



**City of South San Francisco**  
 Public Works Department  
 Engineering Division  
 315 Maple Avenue  
 South San Francisco, CA 94080

# GRADING PERMIT APPLICATION

<b>General Information</b>		
Applicant Name/Company:		Address:
		Phone Number:
		Email:
Grading Contractor:		Address:
		Phone Number:
State CSLB License:		SSF Business License:
Email:		
Site Address		Assessor Parcel Number(s):
Total Site Area  acres	Disturbed Area  acres	Planning/Building Permit Number(s): <i>[if applicable]</i>
<b>Grading And Drainage Information</b>		
Description of Project:		
Description of Grading Work:		
Estimated Earthwork Quantities:		
Cut _____ Cu.Yd.	Fill _____ Cu.Yd.	Net _____ Cu.Yd. <input type="checkbox"/> Import <input type="checkbox"/> Export
Description of Proposed Import/Export Hauling Route (or attach map):		
Is Temporary Shoring Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are Retaining Walls Proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are On-Site Storm Drain Systems Proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Project propose to perform any grading prior to building permit issuance? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

See Grading Permit Submittal Checklist for required items and see the Grading Permit Instructions for clarification on how to provide the required information.

\_\_\_\_\_  
 Applicant (print)

\_\_\_\_\_  
 (sign)

\_\_\_\_\_  
 Date



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# GRADING PERMIT SUBMITTAL CHECKLIST

Engineering Reviewed Items		
1	Grading & Drainage Plans	Provide Grading & Drainage Plans and include Erosion and Sediment Control Plans (winterization, dust, erosion, and pollution control plan conforming to the A.B.A.G. Manual of Standards for Erosion and Sediment Control Measures, with sediment basin design calculations. Include the Best Management Practices sheet). If grading is in excess of 5,000 cubic yards, the plans must be designed and stamped by a Registered Civil Engineer in the state of California. Provide a Geotechnical Engineer conformance signature on the plans or a separate letter.
2	Geotechnical Report	Provide a Soils report with grading specifications, pavement recommendations, and engineering geology report.
3	SWPPP & SWRCB Construction General Permit	Provide a copy of the site's Storm Water Pollution Prevention Plan or a copy of a waiver from the State Water Resources Control Board. Provide the Project's WDID# on the cover of the Plans and SWPPP. This can be deferred to permit issuance stage.
4	Storm Drainage Study	Provide a study or memo presenting drainage calculations for a 10-year design storm justifying the size of the existing and proposed storm drain facilities and demonstrate that there is no net increase of discharge from the existing conditions to proposed conditions.
5	Entitlements & Environmental Clearance	Provide a copy of the project's entitlement conditions of approval provided by the Planning Division if this project is part of a development. Provide an Environmental Impact Report, certified Negative Declaration, or Notice of Exemption for the project or a memorandum from the City's Planning Division stating that the project is C.E.Q.A. exempt.
City Attorney Reviewed Items		
6	Indemnity Agreement	Provide a copy of a contract between the project soils engineer and/or the civil engineer and the applicant to provide inspection services and submit all progress reports, test results, a final report, and grading certification in accordance with the requirements of the Grading Permit (the agreement <b>must contain</b> a provision specifying that the applicant's geotechnical engineer(s) will indemnify the City: <b>refer to Condition #1</b> ).
7	Corporate Surety Bond	Provide a bond of \$50,000 (standard amount may be reduced down to \$10,000 by the City Engineer for small projects with minor impacts).
8	Certificates of Insurance	Provide COIs insuring the City in the amount of \$1,500,000 (Worker's Compensation, Public Liability, Property Damage, and Contractual Insurance: <b>refer to Condition #2</b> ).
Grading Permit Fees		
9	Grading Permit Fees	Refer to the current City of South San Francisco Master Fee Schedule. Email <a href="mailto:EngDevelopment@ssf.net">EngDevelopment@ssf.net</a> or call 650-829-6652 to confirm the fee. Payment acceptable by card or check payable to City of South San Francisco. Split payments are not accepted.



