all requirements of the map are satisfied prior to County approval. The Engineer or Land Surveyor shall submit all necessary evidence of condition satisfaction. If the Tentative Map or Tentative Parcel Map is not approved, the Engineer or Land Surveyor shall assume all responsibility financial and otherwise for processing a map prior to TM or TPM approval.

3.2 Team Map Processor

The DPW Team Map Processor has lead responsibility for the map review process. The Map Processor is responsible for review of the project map and coordination of resources necessary to thoroughly review and process maps for approval. The Map Processor shall determine if resources are necessary to supplement Team review, and shall be the primary contact during the map review process. As other resources may discover problems or potential issues, the Map Processor as project lead contact will attempt to find solutions to achieve project approval.

3.3 DPW Project Manager

The area DPW Project Manager is the primary contact for conflict resolution during the map review process and will ultimately recommend approval of the map to the County Surveyor and/or Board of Supervisors through the Board letter docket process.

3.4 DPW Land Development Counter

The DPW Land Development Customer Service Counter staff (Counter) will be responsible for intake and return of project maps and submittals. The Counter processes all project related submittals from the applicant, makes project-tracking entries into KIVA, and routes the submittal to the assigned Map Processor. The Counter will re-route the map submittal back to the Engineer-of-Work or Land Surveyor upon return by the Map Processor.

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4.0 PROCESS

The overall map review process is the responsibility of the Team Map Processor and the Project Team. The Map Processor will coordinate the map review and ultimately recommend approval of the map to the DPW Project Manager and County Surveyor.

4.1 DPW Land Development Counter

The DPW Customer Service Counter shall process the maps and supporting documentation to the Team Map Processor. The Counter staff shall initiate project racking in KIVA and initiate payment for map processing.

4.2 Engineer-of-Work or Land Surveyor

The Engineer-of-Work or Land Surveyor shall be responsible for assuring all requirements of the map are satisfied prior to County approval. The Engineer or Land Surveyor shall submit all necessary evidence of condition satisfaction. If the Tentative Map or Tentative Parcel Map is not approved, the Engineer or Land Surveyor shall assume all responsibility financial and otherwise for processing of a map prior to TM or TPM approval.

- The Engineer-of-Work or Land Surveyor shall submit written authorization and acknowledgement to request map processing prior to approval of the Tentative Map or Tentative Parcel Map.
- The Engineer-of-Work or Land Surveyor shall assume all risk financial or otherwise.

4.3 Team Map Processor (TMP)

The Team Map Processor is responsible for the complete review of maps and supporting documentation.

- The TMP shall be responsible for review of the map and supporting documentation for satisfaction of map conditions.
- The TMP shall review the map and supporting documentation for completeness within 10-day cycle time goal.

4.4 Project Manager

The area Project Manager will be the primary contact for conflict resolution during the map review process. The DPW PM will also recommend approval of the map to the County Surveyor and/or Board of Supervisors through the Board letter docket process.

4.5 Document Submittal

The Counter is responsible for receiving and distributing all documents and deposits submitted on the project to the TMP. Any requests for special handling or reductions in deposit amounts are to be forwarded to the Project Manager for consideration prior to intake.

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4.6 DECISIONS

Decisions within this process should be made at the staff level using the direction and guidance provided by these Guidelines, Project Manager, and Land Development Management. All critical decision points and correspondence must involve the Project Manager.

SUNSET

EFFECTIVE DATE: June 29, 2007

SUNSET DATE: June 30, 2010

MAP 3

DPW map reviewers currently repeat incomplete map conditions on the review punchlist instead of indicating what exactly the County would like to have the applicant do to complete the item.

- Amend the punchlist procedures

* Plain English comments with specific next actions

Satisfaction of Conditions Punchlist
“[Popular Name]”
TM xxxx-x

Date: _____ TM Expiration Date _____

Map Reviewer: _____ Phone: _____ E-mail _____

DPW Project Manager: _____ Team Area: _____

STANDARD CONDITIONS REMAINING FOR PROJECT:

See Adopted Standard Conditions for Specific Details and Requirements

<u>Standard Condition</u>	<u>Brief Explanation</u>
1-12	Improvement Plans
5	‘C-Permit’ deposit
8	Utility letters
10.b	Energizing fee
11.d	Inspection Deposit
13-18	Drainage/Flood Control
19	Grading Permit
19.d	Sewer Commitment
20	Fair Housing Letter
21	Sewer Commitment
22	Septic Disposal
23.1	Water Commitment
23.2	Fire Protection
25	Solar Access Note
26	Drainage Easements
28.a	Fire Availability
28.b	Utility “Waiver”
28.c	Water agency
28.d	Subordination
28.f	Project account status

SPECIFIC CONDITIONS REMAINING FOR PROJECT:

See Approved TM Resolution for Specific Details and Requirements

**Specific
Condition****Brief Explanation**

[Punchlist items to be completed by Map Checker after each map review. A Separate punchlist to be completed for each map review and placed in file.]

The following must be completed prior to docket for a Board Hearing date:

- Up-dated title report – dated within 6 months of map submittal
 - Provide Course-by-Course Description of Unit Boundary for our review; it will accompany the Guarantee, which is to be submitted later.
 - Improvement agreement and security package preparation will begin with submittal of cost estimate for improvements when plans are near completion. (See Note 2)
 - Fees &/or Deposits will be itemized in Estimate Letter: Inspection, Lab, Lot Monumentation Checking, Future Traffic Signal Installation, “C” Permit, etc
 - Map originals must be submitted when all conditions are completed (See Note 1)
 - Recorded Tax Certificate (See Note 3)
 - Receipt – for Tax Bond, or cash (See Note 3)
 - Improvement plans must be approved by County prior to approval of the map
 - Print Package w/ small plans (small plans will be attached to security agreement)
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NOTES:

1. Before map original are submitted to DPW, the Engineer-of-Work/Land Surveyor will submit the originals for signature by the Treasurer/ Tax Collector, Dan McAllister. The Treasurer/ Tax Collector is located in Room 152 at 1600 Pacific Highway, San Diego, CA 92101.
2. Bonding company must appear on the Department of Treasury Listing of Approved Sureties (<http://www.fms.treas.gov/c570/c570.html>). The Surety must have an underwriting limit of adequate amount to cover the entire project improvement cost estimate. The selected company must be able to insure for the full amount in the project Improvement Agreement.

Notice: Applicants entertaining a desire to use co-surety or reinsurance arrangements for bonding will require several additional weeks processing time, due to the necessity of routing the package through County Counsel before a decision can be rendered. Typically, such arrangements are not acceptable to the County and it is advisable to shop for a company that can insure for the full amount.

Notice: Please allow time for their review and approval for agreements needing to be signed by other agencies.

3. Owner/Agent will submit a copy of the final map to the Tax Collector at 1600 Pacific Highway, San Diego, Room 162, and complete a "PROPERTY OWNERSHIP QUESTIONNAIRE FOR SUBDIVISION AND PARCEL MAPS." Taxes will be calculated and must be paid or secured. A copy of the Recorded Tax Certificate and Receipt must be delivered to the Department of Public Works, Land Development Division, 5201 Ruffin Road, Suite D, San Diego, CA 92123.

All resolution conditions and the map are to be complete before a Board Docket will be scheduled.

Allow a **minimum of 5 weeks** from completion to the docket date. Board Hearing dates for 2007 are: Jan. 10, 31, Feb. 7, 28, March 14, 21, April 18, 25, May 16, 23, June 13, 20, July 25, August, 1, Sept. 19, 26, Oct. 17, 24, Nov. 7, Dec. 5, 12

Map submittals and payment of fees/deposits must be made at the County of San Diego, Department of Public Works, Land Development, 5201 Ruffin Road, Suite D, San Diego, CA 92123. Payment of fees/deposits require an invoice from the Department of Public Works prior to payment at the Department of Planning and Land Use Cashier located at 5201 Ruffin Road, Suite

If improvements are to be completed before map records, we need:

- Acceptance of improvements by DPW Inspectors
- Acceptance of lot monumentation by DPW Survey personnel
- Letter from surveyor that payment has been made for setting monuments.

