CENTERLINE STAMP PROCESS FLOW CHART

BUILDING PERMITS COUNTER
Building Permit applied for

LAND DEVELOPMENT COUNTER
Counter staff determines if Centerline Review is required

CENTERLINE REVIEW SUBMITTAL
Applicant or Private Engineer submits three (3) plot plans and a $720 deposit required to cover the cost of field investigation and street light review.

REVIEW PROCESS
1. Project Manager receives file for field review and circulation element review.
2. Copy of plot plan is sent to Special Districts for review.
3. Project Manager determines need for input from other government and public agencies. Sends Sphere of Influence letter.
4. Project Team generates a centerline conditions letter, which is mailed to the owner/coordinator.

IF NOT REQUIRED
Counter staff assigns a "dummy" UY # so Building Counter can accept plan check submittal

NO
Counter staff assigns a UY # and gives Preliminary Approval Stamp so Building Counter can accept plan check submittal

ROAD IMPROVEMENTS
If road improvements are required please refer to the Street Improvement Plan Process Flow Chart to receive approval of the improvement plans

ROAD IMPROVEMENTS NOT REQUIRED
A lien contract or declaration of covenant may be required in lieu of immediate installation of road improvements.

SECURED AGREEMENTS
The owner/coordinator must submit a Grant Deed, Lot Book Report, $300 deposit, improvement plans, and an engineer's estimate in order for staff to prepare the documents required by the centerline conditions letter.

EXECUTION OF DOCUMENTS
The owner executes and notarizes the documents and returns them to either:
1. Land Development Counter
2. Real Property Division
The documents are then acknowledged by the County and recorded or filed.

LIEN CONTRACT/DECLARATION OF COVENANT
The owner/coordinator must submit a Grant Deed, Lot Book Report, $300 deposit, sketch of future improvements and engineer's estimate in order for staff to prepare the documents required by the centerline conditions letter.

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FINAL UY STAMP
Counter staff verifies that:
1. All agreements/lien contracts are executed.
2. All conditions have been satisfied.
If all is completed a final UY stamp is placed on the building plans.

OCCUPANCY STAMP
Counter staff confirms all improvements are completed and accepted by Construction Inspection Division and verifies with Project Manager that all prior to occupancy conditions are satisfied.

ROAD DEDICATIONS & OFFERS OF DEDICATION
If road dedications or offers of dedication are required, the owner/coordinator must submit a Grant Deed, Lot Book Report and $300 deposit documents must be submitted to Real Property for preparation.

EXECUTION OF DOCUMENTS
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