



Application to Apportion Special Assessment (Improvement Bond Act of 1915)

Public Works Department
Engineering Division

Effective: July 1, 2008
Revised: May 13, 2009

COMPLETE AND RETURN THIS FORM TO:	Engineering Division of the Public Works Department City of Brentwood 708 Third Street Brentwood, CA 94513-1396
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PROPERTY OWNER: _____

PHONE: () _____

ADDRESS: _____

CITY, STATE, ZIP: _____

DISTRICT NUMBER: _____

PROJECT NAME: _____

ORIGINAL APN(S)	ORIGINAL LIEN
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

√	PURPOSE
	SUBDIVISION MAP NO.:
	PARCEL MAP NO.:
	LOT LINE ADJUSTMENT NO.:
	# COMMERCIAL LOTS TO BE ASSESSED: _____
	# RESIDENTIAL LOTS TO BE ASSESSED: _____
	# OTHER LOTS TO BE ASSESSED: _____
	Please describe: _____

1. The undersigned holds an ownership interest in the above referenced property within the identified assessment district located in the City of Brentwood, County of Contra Costa, State of California. This property is now proposed to be legally re-configured.
2. The undersigned property owner hereby requests the City of Brentwood to apportion the original liens(s) listed above in accordance with the reconfiguration of the property and Method of Assessment as identified in the Engineer's Report at district formation.
3. The undersigned property owner further requests the apportionment be made under the provisions of Part 10.5 of Division 10 (commencing with Section 8740) of the California Streets and Highways Code and per Section 66493 (d) of the Subdivision Map Act.

Applicant's Name (please print)	Signature	Date

ATTENTION PROPERTY OWNER/ENGINEER!

A COPY OF THE FINAL MAP (8 1/2" x 11" REDUCTION) MUST BE DELIVERED TO THE CITY OF BRENTWOOD, ENGINEERING DEPARTMENT TO BE USED AS THE BASIS FOR THE AMENDED ASSESSMENT DIAGRAM.

CITY USE ONLY: FEE PAID \$ _____	DATE _____	RECEIPT # _____	BY _____
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INSTRUCTIONS FOR APPLICATION

1. Print or type all information entered on this form.
2. Enter the Owner Name, phone and address at the top of the form.
3. Enter the Assessment District Information, the District Name and number.
4. Enter the project name and number if applicable (ie: major subdivision number, minor subdivision number, lot line adjustment number)
5. Fill in the Assessor's Parcel Number(s) and the original assessment amount(s).
6. Indicate the purpose for the apportionment by making a check mark next to the appropriate line. Enter the subdivision map number, parcel map number or lot line adjustment number.
7. **Please indicate how many final assessable lots will form the new configuration.**
8. Read the section regarding the request for apportionment being made, then sign and date the application using the spaces provided.
9. Return the completed application to the Engineering Department with the following:
 - A check for the apportionment fee as identified below
 - An 8 ½ x 11 reduced copy of the final map

APPORTIONMENT FEES

- A base fee of \$1,200 is charged for the apportionment of each tract/subdivision map plus an additional \$15 per parcel (first 20 parcels)
- \$10 per parcel for each additional parcel over 20.
- Add this amount to the base fee to determine the total apportionment fee.