Visit our Map Processing Manual: <http://www.sdcounty.ca.gov/dpw/permits-forms/manuals.htm>

Instructions

Satisfaction of Conditions for Final Map

Standard Conditions Satisfaction Instructions

- 1-12 Submit improvement plans for review to Department of Public Works (DPW), Land Development together with appropriate deposits, fees, calculations, certifications, etc.
- 5 The 'C' permit deposit amount is determined during the plan review stage. Once the fee has been calculated by the County plan checker, the fee must be paid at the Department of Public Works, Land Development Counter.
7. Street names will be approved by the Street Name Section of DPLU (Nora Rivera, 858-694-3797). A copy of the TM plan sheet along with a key map identifying the proposed street names will need to be submitted. Provide a copy of the street name approval and submit during the map review process. Street name signs will be shown on the road improvement plans.
- 8 Two utility letters will need to be provided. a) An underground arrangements letter. This letter can be obtained from the DPW Land Development Counter. It must be completed by applicant and submitted with map review. b) A letter from the areas local Cable provider indicating service is available to the subdivision. If no current provider is available, obtain letter from the Cable Television & Telecommunications Review Commission at 1600 Pacific Highway, Room 208 San Diego, CA 92101-2481; phone 619-595-4650 indicating that no service is available to the subdivision.
- 10.b. The energizing fee will be determined during the plan review stage. Once the fee has been determined, it will be listed in an itemized Estimate Letter near the completion of the plan review process. The fee will be paid at the Land Development counter.
- 11.d The inspection fee will be determined during the plan review stage. Once the fee has been determined, it will be listed in an itemized Estimate Letter near the completion of the plan review process. The fee will be paid at the Land Development counter.
12. Show trail alignment and improvements on the improvement and grading plans. Locations of trails must be approved by the County of San Diego, Department of Parks and Recreation (Maryanne Vancio, 858-966-1372).

- 13-18 Drainage and Flood Control items will be reviewed during the Improvement and Grading plan reviews. The County plan reviewer will determine that these items have been addressed on the plans and reports. Once the plans have been signed by the County, these items will be considered satisfied.
- 19 Submit grading plans for review to Department of Public Works with appropriate deposits. Grading Permit can be issued when all items of the Resolution have been satisfied and deemed timely filed. Contact grading counter at Department of Public Works (Larry Lyle, 858-694-2113) to submit grading plans, calculate permit/security fees and deposits.
- 19.d. Sewer Commitment will be required from County Sanitation District. Fees for sewer service will need to be paid at end of map/plan approval process. Fees are non-refundable. Contact Land Development Counter (Lawrence Cuatico, 858-495-5717) to start process.
- 20 Fair Housing Letter: To obtain letter, contact the North County Lifeline at (760) 726-4900 ext 321. This letter will need to be submitted at time of map review.
- 21 Sewer Commitment from Independent district requires a DPLU Form 400S to be completed. This form can be obtained from the DPLU Zoning Counter. The commitment must be obtained within 3 months prior to recording of map. It is recommended to provide commitment in the map review submittal package when all other conditions have been satisfied.
- 22 Submit copies of final map, grading and improvement plans to Department of Environmental Health (DEH) for signoff. Once DEH letter of satisfaction is obtained, provide to DPW, Land Development with map or plan review submittal. Contact DEH for additional information at 858- 565-5173.
- 23.1 Water Commitment - DPLU Form 400W is available at the DPLU Zoning counter. The commitment must be obtained within 3 months prior to recording of map. It is recommended to provide commitment in the map review submittal package when all other conditions have been satisfied.
- 23.2 Two utility letters will need to be provided. 1) Letter from local fire agency stating its satisfaction with the type and location of the fire

- hydrants. The letter must contain the agency's minimum gallons per minute and PSI required for the fire hydrants. 2) Local water agency letter that states they can meet the minimum GPM and PSI as required by the fire district letter. Provide these letters during a map review submittal.
- 25 Add a Solar Access note on the non-title sheet of the Map as per Subdivision Ord. 81.401 (m). Sample note can be found in the County's Map Processing manual (see below for online manual address).
- 26 Show all private and public drainage easements on the improvement plans and the final map. Submit a copy of the improvement/grading plans that show the locations of the drainage easements to the map checker during the map review submittal. Plans submitted to map reviewer should be after County plan checker has approved the drainage facility locations and easement size.
- 28.a. Submit Fire Availability (DPLU Form 399F) signed by the Fire District. Form 399F is available at the DPLU Zoning counter. This form should be submitted to map reviewer during map review submittal.
- 28.b. Subdivision Map Act 66436 (A) (3) (a) (i) requires utility districts to be notified of a proposed map when the district has an easement on the proposed map. The district will need to issue a letter stating the map can be recorded without the district's signature. [SDG&E contact is through Sempra Energy Agent, Colleen Fino Land Management, (858) 637-7989]. These signature omission letters should be submitted along with the map review submittal.
- 28.c. Onsite and offsite water easements are typically required to serve the subdivision. A letter from the local water agency indicating their satisfaction with the on-site and off-site easement locations must be submitted during the map review submittal. Also, a copy of the improvement plans must be submitted to insure the map and plans agree with easement locations. If not additional easements are required, the agency must state so.
- 28.d Plot all easements on the map. A Subordination of easement(s) from the utility agency is required when public roads are dedicated and **accepted** on the map and a utility easement exists in the area accepted by the County. The subordination statement can be placed on the map (see map processing manual for standard language).

- 28.f. If account reaches a deficit, a deposit must be made (amount determined by DPW) prior to any further work on the project. Please contact the DPW, Land Development section to determine account status (Albert Sakr, 858-694-3225).

Specific Conditions Satisfaction Instructions

[Instructions to be completed by Map Checker after each map review]

Satisfaction of Conditions Punchlist
TPM xxxxx

Date: _____ TPM Expiration Date: _____

Map Reviewer: _____ Phone: _____ E-mail: _____

DPW Project Manager: _____ Team Area: _____

SPECIFIC CONDITIONS REMAINING FOR PROJECT:

See Approved Final Notice of Approval for Specific Details and Requirements

<u>Specific Condition</u>	<u>Brief Explanation</u>
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[Punchlist items to be completed by Map Checker after each map review. A Separate punchlist to be completed for each map review and placed in file.]

The following must be completed prior to recording parcel map:

- All specific conditions listed above will need to be satisfied
- Up-dated title report – dated within 6 months of map submittal
- Fees &/or Deposits will be listed above: Inspection, Lab, Lot Monumentation Checking, Future Traffic Signal Installation, “C” Permit, etc
- Map originals must be submitted when all conditions are completed
- Parcel Map Guarantee dated within 10 days of recording date of parcel map
- Recorded Tax Certificate (See Note 2)

If private improvements are to be deferred (covenant):

- Provide Improvement plans and cost estimate with map submittal. (See Note 3)
- Covenant of Improvement Requirements will be prepared once plans and cost estimate are satisfactory.

If public improvements are required in the final notice of approval:

- Improvement plans must be submitted for review to the County along with appropriate fees and deposits.
- Improvement agreement and security package preparation will begin with submittal of cost estimate for improvements when plans are near completion. (See Note 1 & 4)
- Improvement plans must be approved by County prior to approval of the map.

- Print Package w/ small plans (small plans will be attached to security agreement)
-
-

NOTES:

1. Bonding company must appear on the Department of Treasury Listing of Approved Sureties (<http://www.fms.treas.gov/c570/c570.html>). The Surety must have an underwriting limit of adequate amount to cover the entire project improvement cost estimate. The selected company must be able to insure for the full amount in the project Improvement Agreement.

Notice: Applicants entertaining a desire to use co-surety or reinsurance arrangements for bonding will require several additional weeks processing time, due to the necessity of routing the package through County Counsel before a decision can be rendered. Typically, such arrangements are not acceptable to the County and it is advisable to shop for a company that can insure for the full amount.

Notice: Please allow time for their review and approval for agreements needing to be signed by other agencies.

2. Owner/Agent will submit a copy of the final map to the Tax Collector at 1600 Pacific Highway, San Diego, Room 162, and complete a "PROPERTY OWNERSHIP QUESTIONNAIRE FOR SUBDIVISION AND PARCEL MAPS." Taxes will be calculated and must be paid or secured. A copy of the Recorded Tax Certificate and Receipt must be delivered to the Department of Public Works, Land Development Division, 5201 Ruffin Road, Suite D, San Diego, CA 92123.
3. Improvement plans shall include a signed statement by the private engineer-of-work stating that the plans are sufficient for the purpose of providing the required estimate of the cost for the private easement roads and private facilities. The estimate shall have the engineer's signature and stamp on the front page along with a statement that it is the engineer's estimate of the approximate cost as of the date the estimate was prepared for the private road and facilities required by the final notice of approval and the San Diego County standards for private streets.
4. Improvement agreement and security for public improvement are required to be approved by the Board of Supervisors. All items of the Final Notice of Approval and parcel map need to be completed before a Board Docket will be scheduled.

