**GRADING & DRAINAGE PLAN APPLICATION CHECKLIST**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please Note: This checklist summarizes major and typical topics of review. Not all items may apply. Site specific issues can and will produce additional comments. | | | | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
| Project ID / Address: | | | | |  | | | | | | |
| Reviewer / Date: | | | | |  | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  | **Submitted?** | |  |  | | **ITEM OR DESCRIPTION** | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
| ***GRADING & DRAINAGE PLAN SUBMITTAL DOCUMENTS*** | | | | | | | | | | | |
|  |  | |  |  | | Grading & Drainage Plans including topographic & boundary survey, stormwater treatment management plan, erosion and sediment control plan. Note: additional plans and documents may be required upon project type and information submitted by applicant. | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | C.3 Impervious Surface Data Form, Stormwater Treatment Management Plan Report, hydraulic calculations for stormwater treatment facilities and for 10-year storm event for onsite storm conveyance, third party review letter for stormwater treatment design, geotechnical report for grading, drainage, stormwater treatment recommendations, Notice of Intent filed & WDID# for stormwater pollution prevention plan (SWPPP) for sites disturbing one acre or more, and structural calculations for retaining wall. | | | | | | | | | |
|  |  | |  |  | | Grading permit application, if applicable | | | | | | | | | |
|  |  | |  |  | | Engineer's estimate Included (including grading, stormwater facilities, retaining wall, if applicable). | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Initial plan check review fees, if applicable *(per latest City Council approved Fee Schedule)* | | | | | | | | | |
| ***GRADING & DRAINAGE PLANS*** | | | | | | | | | | | | | | | |
| *Procedural Requirements* | | | | | | | |  |  | |  | | | |
|  | |  | | |  | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Planning Permit & Environmental approval. | | | | | | | | | |
|  |  | |  |  | | Grading & Drainage Plans must conform to approved Planning Permit Entitlements. | | | | | | | | | |
|  |  | |  |  | | Tree removal permit issued | | | | | | | | | |
|  |  | |  |  | | Envronmental mitigations addressed. | | | | | | | | | |
|  |  | |  |  | | Elevation Certificate completed, if applicable. | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
| *Formatting Requirements* | | | | | | |  | | |  | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Plans shall be drawn clearly (linework, screening, and all text is legible) | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Plans on 24" x 36" sheets | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Plans drawn to appropriate Engineer's Scale (Min. 10ft/inch - Max. 40ft/inch) | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Plans include standard coversheet and border. | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Scale, street name(s), sheet numbers, and north arrow shown on every sheet *(as appropriate)* | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Plan set shall include a project address, vicinity map, approval signature block(s), standard legend, standard notes, table of content. | | | | | | | | | |
| *Technical Requirements to Provide on Plan Sets* | | | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Quantities of cut, fill, import, and export in cubic yards shown on plan. | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Plan shows existing contours and/or spot elevations. | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Property lines and project limits shown. | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Existing spot elevations for onsite and off-site shown, sufficient to allow assessment of potential stormwater impacts/runoff on adjacent properties. | | | | | | | | | |
|  |  | |  |  | | All the necessary tree information (such as size, species, remove or retain). If retain, tree protection detail. | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Proposed spot elevations, drainage arrows, flow lines, and/or slope percentages shown for onsite. | | | | | | | | | |
|  |  | |  |  | | Top of curb (TC), finished grade elevations, high points, low points, rim and invert elevations shown. | | | | | | | | | |
|  |  | |  |  | | If retaining wall proposed, top of wall (TW) and toe of slope (TOS), foundation & material specifications shown. | | | | | | | | | |
|  |  | |  |  | | Location of proposed buildings and structures, fences, trees, etc. | | | | | | | | | |
|  |  | |  |  | | Finished floor and pad elevation for proposed buildings and structures shown and the finished floor elevation is 1 foot above the release high point. | | | | | | | | | |
|  |  | |  |  | | Overland release path and its elevation shown. Use standard large arrow (small thin arrows are for typical drainage flow in a non-failure situation). Must illustrate where stormwater flows in the event of a total failure of the entire underground drainage system. | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Cross-sections at critical points along boundary shown. | | | | | | | | | |
|  |  | |  |  | | Ponding less than 1 foot in depth provided. | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | All surface and subsurface drainage devices shown. | | | | | | | | | |
|  |  | |  |  | | No concentrated flow is permitted across the right-of-way and no drainage is permitted to flow to neighboring properties. Direct on-site drainage through landscaped swales to allow drainage towards the public street | | | | | | | | | |
|  |  | |  |  | | Show all existing and proposed downspouts from the roof. Install splash blocks at all downspouts to ensure roof water is directed away from the foundation. Any existing downspouts that connect directly to the storm drain system shall be disconnected and directed towards landscaped areas. | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Proposed slopes not greater than 2:1 and slope setbacks meet code requirement. | | | | | | | | | |
|  |  | |  |  | | Grades within 10 feet of building and structure conform to California Building Code (5% slope for unpaved areas and 2% slope for paved areas). | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Benchmarks shall be described on coversheet and shall state what vertical datum was used (NGVD 29, NAVD 88, Assumed). Provide benchmark number when using an established benchmark (City Benchmark, SCVWD Benchmark, USGS Benchmark, etc.) | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | The Stormwater Treatment Plan clearly indicates the following: all Treament Control Measures (TCM's), distinct drainage boundaries for each TCM (drainage boundaries can't share TCM's), details for each type of TCM, installation and long term maintenance notes for each type of TCM and TCM summary Table. | | | | | | | | | |
|  |  | |  |  | | Best Management Practices (BMP) plans include City’s standard BMP plan, additional plans to reflect erosions control measures and notes. | | | | | | | | | |
| *Once Plan is Ready for Approval* | | | | | | | | | | | |
|  |  | |  |  | |  | | | | | | | | | |
|  |  | |  |  | | Title Block – signed & stamped by a Registered Engineer in the engineering firm | | | | | | | | | |