



CITY OF DANA POINT

PUBLIC WORKS – ENGINEERING SERVICES

33282 Golden Lantern, Suite 209

Dana Point, Ca 92629

949.248.3574

(www.danapoint.org)

IMPROVEMENT PLAN REVIEW Submittal Guide & Checklist

The following actions are required upon or prior to the 1st submittal for all Improvement Plan Review Applications. Public Works Staff will work with applicants to assist as needed in preparing documents for a complete submittal. **No Partial Submittals will be accepted.**

No. Of
COPIES

Release from Planning Department prior to 1st submittal

Approval is indicated by completion of Planning review section on the Grading application.

1 EA

Completed and Signed Grading Application

See attached application ATTACHMENT 010. Fill in "NA" for all sections not applicable.

1 EA

Transmittal Letter listing out all contents of submittal package

At each re-submittal include Permit Record number on all Transmitted items to the city. For 1st submittal it can be handwritten when the number is issued.

- Include a copy of the engineering plan check letter with each submittal, stating each correction or comment item stated in the letter.

3 EA

Improvement Plans in 22x34" or 24x36" format

Improvement Plans shall contain all items required on the **Improvement Plan Checklist (ATTACHMENT 020)** and the following:

- | | | |
|--|--|---|
| <input type="checkbox"/> Civil Engineer Wet Stamp and Contact Info | <input type="checkbox"/> Declaration of Responsible Charge – See attached Sample | <input type="checkbox"/> Black Ink Only |
| <input type="checkbox"/> Soils Engineer Wet Stamp and Contact Info | | <input type="checkbox"/> Owner signature and contact info |

All Plans shall be on City Standard Border. See Sample Title Sheet Attachment 030.

3 EA

Geotechnical Report (wet signed by registered engineer)

1 EA

Urban Runoff Threat Assessment Form / Construction BMP Report

- Complete and Sign Urban Runoff Threat Prioritization Form (ATTACHMENT 40)** acknowledging you are aware of the BMP assessment level for your project.
- Complete and Sign the BMP Report Template (ATTACHMENT 42).** In addition standard items already checked, check off all additional BMP items that specifically apply to your project. Prior to permit issue the City will provide fact sheets for each item marked and return to you in the form of a **BMP Report**.
- Download and Print all the BMP Factsheets applicable to your project at <http://www.cabmphandbooks.com/Construction.asp>**, then add the fact sheets to the **BMP Report Template** and hand in complete report for City Engineer Approval (at 1st Submittal).

2 EA Water Quality Management Plan (WQMP) Circle one (APPLICABLE) (NOT APPLICABLE)

- Complete the attached WQMP Checklist ATTACHMENT 045** and be prepared to provide a Water Quality Management Plan, if required. Include complete report with 1st submittal if applicable.

1 EA Construction and Demolition (C&D) Ordinance Circle one (APPLICABLE) (NOT APPLICABLE)

See Attached C&D Application Package ATTACHMENT 050

The City of Dana Point has established a C&D waste recycling program to comply with both City Ordinances and the Mandates of the California Integrated Waste Management Board (CIBWD). Work with your Permit Technician to establish requirement for your project.

1 EA Conditions of Approval Circle one (APPLICABLE) (NOT APPLICABLE)

If Conditions of Approval resulted from Discretionary review by planning, provide copies at time of submittal.

2 EA Engineers Cost Estimate with required format

Signed, Wet Stamped estimate required at every submittal. Estimate must contain all sections shown on the **Estimate Sample ATTACHMENT 060**, and be complete.

For reference see the [Required Current Unit Pricing](#) online.

AS REQUESTED Additional Items that may be requested

The following items may be requested based on your particular project circumstances. If you believe one or more of these may be applicable, it may be most efficient to contact Public Works Engineering prior to your 1st Submittal to discuss those issues.

- | | |
|---|---|
| <input type="checkbox"/> Hydrology and hydraulic calculations | <input type="checkbox"/> Street Improvement Plans |
| <input type="checkbox"/> Landscape & Irrigation Plans | <input type="checkbox"/> WDID / NOI required for the projects Subject to State General Construction Permit. |
| <input type="checkbox"/> Final Map | <input type="checkbox"/> Approved EIR or Negative Declaration |
| <input type="checkbox"/> Special Erosion Control Plans | <input type="checkbox"/> Subdivision Improvement Agreement |
| <input type="checkbox"/> Reference Plans (one set) | |

FEES & Deposits

For projects involving **500 cubic yards or less** the plan check is done on **Time & Material basis**. The amount of deposit may vary based on project circumstances.

