



**Contra Costa County
Flood Control
& Water Conservation District**

**Brian Balbas,
ex officio Chief Engineer**

**Allison Knapp,
Deputy Chief Engineer**

FEE-FOR-SERVICE TRANSMITTAL LETTER

To: _____

Date: _____
Attention: _____
Our File: _____

Thank you for your _____ submittal for

Submittal Type (Example: Improvement plans, Storm Drain Study, etc.)

Description, including development #

located at

Address, City or APN

which we received on

Date

This submittal falls under the following Fee-for-Service category:

- 83PV **Plan Review – Private Development**
- 83PP **Plan Review – Public Project**
- 83CR **Drainage Fee Credit / Reimbursement Process**
- 83SR **Second Review of Specific Planning Documents**
- 83IR **Review of EIR – Technical Comments**

Please deposit \$ _____ for our review service. Please make checks payable to Contra Costa County Flood Control & Water Conservation District. We will continue our review of your submittal after we receive this initial deposit. Thank you for your cooperation.

Please see the reverse side for more information on our Fee-for-Service policy.

Remarks:

Signed: _____

Telephone: (925) 313 - _____

Contra Costa County

"Accredited by the American Public Works Association"

255 Glacier Drive Martinez, CA 94553-4825

TEL: (925) 313-2000 • FAX: (925) 313-2333

www.cccpublicworks.org

Flood Control & Water Conservation District
 Fee Supported Services
 Effective January 5, 2004

Service	Fee Charged
Plan review of private development projects	Yes
Plan review of public projects	Yes
Environmental Impact Report (EIR) review	No
Drainage Area planning and development	No
Drainage Area fee calculation	No
Drainage fee credit/reimbursement process	Yes
General questions/general assistance to cities	No
General questions/general assistance to public	No ²
Initial review of project specific planning documents (Tentative map, PDP, GPA, etc.)	No ³
Second review of project specific planning documents (Tentative map, PDP, GPA, etc.)	Yes ³
General planning documents (General Plan update, Specific Plan, etc.)	No
Review of EIR at request of city for technical comments	Yes

NOTES

1. In general, fees will be charged for work on a specific public or private project, but not for planning documents and efforts of a general nature and area-wide benefit.
2. Questions that are not routine in nature or that require research of records that are not readily available (generally over ½ hour) will be charged a fee for service.
3. Initial review of planning documents for a project will not be charged a nominal fee. However, if a second review is necessary on a complex project, then full fees will be charged. The initial review is usually the comments developed for the “30-day” comment period when an application is reviewed for completeness. For routine projects, this review usually takes less than 2 hours. However, if a project is very complex and requires more than 2 or 3 hours of review to complete the comments, staff time will be charged beyond the initial 2-hour allotment.