

CONTRA COSTA COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

COST AND TIME AGREEMENT AGENCY FORM

Cost: The Contra Costa County Flood Control & Water Conservation District (Flood Control District) collects deposits for coordination activities, hydraulics and project plan reviews, CEQA compliance process, right of way transactions, and inspection based upon a cost estimate and a calculated "average" of staff time required. These deposits are used to cover the costs accrued by our staff while processing your project. ***Your final cost could be more or less than this average.***

During the course of processing your project, there may be three (3) phases:

I: Project coordination activities, permit application, hydrology and hydraulics reviews, right of way engineering, preparation of legals and plats, preparation and review of CEQA documents, project plan checking, preparation of drainage/flood control permits, and monitoring of compliance with government regulations and requirements.

II: Construction and Inspection Process.

III: Final Inspection and Warranty Period if the project includes construction of public improvements; confirmation of satisfied warranty period, exoneration of cash bond, and return of all remaining cash deposits. Please note that Flood Control District staff will participate in the final inspections and may add items to the final punch lists. Processing of cash bond releases will be completed by Flood Control District staff.

Prior to approving your flood control permit, or submitting any items to the Board of Supervisors for approval, we will review your deposits and our staff charges. If the charges exceed your deposit, you will be billed for the difference. If the deposit on hand is less than our estimate of costs remaining, you will be required to increase your deposit. On completion of your project, we will refund any unused deposits.

It is important that you understand that all staff time spent on your project, including time for coordination activities, writing letters, telephone calls, responding to requests for assistance, meetings, appeal processes, revisions, and other project-related activities, is charged against your deposits. The longer it takes to complete the project, the more charges you will probably accrue. You can help to keep your inspection costs down by notifying the inspector in advance of your construction schedule and by keeping the inspector informed of your progress.

We cannot overstate the financial benefits to you of constructing your improvements in a timely manner.

Time: The time required to process your project through the Flood Control District can vary greatly depending on the complexity of the project, the need for environmental compliance and right of way transactions, the need for the U.S. Army Corps of Engineers' approval, and your turnaround time. Average processing time is from 6 months to 2 years or more for complex flood control permits that require acquisition of flood control right of way. Please allow for this time in your scheduling. Some factors affecting time are uncontrollable, but others can largely be controlled by: 1) ensuring that all submittals are complete; 2) addressing all comments from staff; 3) returning your corrected documents back to Flood Control District staff as quickly as possible.

Be aware that most permits expire after one year. It is up to you to ensure that all processing is complete before this time expires. Please contact your Flood Control District engineer to ensure that your rights are protected and that you will have adequate time for processing.

Should you have questions about the permit fees or process, please do not hesitate to contact your Flood Control District engineer at (925) 313-2000.

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I have read and understand that the cost for processing my project is based on actual time and materials spent by the County's staff during the processing and review of my project and that I am responsible for paying all staff costs prior to issuance of the permit, approval of the project, and any action by the Board of Supervisors.

I also understand that processing can take a long time (6 months to 2 years or more) for complex projects and that it is my responsibility to ensure that adequate time is allowed for processing and that any rights I may have are protected.

Applicant Signature

(Date)

(Printed Name)

Permit/Fee-for-Service Number (FS)

(Agency/Company Name)

Taxpayer ID #