For projects **500 cubic yards or greater** the plan check is done by **Flat Fee**, based on the total amount of grading estimated. This amount may change based on plan check review comments and/or corrections to the estimated earthwork quantities.

This is always a \$98 administrative fee for each new grading submittal, which will be added on to the plan check deposit, and due upon 1st submittal.

Permit Approval and Issuance Process

Plan Checks and Re-submittals

- Engineering requires 10 business days (maximum) to check your application documents, however in most cases the time required to review Grading Applications can be expedited. The applicant will be notified if corrections are required to documents submitted or if permit is ready for issue.

Submittal of Final Plan Sets (Bond Only unless directed by City Engineer)

- By the final plan check review of your plans the Engineer will have identified all signatures applicant is responsible for obtaining prior to permit issue.
- After signatures are obtained by applicant, the plans can be submitted for permit issue and remaining City Signatures required.

Permit Approval

- Engineering and Planning approval is required in order to issue this permit. **Public Works will coordinate all City approvals required.**

Payment of Permit Fees, DEPOSITS, and PERMIT ISSUE

- A **Surety Bond** is required for all Improvement projects. The Bond amount will be based on a % of the total estimated of work, and can be paid either via **cash or certificate of deposit**. Your permit technician will guide you through this process and inform you of the specific amounts **due prior to permit issue**.
- Bond amounts will vary based on the total cost of the Improvements and whether or not a map has been recorded at time of permit issue.
- Payment of all remaining **Plan Check Fees and Inspection Deposits** are also **due prior to permit issue**. No Exception. Upon payment of fees and prior approval of permit by Engineering

Project Closeout Considerations

- Close out of an improvement permit, (or encroachments related to an improvement permit, will occur when the inspector has signed the issued permit(s) as FINALED.



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**Required By APPLICANT
PRIOR TO 1st Submittal**

**Planning
Department**
Submittal Authorization

Planner of the Day
Conditions No Yes

Resolution Number

ENG _ _ - _ _ _ _
Permit Record Number

DP _ _ - _ _ _ _
Parent Record Number

Submittal Date

IMPROVEMENT PLAN REVIEW APPLICATION

Job Address: _____ APN: _ _ _ - _ _ - _ _

Applicant / Owner Name:

Address:	City:	State:	Zip:
Email:		Phone:	

Contractor:

Type:

Address:	City:	State:	Zip:
License Class / Number:		Phone:	

Civil Engineer:

Type:

Address:	City:	State:	Zip:
License Class / Number:		Phone:	

Soils Engineer:

Type:

Address:	City:	State:	Zip:
License Class / Number:		Phone:	

DESCRIPTION OF WORK

- Is this permit application a result of a **Stop Work Order**? If yes, please provide. Yes No
- Are there any retaining walls related to this project? If yes, then apply to Bldg for Wall Permit. Yes No
- Is application related to an ongoing or recent Grading Project? **PERMIT #ENG** _ _ - _ _ _ _ Yes No
- Are there conditions of approval assigned for this project? **RESOLUTION #** _____ Yes No

I hereby acknowledge that I have read the application and state that the information I have provided is correct and agree to comply with all City Ordinances, State Regulations, and the provisions and conditions of any permit issued pursuant to this application.

Print Name: _____ Owner Contractor _____
Signature: _____ Date Signed: _____
Company Name

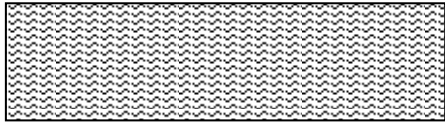
**PROJECT TITLE
PROJECT ADDRESS**

<u>SHEET INDEX</u>	
GENERAL NOTES AND QUANTITIES	1
PRECISE GRADING PLAN	2
RETAINING WALL DETAILS	3
TOPOGRAPHIC SURVEY	4
CONDITIONS OF APPROVAL	5

STANDARD GRADING NOTES

**STANDARD GRADING NOTES
(continued)**

**CONSTRUCTION NOTES & EARTHWORK
QUANTITY ESTIMATES**



SAMPLE
TITLE
SHEET

VICINITY MAP

Declaration of Responsible Charge for the Engineer of Work:
I hereby declare that I am the Engineer Of Work for this project, that I have exercised responsible charge over the design of this project as defined in Section 6703 of the Business and Professions Code, and that the design is consistent with current standards. I understand that the check of project drawings and specifications by the City of Dana Point does not relieve me, as the Engineer Of Work, of my responsibilities for project design.

