



**BUILDING AND DEVELOPMENT  
SERVICES DEPARTMENT**

411 Main Street – 2<sup>nd</sup> Floor  
P.O. Box 3420  
Chico, CA 95927  
http://www.ci.chico.ca.us

BUILDING  
(530) 879-6700  
Fax (530) 895-4726

ENGINEERING  
(530) 879-6900  
Fax (530) 895-4899

**DEVELOPMENT ENGINEERING CHECKLIST FOR  
SUBDIVISION IMPROVEMENT AGREEMENT (SIA)**

This checklist is provided to the engineer to outline required information for a developer to enter into a Subdivision Improvement Agreement (SIA) with the City of Chico. Please note that all of these items are necessary for the SIA to be processed in an efficient and timely manner.

Parcel Map (or)  
Subdivision Name/Number: \_\_\_\_\_

Location/APN(s): \_\_\_\_\_

Engineering Firm/Contact Number: \_\_\_\_\_

Title Owner Name(s): \_\_\_\_\_

Title Owner Address: \_\_\_\_\_  
\_\_\_\_\_

**I. REQUIRED ITEMS FROM PROJECT ENGINEER/SURVEYOR**

- \_\_\_ 1. Letter request for SIA from the Project Engineer/Surveyor.
- \_\_\_ 2. Two (2) copies of a plat map that depict the project boundary entitled “**Exhibit A-1**” for City review and comment.
- \_\_\_ 3. Two (2) copies of a legal description that describe the project boundary entitled “**Exhibit A-2**” 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. Copy of Engineer’s Estimate for remaining improvements to construct.
- \_\_\_ 5. Current Preliminary Title Report. (Within 6 months, or newer. Report must accurately name all person(s) with title interests in property).

**II. REQUIRED ITEMS FROM SUBDIVIDER (To streamline the process, these items can be worked on concurrently with above documents).**

- \_\_\_ 1. Improvement Security (Check one of the following below):
  - \_\_\_ Performance/Labor and Materials Bonds
  - \_\_\_ Irrevocable Letter of Credit, **name** of Financial Institution \_\_\_\_\_
  - \_\_\_ Pledge of Agreement for a certificate of deposit payable to the City
- \_\_\_ 2. Provide liability insurance. (See Development Engineering for requirements).
- \_\_\_ 3. Subdivision account balance, sanitary sewer, and storm drainage fees paid.
- \_\_\_ 4. Financial commitment letters from PG&E, AT&T, California Water Service Company, and Comcast.

**RETURN THIS SHEET WITH SUBMITTALS**

Attachments: Description & Plat Standards  
Exhibit “A-1” Example  
Exhibit “A-2” Example

## DESCRIPTION & PLAT STANDARDS

### A. Plat (See attached Exhibit “A-1” example):

- Prepare on City of Chico (8½” x 11”) standard plat form, on vellum - multiple sheets okay.
- Title: “SUBDIVISION IMPROVEMENT AGREEMENT ¶NAME OF SUBDIVISION”.
- Place “Exhibit “A-1”” 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.
- Project boundary to be indicated by a solid, heavy line only.
- If necessary, use a legend. At a minimum, include:
  - ~ *Project Boundary*
  - ~ *Course 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.

### B. Description (See attached Exhibit “A-2” example):

- Title: “Exhibit “A-2” ¶Subdivision Improvement Agreement ¶Name of Subdivision”.
- All courses on the plat shall be in the description and vice versa.
- Place “A-2 (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 (By:), 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.

