



ENGINEERING APPLICATION

Public Works Department, Development Engineering Division
1666 North Main Street
Walnut Creek, CA 94596
Telephone: (925) 943-5839
E-mail: dutyengineer@walnut-creek.org

For Staff Use Only

Application Numbers: _____

Plan Check Deposit : _____

Cost Recovery: Yes No

Received By: _____

Date: _____

APPLICANT: PLEASE PRINT CLEARLY AND FILL IN ALL APPLICABLE SECTIONS

PROJECT NAME: _____

PROJECT SITE ADDRESS: _____

PROJECT DESCRIPTION: _____

CHECK ALL THAT APPLY TO YOUR PROJECT AND SUBMIT SUPPLEMENTAL APPLICATIONS

<input type="checkbox"/> Site Development Permit	<input type="checkbox"/> Minor/Major Subdivision	<input type="checkbox"/> Public Easement Dedication	Has a Planning Application been filed for this project? <input type="checkbox"/> Yes , Planning Project Number _____ <input type="checkbox"/> No
<input type="checkbox"/> Frontage Improvements	<input type="checkbox"/> Merger	<input type="checkbox"/> Right of Way Dedication	
<input type="checkbox"/> Grading and Drainage	<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Abandonment/Quit Claim	
<input type="checkbox"/> Retaining Walls			
<input type="checkbox"/> Stormwater Treatment (C.3)			

APPLICANT INFORMATION

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

PHONE #: _____ E-MAIL: _____

PROPERTY OWNER ARCHITECT
 ENGINEER OTHER _____

BILLING ADDRESS

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

PHONE #: _____ E-MAIL: _____

PROPERTY OWNER ARCHITECT
 ENGINEER OTHER _____

PROPERTY OWNER INFORMATION (if different from applicant)

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

PHONE #: _____ E-MAIL: _____

I understand that charges for staff time spent processing this application will be incurred on an hourly basis per the Council approved fee schedule. Further, I understand that my initial plan check deposit is a retainer and not a fee. For Site Development permits, a cost estimate will be required to assess permit fees. A separate refundable security deposit will also be collected prior to Site Development Permit issuance.

Applicant Signature: _____ Date: _____

mm/dd/yyyy

I am the property owner I am authorized by the property owner to file this application



STATEMENT OF UNDERSTANDING

Public Works Department, Development Engineering Division
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Walnut Creek, CA 94596
Telephone: (925) 943-5839
E-mail: dutyengineer@walnut-creek.org

For Staff Use Only
Work Order # _____
Project Address: _____

TO BE READ, INITIALED AND SIGNED BY PERSON RESPONSIBLE FOR PAYMENT

I understand that charges for staff time spent processing this application will be based on the Council-approved fee schedule.

Further, I understand that **my initial deposit is a retainer and not a fee**. This deposit will set up an account which shall be charged at the current hourly rate for all staff processing time. Further, I understand that **at the time that costs exceed the deposit amount, I will be billed monthly at the current hourly rate for the additional charges**. If the final costs are less than the deposit amount, the unused portion of the deposit will be returned to me at the conclusion of the process or final inspection of the completed project, whichever occurs later. (The necessary staff time will vary according to the complexity of the application and the project). I must notify the City at least 30 days in advance of any project/entitlement transfers (e.g. change in ownership, etc.) and any changes to the applicant/owner/billing contact information.

Also, I understand that staff processing time may include, but is not limited to:

- I. Initial review and ongoing project processing by Planning and Engineering Divisions and the City Attorneys' Office including, but not limited to:
 - A. Reviewing plans / submittal packages
 - B. Routing plans to and communicating with inter-office departments and outside agencies
 - C. Researching documents relative to site history
 - D. Site visits
 - E. Consulting with applicant and/or other interested parties either in person or by phone
 - F. Preparing environmental documents
 - G. Drafting of staff reports and resolutions
 - H. Preparing pertinent maps, graphs and exhibits
 - I. Attending meetings / public hearings before the Zoning Administrator / Commissions / Council
- II. Plan checking parcel and final maps and subdivision improvement plans by Engineering and Planning Divisions subsequent to receiving discretionary approvals.
- III. Plan checking building and site development permits by Planning and Engineering Divisions subsequent to receiving all discretionary approvals.
- IV. Reviewing lot line adjustments, mergers and deeds, and reviewing/drafting agreements (encroachment, stormwater, etc.) by Engineering and Planning Divisions.
- V. Final, on-site inspections of the project by Planning and Engineering Divisions.
- VI. Enforcement by Planning and Engineering Divisions of any conditions of approval imposed by the City.

PLEASE INITIAL BOX:

STATEMENT OF UNDERSTANDING (Cont..)

I also understand that receipt of all discretionary approvals does not constitute an entitlement to begin work. Non- discretionary approvals may be required from the Building and Engineering Divisions, Consolidated Fire District, Central Sanitary District, County Health Department, Water Districts and other agencies. Refer to the City Fee Schedule for other fees to be assessed prior to the issuance of project permits. These fees may include, but are not limited to:

1. Building Permit fees
2. Site Development Permit fees which may include street frontage improvements and undergrounding of utilities
3. Traffic Impact fees
4. Drainage fees
5. Parkland Dedication fees
6. Fire District, Flood Control District, Sanitary District, Water District, etc. fees
7. Imaging and technology fees
8. Base Map fee

In addition, I understand and agree to the following:

1. Effective October 1, 2016, the City will charge interest at the rate of one percent (1%) per month on any unpaid application balances that are sixty (60) days or more in arrears.
2. Unpaid balances may be referred to a collections agency.
3. Failure to pay charges may halt or delay progress on the project and may result in a hold on any future permits at the property.
4. If the City activates "locks" to halt work on projects due to unpaid balances, the City may require the payment of penalty fees and /or additional deposits in order to release "locks" and resume work.

I hereby guarantee, as authorized agent for the applicant, owner and project sponsors, that they individually and jointly assume full responsibility for all costs incurred by the City in processing this application. I understand and agree that late charges may accrue on unpaid balances, unpaid balances may be referred to a collections agency, and failure to pay all charges will result in a hold on any future permits at the property.

TO BE READ AND SIGNED BY PERSON AUTHORIZED TO GUARANTEE PAYMENT. PLEASE COMPLETE BELOW:

DATE: _____
mm/dd/yyyy

SIGNATURE: _____

PRINT NAME: _____

A copy will be provided to you.

Property Owner Engineer Architect Other: _____