



**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

411 Main Street, 2nd Floor Phone: (530) 879-6900
P.O. Box 3420 Fax: (530) 895-4899
Chico, CA 95927-3420 www.ci.chico.ca.us

MAINTENANCE DISTRICT CHECKLIST

To: Management Analyst: Nancy Kelly Date: _____

From: Senior Development Engineering: Matt Johnson File: _____

RE: Checklist for the Transmittal of Documents for Maintenance District # Subdivision:

Developer's Information:

Name: _____

Address: _____

Email: _____

We have taken the following initial steps toward forming this maintenance district:

Obtained new CMD # from the Department of Public Works.

Advised the engineer of the CMD # and requested a title report, legal description (stamped and signed), plats, engineer's estimate (stamped and signed), and list of property

Checked and signed legal description and plats.

Checked and signed engineer's estimate.

Copied conditions of approval requiring formation of the maintenance district.

Copied environmental determination for the subdivision.

Sent plans/scope of work to the Urban Forester to prepare a cost estimate.

The above documents are attached. Please take the following steps to continue the processing:

Obtain cost estimate from the Dev. Engineer.

Prepare cost estimate spreadsheet and engineer's report.

Prepare notice of intention, attach Exhibit A (description) and Exhibit B (plats).

Prepare petition, attach Exhibit A (description), Exhibit B (plats), and Exhibit C (engineer's report).

Prepare CC&Rs, attach Exhibit A (description) and Exhibit B (plats).



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Call the engineer to pick up the spreadsheet, notice of intention, petition, and CC&Rs and obtain signatures. Remind the engineer to submit a check to record the CC&Rs (Check County Recorder Fee Schedule).

Prepare resolution, attach Exhibit 1 (engineer's report).

Prepare agenda annotation and email to City Clerk.

Prepare yellow agenda item transmittal form.

Attach the annotation, memo, petition, resolution, and CC&Rs to the green form and route to CA to approve the resolution as to form.