Allow a **minimum of 5 weeks** from completion to the docket date. Board Hearing dates for 2007 are: Jan. 10, 31, Feb. 7, 28, March 14, 21, April 18, 25, May 16, 23, June 13, 20, July 25, August, 1, Sept. 19, 26, Oct. 17, 24, Nov. 7, Dec. 5, 12

Map submittals and payment of fees/deposits must be made at the County of San Diego, Department of Public Works, Land Development, 5201 Ruffin Road, Suite D, San Diego, CA



92123. Payment of fees/deposits require an invoice from the Department of Public Works prior to payment at the Department of Planning and Land Use Cashier located at 5201 Ruffin Road, Suite

If improvements are to be completed before map records, we need:

- Acceptance of improvements by DPW Inspectors
 - Acceptance of fire facilities by local fire protection district
 - Acceptance of water/sewer facilities by Districts
-
-

Visit our Map Processing Manual: <http://www.sdcounty.ca.gov/dpw/permits-forms/manuals.htm>

Instructions

Satisfaction of Conditions for Parcel Map

Specific Conditions Satisfaction Instructions

[Instructions to be completed by Map Checker after each map review]

MAP 4

Industry is not familiar with location at Public Counter for map submittals (returns only).

- Signage update to point to express counter
 - * Need to improve visibility, education, newsletter

MAP PROCESSING

SUBMITTALS



MAP 5

County reserves red and green colors for marking comments on maps during review, but sometimes applicant engineers use red and green on maps.

- Check existing rules to see if red/green line use in maps limited to County use only

*if not, put requirement in Map Processing Manual

MAP
PROCESSING
MANUAL

PREPARED BY THE
DEPARTMENT OF PUBLIC WORKS
COUNTY OF SAN DIEGO

FINAL

MAPS

(MAJOR SUBDIVISIONS)

In the event no reference maps are submitted with the first examination and/or additional maps or field notes are required to perform the examination function, they will be supplied from the Survey Records Section and a charge made against the map examination deposit. The charge will be at the rate charged to the public for map examination by our staff.

1.104. MAP EXAMINATION. The map will be examined with necessary corrections and missing items noted in red; satisfactory items will be indicated in green. Any missing items or corrections which may have been inadvertently overlooked on the first and/or subsequent examinations are still the surveyor/engineer's responsibility and must be complied with prior to the map being considered for recording. The surveyor/engineer and the developer are responsible for reading the RESOLUTION OF APPROVAL and complying with all items, including noting the date the project will expire. Please see Sections 1.253 and 1.254 for the timetable for final processing of the map to the Board of Supervisors for approval.

Red	All corrections required.
Colored	
Pencil:	All notes for information desired or questions on method (shown in circle).
Green	Absolute check. (Items are satisfactory)
Colored	
Pencil:	Shading on red penciled items on subsequent recheck to indicate that item is taken care of.
Ordinary	Figures and calculations shown on face of
Lead	map to show method of calculation and
Pencil:	results attained.

It should be emphasized that the mapmaker will save considerable time and money for everyone involved, if an effort is made to have a complete and neat final map at an appropriate scale on the first submittal along with all necessary reference data.

1.105. CORRECTIONS. After all of the suggested map corrections have been made, the entire "package" including previous check prints, reference maps, two new sets of prints and any additional data requested are to be submitted to Land Development for examination. This process is repeated until all requests for correction have been made. The subdivision guarantee together with a certified legal description shall be submitted after Procedure of Survey is accepted.

PARCEL

MAPS

(MINOR SUBDIVISIONS)

Submit copies of the vesting deed, associated deeds and any senior deeds necessary to enable a review of the procedure used to establish the boundary of the property being divided. If the Preliminary Title Report does not contain legal descriptions of easements which affect the property, copies of easement deeds for verification of location, size, and type of easement are also required.

2.104. MAP EXAMINATION. The map will be examined, and corrections and additions will be indicated in red on the check prints. Items such as questions or comments will be shown circled so as not to be confused with that data which is intended to be copied onto the map. Items that are satisfactory will be indicated in green. Since some items may be checked for correctness in several different respects, i.e., agreement with deeds, agreement with record maps, mathematical accuracy of a calculated quantity, etc., items once greened off will not be checked again.

Any missing items or corrections which may have been inadvertently overlooked on the first and/or subsequent examinations are still the surveyor/engineer's responsibility and must be complied with prior to the map being considered for recording. The surveyor/engineer and the developer are responsible for reading the FINAL NOTICE OF APPROVAL and complying with all items, including noting the date the project will expire.

Red	All corrections required.
Colored	
Pencil:	All notes for information desired or questions on method (shown in circle).
Green	Absolute check. (Items are satisfactory)
Colored	
Pencil:	Shading on red penciled items on subsequent recheck to indicate that item is taken care of.
Ordinary	Figures and calculations shown on face of map
Lead	to show method of calculation and results
Pencil	attained.

It should be emphasized that the map maker will save considerable time and money for everyone involved, if an effort is made to have a complete and neat parcel map at an appropriate scale on the first submittal along with all necessary reference data.

The surveyor or engineer will be notified when the parcel map is ready to be returned to make the required corrections.

The parcel map may be picked up by the map maker or, with written authoriza-

MAP 6

Current system of logging map check info into log book and multiple records is inefficient.

- Provide recommendation to DPW Asst Director
- Put group together to determine if cards still needed



County of San Diego

DEPARTMENT OF PUBLIC WORKS

COUNTY ENGINEER
COUNTY ROAD COMMISSIONER
COUNTY SURVEYOR
COUNTY AIRPORTS
FLOOD CONTROL
WASTEWATER MANAGEMENT

INTRA - MEMO

DATE: June 12, 2007

TO: Richard Crompton, Assistant Director
Department of Public Works

FROM: Lee Shick, DPW Project Manager

SUBJECT: Plan and Map Check BPR Implementation, KIVA vs Log Cards

The subject matter has been discussed with DPW Customer Services Counter, Shelley Brady and Terry Connors with the assistance of Tom MacDonald. The group felt it of benefit to migrate from the manual card log system to KIVA. It is recommended migration be completed in a phased sequence over a period of 12 months commencing July 1, 2007. Shelley Brady confirmed with Northrop-Grumman, Kathy Fahey, that KIVA already mirrors the Card entry categories. Over the 12 month migration, both log systems would be used with complete Card phase-out July 1, 2008.

MAP 7

Industry would like to have options to meet with County staff to review conditions satisfaction.

- Update procedures (see A1&2)
 - * Optional after 1st
 - * Mandatory after 3rd
- Include in Newsletter

Post-Map Review Meeting for Engineer-of-Work or Land Surveyor Frequently Asked Questions

Engineers and/or Land Surveyors may opt to meet with Department of Public Works staff prior after review of the map. To facilitate map processing or to address questions, DPW staff will meet with the Engineer-of-Work and/or the Land Surveyor. This post-review meeting is meant to discuss potential map concerns, issues, or satisfaction of conditions that may surface during map processing. The following FAQ will assist in answering Post-Review Meeting questions.

1. Who may submit request for a Pre-Submittal Meeting prior to initial submittal of plans?

- The Civil Engineer or Land Surveyor

2. Who May attend?

- The Engineer-of-Work, Land Surveyor with Owner, Applicant, or Owner Agent

3. Who will attend from County staff?

- DPW Project Manager and DPW Map Processor with an option to request DPW Project Conditioner or other specialist

4. What may be discussed?

- Potential map concerns, issues, or satisfaction of conditions during the map processing

5. What should I bring?

- Project map, approved Tentative Map, Tentative Parcel Map, Site Plan, Approved Tentative Map Resolution, Approved Tentative Parcel Map Final Notice of Approval, Certified Environmental documentation, or any other useful information.
- Meeting agenda of discussion topics

6. How do I initiate the process?

- Engineer-of-Work and/or Land Surveyor shall request the meeting through the assigned Team Map Processor

7. What will the meeting cost?

- The cost of the meeting for staff time and/or materials will be charged against the project account

MAP 8

County needs a better way to resolve problems/issues for non-standard issues.

- Develop written procedures for resolving and elevating issues relating to private projects

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Map Processing Manual	Page 1 of 4
Project Issue Resolution for DPW Map Processing	Approved by <i>RE Cpt</i>

1.0 PURPOSE:

To provide guidelines for project issue resolution during map processing.

2.0 BACKGROUND:

The Team Map Processor (TMP) is responsible for processing and tracking map requirements through the map review and approval process. The DPW Project Manager is the primary contact for conflict resolution during map processing. Should the Engineer-of-Work (EOW) or Land Surveyor (LS) not agree with decision of the TMP and DPW PM on off map matters, the issue may be elevated through the DPW/DPLU Project Issue Resolution process. The County Surveyor shall be responsible for final decisions on map related matters or issues.