Insert the name, address and phone number of Engineer Of Work.
By: _____ R.C.E.# _____ Exp. _____
(Name) Date

Notice to Contractor:
The existence and location of any underground utilities or structures shown on these plans are obtained by a search of available records. To the best of our knowledge, there are no existing utilities except those shown on these plans. The contractor is required to take all precautionary measures to protect the utilities shown, and any other lines or structures not shown on these plans, and is responsible for the protection of, and any damage to, these lines or structures.

Declaration of Responsible Charge for the Soils Engineer:
I hereby declare that I am the Soils Engineer and Geologist for this project that I have reviewed the grading plans and find them in conformance with the preliminary soils report entitled: _____
(Insert title and date of report)
I understand that the check of the soils report, plans and specifications by the City of Dana Point is confined to a review only and does not relieve me of my responsibility for project soils and geotechnical design.

Insert the name, address and phone number of Soils Engineer and Geologist
By: _____ G.E.# _____ Exp. _____
Date
By: _____ C.E.G.# _____ Exp. _____
Date

Owner's Statement:
I have verified the subject property's grant deed and title report and have found no existing easement in conflict with the proposed construction. I acknowledge that I am responsible and accountable for conflicts with existing easements and the proposed construction.
By: _____
Signature

**DECLARATION OF
RESPONSIBLE CHARGE,
NOTICE TO CONTRACTOR
& OWNER'S STATEMENT**

OWNER
Name, address & phone number

BENCHMARK
Description

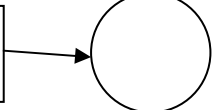
LEGAL DESCRIPTION
Description from Title Report

ARCHITECT
Name, address & phone number

BASIS OF BEARINGS
Description

JOB ADDRESS
Description

SOILS ENGINEER & GEOLOGIST
Name, address & phone number

Wet-signed engineer's stamp 



City of Dana Point – Public works & Engineering Services Urban Runoff Threat Assessment Form

Applicant:	Application Number:
Project Address:	APN:

Applicant: Please complete this form to determine the priority of your project to obtain designated construction BMPs.

SECTION 1: Preliminary Identification of LOW Priority Sites

<p>1. Does the construction site disturb <u>less than 1 acre</u> of soil?</p> <p>If YES, proceed to question 2. If NO, proceed to Section 2.</p> <p>2. Is the site within 200 ft. or does it discharge directly to an Environmentally Sensitive Area (ESA)? ESAs include the Pacific Ocean shoreline, including Dana Point Harbor, San Juan Creek, Salt Creek, or the NCCP Coastal Chaparral area in NW corner of City (see map & example below). You may need to ask for assistance using City GIS system.</p> <p>If YES, proceed to Section 2. If NO, your site is automatically LOW priority. Please skip Sections 2 and 3, and check the low priority box on the third page of this form.</p>	<p>1. Yes <input type="checkbox"/></p> <p style="padding-left: 20px;">No <input type="checkbox"/></p> <p>2. Yes <input type="checkbox"/></p> <p style="padding-left: 20px;">No <input type="checkbox"/></p>
--	---

Red-hatched areas denote ESAs.

ESA Example.

This site (cross-hatched area) is located within the ESA 200 foot buffer (shaded area), therefore the answer is YES to questions #2 & #4.

ESA Boundary

	Parcel Within ESA Buffer
	Parcel Outside of ESA Buffer
	ESA Buffer

1 inch equals 100 feet

SECTION 2: Identification of Automatically HIGH Priority Sites

<p>3. Is the construction site larger than 50 acres?</p> <p>4. Is the site 5 acres or more AND: 1) Tributary to a 303(d) listed water body impaired for sediment* OR 2) is within 200 ft. or discharges directly to a receiving water within an Environmentally Sensitive Area (ESA) (see map and areas above)?</p> <p>If NO to BOTH questions then the applicant should proceed to Section 3 to evaluate prioritization.</p> <p>If YES to EITHER question 3 or 4, then the applicant should skip Section 3 and automatically check the high priority box on the third page of this form.</p> <p><small>*NOT APPLICABLE AT THIS TIME. Currently, there are no 303(d) listed water bodies impaired for sediment within the City. However, should a water body impaired for sediment within the City be added to the 303(d) list, the City shall inform the applicant and provide any corresponding information.</small></p>	<p>3. Yes <input type="checkbox"/></p> <p style="padding-left: 20px;">No <input type="checkbox"/></p> <p>4. Yes <input type="checkbox"/></p> <p style="padding-left: 20px;">No <input type="checkbox"/></p>
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SECTION 3: Project Prioritization