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# GRADING PERMIT INSTRUCTIONS

Applicability	
<p>A Grading Permit is required for any proposed work to install on-site storm drainage systems, excavating or grading in excess of 50 cubic yards or if soil is imported or exported in excess of 50 cubic yards.</p>	
<p>Exceptions: (CBC J103.2)</p>	<ul style="list-style-type: none"> <li>• Grading is in an isolated, self-contained area, no excavation greater than 2-feet, no slope steeper than 2:1, and total earthwork is less than 150 cubic yards, provided there is no danger to the public and that such grading will not adversely affect adjoining properties.</li> <li>• Excavation for construction of a structure permitted by Building (e.g. for foundations).</li> <li>• Cemetery Graves.</li> <li>• Refuse disposal sites controlled by other regulations.</li> <li>• Excavation for wells or trenches for utilities.</li> <li>• Mining, quarrying, excavating, processing, or stockpiling rock, sand, gravel, aggregate, or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.</li> <li>• Exploratory excavations performed under the direction of registered design professional.</li> </ul>
Review Procedures	
Submittals	Engineering will accept and review all items digitally until Final hard copies are requested by Engineering staff. All grading permit items required per the Submittal Checklist can be submitted to Engineering via a USB drive, compact disc, or working download link.
Engineering Review	Engineering reviews are conducted either by staff or by a third-party consultant. Prior to any plan checks, the initial <b>permit fees shall be paid</b> . After the first plan check, any comments may be discussed and coordinated between the Applicant and the third-party reviewer. Please allow for a minimum 2 weeks for Engineering review and comments. Reviews beyond the initial first 3 require supplemental payment. Final permit fee will be confirmed after reviews and earthwork quantities estimate have been approved.
City Attorney Review	The City Attorney's Office will review the required documents for conformance to Conditions 1 and 2 as well as check the Bond is acceptable. Any revisions or alterations to any language required by the Bond or Conditions 1 and 2 will have to be coordinated and approved by the City Attorney's Office. Please allow for a minimum 10 days for City Attorney's Office first review.
Permit Issuance	Once Applicant has satisfied both Engineering and City Attorney reviews, Applicant shall provide original signed Grading Permit, Grading Bond, Certificate of Insurance, and Indemnity Agreement to Engineering Staff for routing: (1) City Attorney reviews original signed Grading Permit, Grading Bond, Certificate of Insurance, and a copy of the Indemnity Agreement (2) City Engineer signs Grading Permit and copies (3) Original sent to City Clerk for record keeping, one copy to Engineering, and one copy to Applicant.
Other Requirements / Information	
Pre-Grading Hauling	Any off-haul or on-haul occurring prior to Grading Permit issuance shall require a Hauling Permit. Otherwise, all hauling conditions are included with the Grading Permit.
Winter Grading	Unless otherwise approved in writing by Engineering Staff, no grading in excess of 200 cubic yards shall be performed between October 15 and April 15 (rainy season) of each year.
Bond Release	After final grading is completed and inspection reports are complete, Applicant shall submit a written request to Engineering Staff to release the associated Grading Bond. Engineering Staff will then provide a letter to the Lender to confirm release of the Grading Bond. For cash bonds, Engineering staff will refund the cash.
Permit Extensions	Grading Permits are valid for 1 year after permit approval and issuance. Extensions can be requested and are granted at the discretion of Engineering Staff and are subject to a permit reinstatement fee.
Additional Questions	For any additional questions or clarification, please contact Engineering Staff at (650)-829-6652.



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# GRADING PERMIT INSTRUCTIONS

## CONDITION 1 – Indemnity Agreement

Permittees shall file with the City, prior the issuance of a permit, an agreement between Permittees and their geotechnical engineer preparing the geotechnical report for the grading operation and conducting on-site inspections and reports, that specifies the geotechnical engineer will indemnify the City. The agreement with the geotechnical engineer must also either include an apportionment of liability between the geotechnical engineer and the Permittee, or indemnification coverage by the geotechnical engineer for the Permittee with respect to work to be done under this grading permit.

The following text must be incorporated into the agreement between the Permittee/Developer and the Geotechnical Engineer for the work under the grading permit. The **RED** sections are to be modified by the Permittee.

“Notwithstanding any terms, conditions, or provisions of this Agreement, and as a condition of the City of South San Francisco (“City”) grading permit issued for the work hereunder, *[Insert name of Geotechnical Engineer consultant/contractor in the Agreement]* shall indemnify and hold harmless the City, its officers, employees, agents, boards and commissions, whether elected or appointed, from and against all claims, suits, losses, and damages arising out of the performance of the work hereunder, which is:

- (1) for bodily injury, illness, or death, or for property damage, and
- (2) caused in whole or in part by any willful or negligent act or omission of *[Insert name of Geotechnical Engineer consultant/contractor in the Agreement]* in connection with the performance of their work herein.

