



Public Works Department Pre-CON Worksheet

Town of Corte Madera Department of Public Works Engineering
300 Tamalpais Drive, Corte Madera, CA 94925
628-258-0294

Building Permit Number
BL- _____

Site Address: _____ APN: _____

Scope of Work: _____

Property Owner Name: _____

Property Owner Address: _____ Property Owner Phone _____

Contractor: _____ CSLB License #: _____

Contractor Phone Number: _____ Contractor Email: _____

Job Valuation: \$ _____ Adding bathroom? Yes ☐ No ☐ Adding fixtures? Yes ☐ No ☐

Construction Management/Parking Plan for the above listed project (Provide diagram, as needed)

Number of workers on site: _____ Number of vehicles on site: _____

Parking Plan: Vehicles will park at (i.e., driveway, off-street parking directly adjacent to site, carpool, etc): _____

Hauling/delivery route: _____

Materials and Equipment on site: _____

Approximate Sq. Ft of disturbed earth: _____ Estimate of cut _____ cubic yards

Staged at (location): _____ Estimate of fill _____ cubic yards

☐ Jobsite toilet Location: _____

☐ Dumpster Location: _____

Project duration/phases (list phase(s) and start/end dates):

	START DATE	END DATE
_____	/ /	/ /
_____	/ /	/ /
_____	/ /	/ /

(i.e., Demolition, foundation, framing, finish)

☐ Pre-project photo or video survey of the site frontage (street, curb, sidewalk, & public utilities) shall be submitted to the Public Works Department. This survey will be used to evaluate the pre and post construction conditions of the improvements within the public right-of-way. Email photos of the site frontage adjacent to the project site to pwcounter@tcmmail.org

☐ Is project in the FEMA Special Flood Hazard Area (Zone A, V, A99, AE, AO, AH, VE, or AR): ☐ Yes ☐ No
To find out, enter property address at the following URL: <https://msc.fema.gov/portal/home>

☐ I agree to adhere to the above construction management and parking plan. Any deviation from this plan requires prior approval from the Department of Public Works and any use of the right-of-way requires an approved encroachment permit be obtained prior to any use of the right-of-way. Any violation of this Construction Management & Parking Plan is a violation of CMMC Chapter 12.08 and subject to enforcement and penalties. Encroachment permit # (if applicable): _____

☐ Please identify the locations and discharge points for all roof and surface drainage facilities (area and patio drains, etc...). Also please identify the locations and discharge points for all subsurface drainage facilities (foundation, retaining wall, etc...). As noted in this item, the surface and subsurface drainage systems shall be conveyed separately.

I agree that the Pre-CON worksheet has been completed true and correct to the best of my knowledge and any deviations from this worksheet will be submitted to the Public Works Department prior to commencing work. Per Municipal Code Section 9.33.100, I agree to employ best management practices as appropriate from the California Stormwater Best Management Practice (BMPs) Handbook <https://www.casqa.org/resources/bmp-handbooks> for Construction Activity, latest edition, or from the Erosion and Sedimentation Control Field Manual published by the California Regional Water Quality Control Board, to control and prevent the discharge of sediment, debris and other construction related wastes to the storm drainage system or waterways, including, but not limited to, general construction, concrete and mortar application, heavy equipment operation, road work and paving, and earth-moving activities.

Applicant or Contractor Name: _____

Applicant or Contractor Signature: _____ Date: _____

For Town/District Use Only

The following permits and/or fees are likely needed:

- ☐ Encroachment Permit # _____
- ☐ Erosion-Sediment Permit # _____
- ☐ Floodplain Self Certification Form
 - ☐ Floodplain Permit # _____
- ☐ Grading -Drainage Permit # _____
- ☐ Sanitary Sewer Permit # _____
 - ☐ Sewer Test
- ☐ Watercourse Permit # _____
- ☐ Damage Deposit* \$ _____

*May be submitted directly to Town.

Notes: