CDA DEVELOPMENT CONTROL SYSTEM · IMPLEMENTATION, HANDOFF & SOURCE CONTROL

Development Due-Diligence & Data-Room Index

A source-controlled data-room index for ownership, title, maps, surveys, entitlements, CEQA, conditions, utilities, access, fees, DRE, CID documents, contracts, correspondence, missing evidence, and supersession.

Control field	Specification
Artifact version	1.1 (Updated for 2026–2027 California statutory currency)
Sources reviewed	2026-11-25
Editable workbook	cda-development-due-diligence-data-room-index.xlsx
Project stage	Implementation, Handoff & Source Control

Workbook Architecture & Tab Overview

Worksheet Tab	Control Function
Read_Me	Source-control conventions, version/supersession discipline, and access rules.
Dashboard	Formula-driven inventory metrics by category, reliance status, missing evidence, superseded files, and open requests.
Data_Room_Index	Controlled source index with stable ID, issuer, date, version, location, reviewer, reliance status, supersession link, and access level.
Request_Log	Structured diligence request log tracking missing exhibits, requesting party, counterparty owner, due date, and receipt status.
Lists	Controlled document categories, reliance states, and confidentiality labels.
Sources	Verified public-record portals (CEQAnet, DRE SPRLS, SOS BizFile, county recorders) and California statutory references.

Operating Protocol

1. Assign one stable Document ID to every controlling record, preserving earlier versions with explicit supersession links.

2. Flag every referenced exhibit, approval attachment, or recorded instrument that is absent from the file as Missing on Request_Log.

3. Distinguish received files from professionally reviewed and relied-upon records.

4. Link Document IDs directly into the Decision Brief, Assumptions Matrix, Implementation Register, and DRE Control Workbook.

2027 California Statutory Watch

Before relying on tentative-map timelines, impact-fee offsets, parcel-map exceptions, final-map timing, or Davis-Stirling governance rules, verify whether California enactments taking effect January 1, 2027 apply to the project — including SB 1169 (Stats. 2026, ch. 423; Gov. Code, § 66452.6), SB 1036 (ch. 54; Gov. Code, §§ 66001, 66013), AB 1834 (ch. 43; Gov. Code, § 66426), SB 677 (ch. 974; Gov. Code, § 66458), AB 1892 (ch. 169; Civ. Code, §§ 4775, 5103, 5105), and AB 2050 (ch. 796; Civ. Code, §§ 5550, 5552).

Professional Role Boundary — CDA coordinates strategy, information, workstreams, responsibilities, dependencies, decision records, and implementation within an agreed advisory scope. Public agencies retain public decision-making authority. Attorneys, engineers, surveyors, architects, environmental professionals, reserve specialists, accountants, escrow professionals, title professionals, and other qualified specialists retain responsibility for their professional work.

Informational Scope Notice — These working records organize project information, responsibilities, and follow-through. They are general informational templates, not legal advice for any reader's facts, and using them creates no attorney-client or other professional relationship. They do not establish legal compliance, vested rights, CEQA adequacy, subdivision validity, DRE authorization, entitlement validity, agency approval, or commercial feasibility.