3.0 GUIDELINE & ROLES

The following guidelines are to be used for conflict resolution of map process. These guidelines were written to accommodate most circumstances, but it is recognized that unusual situations may occur which require additional or specialized steps to supplement or facilitate the conflict resolution process.

3.1 DPW Team Map Processor (TMP)

The Team Map Processor (TMP) has primary responsibility for processing and tracking map requirements through the map review and approval process. The TMP is responsible for review of the project map and assuring all map requirements have been completed to the satisfaction of the Director of Public Works and County Surveyor. The TMP is the first level contact for conflict resolution during the map review process.

The TMP shall elevate unresolved project conflicts or issues to the DPW Project Manager. As other resources discover problems or potential issues, the TMP will attempt to find solutions or if necessary, the matter will be elevated to the DPW Project Manager.

3.2 DPW Project Manager

The DPW Project Manager is the primary and second level contact for conflict resolution during map processing and will elevate on-map related matter to the County Surveyor or refer off-map matters to the Project Issue Resolution Process.

3.3 DPW/DPLU Project Issue Resolution Conference (PIR)

The DPW/DPLU Project Issue Resolution (PIR) process is available for the project Engineer-of-Work or Land Surveyor to express concerns or issues to senior level management from the Department of Public Works and the Department of Planning and land Use for off-map issues that may arise during map review.

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3.4 Director of Public Works

The Director of Public Works is the final level of the conflict resolution process for off-map matters. The Director's decision is final.

3.5 County Surveyor

The County Surveyor is the final level of the conflict resolution process for on-map matters. The County Surveyor's decision is final.

4.0 PROCESS

The project issue resolution process is provided to allow applicants an opportunity to have issues heard and considered by Department of Public Works staff during map processing.

4.1 Team Map Processor (TMP)

The Team Map Processor (TMP) is responsible for map review, tracking satisfaction of conditions, and engaging conflict resolution resources or elevating to the next level as needed.

- The Team Map Processor (TMP) shall review maps in accordance with County and Department rules, regulations, and policies, and the California Subdivision Map Act.
- The TMP will be the primary contact between the Project Team and Engineer-of-Work/Land Surveyor.
- The TMP will be the first level contact for project issue resolution.
- Should the TMP and EOW/LS not be able to resolve any issues, the TMP will elevate the matter to the DPW Project Manager.
- The TMP will be responsible for gathering all necessary background information to facilitate discussions with the DPW Project Manager.
- The TMP will be responsible for scheduling a meeting between the EOW/LS, Applicant, and DPW Project Manager.
- The TMP will make all necessary entries into KIVA reflecting said meeting.

4.2 DPW Project Manager

The DPW Project Manager is the second level contact for conflict resolution during map processing.

- The DPW Project Manager will facilitate the meeting between the Team Plan Processor and Engineer-of-Work (EOW)/Land Surveyor (LS).
- The DPW Project Manager will consider all information, facts, policies, standards, rules, and/or regulations before rendering a decision or recommendation.
- Should the on-map matters still be unresolved, the DPW Project Manager will refer the matter to the County Surveyor for consideration.

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- Should the matter still be unresolved, the DPW Project Manager will refer the applicant to the DPW/DPLU Project Issue Resolution Conference process.

4.3 Project Issue Resolution Conference

If issues are still unresolved at the first and second levels of the conflict resolution process, the applicant may seek advice from senior Department of Public Works and Department of Planning and Land Use Managers through the Project Issue Resolution Conference.

- The Engineer-of-Work may complete and submit an application for a Project Issue Resolution Conference through the Department of Planning and Land Use (DPLU). Information may be obtained from the DPLU Website at the following location: <http://www.sdcounty.ca.gov/dplu/Resource/docs/3~pdf/DRprocedures.pdf>
- The DPLU PIR coordinator will be responsible for scheduling the conference.

4.4 County Surveyor

If the Engineer-of-Work or Land Surveyor is still dissatisfied with decisions of the lower levels of the conflict resolution process, all on-map matters shall be referred to the County Surveyor for consideration and decision. The County Surveyor's decision is final.

4.5 Director of Public works

If the applicant is still dissatisfied with the decisions of the lower levels of the conflict resolution process for off-map matters, including the Project Issue Resolution conference, the matter may be referred to the Director of Public Works for final consideration and decision.

- The Team Project Map Processor will gather all necessary background information for the DPW Project Manager.
- The DPW Project Manager will prepare a summary of all issues and provide recommendation for the Director of Public Work's consideration.
- The DPW Project Manager will then elevate the matter through the Land Development Division Manager prior to referral to the Director.
- The Director's decision shall be final.

4.6 Customer Contact

All contact with applicant and Engineer-of-Work (EOW)/Land Surveyor (LS) will be initiated by the Team Plan Processor (TMP). Each Map Processor shall be responsible for making sure adequate and clear communication occurs between the County Team and EOW/LS. The TMP shall ensure the DPW Project Manager is kept informed on all issues arising during map processing.

4.7 DECISIONS

Decisions within this process should be made at staff level using the direction and guidance provided by DPW Project Manager and Land Development Management. All critical decision

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points and correspondence must involve the DPW Project Manager.

SUNSET

EFFECTIVE DATE: June 29, 2007

SUNSET DATE: June 30, 2007

MAP 9

For future improvements, fee codes for necessary deposits need to be created in advance to allow Counter staff to accept fees/deposits without making customers wait until final map approval.

- Develop process to record fee code & check to make sure no duplicates
 - * Map checker to include in Cost Estimate letter for Improvement Agreement & Security (Brian to provide info)
 - * Sue Spotts = Fee Codes Owner
 - * Issue w/fee and deposits from cost estimate letter for counter staff
 - * Map check will provide "fee code" for fee in cost/estimate letter
 - * Note in KIVA comments

PROCEDURES**DEVELOPER DEPOSITS FOR FUTURE IMPROVEMENTS**

1. Customer to submit project application (Map processing request and/or L-Grading Permit for grading or project improvements) to DPW Counter Services.
2. Counter staff will create KIVA account.
3. UDD Identifier obtained from DPW Land Development Division Fiscal staff (Suzanne Campos, Jonathan Pullen, or Ed Taglioretti).
4. Counter staff to provide all necessary information (project location, name, and deposit amount) in order to obtain UDD Identifier.
5. Developer funds to be deposited into Oracle Project 1008423 - Customer Number 2989.
6. Customer to then deposit funds into account with the DPLU Cashier.

MAP 10

Industry needs to be better-informed on Land Development processes and BPR implementation.

- Update Industry (in newsletter)
 - * Ever wonder why you can't use red/green when you're commenting on a map??
 - * PIR Process
 - * Optional advance meeting
 - * BPR feedback/implementation plan
 - * Tips that help us
 - * Internet resource list/directions

MAP 10

**JULY '07 NEWSLETTER TO
INCLUDE BPR UPDATE AND
INFORMATION.**

MAP 11

How can County handle partial submittals of Conditions of Approval without triggering a full Map Check cycle?

- Develop procedures to Address Partial Submittals
 - * File ownership with initial map checker
 - * Use KIVA - task codes (KIVA Note: Use Plan Routing/Conditions of Approval submittal not Plan Submittal)
 - * Offer a batching incentive before a new punchlist is created, e.g., 50% or more
 - * Standardize the process
- Create a Conditions of Approval Transmittal Form

Conditions Satisfaction Approval Frequently Asked Questions

To facilitate the entitlement process, Engineers and Land Surveyors may opt to process satisfaction of conditions throughout the final mapping process. The early submittal process is meant to minimize the amount of time it takes to process final mapping after tentative approval. The following FAQ's will assist in answering early processing questions.

1. Can I submit documentation for project satisfaction of conditions during the final mapping process?

- Yes, the Engineer or Surveyor may provide all or partial submittals of documentation or evidence of condition satisfaction throughout the map review process.

2. How do I initial the condition satisfaction review process?

- The Engineer/Surveyor must contact the DPW Map Processor at the number or e-mail address provided during the mapping process. The documentation must be accompanied with a DPW Transmittal form available at the DPW Customer Service Counter.

3. Where do I submit application?

- Documents or evidence of satisfaction is to be submitted at the Department of Public Works, Customer Service Counter at 5201 Ruffin Road, Suite D, and San Diego, CA 92123. Submittals are to be addressed to the attention of the respective DPW Project Manager or DPW Map Processor.

