CITY OF DANA POINT

PUBLIC WORKS – ENGINEERING SERVICES
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GRADING PLAN CHECKLIST- non geotech REVISED 03/07/12

Plan Check Number: ENG -

Location / Address: _____

City Plan Checker: _____ Date: _____

DOCUMENTS			
	OK	NOT MET	N/A
Grading Plans	☐	☐	☐
Soils Report (less than 1 year old or accompanied by an update letter)	☐	☐	☐
Current Title Report (Less than 6 months old)	☐	☐	☐
Urban Threat Runoff Form	☐	☐	☐
Common Wall Agreement	☐	☐	☐
Letter of Permission to Grade Offsite from affected property owner	☐	☐	☐
Letter of Permission to encroach easement from affected easement holder	☐	☐	☐
Conditions of Approval (if planning permit was required for project)	☐	☐	☐
Letter of Permission to drain offsite from affected property owner	☐	☐	☐
Letter of Permission to encroach onto adjacent property for construction access (typically for walls)	☐	☐	☐
Water Quality Management Plan	☐	☐	☐
Hydrology/Hydraulic Report	☐	☐	☐
Proof of legal signing agent for owner	☐	☐	☐
Copy of Recorded Easements	☐	☐	☐
BMP Report	☐	☐	☐
Engineer's Cost Estimate	☐	☐	☐

DEPARTMENT AND AGENCY CLEARANCE			
	OK	NOT MET	N/A
City Water Quality Division (Water Quality Management Plan)	☐	☐	☐
City Traffic Division	☐	☐	☐
City Planning Division	☐	☐	☐
Orange County Fire Authority	☐	☐	☐
Regional Water Quality Control Board	☐	☐	☐
Department of Fish and Game	☐	☐	☐
Army Corps of Engineers	☐	☐	☐
Orange County Harbor, Beaches and Parks	☐	☐	☐
Orange County Flood Control	☐	☐	☐

GENERAL PLAN REQUIREMENTS			
	OK	NOT MET	N/A
Plan Sheets are standard 24” x 36”	☐	☐	☐
Font is minimum 1/10”	☐	☐	☐
Each sheet is signed and stamped by Engineer / Architect of record	☐	☐	☐
Title Sheet included	☐	☐	☐
Erosion Control Plan included as separate sheet	☐	☐	☐
Topographic Survey included as separate sheet	☐	☐	☐
Current City Standard Border is utilized	☐	☐	☐
Plans are legible and meet current industry standards	☐	☐	☐

TITLE SHEET CONTENTS			
	OK	NOT MET	N/A
Standard Grading Notes	☐	☐	☐
Standard Erosion and Control Notes	☐	☐	☐
Project Address	☐	☐	☐
Legal Description is shown and matches title report	☐	☐	☐
Owner statement	☐	☐	☐
Civil Engineer Declaration of Responsibility	☐	☐	☐
Geotechnical Engineer / Engineering Geologist Declaration of Responsibility	☐	☐	☐
Name, address and telephone number of Owner (Owner's name matches title report)	☐	☐	☐
Name, address and telephone number of Civil Engineer / Architect	☐	☐	☐
Name, address and telephone number of Geotechnical Engineer	☐	☐	☐
Name, address and telephone number of Engineering Geologist	☐	☐	☐
Benchmark and bearing reference point is called out (based on Orange County Survey vertical datum and recorded map or survey, respectively)	☐	☐	☐
Earthwork Quantities shown (Over-excavation, Cut, Fill, Import and Export	☐	☐	☐
Vicinity Map	☐	☐	☐
Tentative Map Number (for new Tracts / Parcels)	☐	☐	☐
APN	☐	☐	☐
Total Impervious Surfaces Quantities, ft^2 (Building and Hardscape)	☐	☐	☐
GENERAL PLAN REQUIREMENTS			
Existing and proposed elevations are shown (contours and/or spot elevations)	☐	☐	☐
Cut / Fill transitions and daylight contours are shown	☐	☐	☐
Topography extends 25-feet beyond property lines	☐	☐	☐
Grading Limits shown	☐	☐	☐
Property lines shown	☐	☐	☐
Scale is indicated	☐	☐	☐