**DO NOT RETURN THIS SHEET OR EXHIBIT SAMPLES WITH SUBMITTALS**



**LOCATION MAP**

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

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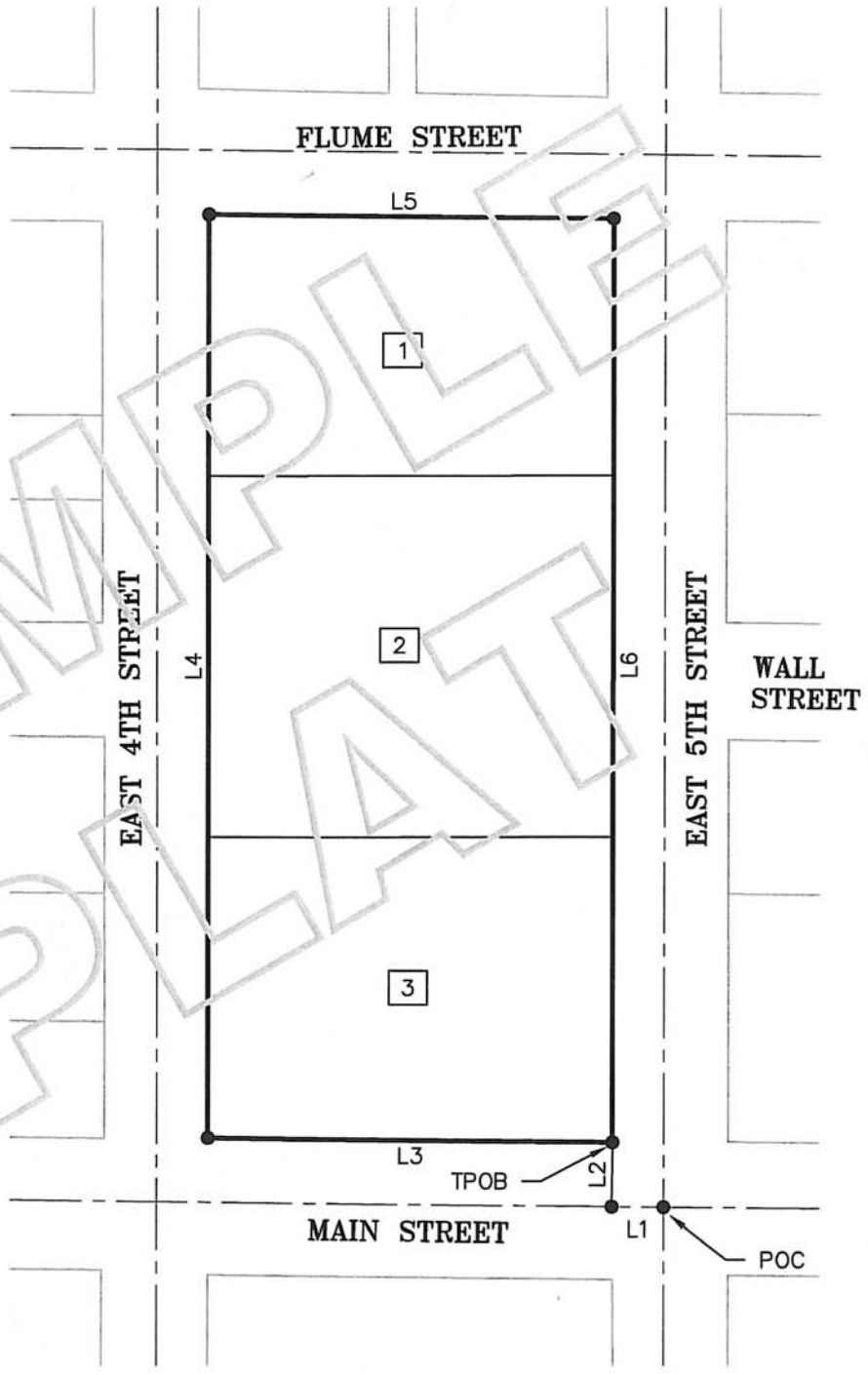
DRAWN BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CHECKED: \_\_\_\_\_ SCALE: 1"=200'  
 APPROVED: \_\_\_\_\_  
BUILDING & DEVELOPMENT SERVICES DIRECTOR

SUBDIVISION IMPROVEMENT AGREEMENT  
 [INSERT SUBDIVISION NAME]

EXHIBIT  
 "A-1"

**LEGEND:**

- SUBDIVISION BOUNDARY
- PROPERTY LINES
- STREET CENTERLINE
- 1 LOT 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

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

SUBDIVISION IMPROVEMENT AGREEMENT  
 [INSERT SUBDIVISION NAME]

EXHIBIT  
 "A-1"  
 SHEET 2 OF 2

EXHIBIT "A-2"  
SUBDIVISION IMPROVEMENT AGREEMENT  
[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: \_\_\_\_\_

