



# Public Works Department Pre-CON Worksheet

Town of Corte Madera Department of Public Works Engineering  
240 Tamal Vista Blvd., Ste. 110, Corte Madera, CA 94925  
628-258-0294

|                                     |
|-------------------------------------|
| Building Permit Number<br>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](mailto: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:**