Prioritization is evaluated by completing items A through D. A point value (1, 2, 3, 4, or 5) is assigned in each step, which is then totaled for a ranking score. Please circle the appropriate point value to the right of each item.

ITEM A: Project Size

Construction sites less than 50 acres are ranked based upon the size of the area being developed. Please select the appropriate point value to the right.

- 1 = 0-10 acres
- 2 = 11-25 acres
- 3 = 26-40 acres
- 4 = 41-49 acres
- 5 = > 50 acres

ITEM B: Vicinity of the Project to Environmentally Sensitive Area (ESA)

Proximity of the construction site to an ESA.
For assistance, refer to the example on page 2 and the ESA Map Book available at the counter.

- 1 = > 5,000 feet
- 2 = 1,001 – 5,000 ft.
- 3 = 501 – 1,000 ft.
- 4 = 201 – 500 ft.
- 5 = < 200 ft.

ITEM C: Maximum Slopes

Please indicate the maximum finished slopes within the site.

- 1 = Slopes 20:1 or flatter
- 2 = 20:1 < Slope < 5:1
- 3 = 5:1 < Slope < 3:1
- 4 = 3:1 < Slope < 2:1
- 5 = Slopes 2:1 or steeper

ITEM D: Potential to Produce Significant Non-Storm Water Discharges

Please rank the project’s potential to produce non-storm water discharges.

- 0 = Zero or low potential of non-storm water discharges
- 3 = Potential non-storm water discharges from dust control, port-a-potty
- 5 = Potential non-storm water discharges from dewatering activities or landscaping irrigation.

TOTALS

By totaling the scores determined above (items A-D) the potential threat to water quality can be determined.

Ranking = A + B + C + D

Ranking total = _____

PRIORITY DETERMINATION

If the ranking total is **greater than or equal to 16**, then the project is **high** priority.
If the ranking total is **less than 16**, then the project is **medium** priority.

Please check the appropriate box to the right.

- High
- Medium
- Low
(From Section I only)

By signing this form, I acknowledge that I have read and understand the statements above, and take complete responsibility for any pollutants that may be generated and discharged to the City Storm Drain System from the construction site described on this form.

I will prepare & implement the BMP Report (using the BMP Report Template) for my project’s specific priority, as determined above.

Applicant/Owner Name (please print)

Applicant/Owner Name Signature

Date



City of Dana Point Construction Best Management Practices (BMP) Report Template

To be completed by applicant and reviewed and approved by City Engineer.

A Construction BMP Report is required for all encroachment, grading (rough and precise) and improvement plans.

This Construction BMP Report indicates the minimum BMPs required for this project. It should be noted that additional BMPs, other than described in this document, may be required as necessary.

The project applicant is required to:

- Implement an *effective combination of erosion and sedimentation control BMPs* to retain on site all sediments from disturbed areas to the maximum extent practicable.
- *Contain all stockpiles* of materials by implementing effective BMPs, to prevent sediment and material transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking or wind.
- Implement *effective material and waste management BMPs* to prevent transport of construction-related materials, wastes, spills, and residues from the site to streets, drainage facilities or adjoining property by runoff, vehicle tracking or wind.

The implementation of the minimum BMPs does not relieve the applicant from complying with any other requirements of the City Code.

INSTRUCTIONS:

1. Complete this page with appropriate information.
2. Review List of Construction BMPs in Table on Pages 2 & 3. Check ALL additional BMPs applicable to your project based on activities to be conducted & your erosion and sedimentation control plans, if applicable.
3. Print a copy of all Checked BMP Fact Sheets from <http://www.cabmphandbooks.com/Construction.asp> and attach to this Report Template and submit to the City as part of your application package.