**PROCEDURES
ACCEPTANCE OF PARTIAL SUBMITTALS FOR SATISFACTION
OF CONDITIONS**

The Engineer/Surveyor may opt to submit documentation to satisfy Conditions of Approval for Final Map or Parcel Map approval. The following procedures will assist in submitting documentation to the Project Teams:

1. The Engineer/Surveyor must contact the assigned DPW Project Team Map Processor at the phone number or e-mail addresses provided during the initial map review.
2. The Team Processor will schedule a time to meet with the Engineer/Surveyor to receive documentation using the standard DPW Conditions of Approval Transmittal form.
3. The Team Processor will make all necessary entries into KIVA using the "Clearance Checklist" screen to track document processing.
4. The Project Team will review all documents to verify condition satisfaction.
5. The Team Processor will notify the Engineer/Surveyor of document acceptance for condition satisfaction.

Note: It is recommended all documents be submitted in a three ring binder with a copy of the Resolution of Approval or Final Notice of Approval.

MAP 12

Provide security options, improvement agreement, and deposit estimate info to industry earlier in the process (before Final Map review).

- Develop Advisory Information form cover letter language for 3rd map check
 - *Coordinate with industry (F. Fitzpatrick)
 - * Has to include a space for preliminary cost estimate for remaining staff review costs



County of San Diego

DEPARTMENT OF PUBLIC WORKS

JOHN L. SNYDER
DIRECTOR

5555 OVERLAND AVE, SUITE 2188
SAN DIEGO, CALIFORNIA 92123-1295

(858) 694-2212 FAX: (858) 268-0461
Web Site: sdcdpw.org

Date

Owner

Dear Sir/Madam:

ESTIMATE OF COSTS FOR COUNTY OF SAN DIEGO TRACT NO. TM **XXXX-X**

In order to continue processing your final map in a timely manner, the security, deposits, and fees listed below must be submitted to the Land Development Counter by 4:00 p.m. on Wednesday 5 weeks preceding the Board of Supervisors hearing date.

PLEASE COMPLETE THE ATTACHED "SECURITY REQUEST FORM" AND RETURN TO THE DPW PROJECT MANAGER TO INITIATE PROCESSING OF THE IMPROVEMENT AGREEMENT AND SECURITY PACKAGE

A. SECURITY

Based on an approved estimate of costs for improvements and deferred lot monumentation, we have determined the amount of the improvement performance security for the subdivision to be \$ **XXX** (in favor of **both** the County and the **District**); and the amount of security for the cost of deferred lot monumentation to be \$**XXX.XX**, for a total of \$**XXX.XX**.

In addition to the above improvement performance security, additional security is required in the amount of \$**XXX** (50 percent of the performance amount) in favor of **both** the County and the **District** to guarantee payment to the contractor, subcontractor, and to persons furnishing labor and materials for the above improvements.

Please Note: If the Resolution of Approval for the tentative map allows for the issuance of a grading permit prior to the approval of the final map, and the grading condition requires erosion control, the agreement and security for erosion control

must be approved by the Director of Public Works prior to the issuance of the grading permit.

If Your Project Requires A Grading Permit, Please Make Separate Arrangements With The Grading Section For The Amount Of The Grading Security And Payment Of The Necessary Fees And Deposits. NOTE: The Grading Permit Must Be Pulled Before The Final Map Records!

PLEASE NOTE: The amounts for this security are valid for a six (6) month period. If the final map has not been recorded within six (6) months from the date of this letter, new estimates and new security will be required.

B. PROCEDURE TO OBTAIN SECURITY:

We will require the security attachment prior to preparing the improvement security documents. Please specify on the Security Request Form which type of surety will be used: bonds, instrument of credit, letter of credit or cash deposit.

A brief definition of the listed security follows:

1. **Surety bonds** are issued by a company listed at the online site of the Federal Register, United States Department of Treasury, up to the limit indicated therein <<http://www.fms.treas.gov/c570/c570.html>>.

Alternately -- the County will accept bonds from a surety licensed by the State of California, but not on the federal list, subject to approval by the County's Risk Management Division. The acceptance of such bonds is dependent upon a review and analysis of the proposed surety's financial position.

In all cases under this alternative, the burden will be on the developer to submit the necessary financial statements of the surety company at least 10 days prior to the deadline for submitting the bonds. The financial statements will be reviewed by the Risk Management Division of the Office of Employee Services to determine acceptability of the surety, its bonding limit, and the need for reinsurance. The developer should contact the Land Development counter of Public Works to ascertain which financial documents must be submitted.

If a determination is made that a company does not meet the financial requirements for the required bond, the developer is responsible for providing other acceptable security by the final date for submittal. Decision of the Risk Management Division as to acceptability and bonding limits is final.

The responsibility for meeting all deadlines remains with the developer. The County will not be responsible for delays or missed deadlines resulting from use of this alternative procedure.

2. **Instrument of Credit** - issued by a financial institution that is regulated by the state and/or federal government. This is backed up by actual dollars in an account at the institution.
3. **Letter of Credit** - issued by a financial institution that is regulated by the state and/or federal government and that has a branch office in San Diego County (or close proximity). This is backed up by collateral approved by the institution.

If you wish to use a Letter of Credit as surety, the terms of the Letter of Credit shall be for a period of two (2) years initially, plus an automatic extension of one (1) year.

A Letter of Credit must be on our standard form. If your bank absolutely refuses to use our form, the processing of your project may be delayed several weeks until County Counsel approves the bank's form of Letter of Credit. If a bank form is used it must include the exact wording as set forth in the County's form of Letter of Credit, except the approval block by the Clerk of the Board of Supervisors is not required. The form must also include a notary acknowledgment of the individuals signing the Letter of Credit on behalf of the bank.

4. **Cash Deposit** - held in an interest bearing account by the County.

County Counsel has prepared standard forms for all agreements and securities. If the developer requests any changes or additions, County Counsel must approve the changes prior to docketing. This may delay the project several weeks.

C. FEES AND/OR DEPOSITS

All of the below listed unpaid fees and/or deposits may be paid by one single check in the total amount of \$XXXX.XX.

An additional deposit of \$XXXX.XX is required to cover costs associated with staff time and materials for processing this project to completion or approval.

The inspection deposit required is \$ XXXX.XX, deposit for soils tests and laboratory work is \$ XXXX.XX, and deposit for lot monumentation checking is \$ XXXX.XX.

The park fee required is \$ XXXX.XX as stated in the Resolution of Approval of the tentative map. Please advise whether this fee will be paid prior to approval of the final map, or if we should include park fee security as part of the improvement

security package. If the park fee is included in the security, the total fee must be paid prior to the issuance of a building permit or the completion of the improvements, whichever occurs first.

The street lighting deposit required is \$ XXXXX to finance all start-up costs (energizing and reserve fees). In addition, a deposit for street light layout, legal description, and labor will be \$N/A, making a total deposit of \$ XXXXX.

The Director, Department of Public Works, has determined that the amount the developer shall pay toward the cost of a future traffic signal installation at the intersection of XXXXX is \$ XXXXX.

The cash deposit, to ensure that any damage to the existing roadway is repaired in a timely manner as required in the Resolution of Approval, is \$XXXXX, and must be paid prior to approval of the final map. Applications for the construction permit are available at the Permits Counter, 5201 Ruffin Road, Suite D, San Diego, California. Telephone No. (858) 694-3275. The permit must be issued prior to the commencement of construction.

D. OTHER REQUIREMENTS

Print Package (small plans)

After the improvement plans have been approved, please furnish us fourteen sets of reduced prints (8 1/2" x 14"), eight sets of regular size prints (36" x 24"), and the originals. Furnish us with a copy of the Final Map. If your project has a requirement for erosion control, please provide five sets of the reduced prints (8 1/2" x 14") of the approved grading plan. PLEASE NOTE: PRINT PACKAGE REQUIRED BEFORE BOARD LETTER IS COMPLETED.

Taxes

Regarding taxes that are due and payable prior to recording of your final map, please contact the Tax Collector's Office at (619) 531-5709. It is the owner's responsibility to pay all taxes current and/or delinquent, and provide Public Works with a copy of the recorded tax certificate, and tax bond, if required, prior to preparation of the Board Letter.

Monumentation

Please comply with Section 81.404(d) of the Subdivision Ordinance, which requires the boundary of the final map be monumented prior to the approval of the final map by the Board of Supervisors.

If you have any questions concerning the above requirements, please contact **Brian Siebens Bob Netherton Tom MacDonald** at (858) 495-5282.

Very truly yours,

EDWIN M. SINSAY, NAEL AREIGAT, KEN BRAZELL, LEE SHICK, DPW Project Manager
Department of Public Works

XXX:XXX:xxx

Attachment: Approved Estimate

cc: **Engineer's name and address; Tom MacDonald Ken Stephens Brian Siebens Robert Netherton (0336); Construction Inspection (0382); Project File; Delete the following except those who are joint bonding on this project** Helix Water District, 8111 University Avenue, La Mesa, CA 91941; Otay Water District, 10595 Jamacha Boulevard, Spring Valley, CA 92077; Padre Dam Municipal Water District, P.O. Box 70, Santee, CA 92071; Sweetwater Irrigation District, 383 Third Avenue, Chula Vista, CA 92012; Valley Center Municipal Water District, 29300 Valley Center Road, Valley Center, CA 92082; Rainbow Municipal Water District, 4555 Highway 76, Fallbrook, CA 92028; Dudek & Associates, 605 3rd Street, Encinitas, CA 92024.

