



**BUILDING AND DEVELOPMENT
SERVICES DEPARTMENT**

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**DEVELOPMENT ENGINEERING CHECKLIST FOR
CHICO MAINTENANCE DISTRICT (CMD) FORMATION**

This checklist is provided to the engineer/surveyor to outline the information required to successfully process a Chico Maintenance District (CMD).

Subdivision Name/Number: _____

Location/APN(s): _____

Engineering Firm/Contact Number: _____

Owner(s) Name & Contact Number(s): _____

CMD Number: _____

NOTE: Without all of the required information listed below, the request for CMD formation shall be incomplete and will not be processed. After the CMD package has been accepted as complete, it takes a minimum of 5 weeks for request to be approved by the City Council.

I. REQUIRED ITEMS FROM PROJECT ENGINEER/SURVEYOR

- ___ 1. Obtain CMD number from Development Engineering
- ___ 2. Current Preliminary Title Report Submitted
- ___ 3. Two (2) copies of a legal description that describe the proposed district boundary entitled “**Exhibit A**” for City review and comment. Upon acceptance by the City, the final submittal shall be stamped and signed by the Project Engineer or Surveyor
- ___ 4. Two (2) copies of a plat map that depict the proposed district boundary entitled “**Exhibit B**” for City review and comment. Upon acceptance by the City, the final submittal shall be on vellum material, stamped and signed by the Project Engineer or Surveyor.
- ___ 5. Landscape plans have been provided to Development Engineering for coordination with the Urban Forester. (It is suggested that landscape plans be submitted concurrent with improvement plans since approval is required prior to the maintenance district formation).
- ___ 6. Copy of Engineer’s Estimate of Quantities, stamped and signed by the Project Engineer or Surveyor.

RETURN THIS SHEET WITH SUBMITTALS

Attachments: Description & Plat Standards
Exhibit “A” Example
Exhibit “B” Example

DESCRIPTION & PLAT STANDARDS

A. Description (See attached Exhibit “A” example):

- Title: “Exhibit “A” ¶City of Chico Maintenance Assessment District No. _ _ _ ¶Name of Subdivision”.
- All courses on the plat shall be in the description and vice versa.
- Place “A-(page X of X)” in lower left-hand corner, *on each page*.
- Indicate area of parcel described on the line following the description.
- Include the described area’s assessor’s parcel numbers on the last line.
- Place preparation/approval block last on the page. First line to be signed by the Engineer/Surveyor. The last three lines (Checked:, Approved:, and Date:) are to be executed by City Staff.
- Licensed Engineer/Surveyor to sign and stamp approval block.

B. Plat (See attached Exhibit “B” example):

- Prepare on City of Chico (8½” x 11”) standard plat form, on vellum; multiple sheets okay.
- Title: “CITY OF CHICO MAINTENANCE DISTRICT NO. _ _ _ ¶ASSESSMENT DIAGRAM ¶SUBDIVISION NAME”.
- Place “Exhibit “B”” in lower right-hand corner.
- Fill out sheet numbers.
- Fill out preparation/approval box, including signature approving the plat.
- Include north arrow.
- Label all streets.
- Maintenance District boundary to be indicated by a solid, heavy line only.
- The area(s) to be maintained shall be indicated as **solid filled-in area(s) only**. These items/areas are to be labeled with applicable descriptor and area/size (such as: Landscape Median, 2000 sf <or> 1000 gal Storm Water Interceptor, etc.) – shown in legend and/or with text and leader.
- Assessment (Lot) numbers shall be placed inside a square shaped box only.
- Use a legend. At a minimum, include:
 - ~ *Maintenance District Boundary (use exact terminology on plat)*
 - ~ *Landscape Area or Maintenance Item (depending on type, use exact terminology on plat)*
 - ~ *Assessment Number*
 - ~ *Abbreviations Used on Plat (i.e. POB, TBOC, POC,etc.)*
- Course data shall always appear on the plat as a separate list or next to the applicable line or curve. (Course data shall be the same as in description).
- Show Point of Beginning or True Point of Beginning and Point of Commencement.
- Assessor’s Parcel Number does not appear within district boundary.
- If applicable, Match Lines shall be labeled as such on each sheet of multi-sheet plats.

DO NOT RETURN THIS SHEET OR EXHIBIT SAMPLES WITH SUBMITTALS

EXHIBIT "A"
CITY OF CHICO
MAINTENANCE ASSESSMENT DISTRICT NO. ___
[INSERT SUBDIVISION NAME]

All that certain real property situate in the City of Chico, County of Butte, State of California described as follows:

[Insert legal lot identification (i.e. a portion of Lot 22 as shown on that map entitled.... recorded in the Office of the Recorder of the County of Butte, State of California...)]

[Insert district boundary description starting point (i.e. commencing or beginning at the...)]

