



Checklist: Steps for Planning a Successful Bay Area Project

Critical to any project's success is a comprehensive understanding of all development issues that are needed to build it. Below are a few key areas that should be considered before investing significant resources into a given project:

- ❑ **Understand Project Goals:** As a first order of business, we would need to understand your initial goals, project schedule, and budget, because they are important reference points, even though they may inevitably change.
- ❑ **Assess Project Scope:** Initial input on project infrastructure can involve site access and circulation, utilities, drainage, and environmental or other constraints. To get a better understanding of the infrastructure scope and kickoff initial communication with agencies, the next step is to prepare a:
 - ❑ **Conceptual Site Plan:** Working with the project architect, the civil engineer would need to incorporate the conceptual infrastructure scope into the [site plan](#).
 - ❑ **Topographic Survey:** To further refine the site plan, the client may want to consider investing in a topographic survey at this stage. The survey should include an accurate depiction of the existing underground utilities/services as is relevant to the project. Integrating the actual ground and services conditions into the site plan is an invaluable tool for understanding project scope and better communicating with governing jurisdictions and utility agencies.
- ❑ **Understanding Local Land Regulations:** Local jurisdictions adopt their own sets of land use policies and regulations in addition to general California and Federal regulation. It is critical to get a full understanding of the regulations and how they impact the project. Suggested steps to accomplish this are:
 - ❑ **Submit Preliminary Application:** Typically, local jurisdictions encourage early comprehensive interaction on projects. A preliminary application may be as simple as a [site plan](#) but is suggested to include enough detail to allow for more meaningful input.
 - ❑ **Gather Input:** The input obtained from the governing jurisdiction and associated agencies should provide the client with a big picture understanding of the timing and scope of the project development process. The civil engineer would need to play a key role in interpreting as well as helping build a report that should serve as a basis for a feasibility study.
 - ❑ **Create Detailed Site Plan:** The initial site plan is reworked to incorporate the governing jurisdiction and agency feedback.
- ❑ **Reevaluate Budget/Schedule:** Project cost estimates and schedule can now be refined, a good feasibility study can be performed, and steps to obtain permit approvals can be mapped out.

Ready to speak to a civil engineer consultant? Let us know how we can help. Please call Kamal Obeid at (510) 505-9501 Ext. 11, or email us at info@landtech.com

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