

Gateway of the Americas County Service Area (CSA)

Information Requirements for Gateway Specific Plan Area Fees Calculation Review

May 4, 2007

For the purpose of determining the appropriate fees for a given development project within the Gateway SPA based on the latest Gateway CSA Fee Schedule for projects within the Gateway Specific Plan Area, which is updated July 1 of each year; the CSA requires that the project engineer or architect provide the CSA Engineer, currently the Imperial County Public Works Department, the Fee Calculation with the following back up information for staff review. It is suggested that the submittal include ALL the pertinent information so that Public Works staff can expeditiously review the material without having to locate or find the information elsewhere, causing additional delay and cost to the project.

1. Requests for review should be made during the plan checking phase. Otherwise a minimum review fee based on Time and Materials will need to be addressed via a review deposit of \$500 minimum. If the project is already in the review process it will be that much easier to facilitate review or calculation of fees thereof.
2. Written request to the Director of Public Works if applicant wants the calculation to be performed by County.
3. Project Location (Lot no., Block no., Tract no., Legal Description). It is desirable to provide an assessor's plat which can be obtained at the County Assessor's office and a copy of the approved tract map.
4. Documentation that describes and details the landscape requirements in gallons per square foot per day and landscaping areas. A percentage can be calculated based on "green" and "xeriscape" types.
5. Documentation as to building fixture units to determine FUs and gallons per day.
6. Documentation as to number and size water meters and sewer services needed.
7. Documentation as to water usage and sewer usage in gallons per day.
8. Copy of Building Permit application. Also provide documentation as to building type/usage.

Once fees are paid, any release to the plan approval will be made. Should there be any subsequent changes to the project which change the scope of improvement so that additional fees are warranted, they will also be required prior to Public Works sign off on any Certificate of Occupancy.