SECURITY REQUEST FORM

Date: _____

TM/TPM/PROJECT NUMBER: _____

DPW PROJECT MANAGER: _____

LAND SURVEYOR/CIVIL ENGINEER: _____

E-MAIL ADDRESS: _____ PHONE: _____

OWNER'S NAME: _____ Phone: _____

MAILING ADDRESS: _____ City: _____

State: ____ ZIP: _____ E-MAIL ADDRESS: _____

PLEASE INDICATE BELOW THE TYPE OF SECURITY BEING REQUESTED:

Surety: Cash Deposit ____ Surety Bonds ____ Letter of Credit ____
Instrument of Credit ____

Name of financial institution for Surety Bonds, Letter of Credit, or Instrument of Credit:

Name: _____

Address: _____ City: _____

State: ____ ZIP: _____

I, Owner of the above mentioned property, hereby authorize the County of San Diego to begin preparing the appropriate security documents as requested hereon. I understand any change to this security request may result in additional expense and delay towards approval of my Final Map/Parcel Map or project.

Signature: _____ Title: _____
(Owner)

Date _____

MAP 13

Need a way to ensure useful (but not legally-binding) information can be included on Non-Title Information Sheet.

- Develop a strategy for the County role in the Non-Title Info sheet
 - *County Responsibility for informational items on maps - need County Counsel opinion (DPW process) via Claudia Anzures
 - *Prepare guidance document to inform staff

MAP 13

**NO CHANGES TO CURRENT
PROCESS.**

**MAP PROCESSING MANUAL
SECTION 1.243, SECTION
1.243, AND APPENDIX 4.600
PROVIDES GUIDANCE ON
PREPARATION OF NON-TITLE
INFORMATION SHEET**

MAP
PROCESSING
MANUAL

PREPARED BY THE
DEPARTMENT OF PUBLIC WORKS
COUNTY OF SAN DIEGO

FINAL

MAPS

(MAJOR SUBDIVISIONS)

easements. Some of these can be dedicated and accepted on the map. Others must be done by separate document. Following are some examples:

“PUBLIC VEHICULAR PARKING EASEMENT DEDICATED AND (ACCEPTED) (REJECTED) HEREON.”

“EASEMENT FOR PUBLIC PARKWAY AND BEACH ACCESS PURPOSES DEDICATED AND (ACCEPTED) (REJECTED) HEREON.”

An Avigation Easement limits the height of structures within an airport landing pattern and must be done by separate document. The following note goes on all map sheets and the procedure sheet.

“EXISTING AVIGATION EASEMENT GRANTED TO THE COUNTY OF SAN DIEGO PER DOCUMENT RECORDED _____ AS DOC. NO. _____”.

1.243 NON-TITLE INFORMATION SHEET

This sheet, if needed, should be the last sheet of the map. “Non-Title Information” means that information defined and described as additional survey and map information in Section 66434.2 of the Subdivision Map Act which is required to be placed on the map and is not intended to affect record title interest. Also see Section 81.504.5 of the Subdivision Ordinance. Additional survey and map information, with their respective symbols, may include but not be limited to:

1. Building setback line.
2. Limit of proposed street widening.
3. Approximate slope and drainage facility line.
4. Archaeological sites.
5. Flood hazard zone lines.
6. Drainage swale lines.
7. Lines of inundation.

In the event that any of the above described information is required to be placed on the map, such information shall be placed on an additional sheet entitled “NON-TITLE INFORMATION” and shall indicate the relationship to the map. It shall also contain the following:

LEGEND:

NOTE A: Information shown on this sheet is advisory only and is not intended to affect record title interest.

NOTE B: Information shown hereon is compiled from public records or reports and its inclusion in this map does not imply the correctness or sufficiency of these records or reports by the preparer of this map.

A north arrow without the mapping angle shall be shown, along with a scale. See Section 1.230.5.

1.250. FINAL MAP COMPLETION.

1.251. “OFF MAP” ITEMS. The final map will be processed for docketing with the Clerk of the Board of Supervisors only when all the following conditions have been complied with:

1. All Resolution of Approval items have been satisfied.
2. All necessary signatures and acknowledgments have been obtained by the surveyor/engineer or developer on the title sheet. The title company is to provide a guarantee dated within 10 days of submittal of the map for docketing. The guarantee and title sheet must agree item for item.
3. All final map corrections have been made and the original and two final blue line prints have been submitted to Land Development.
4. The following, when required, have been posted with Land Development:
 - a. Geology inspection deposit.
 - b. Improvement inspection and soils laboratory deposits.
 - c. Survey monument checking deposit. (If all improvements are completed and monumentation is not deferred, the surveyor/ engineer is to request a monumentation check.) Monumentation must be approved prior to docketing map for approval.
 - d. All other special deposits required by the Resolution of Approval.
 - e. Any deficit balances paid.
 - f. Erosion Control Deposit. Emergency erosion control measures may be required to control soil movement in the event the site is exposed to erosion during the period between November 1 and April 15.

PARCEL

MAPS

(MINOR SUBDIVISIONS)

“1.00' ACCESS RESTRICTION EASEMENT GRANTED AND ACCEPTED
HEREON”

9. Height Restriction Easement. Label on map sheets as follows:

“HEIGHT RESTRICTION EASEMENT OVER PARCEL(S) _____ DEDI-
CATED AND (ACCEPTED) (REJECTED) HEREON”

10. Miscellaneous. The Final Notice of Approval may require specialized easements. Some of these can be dedicated and accepted on the map. Others must be done by separate document. Following are some examples:

“PUBLIC VEHICULAR PARKING EASEMENT DEDICATED AND
(ACCEPTED) (REJECTED) HEREON.”

“EASEMENT FOR PUBLIC PARKWAY AND BEACH ACCESS PUR-
POSES DEDICATED AND (ACCEPTED) (REJECTED) HEREON.”

If the easement is a general easement without a location being given, the following type of note shall be placed on the map:

“EXISTING ____' WIDTH _____ EASEMENT, DOC.
NO. _____, (DATE), IS A GENERAL EASEMENT WITH NO
LOCATION SET FORTH AND CANNOT BE PLOTTED ON MAP.”

2.243 NON-TITLE INFORMATION SHEET. (See Appendix Section 4.600)

This sheet, if needed, should be the last sheet of the map. “Non-Title Information” means that information defined and described as additional survey and map information in Section 66434.2, of the Subdivision Map Act which is required to be placed on the map and is not intended to affect record title interest. Also see Section 81.806.5 of the Subdivision Ordinance. Additional survey and map information, with their respective symbols, may include but not be limited to:

1. Building setback line.
2. Limit of proposed street widening line.
3. Approximate slope and drainage facility line.
4. Archaeological sites.
5. Flood hazard zone lines.

6. Drainage swale lines.
7. Lines of inundation.

In the event that any of the above described additional information is required to be placed on the parcel map, such information shall be placed on an additional sheet entitled "NON-TITLE INFORMATION" and shall indicate the relationship to the parcel map. It shall also contain the following statement:

LEGEND:

NOTE A: Information shown on this sheet is advisory only and is not intended to affect record title interest.

NOTE B: Information shown hereon is compiled from public records or reports and its inclusion in this map does not imply the correctness or sufficiency of these records or reports by the preparer of this map.

The scale and a basic north arrow shall be shown. See Section 2.230.5.

2.250 FINAL NOTICE OF APPROVAL REQUIREMENTS

1. **Access.** When all parcels do not front on and take access directly from a publicly maintained road, deeds will be used to verify that the property as described by the legal description has legal access from a road that is a publicly maintained road and the access is for the benefit and use of the property.

If the access is less than the minimum width called for in the Final Notice of Approval, then it is the responsibility of the subdivider to obtain the additional width needed or the subdivider may petition the Department of Planning and Land Use to amend the Final Notice of Approval.

If access is over adjoining property owned by the subdivider, the following access note shall be shown:

"ACCESS FROM _____, WHICH IS A PUBLICLY MAINTAINED ROAD, TO THE BOUNDARY OF EACH OF THE PARCELS CREATED BY THIS MAP WILL BE SERVED BY A PRIVATE ROAD EASEMENT OVER PROPERTY THAT IS CONTIGUOUS OWNERSHIP OF THE SUBDIVIDER OF THE PROPERTY SHOWN ON THIS MAP. SAID ACCESS EASEMENT SHALL BE A MINIMUM OF ___ FEET WIDE AND BE FOR THE BENEFIT AND USE OF THE PROPERTY BEING DIVIDED. IT IS THE RESPONSIBILITY OF THE SUBDIVIDER TO PROVIDE INSURABLE ACCESS TO EACH PARCEL CREATED BY THIS MAP."