In the event of concurrent negligence, then the liability for any and all claims for personal injury (including death) and property damage arising out of performance of this permit shall be apportioned under the California theory of comparative negligence as established presently, or as may hereafter be modified. Each party to the grading permit obtained by *[Permittee/Developer Name]* involved in the proposed work will be responsible for all costs, including attorneys’ fees, arising from any claim to which such permit applies.”



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# GRADING PERMIT INSTRUCTIONS

## CONDITION 2 – Certificate of Insurance

The Permittees shall take out and maintain during the life of this Grading Permit the following policies of insurance:

(A) Worker's Compensation and Employers' Liability Insurance in the statutory coverage.

In signing this agreement, the Permittee makes the following certification:

"I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers Compensation or to undertake self-insurance in accordance with the provisions of the code, and I will comply with such provisions before commencing the performance of the work authorized by this Agreement."

(B) Commercial General Liability Insurance:

In an amount not less than FIVE HUNDRED THOUSAND DOLLARS (\$500,000) for injuries including, but not limited to, death to any one person and subject to the same limit for each person, in an amount not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.

(C) Automobile Liability (Code 1 Insurance):

In an amount not less than FIVE HUNDRED THOUSAND DOLLARS (\$500,000) combined single limit per accident for bodily injury and property damage.

(D) Contractual Liability Insurance:

Permittees shall take out and maintain during the life of this Grading Permit an insurance policy in the amount of at least ONE MILLION DOLLARS (\$1,000,000), insuring City, its elective and appointive boards, commissions, officers, agents and employees, and Permittees against damages sustained by reason of any action or actions at law or in equity, and/or any claims or demands by reasons of any breach or alleged breach of any contract or provisions therefore, or by reason of any contractual liability, or alleged contractual liability arising out of any contract entered into by Permittee and/or any of its agents or employees in order to perform the work defined herein

It is agreed that the insurance required by Subsections B, C, and D shall be in an aggregate amount of not less than ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) and shall be extended to include as insureds: the City of South San Francisco, its elective and appointed officers, boards, Commissions, agents, employees and volunteers, with respect to operations performed by the Permittees as described herein. The coverage shall contain no special limitations on the scope of protection afforded to the City. Evidence of the insurance described above shall be provided to the City upon execution of this Grading Permit and shall be subjected to approval by the City Attorney as to form, amount and carrier. The policy of insurance shall also contain a provision indicating that such insurance shall not be reduced or cancelled except upon thirty (30) days written notice to the City. In addition, the following endorsement shall be made on the policy of insurance:

"Notwithstanding any other provisions in this policy, the insurance afforded hereunder to the City of South San Francisco shall be primary as to any other insurance or reinsurance covering or available to the City of South San Francisco, and such other insurance or reinsurance shall not be required to contribute to any liability or loss, until and unless, the approximate limit of liability afforded hereunder is exhausted."



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  <b>NAME AND ADDRESS OF INSURANCE AGENT</b>	CONTACT NAME:		
	PHONE (A/C No. Ext):	FAX (A/C, No):	
INSURED  <b>NAME AND ADDRESS OF DEVELOPER OR LICENSED CONTRACTOR</b>	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$ <b>1,000,000</b>
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ <b>500,000</b>
<input checked="" type="checkbox"/>	POLICY	<input type="checkbox"/>	<input type="checkbox"/>				GENERAL AGGREGATE \$ <b>1,000,000</b>
	PRO-JECT	<input type="checkbox"/>	<input type="checkbox"/>				PRODUCTS - COMP/OP AGG \$ <b>1,000,000</b>
	LOC	<input type="checkbox"/>	<input type="checkbox"/>				\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$ <b>500,000</b>
<input checked="" type="checkbox"/>	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				\$
	NON-OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	OCCUR						AGGREGATE \$
	<b>EXCESS LIAB</b>						\$
	CLAIMS-MADE						\$
	DED						\$
	RETENTION \$						\$
<input checked="" type="checkbox"/>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input checked="" type="checkbox"/> WC STATUTORY LIMITS \$ <b>1,000,000</b>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	<input type="checkbox"/>				E.L. EACH ACCIDENT \$ <b>1,000,000</b>
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>				E.L. DISEASE - EA EMPLOYEE \$
		<input type="checkbox"/>	<input type="checkbox"/>				E.L. DISEASE - POLICY LIMIT \$

