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**Planning Division**

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Riverbank, CA 95367

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## **FINAL MAP & IMPROVEMENT PLAN SUBMITTAL PROCESS**

When submitting final maps or improvement plans to the City of Riverbank please submit the following information to the City of Riverbank Community Development Department.

### **SUBMITTAL FOR FINAL MAPS – Subdivision**

- ❑ Planning Application.
- ❑ **Three** (3) check prints of signed map, by the surveyor.
- ❑ **Three** (3) sets of calculations for boundary, blocks, lots and half the road rights-of-way including centerline data with wet stamp.
- ❑ **Three** (3) sets preliminary Title Report current within 6-months.
- ❑ **Three** (3) copies of all maps and deeds referenced on the map and in the Title Report and a copy of the Grant Deed.
- ❑ **Three** (3) Improvement Plans (see improvement plan submittal).
- ❑ **Three** (3) Engineer's estimate.
- ❑ Applicable final map checking fee for review – see *Planning Fees for current fee amount*.
- ❑ Applicable City Engineer and/or City Attorney Fees (see section below).
- ❑ Applicable Public Work Department Inspection Fees (see section below).

All fees due and payable to the City of Riverbank shall be paid prior to recording the final map. The fees listed are approximate and current but are subject to change prior to time of payment and may be subject to automatic inflation. In addition to the fees listed, there may be other fees required in order to satisfy conditions of the map.

### **SUBMITTAL FOR IMPROVEMENT PLANS**

- ❑ Onsite/Offsite Application.
- ❑ **Three** (3) sets of improvement plans with supporting calculations.
- ❑ **Three** (3) sets of the storm drain package.
- ❑ **Three** (3) copies of the engineer's estimates.

- **Three** (3) copies of the soils report.
- **Three** (3) copies of the sewer design calculations.
- Applicable City Engineer Fees (see section below).
- Applicable Public Work Department Inspection Fees (see section below).

### **CITY ENGINEER AND/OR CITY ATTORNEY FEES**

For plan checking of improvement plans and final maps.

The City collects:

- Deposit of up to \$5,000, depending on size and complexity of project.
- Minimum charge \$600.
- City will charge cost + 10%.
- City will refund difference or require an additional deposit for services rendered over \$5,000.

Please note that the applicant is responsible to pay all costs incurred by the Public Works Director/City Engineer and/or City Attorney Fees for checking of improvement plans and final maps.

### **PUBLIC WORK DEPARTMENT INSPECTION FEES**

For inspection of all improvements.

The City collects:

- Deposit of up to \$10,000, depending on size and complexity of project.
- Minimum 3.5% estimated improvement costs.
- City will charge cost + 10%.
- City will refund difference or require an additional deposit for services rendered over \$10,000.

These fees are collected prior to recording the final map **or** beginning of off-site improvement, Resolution No. 2005-040.

### **GRADING PERMIT**

- Grading Permit Packet and Application must be filled out.
- The City collects 3.5% of Grading estimate, but not less than \$500.00

### **ENCROACHMENT PERMIT**

- Encroachment Application must be filled out.
- The City collects a \$75.00 fee

### **SEPTIC AND OR WELL DESTRUCTION PERMIT**

- Septic and/or Well Application must be filled out.
- The City collects a \$75.00 fee for each application.

## **SUBMITTAL FOR LANDSCAPE PLANS**

- ❑ Planning Application.
- ❑ A deposit of \$547.05 shall be paid to the City of Riverbank at time the Landscaping and Irrigation Plans are submitted for review.
- ❑ Whenever a landscaping and irrigation plan is required by the Code, or as a condition of an action authorized by this Code, it shall be a violation of this Code if a property owner fails to maintain his/her property in accordance with that approved landscape or irrigation plan.
- ❑ If necessary, the City of Riverbank will inform the property owner as to the lack of maintenance and condition of the landscaping on their property. If, after the proper notification, the property owner does not comply in bringing the landscaping back into compliance as approved by the City of Riverbank, the property may become subject to the Administrative Citation Process as adopted by the City Council on July 9, 2002, Ordinance No. 2001-04, or other enforcement process.
- ❑ Landscaping Plan. A landscaping and irrigation plan designed by a licensed landscape and design architect shall be approved by the Community Development Director prior to issuance of any permit. Such required landscaping and irrigation shall be installed prior to final inspection and shall be maintained by the property owner.
- ❑ Landscape plans shall include the placement of deciduous shade trees around the east, west and south sides of the residential buildings, to help reduce cooling loads during the summer and permit solar gain during the winter months.
- ❑ The applicant shall join a Lighting and Landscaping District concurrently with the recordation of the final map. The applicant may be required to form such district.

## **SUBDIVISION AGREEMENT**

If the improvements of the final map are not complete and accepted by the City of Riverbank prior to approval by the City Council of the final map, the subdivider shall execute and file an agreement between developer and the City, specifying the period which all improvement work shall be completed to the satisfaction of the Planning & Building Manager/City Engineer and providing that if said improvement are not completed within the time period established by the Agreement, the City may complete the improvements and recover the full cost and expense thereof from the subdivider.

This agreement shall provide for inspection of all improvements and reimbursement to the City by the subdivider for the cost of such inspection. Said fees shall be 3% of the estimated cost of improvements or such other amount as may be set from time to time by resolution of the City Council. (RMC 152.075-b)

## **IMPROVEMENT AGREEMENT**

The developer shall also file with the Subdivision Agreement two (2) improvement securities based on the total estimated cost of the improvements as determined by the Public Works Director/City Engineer. (RMC 152.075)

Such improvement securities shall be in one of the following forms:

- ❑ cash deposit(s)
- ❑ bond(s) issued by one or more duly authorized corporate sureties.
- ❑ savings and loan certificate and/or share
- ❑ instrument(s) of credit
- ❑ any other form of improvement security as authorized by the Subdivision Map Act, including the deposit with a responsible escrow agent or trust company approved by the Council, or money or negotiable bonds of the kind approved for security deposits of public money.

The required security shall in an amount determined by the Community Development Director/City Engineer as sufficient to cover the cost of said improvements, engineering, inspection, fees and incidental expenses. The required improvement security shall be approved by the City Engineer as to sufficiency and by the City Attorney as to form.

- ❑ faithful performance bond in an amount equal to 100% of the estimated cost of improvements (Section 152.076 A-1)
- ❑ improvement security for payment of the contractor, his sub-contractors and persons renting equipment or furnishing labor or materials for said improvements in the amount of 50% of the total estimated cost of improvements (ie: cash deposit(s), bond(s), savings and loan certificate and/or share.) (Section 152.076 A-1)
- ❑ instrument(s) of credit
- ❑ any other form of improvement security as authorized by the Subdivision Map Act (ie: monument bond)

### **GUARANTEE AND WARRANTY SECURITY**

The subdivision shall file with the subdivision agreement an amount as specified in said agreement to guarantee and warrant subdivision improvement for a period of one (1) year following the completion and acceptance thereof against any defective work or labor done or defective materials furnished. The Public Works Director/City Engineer is authorized to release said security upon expired of the guarantee and warranty period of it is determined that subdivision improvement so guaranteed and warranted are satisfactory. (RMC Section 152.076-D)

### **PARK LAND DEDICATION/IN-LIEU FEES:**

All residential subdivision are required to either dedicate land or pay park-in-lieu fees for park purposes (Section 152.037)). The subdivider is required to pay for an appraisal as per Section 152.037(F). Standards and criteria for calculation of park-in-lieu fees are established by Section 152.037(E) of the Riverbank Code of Ordinances.

**WATER FEES** – Construction Water Fee (Dust Control)

The following fee schedule shall be included in the City of Riverbank Standard Subdivision Agreement:

Dust Control Deposit: \$1,000.00

<b><u>Lot Size</u></b>	<b><u>Fee</u></b>
Up to 6,000 square feet	\$ 30.00 per lot
6,000 to 12, 000 square feet	\$ 45.00 per lot
Over 12,000 square feet	To be set on a Case by Case Basis

Please contact Public works at (209) 863-7127 to confirm applicability of these fees on your project.