(GENERAL PLAN REQUIREMENTS CONTINUED)			
	OK	NOT MET	N/A
North Arrow is shown	☐	☐	☐
Grading legend is shown and is complete	☐	☐	☐
Tract boundaries are shown (grading in conjunction with tentative maps / multiple lots)	☐	☐	☐
Building Numbers (for multiple buildings / lots)	☐	☐	☐
Building footprint (Precise grading plan)	☐	☐	☐
All easements shown	☐	☐	☐
Location of all existing and proposed structures including buried tanks and wells	☐	☐	☐
Retaining walls and site walls shown and indicated as being under separate permit with plancheck/permit number listed	☐	☐	☐
Top of wall elevations, top of footing elevations and adjacent grades indicated for retaining/site walls	☐	☐	☐
Cross-section detail for retaining walls including subdrain design	☐	☐	☐
Street widths and street centerlines indicated on plans	☐	☐	☐
Proposed improvements in public right-of-way indicated as being under separate encroachment permit	☐	☐	☐
Street cross section (1/2 section for individual lots)	☐	☐	☐
Slab on-grade detail for buildings	☐	☐	☐
Driveway section detail	☐	☐	☐
Percent grade of driveway(s) indicated	☐	☐	☐
Temporary slopes / cuts indicated on plans and cross-sections	☐	☐	☐
Scaled cross-sections provided	☐	☐	☐
Over-excavation indicated on plans and cross-sections	☐	☐	☐
Shoring indicated on plans and cross-sections	☐	☐	☐
Locations of deepened foundations (caissons, deepened footings, basement footings, etc) indicated on plans and cross-sections	☐	☐	☐
Leach field / seepage pits plotted on plans	☐	☐	☐

DRAINAGE REQUIREMENTS			
	OK	NOT MET	N/A
All drainage is indicated to be directed to a street, natural watercourse or other approved location	☐	☐	☐
Gradients utilized meet minimum acceptable threshold			
Earth sheet flow for final grading…1%	☐	☐	☐
Earth sheet flow for preliminary grading…2%	☐	☐	☐
Asphaltic Concrete sheet flow…1%	☐	☐	☐
PC Concrete sheet flow and swales…0.5%	☐	☐	☐
Terrace Drains…6%	☐	☐	☐
Drainage around building(s) meets California Building Code Requirements			
Minimum slope away from foundations for natural (landscaped) ground...5% for a distance of 10-feet and 2% for distance of 10-feet for impervious surfaces. Note: if physical obstruction or property lines do not allow for 10-feet of distance, than the appropriate gradient (minimum of 2% or 5%) shall be provided to an approved alternative method of diverting water away from the foundation.	☐	☐	☐
Swales within 10-feet of the building foundation shall have a minimum gradient of 2%	☐	☐	☐
Typical drainage section(s) is provided. Section(s) shows grades and slopes adjacent to building foundations, weep screed clearances and surface types.	☐	☐	☐
Downspout outlet detail provided	☐	☐	☐
Drainage does not flow over slopes	☐	☐	☐
Velocity reducers are utilized where drains discharge into natural ground	☐	☐	☐
Class and size of rip-rap and a detail is provided	☐	☐	☐
Concentrated drainage on natural ground does not exceed 4% gradient	☐	☐	☐
Flowline elevations of all swales, conduit and other drainage devices are indicated	☐	☐	☐
Top of grate elevations are indicated for all drain inlets	☐	☐	☐
Complete details of ALL drainage structures are provided	☐	☐	☐
Concrete swale is provided to carry concentrated flows in asphalt sections	☐	☐	☐
Subdrains and subdrain outlets (with flowline elevations) are shown on plans	☐	☐	☐
Limits of roof gutters and location of down spouts are shown	☐	☐	☐
Maximum gradient for sheet flow of 10% is not exceeded	☐	☐	☐

DRAINAGE REQUIREMENTS (CONTINUED)			
	OK	NOT MET	N/A
Existing off-site terrace and drainage features that affect the project are shown	☐	☐	☐
Material for all storm drain and subdrain conduit is specified and in accordance with Subarticle 11.5 of the City Grading Manual	☐	☐	☐
Hydrology Report submitted to address one or more of the following conditions: A sump pump is proposed A sump condition exist with no overland relief (pipes carry runoff) Drainage is diverted Drainage is directed to a natural drainage course Offsite drainage conveyance is not substantiated to accommodate design flows	☐	☐	☐
HILLSIDE GRADING/SLOPE REQUIREMENTS			
Slope Terraces provided as required by Subarticle 11.2 of the City Grading Manual	☐	☐	☐
Location of proposed slope keyway and buttress fill shown and grades are indicated	☐	☐	☐
Top and toe of cut / fill slopes are delineated and grades are indicated	☐	☐	☐
Cut / Fill slopes do not exceed a slope ratio of 2:1 (horizontal to vertical)	☐	☐	☐
Cross-section of keyway, buttress fill and benching are provided, includes details of subdrain/backdrain system	☐	☐	☐
Slopes conform to City Municpal Code Section 7.08.110	☐	☐	☐
Slope setbacks are indicated on cross-sections and are in accordance with the California Building Code Section (See Attached) and the Geotechnical recommendations	☐	☐	☐
EROSION CONTROL			
Adequate perimeter control is shown on plans	☐	☐	☐
A stabilized construction entrance is shown on plans	☐	☐	☐
Material storage area shown on plans	☐	☐	☐
Adequate erosion control measures indicated for graded slopes	☐	☐	☐
CONDITIONS OF APPROVAL			
Applicable Conditions of Approval have been satisfied	☐	☐	☐