[Insert description of each course along district boundary, must match plat]

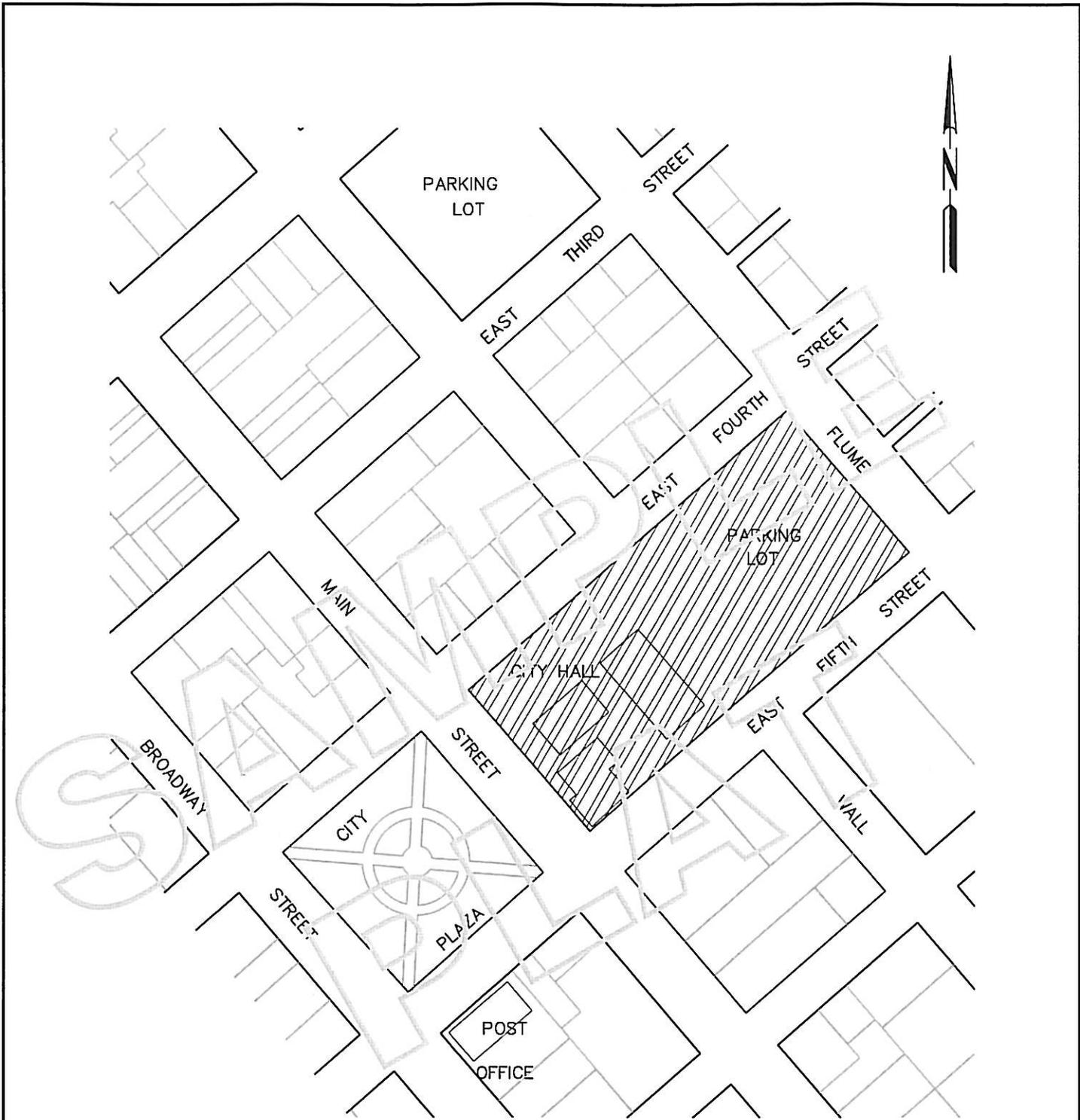
[Last course description must close with to the "TRUE POINT OF BEGINNING" or "POINT OF BEGINNING"]

Containing ___ acres, more or less.

The description above is all of Assessor's Parcel Number ___ - ___ - ___ and a portion of Assessor's Parcel Number ___ - ___ - ___.

By: _____
Checked: _____
Approved: _____
Date: _____





LOCATION MAP

 - [INSERT SUBDIVISION NAME]
 [INSERT APN'S]

CITY OF CHICO

BUILDING & DEVELOPMENT SERVICES DEPT.