\*COI must show that contractual liability is assumed or covered under CGL or as separate coverage\*

\*If umbrella coverage is used to meet the CGL or auto liability requirements, this COI must show that the umbrella insurance will sufficiently cover Condition 2 requirements without restriction.\*

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**\*This COI shall state or show the following:**

- The City of South San Francisco, its elective and appointed officers, boards, Commissions, agents, employees and volunteers, with respect to operations performed by the Geotechnical Consultant, as additional insured.
- Include this provision "Notwithstanding any other provisions in this policy, the insurance afforded hereunder to the City of South San Francisco shall be primary as to any other insurance or reinsurance covering or available to the City of South San Francisco, and such other insurance or reinsurance shall not be required to contribute to any liability or loss, until and unless, the approximate limit of liability afforded hereunder is exhausted."
- There must be a provision indicating that insurance shall not be reduced or canceled except upon thirty (30) days written notice to the City.

**CERTIFICATE HOLDER****CANCELLATION**

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SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.


AUTHORIZED REPRESENTATIVE

\*Submit original signed copy and digital scan copy\*



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# GRADING PERMIT PLAN CHECKLIST

General Information	
Project Name / Site Address	Grading Permit Number
Grading and Drainage Plans	
Grading and drainage plans are required for the Grading Permit and the Stormwater Control clearance. The Building Permit set will already cover the majority of these requirements. Separate grading plans are only required for projects that propose early grading work prior to Building Permit issuance. The following are checked by Engineering and the Water Quality staff.	
Format and General Requirements for Separate Grading and Drainage Plans	
Yes No N/A	Requirement Description
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sufficient clarity to indicate nature and extent of grading (topo and text are legible).
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Plans use the standard Engineering border. (Optional)</b>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Plans include the standard Engineering Grading Notes. (Optional)</b>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Plans are on size 24" x 36" sheets.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Plans are drawn to an appropriate engineer's scale (min 1" = 10' / max 1" = 40').
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Project name shown on plan border.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Submittal date shown on plan border.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sheet numbers are provided on every sheet ("Sheet X of Y").
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Public Works Engineering review signature block on border.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	 <p style="text-align: center;"><b>ENGINEERING DIVISION</b>  <b>APPROVED FOR CONSTRUCTION</b></p> <p>PLAN CHECK APPROVAL DOES NOT RELEASE PERMITTEE FROM RESPONSIBILITY TO CONSTRUCT ACCORDING TO BUILDING &amp; CITY CODES AND STANDARDS.</p> <p>By: _____ Date: _____</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Scale provided for all plan views and/or on every sheet.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	North arrows provided for all plan views and/or on every sheet.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Applicant/Owner name and address shown on the cover/title sheet.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Civil Engineer name and address shown the cover/title sheet. Any project grading in excess of 5,000 cubic yards must be design and stamped by a Registered Civil Engineer in the state of California and shall include the Civil Engineer's stamp and expiration.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Geotechnical Engineer name, address, seal, and expiration shown the cover/title sheet. Grading and Drainage plans shall be reviewed and approved by the project geotechnical engineer for conformance to the project geotechnical report.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Vicinity Map and project location shown on cover/title sheet.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sheet index provided on cover/title sheet.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Legend provided on cover/title sheet.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Abbreviations provided on cover/title sheet.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	All street names are shown on plans.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Earthwork quantities of cut, fill, import and export in cubic yards are shown on the plans.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Property lines and City right-of-way lines are shown.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Existing site conditions plan provided.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Locations of existing remaining and new proposed buildings shown on plan.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Spot elevations shown on-site and off-site.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Finished floor and pad elevations for new buildings shown.