4.600 SAMPLE TITLE AND NON-TITLE INFORMATION SHEETS.

The following pages are provided for your information to aid in laying out a Title sheet, Non-Title Information sheet or Record of Survey sheet.

Please note that both the Final Map and Parcel Map title sheets are set up in a four column format. The location of certain certificates/statements is fixed as shown on the samples.

The top of the map is always the 26" (24" between margins) edge of the sheet.

THE FOLLOWING SECTION IS AN EXCERPT FROM ORDINANCE NO. 9102

SEC. 81.506. [ADDITIONAL DATA ON FINAL MAPS.]

Every final map shall:

(j) FIELD OBSERVED CONNECTIONS:

(1) Prior to January 1, 2000, a survey for any final map that is to be based on state plane coordinates shall show two measured ties from the boundary of the subject property to existing Horizontal Control station(s) having California Coordinate values of third order accuracy or better, as published in the County of San Diego's Horizontal Control book. These tie lines to the existing control shall be shown in relation to the California Coordinate System (i.e. Grid bearings and Grid distances) . All other distances shown on the map are to be shown as Ground distances. A combined factor for conversion of Grid-to-Ground distances shall be shown on the map.

(2) After December 31, 1999, a survey for any final map that is to be based on state plane coordinates shall show two measured ties from the boundary of the subject property to existing Horizontal Control station(s) having California Coordinate values of first order accuracy or better, as published in the County of San Diego's Horizontal Control book. These tie lines to the existing control shall be shown in relation to the California Coordinate System (i.e. Grid bearings and Grid distances) . All other distances shown on the map are to be shown as Ground distances. A combined factor for conversion of Grid-to-Ground distances shall be shown on the map.

For purposes of this section, the date of survey for the field observed connections shall be the date of survey as indicated in the surveyor's/engineer's certificate as shown on the final map.

If there are no acceptable Horizontal Control stations within 1/2 mile of the subject property, then the engineer or land surveyor may make a written request to the County Surveyor to establish additional control stations within the subject area.

The County Surveyor will provide a coordinated monument(s) (using the California Coordinate System CCS 83) by tying either a section, quarter-section, or rancho or other appropriate land net corner or road centerline which is inter-visible with an existing monument meeting the standards of the California Public Resources Code.

In the event the County is unable to provide an acceptable Horizontal Control station within 1/2 mile of the subject property within 30 days of written request, this requirement may be waived by the County Surveyor.


None of the above will preclude a person, authorized to practice Land Surveying, from performing the necessary work to meet therequirements of this Section.

MAP NO. _____

SHEET _____ OF _____ SHEETS

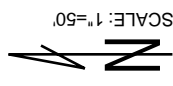
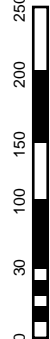
COUNTY OF SAN DIEGO TRACT NON-TITLE INFORMATION

LEGEND:

 Approximate area subject to inundation by the 100 year flood

NOTE A:
Information shown on this sheet is advisory only and is not intended to affect record title interest.

NOTE B:
Information shown hereon is compiled from public records or reports and its inclusion in this map does not imply the correctness or sufficiency of these records or reports by the preparer of this map.



ARCHAEOLOGICAL SITE (SD1-9109)



LOT 3

LOT 1
Limit of building line
75'

LOT 2

SEE SHEET 5

LOT 23

SUBDIVISION BOUNDARY

LOT 20

LOT 21

LOT 19
SEE SHT. 6

LOT 22

Approximate location of ultimate slope and drainage facilities limits

OLIVE HILL ROAD

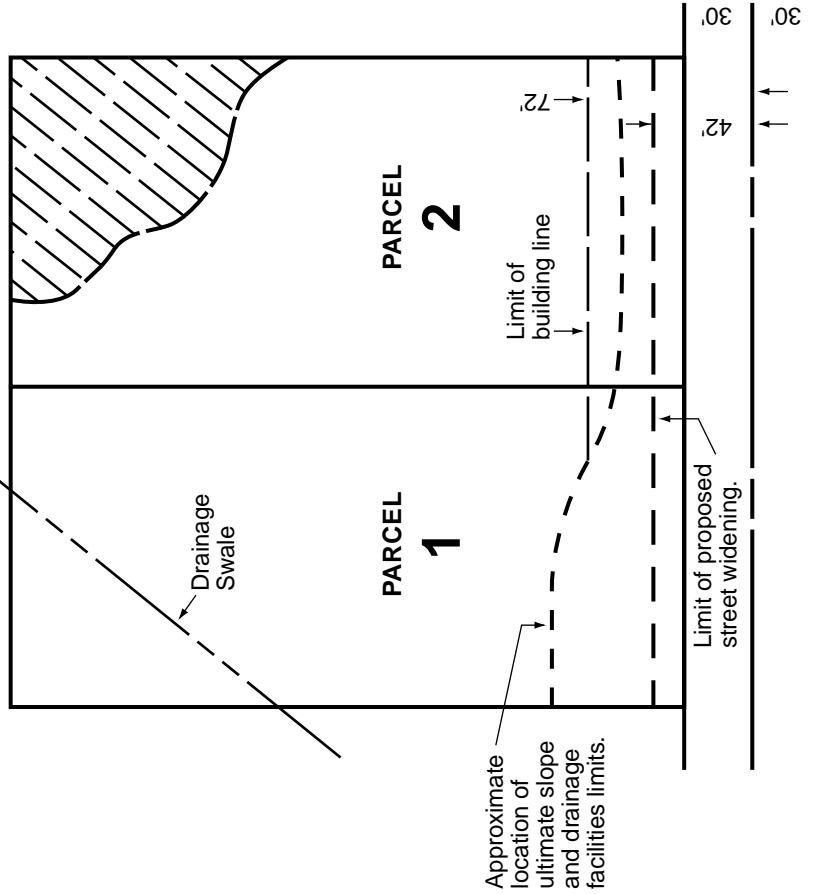
SUBDIVISION BOUNDARY

GRADING PLAN L- _____ COUNTY TM _____
CALIF. COORD. INDEX _____ (CCS 27)


PARCEL MAP NO. _____

NON-TITLE INFORMATION

SHEET _____ OF _____ SHEETS

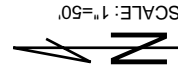
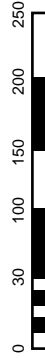


LEGEND:

 Approximate area subject to inundation by the 100 year flood

NOTE A:
Information shown on this sheet is advisory only and is not intended to affect record title interest.

NOTE B:
Information shown hereon is compiled from public records or reports and its inclusion in this map does not imply the correctness or sufficiency of these records or reports by the preparer of this map.



GRADING PLAN L- _____ COUNTY TPM _____
CALIF. COORD. INDEX _____ (CCS 27)

MAP 14

Cost estimate letter is not standardized (see 12).

- Update Cost Estimate Letter (Action Request) to include the following:
 - * Clarify ownership and signature (note in letter)
 - * Standardize the letter
 - * Update to include procedures (above)
 - * Introduce at staff meetings to socialize
 - * Make sure current deposit account info is in letter
 - * Estimate (again) for rest of account to hearing
 - * Bring draft Cost Estimate Letter to industry for review
 - * Update to require 2 copies of reduced improvement plans if no permit being pulled
 - * Finalize letter by 6/1



County of San Diego

DEPARTMENT OF PUBLIC WORKS

JOHN L. SNYDER
DIRECTOR

5555 OVERLAND AVE, SUITE 2188
SAN DIEGO, CALIFORNIA 92123-1295

(858) 694-2212 FAX: (858) 268-0461
Web Site: sdcdpw.org

Date

Owner

Dear Sir/Madam:

ESTIMATE OF COSTS FOR COUNTY OF SAN DIEGO TRACT NO. TM **XXXX-X**

In order to continue processing your final map in a timely manner, the security, deposits, and fees listed below must be submitted to the Land Development Counter by 4:00 p.m. on Wednesday 5 weeks preceding the Board of Supervisors hearing date.

PLEASE COMPLETE THE ATTACHED "SECURITY REQUEST FORM" AND RETURN TO THE DPW PROJECT MANAGER TO INITIATE PROCESSING OF THE IMPROVEMENT AGREEMENT AND SECURITY PACKAGE

A. SECURITY

Based on an approved estimate of costs for improvements and deferred lot monumentation, we have determined the amount of the improvement performance security for the subdivision to be \$ **XXX** (in favor of **both** the County and the **District**); and the amount of security for the cost of deferred lot monumentation to be \$**XXX.XX**, for a total of \$**XXX.XX**.