PROJECT NAME: _____

PROJECT ADDRESS: _____

PROJECT APPLICANT: _____

24-HOUR PHONE: _____ **PERMIT #:** _____

I have prepared this BMP Report and am familiar with the BMP requirements for this project. I understand that I am responsible for implementing effective BMPs to retain sediment and other construction-related materials, wastes, spills and residues on site. I also understand that construction-related prohibited discharges, and ineffective and/or improperly installed and/or improperly maintained and/or improperly implemented BMPs may result in enforcement actions including notices or noncompliances, stop work orders and fines.

APPLICANT/OWNER SIGNATURE

DATE

PRIORITY: **HIGH** **MEDIUM** **LOW**

Priority is based upon the Urban Runoff Threat Assessment Form Determination.

Approved by City Engineer : _____ **Date:** _____

The BMPs referenced in this section are presented in the California Stormwater Quality Association (CASQA) *Stormwater Construction Best Management Practice Handbook*, latest edition, available at <http://www.cabmphandbooks.com/Construction.asp>.

Minimum Construction Site BMP Requirements Based on Priority, Proposed Activity & Erosion & Sedimentation Control Plans

ID	BMP Name	Minimum BMPs Required
EROSION CONTROL BMPs		
EC-1	Scheduling	✓
EC-2	Preservation of Existing Vegetation	✓
EC-3	Hydraulic Mulch	<input type="checkbox"/>
EC-4	Hydroseeding	<input type="checkbox"/>
EC-5	Soil Binders	<input type="checkbox"/>
EC-6	Straw Mulch	<input type="checkbox"/>
EC-8	Wood Mulching	<input type="checkbox"/>
EC-7	Geotextiles & Mats	<input type="checkbox"/>
EC-9	Earth Dikes/Drainage Swales and Ditches	<input type="checkbox"/>
EC-10	Outlet Protection/Velocity Dissipation Devices	<input type="checkbox"/>
EC-11	Slope Drains	<input type="checkbox"/>
EC-12	Streambank Stabilization	<input type="checkbox"/>
EC-13	Polyacrylamide	<input type="checkbox"/>
TEMPORARY SEDIMENT CONTROL BMPs		
SE-1	Silt Fence*	✓
SE -2	Sediment Basin	<input type="checkbox"/>
SE -3	Sediment Trap	<input type="checkbox"/>
SE-4	Check Dam	<input type="checkbox"/>
SE-5	Fiber Rolls*	✓
SE-6	Gravel Bag Berm	<input type="checkbox"/>
SE-7	Street Sweeping and Vacuuming	✓
SE-8	Sandbag Barrier*	✓
SE-9	Straw Bale Barrier	<input type="checkbox"/>
SE-10	Storm Drain Inlet Protection	✓
SE-11	Chemical Treatment	<input type="checkbox"/>

(*) One or more of above measures shall be implemented for effective site perimeter protection.

WIND EROSION		
WE-1	Wind Erosion Control	✓
TRACKING CONTROL BMPs		
TR-1	Stabilized Construction Entrance/Exit	<input type="checkbox"/>
TR-2	Stabilized Construction Roadway	<input type="checkbox"/>
TR-3	Entrance/Outlet Tire Wash	<input type="checkbox"/>

ID	BMP Name	Minimum BMPs Required
NON-STORM WATER MANAGEMENT BMPs		
NS-1	Water Conservation Practices	✓
NS-2	Dewatering Operations	<input type="checkbox"/>
NS-3	Paving and Grinding Operations	<input type="checkbox"/>
NS-4	Temporary Stream Crossing	<input type="checkbox"/>
NS-5	Clear Water Diversion	<input type="checkbox"/>
NS-6	Illicit Connection/Illegal Discharge	✓
NS-7	Potable Water/Irrigation	<input type="checkbox"/>
NS-8	Vehicle and Equipment Cleaning	<input type="checkbox"/>
NS-9	Vehicle and Equipment Fueling	<input type="checkbox"/>
NS-10	Vehicle and Equipment Maintenance	<input type="checkbox"/>
NS-11	Pile Driving Operations	<input type="checkbox"/>
NS-12	Concrete Curing	<input type="checkbox"/>
NS-13	Concrete Finishing	<input type="checkbox"/>
NS-14	Material and Equipment Use Over Water	<input type="checkbox"/>
NS-15	Structure Demolition/Removal Over or Adjacent to Water	<input type="checkbox"/>
NS-16	Temporary Batch Plants	<input type="checkbox"/>
WASTE MANAGEMENT AND MATERIALS POLLUTION CONTROL BMPs		
WM-1	Material Delivery and Storage	✓
WM-2	Material Use	✓
WM-3	Stockpile Management	✓
WM-4	Spill Prevention and Control	✓
WM-5	Solid Waste Management	✓
WM-6	Hazardous Waste Management	<input type="checkbox"/>
WM-7	Contaminated Soil Management	<input type="checkbox"/>
WM-8	Concrete Waste Management	<input type="checkbox"/>
WM-9	Sanitary/Septic Waste Management	<input type="checkbox"/>
WM-10	Liquid Waste Management	<input type="checkbox"/>
SWPPP**	Storm Water Pollution Prevention Plan	<input type="checkbox"/>