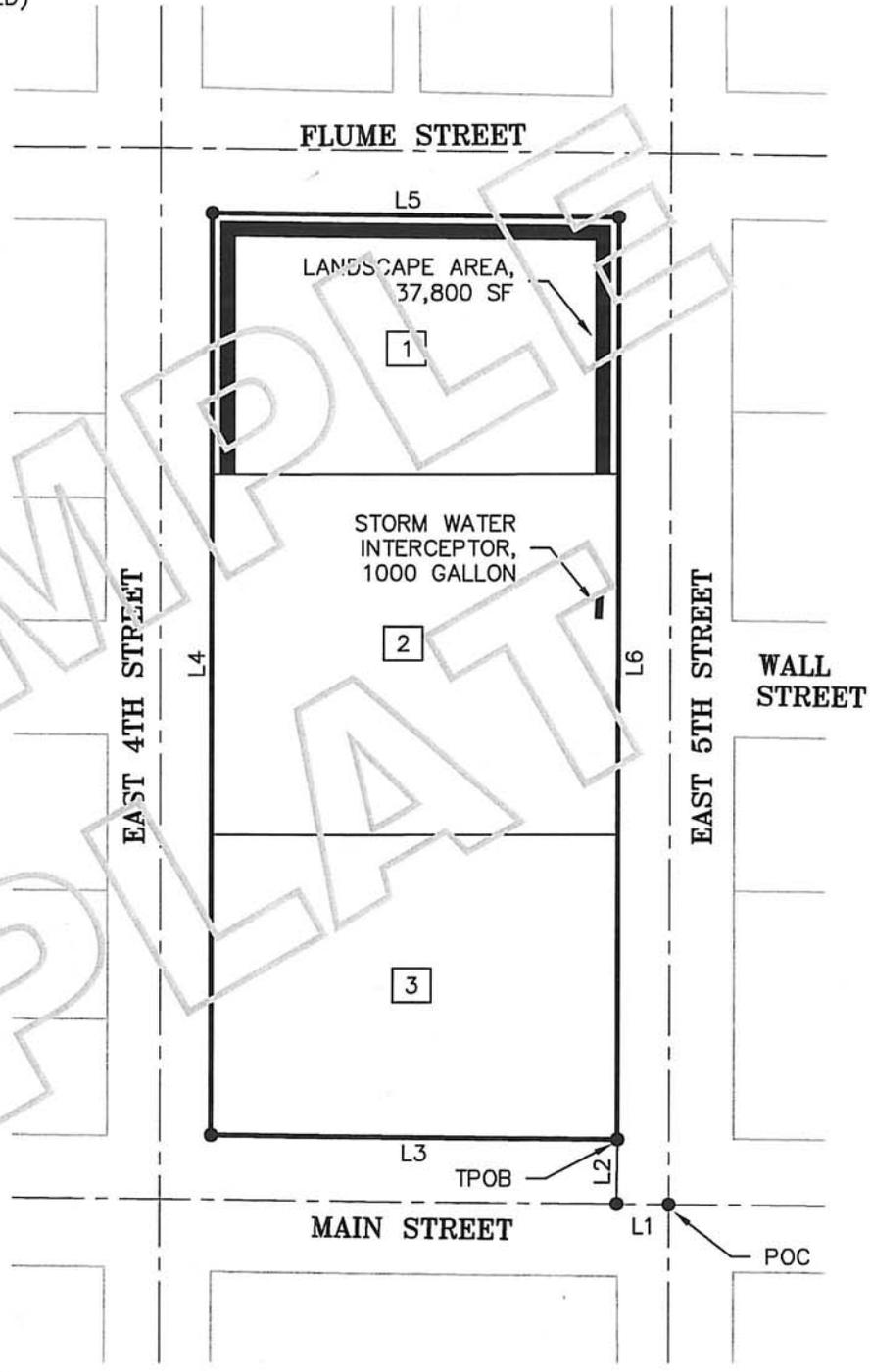
DRAWN BY: _____ DATE: _____
 CHECKED: _____ SCALE: 1"=200'
 APPROVED: _____
 BUILDING & DEVELOPMENT SERVICES DIRECTOR

CITY OF CHICO
 MAINTENANCE ASSESSMENT DISTRICT NO. ____
 ASSESSMENT DIAGRAM
 [INSERT SUBDIVISION NAME]

EXHIBIT
 "B"
 SHEET 1 OF 2

LEGEND:

- MAINTENANCE ASSESSMENT DISTRICT BOUNDARY
- PROPERTY LINES
- STREET CENTERLINE
- LANDSCAPE AREA (AS NOTED)
- 1 ASSESSMENT NUMBER
- POC POINT OF COMMENCEMENT
- TPOB TRUE POINT OF BEGINNING
- L1 COURSE NUMBER (LINE)



COURSE DATA TABLE:

LINE	BEARING	LENGTH
L1	COORDS.	DISTANCE
L2	COORDS.	DISTANCE
L3	COORDS.	DISTANCE
L4	COORDS.	DISTANCE
L5	COORDS.	DISTANCE
L6	COORDS.	DISTANCE

CITY OF CHICO BUILDING & DEVELOPMENT SERVICES DEPT.

DRAWN BY: _____ DATE: _____
 CHECKED: _____ SCALE: 1"=120'
 APPROVED: _____
 BUILDING & DEVELOPMENT SERVICES DIRECTOR

CITY OF CHICO
 MAINTENANCE ASSESSMENT DISTRICT NO. ____
 ASSESSMENT DIAGRAM
 [INSERT SUBDIVISION NAME]

EXHIBIT
 "B"
 SHEET 2 OF 2