In addition to the above improvement performance security, additional security is required in the amount of \$**XXX** (50 percent of the performance amount) in favor of **both** the County and the **District** to guarantee payment to the contractor, subcontractor, and to persons furnishing labor and materials for the above improvements.

Please Note: If the Resolution of Approval for the tentative map allows for the issuance of a grading permit prior to the approval of the final map, and the grading condition requires erosion control, the agreement and security for erosion control

must be approved by the Director of Public Works prior to the issuance of the grading permit.

If Your Project Requires A Grading Permit, Please Make Separate Arrangements With The Grading Section For The Amount Of The Grading Security And Payment Of The Necessary Fees And Deposits. NOTE: The Grading Permit Must Be Pulled Before The Final Map Records!

PLEASE NOTE: The amounts for this security are valid for a six (6) month period. If the final map has not been recorded within six (6) months from the date of this letter, new estimates and new security will be required.

B. PROCEDURE TO OBTAIN SECURITY:

We will require the security attachment prior to preparing the improvement security documents. Please specify on the Security Request Form which type of surety will be used: bonds, instrument of credit, letter of credit or cash deposit.

A brief definition of the listed security follows:

1. **Surety bonds** are issued by a company listed at the online site of the Federal Register, United States Department of Treasury, up to the limit indicated therein <<http://www.fms.treas.gov/c570/c570.html>>.

Alternately -- the County will accept bonds from a surety licensed by the State of California, but not on the federal list, subject to approval by the County's Risk Management Division. The acceptance of such bonds is dependent upon a review and analysis of the proposed surety's financial position.

In all cases under this alternative, the burden will be on the developer to submit the necessary financial statements of the surety company at least 10 days prior to the deadline for submitting the bonds. The financial statements will be reviewed by the Risk Management Division of the Office of Employee Services to determine acceptability of the surety, its bonding limit, and the need for reinsurance. The developer should contact the Land Development counter of Public Works to ascertain which financial documents must be submitted.

If a determination is made that a company does not meet the financial requirements for the required bond, the developer is responsible for providing other acceptable security by the final date for submittal. Decision of the Risk Management Division as to acceptability and bonding limits is final.

The responsibility for meeting all deadlines remains with the developer. The County will not be responsible for delays or missed deadlines resulting from use of this alternative procedure.

2. **Instrument of Credit** - issued by a financial institution that is regulated by the state and/or federal government. This is backed up by actual dollars in an account at the institution.
3. **Letter of Credit** - issued by a financial institution that is regulated by the state and/or federal government and that has a branch office in San Diego County (or close proximity). This is backed up by collateral approved by the institution.

If you wish to use a Letter of Credit as surety, the terms of the Letter of Credit shall be for a period of two (2) years initially, plus an automatic extension of one (1) year.

A Letter of Credit must be on our standard form. If your bank absolutely refuses to use our form, the processing of your project may be delayed several weeks until County Counsel approves the bank's form of Letter of Credit. If a bank form is used it must include the exact wording as set forth in the County's form of Letter of Credit, except the approval block by the Clerk of the Board of Supervisors is not required. The form must also include a notary acknowledgment of the individuals signing the Letter of Credit on behalf of the bank.

4. **Cash Deposit** - held in an interest bearing account by the County.

County Counsel has prepared standard forms for all agreements and securities. If the developer requests any changes or additions, County Counsel must approve the changes prior to docketing. This may delay the project several weeks.

C. FEES AND/OR DEPOSITS

All of the below listed unpaid fees and/or deposits may be paid by one single check in the total amount of \$XXXX.XX.

An additional deposit of \$XXXX.XX is required to cover costs associated with staff time and materials for processing this project to completion or approval.

The inspection deposit required is \$ XXXX.XX, deposit for soils tests and laboratory work is \$ XXXX.XX, and deposit for lot monumentation checking is \$ XXXX.XX.

The park fee required is \$ XXXX.XX as stated in the Resolution of Approval of the tentative map. Please advise whether this fee will be paid prior to approval of the final map, or if we should include park fee security as part of the improvement

security package. If the park fee is included in the security, the total fee must be paid prior to the issuance of a building permit or the completion of the improvements, whichever occurs first.

The street lighting deposit required is \$ XXXXX to finance all start-up costs (energizing and reserve fees). In addition, a deposit for street light layout, legal description, and labor will be \$N/A, making a total deposit of \$ XXXXX.

The Director, Department of Public Works, has determined that the amount the developer shall pay toward the cost of a future traffic signal installation at the intersection of XXXXX is \$ XXXXX.

The cash deposit, to ensure that any damage to the existing roadway is repaired in a timely manner as required in the Resolution of Approval, is \$XXXXX, and must be paid prior to approval of the final map. Applications for the construction permit are available at the Permits Counter, 5201 Ruffin Road, Suite D, San Diego, California. Telephone No. (858) 694-3275. The permit must be issued prior to the commencement of construction.

D. OTHER REQUIREMENTS

Print Package (small plans)

After the improvement plans have been approved, please furnish us fourteen sets of reduced prints (8 1/2" x 14"), eight sets of regular size prints (36" x 24"), and the originals. Furnish us with a copy of the Final Map. If your project has a requirement for erosion control, please provide five sets of the reduced prints (8 1/2" x 14") of the approved grading plan. PLEASE NOTE: PRINT PACKAGE REQUIRED BEFORE BOARD LETTER IS COMPLETED.

Taxes

Regarding taxes that are due and payable prior to recording of your final map, please contact the Tax Collector's Office at (619) 531-5709. It is the owner's responsibility to pay all taxes current and/or delinquent, and provide Public Works with a copy of the recorded tax certificate, and tax bond, if required, prior to preparation of the Board Letter.

Monumentation

Please comply with Section 81.404(d) of the Subdivision Ordinance, which requires the boundary of the final map be monumented prior to the approval of the final map by the Board of Supervisors.

If you have any questions concerning the above requirements, please contact **Brian Siebens Bob Netherton Tom MacDonald** at (858) 495-5282.

Very truly yours,

EDWIN M. SINSAY, NAEL AREIGAT, KEN BRAZELL, LEE SHICK, DPW Project
Manager
Department of Public Works

XXX:XXX:xxx

Attachment: Approved Estimate

cc: **Engineer's name and address; Tom MacDonald Ken Stephens Brian Siebens Robert Netherton (0336); Construction Inspection (0382); Project File; Delete the following except those who are joint bonding on this project** Helix Water District, 8111 University Avenue, La Mesa, CA 91941; Otay Water District, 10595 Jamacha Boulevard, Spring Valley, CA 92077; Padre Dam Municipal Water District, P.O. Box 70, Santee, CA 92071; Sweetwater Irrigation District, 383 Third Avenue, Chula Vista, CA 92012; Valley Center Municipal Water District, 29300 Valley Center Road, Valley Center, CA 92082; Rainbow Municipal Water District, 4555 Highway 76, Fallbrook, CA 92028; Dudek & Associates, 605 3rd Street, Encinitas, CA 92024.

MAP 15

BPR identified the need for one additional Map Check Land Surveyor.

- Initiate action to request additional Map Check Engineer for Land Development

MAP 15

**REQUEST INITIATED FOR ONE
ADDITIONAL STAFF MEMBER
FOR MAP CHECKING.**

MAP 16

Front Counter Staff cannot locate Project Managers when customers arrive for scheduled meetings.

- Provide Public Counter staff access to PM calendars

PROCEDURES**Public Meeting Request with DPW Project Manager or Calendar Viewing by DPW Customer Service Counter Staff**

1. It is the policy of Land Development Division all meeting requests with the public be made at least twenty-four (24) hours in advance of the requested meeting.
2. Counter staff may contact the DPW Project Manager directly or area specific Project Team member to schedule a meeting with the DPW PM. Team staff members have DPW PM Calendar viewing and scheduling capabilities.
3. In addition to Team staff, Counter staff may contact any of the following Land Development staff members for DPW PM availability and meeting scheduling: Leticia Arellanes, Sue Spotts, Shelley Brady, Bill Guill, and Troy Bankston.
4. Counter staff may walk or phone back to the DPW PM and check immediate availability, but in no case is the DPW PM or staff obligated to meet with the public without at least 24 hours advanced notice.
5. In the event the DPW PM is not available, Counter staff may check the availability of the DPW Manager, Troy Bankston. In no case is the DPW Manager obligated to meet with the public without at least twenty-four (24) hour advanced notice.