**Any project that disturbs one (1) or more acres of soil is required to obtain permit coverage under the State Water Quality Resources Control Board's General Permit for Discharges of Storm Water Associated with Construction Activity ([Construction General Permit, 99-08-DWQ](#)). The applicant must submit a Notice of Intent (NOI), receive a Waste Discharge Identification Number (WDID) and prepare and implement a Storm Water Pollution Prevention Plan (SWPPP).

BMPs, other than "Minimum BMPs Required" as designated above, may be required for effective controls dependent upon, rain, activities and field conditions.



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PUBLIC WORKS, WATER QUALITY
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WQMP CHECKLIST PRIORITY DEVELOPMENT PROJECT (PDP) CRITERIA

A project is a priority project and must comply with WQMP requirements if it meets any one of the criteria noted below. ✓

<p>1. New development projects that create 10,000 square feet or more of impervious surface (collectively over the entire project site), including commercial, industrial, residential, mixed-use, and public projects on private or public land within the City.</p>	
<p>2. All redevelopment projects that create, add or replace at least 5,000 or more square feet of impervious surface on an already developed site, and the existing development or redevelopment project falls under another Priority Project category below.</p> <p>If the redevelopment results in the addition or replacement of less than 50% of the existing impervious area on-site and the existing development was not subject to WQMP requirement, the numeric sizing criteria only applies to the addition or replacement area. If the addition or replacement accounts for 50% or more of the existing impervious area, the WQMP requirements apply to the entire development.</p>	
<p>3. Automotive repair shops. This applies to facilities that are categorized in any one of the following Standard Industrial Classification (SIC) codes 5013, 5014, 5541, 7532-7534, and 7536-7539.</p>	
<p>4. Restaurants where the land area of development is 5,000 square feet or more including parking area. This category is defined as facilities that sell prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (SIC code 5812), where the land area for development is greater than 5,000 square feet.</p> <p>Restaurants where land development is less than 5,000 square feet shall meet all WQMP requirements except for LID BMP, treatment control BMP, and hydromodification/HCOG requirements.</p>	
<p>5. Hillside development greater than 5,000 square feet. Hillside development is defined as any development which is located in an area with known erosive soil conditions or where the natural slope is 25 percent or greater.</p>	
<p>6. All development located within or directly adjacent to or discharging directly to an ESA (where discharges from the development or redevelopment will enter receiving waters within the ESA), which either creates 2,500 square feet of impervious surface on a proposed project site or increases the area of imperviousness of a proposed project site to 10 percent or more of its naturally occurring condition. "Directly adjacent" means situated within 200 feet of the ESA. "Discharging directly to" means outflow from a drainage conveyance system that is composed entirely of flows from the subject development or redevelopment site, and not commingled with flows from adjacent lands.</p>	
<p>7. Parking lots 5,000 square feet or more, or parking lots with 15 parking spaces or more, including associated drive aisle, and potentially exposed to urban stormwater runoff. A parking lot is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce.</p>	
<p>8. Streets, roads, highways, and freeways. This category includes any public or private paved surface that is 5,000 square feet or greater used for the transportation of automobiles, trucks, motorcycles, and other vehicles. (See discussion under (Section 7.II-1.5 relative to public projects).</p>	
<p>9. Retail Gasoline Outlets (RGOs). This category includes RGOs that meet the following criteria: (a) 5,000 square feet or more, or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.</p>	
<p>10. All pollutant generating development or redevelopment projects that result in the disturbance of one acre or more of land.</p>	