## Grading and Drainage Plans

### Technical Requirements

Yes	No	N/A	Requirement Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed ground contours shown. Show all existing contours on the Existing Site Conditions plan. Existing contours should extend 15-feet from the property to be graded or that may be affected by the proposed grading. Show only existing contours to remain and the proposed contours on the Proposed Grading Plan sheets.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No abrupt grade changes at the property or boundary line without proper shoring.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typical cross-sections shown at critical points along the property boundary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed slopes not greater than 2:1.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slope setbacks meet code requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slope tops and toes shown on plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grades of paved areas: minimum 1% for concrete, minimum 1.5% for asphalt or pavers. Cross-slope for all ADA routes and ADA parking bays designed to be between 1% and 1.7%.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grades adjacent to foundations: within 10-feet of a structure foundation, grades are a minimum 5% sloped away from the foundation unless providing an alternative water diversion method or providing an ADA route. Grades adjacent to foundations should slope away from the foundation. (CBC2016.1804).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flow line elevations or top of curb elevations shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All surface and subsurface storm drain facilities and structures shown with rim and inverts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All storm drain pipes shown with size, slope, and material called out or noted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overland release path and release point elevations shown. Overland release path must be shown for an event simulating a total failure of the underground storm drainage system.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overland release paths directed into an adjacent parcel and not City right-of-way must obtain a proper storm drain easement and call it out on the plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cut and Fill Plan showing depths of cut and heights of fill on a min 10' and max 30' grid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction and special details are provided. Hardscape, pavement sections, trenching, storm drain facilities, and pollution control facilities should have construction details provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A stormwater control plan is provided if the project is a C3-C6 Regulated Project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An erosion and sediment control plan is provided. Engineering staff may deem this as not required based on the proposed work. An erosion and sediment control plan is required for any request for winter grading between October 15 and April 15 of each year.

### Erosion Control Requirements (reviewed by Engineering)

Yes	No	N/A	Requirement Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner/Developer information is provided (address, phone number, and point of contact).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Civil Engineer information is provided (address, phone number, and engineer in charge).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor information is provided (address, phone number, and superintendent).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WDID# provided on Erosion and sediment control plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erosion and sediment control standard notes are provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erosion and sediment control details are provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust control measures are noted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inlet protections are proposed for all public catch basins or drain inlets that the proposed grading site is tributary to.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction entrance/exit locations are shown and detail is provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes include requirements for the Contractor to follow the provisions of the SWPPP including the requirements of providing a Qualified SWPPP Practitioner (QSP) assigned with responsibility for non-stormwater and stormwater visual observations sampling, and analysis and responsibility to ensure compliance with the State's General Permit, Implementation of all elements of the SWPPP, and Construction Site Monitoring Program (CSMP), including the preparation of the Annual Report to the Water Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes include requirements for street sweeping.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes include requirements for dewatering permits from the Water Quality Control Plant if any discharge of stormwater or groundwater is to be pumped into the sanitary sewer.



## Grading and Drainage Plans

### Stormwater Treatment (C.3) Requirements (reviewed by WQC)

Yes	No	N/A	Requirement Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Control Plan shows all Treatment Control Measures (TCMs).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Control Plan shows all Drainage Management Areas (DMAs). DMAs do not share TCMs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Control Plan includes a TCM summary table listing each DMA, their TCM, the total tributary impervious area, the total tributary area, and the TCM sizing provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction details for all proposed TCM types provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operation and maintenance information for all proposed TCM types is provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site specific source control measures, site design measures, and responsible party listed on the Stormwater Control Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage arrows showing how runoff will be directed to and enter the TCMs are provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All curb-openings used to discharge runoff from pavement into landscape or bioretention areas are shown on the plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Curb-openings are spaced a min 10-feet apart.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Curb-openings not placed directly in-line with an overflow structure.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All downspouts are shown to indicate where and how roof drainage will be directed to TCMs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy dissipation is shown or called out to avoid erosion where runoff is discharged into landscape area, bioretention area, or flow-through planters.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A minimum 2-inch drop from the flowline elevation to finished grade elevation is provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A minimum 2-inch freeboard is provided for any proposed ponding areas or TCMs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rim and invert elevations for the TCM overflow structures and cleanouts are shown on the grading plans or the stormwater control plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perforated pipe is provided for bioretention and flow-through planters as an underdrain system
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perforated pipe is provided for pervious pavements as either an underdrain system or a subsurface discharge system. Pervious pavements should be designed as a large area thin infiltration system LATIS if infiltration tests to show an infiltration rate of 0.1 inch/hour or better.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perforated pipe size, slope, and materials are shown on the grading plans or stormwater control plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bubbler boxes or emitters have a rim elevation higher than the corresponding TCM overflow structure rim elevation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A minimum 2-inch freeboard is provided for any proposed ponding areas or TCMs.