



Plan Check Submittal Application

Public Works Department
Engineering Division

Effective: July 1, 2008
Revised: July 1, 2008

Applicant..... _____ Contact Name.... _____ Address..... _____ Telephone No.... _____ Fax No..... _____ Email..... _____ Project Name..... _____ Project Location. _____ APN..... _____	FOR STAFF USE ONLY: Planning No.: _____ Date Accepted: _____ Project No.: _____ Accepted By: _____ Engineer..... _____ Contact Name. _____ Address..... _____ Telephone No. _____ Fax No..... _____ Email..... _____
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Fees	Acres/Lots _____
Engineering/Infrastructure Review	
<input type="checkbox"/> Tentative Map Review.....	\$2,583.00*
<input type="checkbox"/> Industrial/Commercial (1 acre & above).....	\$1,897.00**
Conditional Use Permit & Design Review	
<input type="checkbox"/> Industrial/Commercial (under 1 acre).....	\$ 901.00
Conditional Use Permit & Design Review	
*+\$10.00 per lot, **+\$1,000 per acre	
Project Processing & Review	
Deposit for actual cost, including but not limited to, project coordination, plan check, agreements, contractual services and legal review as necessary or required for project processing, approvals and acceptance.	
Final Map Checking – Deposit for Actual Cost	
<input type="checkbox"/> At time of first submittal.....	\$1,196.00*
*+\$30.00 per lot	
Plan Checking – Deposit for Actual Cost	
<input type="checkbox"/> Grading Plans – 3% of the estimated cost of the grading and associated improvements	
Public Improvements and Private Streets	
<input type="checkbox"/> 2.5% of construction cost of first \$250,000, plus	
<input type="checkbox"/> 2.25% of construction cost from \$250,000-\$1,000,000, plus	
<input type="checkbox"/> 2% of construction cost over \$1,000,000	
Additional deposit of ½% of construction cost if costs exceed fees collected	
Other On-Site Private Improvements	
<input type="checkbox"/> 1% of construction cost at the time of first submittal	
<input type="checkbox"/> ¼% of construction cost additional deposit if costs exceed fees collected	
Document Review	
<input type="checkbox"/> Legal description and plat for abandonment...	\$ 126.00
<input type="checkbox"/> Certificate of Correction.....	\$ 126.00
<input type="checkbox"/> Dedication documents.....	\$ 126.00
<input type="checkbox"/> Legal description.....	\$ 126.00
<input type="checkbox"/> Miscellaneous document review.....	\$ 126.00
<input type="checkbox"/> Plan Revisions after approval – per sheet.....	\$ 126.00
Overhead Multiplier	
As shown in the Cost Allocation Plan per Department and Position performing work (Step E including overhead)	
Legal Review – Actual Cost: Consultant cost + 20% City Administration	
City Staff – Total Hourly Rate, Step E	

Fees	Permit Fees
Encroachment Permit Processing Fee	
<input type="checkbox"/> Subdivision/Development.....	\$ 127.00
<input type="checkbox"/> General (All Other).....	\$ 63.00
<input type="checkbox"/> EP – Utilities Cost of Work > \$10,000.....	\$ 331.00
<input type="checkbox"/> EP – Utilities Cost of Work < \$10,000.....	\$ 125.00
Grading Permit Processing Fee	
<input type="checkbox"/> 10,000 cubic yards or less.....	\$ 127.00
<input type="checkbox"/> over 10,000 cubic yards.....	\$ 643.00
<input type="checkbox"/> Transportation Permit Processing Fee	\$ 16.00
Inspection Fees	
Publicly Maintained Improvements (Streets, Water, Sewer, Storm Drains)	
<input type="checkbox"/> 5% first \$100,000, plus	
<input type="checkbox"/> 4.5% second \$100,000, plus	
<input type="checkbox"/> 4% next \$300,000, plus	
<input type="checkbox"/> 3.5% over \$500,000, plus	
Privately Maintained Improvements	
<input type="checkbox"/> 2% first \$100,000, plus	
<input type="checkbox"/> 1.5% second \$100,000, plus	
<input type="checkbox"/> 1% next \$300,000, plus	
<input type="checkbox"/> ½% over \$500,000, plus	
Grading and Associated Improvements	
3.5% of estimated costs	
<input type="checkbox"/> Miscellaneous Inspections (Per Hour)	\$ 152.95 / hour
Construction Inspector II Step E rate per CAP (including overhead)	
<input type="checkbox"/> Inspection Fees* Miscellaneous	\$ 76.48 minimum
<input type="checkbox"/> Trenching for Utilities.....	\$ 152.95 / hour
<input type="checkbox"/> Cub Cut or Driveway – Commercial...	\$ 2.40 / LF
<input type="checkbox"/> Cub Cut or Driveway – Residential...	\$ 1.48 / LF
<input type="checkbox"/> Excavation – Street Crossing.....	\$ 1.21 / LF
<input type="checkbox"/> Excavation – Parallel to Street.....	\$ 0.11 / LF
<input type="checkbox"/> Paving – Conforming Paving.....	\$ 1.48 / SF
<input type="checkbox"/> Paving – Minor Pavement Repair.....	\$ 76.48
<input type="checkbox"/> Paving – Street Lane.....	\$1.74 / SF x 3% cost
<input type="checkbox"/> Install Curb and Gutter.....	\$ 0.17 / LF
<input type="checkbox"/> Curb Drain.....	\$ 12.24 / each
<input type="checkbox"/> Install Sidewalk.....	\$ 0.28 / LF
<input type="checkbox"/> Install Access Ramp.....	\$ 42.83 / each
<input type="checkbox"/> Sewer Tap or Cap at Main.....	\$ 102.48 / each
<input type="checkbox"/> Sewer Cap at Property Line.....	\$ 32.12 / each
<input type="checkbox"/> Sewer Line Repair.....	\$ 152.95 / each

