

Compliance Checklist – Right-of-Way Job Information

Application No.		Job. No.	
Job Engineer Name		Date	
Job Engineer Signature		Stage Pre-Plan Review (PPR)	<input type="checkbox"/> #1 Concept <input type="checkbox"/> #2 Design & ROW <input type="checkbox"/> #3 Plan Preparation <input type="checkbox"/> _____

Land Rights

Public Right of Way	Sanitary Sewer Easement (SSE) for Central San	Other	Request for Quitclaim
<input type="checkbox"/> existing (requires encroachment permit) new offer by: <input type="checkbox"/> map or <input type="checkbox"/> instrument	<input type="checkbox"/> existing new offer by: <input type="checkbox"/> map or <input type="checkbox"/> instrument	<input type="checkbox"/> ex private utility rights	<input type="checkbox"/> full <input type="checkbox"/> partial

Right-of-Way Exhibit

This Exhibit is not included in the Sewer Plans.

Topic	Requirements				
Plan Size & Format	<input type="checkbox"/> Plot size of PDF plans and right-of-way map is 24" x 36" <input type="checkbox"/> Font size: Text is a minimum of 1/10" high using a font and line weight as to be readily legible on half-scale drawings (11"x17") <input type="checkbox"/> Central San features and labels are prominent				
Title <small>(Location top-center & large font)</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 50%; text-align: center;">Example</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> Right-of-Way Exhibit for Sanitary Sewer Improvement Plans - <Public or Private> <input type="checkbox"/> Subdivision # if applicable <input type="checkbox"/> Name of Local Agency <input type="checkbox"/> APN(s) <input type="checkbox"/> Central San Job # </td> <td style="text-align: center;"> Right-of-Way Exhibit for Sanitary Sewer Improvement Plans - <Private or Public> Subdivision <####> <City/County> of <Name> APNs: <###-###-###, ###-###-###> Central San Job <####> </td> </tr> </tbody> </table>		Example	<input type="checkbox"/> Right-of-Way Exhibit for Sanitary Sewer Improvement Plans - <Public or Private> <input type="checkbox"/> Subdivision # if applicable <input type="checkbox"/> Name of Local Agency <input type="checkbox"/> APN(s) <input type="checkbox"/> Central San Job #	Right-of-Way Exhibit for Sanitary Sewer Improvement Plans - <Private or Public> Subdivision <####> <City/County> of <Name> APNs: <###-###-###, ###-###-###> Central San Job <####>
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Vicinity Map	<input type="checkbox"/> Depict the location of the Job showing with enough detail to accurately determine the proposed sewer improvements in relation to major cross streets and local highways.				
General Map Requirements	<input type="checkbox"/> 1" = 100' scale (at a minimum); <input type="checkbox"/> north arrow <input type="checkbox"/> entire job with adjoiner parcels ultimate sewer design. <input type="checkbox"/> If any property can be served by this main sewer extension, depict and label with APN. (e.g., in this project and potential future connections for the ultimate tributary area) <input type="checkbox"/> Depict ROW Pcl # within hexagon that matches ROW Log <input type="checkbox"/> For existing lots, provide APN(s) including adjoiner lots & show existing property line <input type="checkbox"/> For proposed lots, provide lot # or parcel designation & show new property lines <input type="checkbox"/> Depict streets and label as proposed/existing and public/private <input type="checkbox"/> Depict sewers and label as proposed/existing and public/private <input type="checkbox"/> Depict all sewer work outside the limits of Applicant's property				
Mandatory Central San Notes	<input type="checkbox"/> 1. Purpose of this exhibit is to demonstrate land rights for public and private sanitary sewers. For sewer facilities, see Sanitary Sewer Improvement Plans. <input type="checkbox"/> 2. Property owners with public sewers within private property are responsible to record a document that expressly states property owners will grant Central San access to the public facilities via an all-weather access road that shall be constructed and maintained to meet or exceed Central San's Standard Specifications. Although Central San will use the roads/driveways for public facility construction, maintenance and operation purposes, the property owners and not Central San will have the ownership maintenance responsibilities for this roads/driveway (District Code § 7.020.30.C).				
Non-Standard Central San Notes	<input type="checkbox"/> additional notes NOT approved by Central San. Remove from Central San plans. <input type="checkbox"/> If additional notes are added, then add this disclaimer nearby: These notes are not part of Central San's review and approval, and if conflicts arise Central San's specifications shall govern.				

Topic	Requirements
Job Engineer (Engineer of Record)	<input type="checkbox"/> Name; <input type="checkbox"/> Company Name; <input type="checkbox"/> Date <input type="checkbox"/> Job Engineer's Professional Stamp with CA PE license # and e-signature <input type="checkbox"/> Job Engineer's responsible charge statement below <input type="checkbox"/> Plans do not include a copyright infringement nor proprietary disclaimer note
Central San's Approval Space	<input type="checkbox"/> Leave 3" high x 4" wide blank area at the lower right-hand corner providing a location for Central San to stamp the Final Plans for construction. <input type="checkbox"/> Place this statement immediately above Central San's Approval Space: "By signing and stamping these plans, the Engineer of Record (Job Engineer) asserts responsible charge for all work products that are required for the sewer design and plan preparation for construction, including all work product and submittals prepared by a subordinate or a consultant. The requirements of Central San's specifications shall govern over citations on the Plans unless deviation from the specifications is specifically authorized in writing in the form of a variance."
Sanitary Sewer Right of Log	<input type="checkbox"/> Place Right of Way Log on Exhibit (see sample below)

Central San Right of Way Log				
ROW Pcl #	Owner	Type of Document	Recording Info	
			Before Board Action	After Board Action
E	Name of Local Agency	Encroachment	N/A	N/A
#	Central San	Existing Grant of Easement	Fill-in ### (date)	N/A
A	Easement Holders Names or For Benefit of Parcel #	Appurtenant Easements (use of existing private access and/or utility easements appurtenant to the property for installation of sewers)	Fill-in ### (date)	N/A
#	Name of Local Agency	Final/Parcel Map – Public Purposes (Sub/MS XXXX)		
#	Central San	Final/Parcel Map –Sanitary Sewer Easements (Sub/MS XXXX)		
#	Central San	Irrevocable Offer of Dedication (IOD) to Upgrade Map Sanitary Sewer Easements (SSE) offer language to Central San's standard SSE offer language (Sub/MS XXXX)		
#	Central San	Irrevocable Offer of Dedication (IOD) - Sanitary Sewer Easements		
#	Central San	Irrevocable Offer of Dedication (IOD) - Central San's access rights only		
QCD	Property Owner Name	Quitclaim Deed (QCD) – Full or Partial Release		
PSS E	For Benefit of Property Owner Name	<<Name of document >> for benefit of adjoiner parcels	Fill-in ### (date)	N/A

Instructions: Engineer/Surveyor shall submit the following:

Copies of all deeds demonstrating appurtenant rights, summary document and exhibit delineating these rights

Draft Final/Parcel Map (public offer language and depict public land rights)

Draft Final/Parcel Map (SSE offer language and depict SSE limits)

IOD by separate instrument required within City of Pleasant Hill. No plat and legal description required as blanks will be provided for filing of Map, and IOD will be recorded after Map is filed.

IOD by separate instrument: Draft Plat and Legal Description

IOD by separate instrument: Draft Plat and Legal Description. *Use when no public sewer but defined access to public sewer.*

Draft Plat and Legal Description for partial QCDs

Copy of Recorded PSSE

Temporary Land Rights		
ROW Pcl #	Owner	Description
Notice	Property Address	Written Notice to Property Owners and Residents if sewer or recycled water construction work may impact them.
TCE	Property Owner Name	Temporary Construction Easement (TCE)
ROE	Property Owner Name	Right of Entry (ROE)

For work on private property not owned by Applicant and is beyond Sanitary Sewer Easement (SSE) limits.

Notices to be sent by Applicant / Contractor in advance of the work.

Signed agreement by underlying property owner

Signed agreement by underlying property owner

Right-of-Way Documents

Topic	Requirements (check all that apply)
Irrevocable Offers of Dedication by Separate Instrument	
<pre> graph LR A[Sewer Alignment Approved] --> B[ROW Exhibit & Log Approved] B --> C[Plats and Legals Approved] C --> D[Central San prepares Separate Instrument] D --> E[Owner signs Original Documents] </pre>	
Draft Plat and Legal Description	<input type="checkbox"/> Draft plat and legal description are attached and includes: <ul style="list-style-type: none"> <input type="checkbox"/> Survey Easement Checklist <input type="checkbox"/> ROW Pcl # that matches ROW Log
Sanitary Sewer Easement or Central San Width	<input type="checkbox"/> 15' (sewer main pipe size ≤ 10" or ≤ 9' deep) <input type="checkbox"/> 20' (sewer main pipe size > 10" or > 9' deep) <input type="checkbox"/> curb to curb / edge of pavement to edge of pavement
Standard IOD Offer Language	<input type="checkbox"/> Property Owner to provide IOD offer language (listed below) <input type="checkbox"/> Property Owner requesting non-standard IOD offer language (requires payment of all legal fees for review and approval)
Irrevocable Offers of Dedication (IOD) on Subdivision Map (Map)	
<pre> graph LR A[Sewer Alignment Approved] --> B[ROW Exhibit & Log Approved] B --> C[Draft Sub Map approved] </pre>	
Map Status	<input type="checkbox"/> Filed (Recorded) Map is attached <input type="checkbox"/> Draft Subdivision Map is attached
Sanitary Sewer Easement Width	<input type="checkbox"/> 15' (sewer main pipe size ≤ 10" or ≤ 9' deep) <input type="checkbox"/> 20' (sewer main pipe size > 10" or > 9' deep) <input type="checkbox"/> curb to curb / edge of pavement to edge of pavement
Sanitary Sewer Easement Offer	<input type="checkbox"/> Sanitary Sewer Easement (SSE) offer language is standard (see below) <input type="checkbox"/> Sanitary Sewer Easement (SSE) offer language is not standard If SSE offer not per language below, signed IOD to amend SSE language (see below) is: <input type="checkbox"/> will be provided <input type="checkbox"/> will not be provided
Sanitary Sewer Easement Width	<input type="checkbox"/> SSE limits properly shown with correct width and pipe location <input type="checkbox"/> SSE limits not properly shown
Existing Sewers	<input type="checkbox"/> new / previous Map provides correct easement width and current SSE offer language <input type="checkbox"/> new / previous Map does NOT provide correct easement width and current SSE offer
Access Only	<input type="checkbox"/> Map provides correct width & current ACCESS offer per below <input type="checkbox"/> Map does NOT provide correct easement width nor current Access offer