CITY OF DANA POINT

Public Works/ Engineering Department

Construction and Demolition Waste Reduction and Recycling Plan

Plan Check No. _____
Permit No. _____
Submittal Date : _____

Please complete the following form for construction and demolition materials produced as a result of a construction / demolition project. Should you have any additional question please call the City of Dana Point at (949) 248-3571

Job Address: _____ APN: _____

Property Owner's / Business Name:			
Address:	City	State:	Zip:
Email:		Phone:	

Contractor:		Type:	
Address:	City:	State:	Zip:
License Class / Number		Phone:	

DESCRIPTION OF WORK			

CONSTRUCTION		DEMOLITION	
Valuation:		Valuation:	
Square Footage:		Square Footage:	
<i>Start Date:</i>		<i>Start Date:</i>	
<i>End Date:</i>		<i>End Date:</i>	

FOR CITY USE ONLY

(Check Request)

		Acct.#	Amount
Check Payable to:	Receipt No.:		
Name: _____	Security Deposit:	31-232	
Address: _____	Amount Withheld:		
	Net Refund:		

Comments		
Requested By:		Date:
Department Approval:		Date:
Financial Management Approval:		Date:

1. Demolition (Fill out the table below using the industry standard conversion factors based on project type.)

Demolition Materials Handling Estimate							
Type	Square Footage	Lbs./ sq. ft	Total Discarded (A)	Reused (B)	Recycled or Salvaged (C)	Disposed in Class III Landfill (D)	Proposed Destination
Demolition		70					
Demolition (incl. foundation)		100					
Grading Permits Only: Export of Soil	(cy)	1.03 ton/cy					
Green Waste	(cy)	ton/cy					

Estimated Diversion Rate: $\frac{(B) + (C)}{(A)} \times 100 = \text{_____} \%$

List materials to be recycled or re-used. (Include estimated quantities)

Construction (Fill out the table below using the industry standard conversion factors based on project type.)

Construction Materials Handling Estimate							
Type	Square Footage	Lbs./ sq. ft	Total Discarded (A)	Reused (B)	Recycled or Salvaged (C)	Disposed in Class III Landfill (D)	Proposed Destination
New Construction		4					
Remodeling		40					

Estimated Diversion Rate: $\frac{(B) + (C)}{(A)} \times 100 = \text{_____} \%$

2. Recycling / Reuse / Disposal Facilities: Please indicate the facilities that you propose to take your materials

Facility Name	Phone Number	Material Type	Estimated Total

3. Verification:

To the best of my knowledge, the tonnage and diversion percentage estimates reported on this form are my best estimate of the disposition of the construction and demolition material generated at this project site.

Additionally, I understand that these materials must go to a City Certified C&D Processing Facility, that I must return the required weight receipts to the City indicating that the materials came from "The City of Dana Point", and that I will forfeit my deposit if materials are taken elsewhere, such as the County Landfill.

Print Name: _____ Owner Agent Other : _____

Signature : _____ Date Signed : _____

****FOR CITY USE ONLY****

Plan Approval Status			Amount
<input type="checkbox"/> Approved	Administration Fee:		
<input type="checkbox"/> Denied	Security Deposit:		
<input type="checkbox"/> Further explanation needed. (see comments below)	Total:		
Comments:			
Reviewed By:	Date:	Cashier Receipt #:	

Material Conversion Factors

Material Category	Volume	Unit		Tons/ Unit		Tons
Asphalt / Concrete						
Asphalt (broken)		cy.	x	0.7	=	
Concrete (broken)		cy.	x	0.9	=	
Concrete (solid slab)		cy.	x	1.2975	=	
Brick / Masonry / Tile						
Brick (broken)		cy.	x	0.7	=	
Brick (whole, palletized)		cy.	x	1.512	=	
Masonry block (broken)		cy.	x	0.6	=	
Tile		sq. ft.	x	0.00175	=	
Building Materials (doors, windows, cabinets, etc.)						
		cy.	x	0.15	=	
Cardboard (flat)						
		cy.	x	0.05	=	
Carpet						
By square foot		sq. ft.	x	0.0005	=	
By cubic yard		cy.	x	0.3	=	
Carpet Padding Foam						
				0.000125	=	
Ceiling Tiles						
Whole (palletized)		sq. ft.	x	0.0003	=	
Loose		cy.	x	0.0875	=	
Drywall (New or Used)						
1/2" (by square foot)		sq. ft.	x	0.0008	=	
5/8" (by square foot)		sq. ft.	x	0.00105	=	
Demo/Used (by cubic yard)		cy.	x	0.25	=	
Landscape Debris (brush, trees, etc.)						
		cy.	x	0.15	=	
Scrap Metal						
		cy.	x	0.453	=	
Unpainted Wood & Pallets						
By board foot		bd. ft.	x	0.001375	=	
By cubic yard		cy.	x	0.15	=	
Garbage & Trash						
		cy.	x	0.175	=	
Dirt						
		cy.	x	1.03	=	