- Water Service Repair..... \$ 152.95 / each
- Water Service Abandonment..... \$ 152.95 / each
- Street Light..... \$ 42.83 / each
- Wells – Drilling Permit..... \$ 62.71 / each
- Wells – Abandonment Inspections..... \$ 32.12 / each
- Miscellaneous Permit Inspections..... \$ 152.95 / hour

*Prorated based on hourly inspection fee

Apportionment Processing Fee

- Processing/Review, plus..** \$250.00
- Consultant Fee**..... \$950.00 + \$15.00 per lot*
+ \$10.00 per lot**
* up to 20 lots / ** over 20 lots

Miscellaneous Fees

- Contra Costa County Flood control Area Drainage Fees**
As set forth in Contra Costa County Ordinance at the time of Final Map approval
- Reimbursement Area Fees – Per Development Fee Program Calculated by City Engineer**
- Lot Line Adjustment (Per Parcel) plus Base Map Revision Fee (See Below)**..... \$ 626.00
- Traffic Signal Maintenance – Deposit for actual cost**..... \$4,947.00
Traffic signal maintenance once energized by PG&E until project acceptance
- Landscape and Lighting District Formation/Annexation****
Initial Deposit for Actual Cost/per Consultant Contract +\$200
- Community Facilities District Formation/Annexation****
Initial Deposit for Actual Cost/per Consultant Contract +\$200

CFD & LLAD Annexation / Formation Fees		
Type of Property	No. of Parcels at Buildout	Annexation Fee
Residential	Up to 5	\$1,500
	6 to 100	\$3,000
	101 to 200	\$3,500
	201 to 300	\$4,000
	301 to 400	\$4,500
	401 or more	\$5,000
Commercial or Multifamily	Up to 5 acres	\$3,000
	5 – 10 acres	\$3,500
	10 acres or more	\$4,000

- Copies Provided on Disk (Per File)** \$11.41
 - Oversize Xerox Copies (Per Sheet)** \$6.56
 - Base Map Revision Fee – as set by Contra Costa County + 2% for City Administration**
Prior to Final Map or Lot Line Adjustment Recordation
 - Thermoplastic Stencils – “No Dumping – Drains to Creek”** \$18.73
 - Oversized Color Copies**..... \$15.97
 - Aerial Photo on CD only – Geo Photo...** \$54.00 each
 - Aerial Photo on CD only – Ortho Photo.** \$106.00 per tile
- Manuals**
- CIP Book..... \$35.00 or \$40.00*
 - Development Fee Book..... \$25.00 or \$29.00*
 - Engineering Procedures Manual..... \$25.00 or \$30.00*
 - Fiber Optic Design Guidelines..... \$20.00 or \$22.00*
 - NPDES Stormwater Management Plan. \$35.00 or \$40.00*
 - Standard Plans and Specifications..... \$35.00 or \$40.00*
 - Traffic Calming Manual..... \$ 7.00 or \$ 9.00*
 - Street Index..... \$12.00 or \$17.00*

* by mail

Plan Check Submittals Applicant Checklist

The following items must be included in the original submittal package. Applications failing to include one or more of these items will not be accepted for processing. All plans shall have required signatures prior to submitting for final plan check and approval.

All Plans Shall be Folded to not Larger than 9” x 12”

First Plan Check

- 10 sets blueines (improvement plans) / 6 sets blueines (Final Map & grading plans prepared under the direction of and signed by, a Registered Civil Engineer.
- 2 sets hydrology and hydraulic calculations (with hydrology map).
- 1 completed copy “Public Improvement Plan Review Check List”.
- 2 completed quantity and cost estimate (City of Brentwood form).
- Plan/Map checking deposit (calculated on application)
- 2 copies of Preliminary Title Report (current 6 months).
- 1 complete set of all applicable reference materials (approved Tentative and underlying Final Map, conditions of approval, adjacent improvement and grading plans, current soils report (two copies), sight distance calculations, cross sections, closure calculations, etc.).
- SWPPP and Copy “Notice of Intent” submitted Regional Water Quality Control Board if project encompasses 1 or more acres.

Second (and Subsequent) Plan Checks

- 3 sets revised blueines showing all requested revisions, corrections and additions. Additionally, any other submittal information, which required revisions, shall be resubmitted.
- Return all previous check prints.
- 3 sets preliminary joint trench composite plans.
- 3 sets median/perimeter landscape plans.
- 3 sets masonry soundwall plans and structural calculations.
- Any additional information deemed necessary by the City Engineer, or requested by the plan checker.
- If a letter has been sent out requesting additional funds for the plan check deposit account, the additional amount must accompany the subsequent submittal (unless received by the City prior to submittal).

TOTAL FEES DUE:

Grading Deposit	\$ _____
Public Improvement Deposit	\$ _____
Private Improvement Deposit	\$ _____
Final / Parcel Map Deposit	\$ _____
	\$ _____
	\$ _____
TOTAL	\$ _____

CERTIFICATION:

I hereby certify that the statements furnished above, and in the attached exhibits, present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

Applicant's Signature	Date
Applicant's Name	Date