sq. ft. = square feet

cy. = cubic yards

bd. ft. = board feet

Notes:



City of Dana Point

Certified Facility List

CR&R Incorporated

Franchise Hauler.....949-728-0446

- Appliances
- Asphalt
- Brick
- Carpet/Padding
- Concrete
- Dirt
- Drywall
- Glass
- Landscaping Materials
- Metal
- Plastic
- Re-bar
- Roofing Material (Asphalt & Concrete)
- Wood

Tierra Verde Industries

31748 La Pata.....SJC....949-728-0401

- Landscaping Materials
- Wood

Brea Green Recycling

PO Box 8635, Brea.....714-529-0100

- Dirt
- Landscaping Materials
- Wood
- Roofing Material

Ewles Materials

32501 Ortega Hwy., SJC.....949-728-0436

- Asphalt
- Concrete
- Loose Rock

Madison Materials

1035 3 4th Street, Santa Ana.....714-664-0159

- Appliances
- Asphalt
- Brick
- Carpet/Padding
- Concrete
- Dirt
- Drywall
- Flooring
- Glass
- Landscaping Materials
- Metal
- Plastic
- Re-bar
- Wood
- Roofing Material

Tierra Verde Industries

7973 Irvine Blvd., East Irvine.....949-551-0363

- Appliances
- Asphalt
- Brick
- Carpet/Padding
- Concrete
- Dirt
- Drywall
- Flooring
- Glass
- Landscaping Materials
- Metal
- Plastic
- Re-bar
- Wood
- Roofing Material

CR Transfer

11232 Knott Avenue, Stanton.....714-826-9049

- Appliances
- Asphalt
- Brick
- Carpet/Padding
- Concrete
- Dirt
- Drywall
- Flooring
- Glass
- Landscaping Materials
- Metal
- Plastic
- Re-bar
- Wood
- Roofing Material
 - some wood
 - clay tile
 - asphalt w/o paper

Notes:

Hazardous materials are not accepted at any of the listed facilities.

Certifications are as May 1, 2005. For the most current list of eligible facilities, visit our website at www.danapoint.org.

Receipts must indicate that the C&D waste originated from a project in the City of Dana Point.

Company or Applicant
 Address
 City, State, Zip
 Phone

Plan Check No. **PC 06-XXXX**

Job Address:
265 Golden Lantern

Item No.	Description	Est. Quant	Unit	Unit Price	Total Price
GRADING					
	Export	50	cy	\$1.00	\$50.00
	Import	50	cy	\$1.00	\$50.00
	Overexcavation	50	cy	\$1.00	\$50.00
Subtotal x 10% Contingency					\$165.00

DRAINAGE & EROSION CONTROL					
1	Item	1	ea	\$200.00	\$200.00
	Item	1	ea	\$200.00	\$200.00
	Item	1	lf	\$200.00	\$200.00
	Item	1	lf	\$200.00	\$200.00
	Item	1	ea	\$200.00	\$200.00
Subtotal x 10% Contingency					\$1,100.00

ON-SITE IMPROVEMENTS					
	Item	1	sf	\$1.00	\$1.00
	Item	1	sf	\$1.00	\$1.00
	Item	1	sf	\$1.00	\$1.00
	Item	1	sf	\$1.00	\$1.00
	Item	1	ea	\$1.00	\$1.00
Subtotal x 10% Contingency					\$5.50
Total Estimated Construction Cost					\$1,270.50

Estimated Bonding Fees

Total Grading Valuation(.5) + Total Drainage and Erosion Control (.3) = \$412.50

 Recommended By Plan Check Engineer
 For Final Fees and Bonds

 Date:



**To Receive an electronic copy of this estimate format contact Public Works Engineering counter.