GRADING Requirements and Submittal Checklist

CITY OF DANA POINT

PUBLIC WORKS – ENGINEERING SERVICES
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No. Of COPIES

The following actions are required upon or prior to the 1st submittal for all Grading Permit Applications. Public Works Staff will work with applicants to assist as needed in preparing documents for a complete submittal. Please keep a copy of all items submitted to the City for your file. **No Partial Submittals will be accepted.**

☐ **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 listing out all contents of submittal package with Response Letter included at each Re-submittal.**

Include Engineering Plan Check numbers on all documents.

Response letter should be provided for each Re-Submittal. Please provide a response to each Plan Check Comment provided by the Engineering Plan Checker. **Grading Plan Checklist (ATTACHMENT 20)** provided for your reference only.

3 EA ☐ **Grading, Drainage, & Erosion Control Plans in 22x34" or 24x36" format**

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

- ❑ Civil Engineer Wet Stamp and Contact Info
- ❑ Soils Engineer Wet Stamp and Contact Info
- ❑ Declaration of Responsible Charge – See attached Sample
- ❑ Black Ink Only
- ❑ Owner signature and contact info

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

2 EA ☐ **Geotechnical Report (wet signed by registered engineer)**
2 Bond Copy and 1 Electronic PDF – subsequent addendums same as 1st

1 EA ☐ **Runoff Threat Assessment Form / Construction BMP Report**

- ❑ **Complete and Sign 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.ocwatersheds.com/ConstructionActivities.aspx **or** http://www.casqa.org then add the fact sheets to the **BMP Report Template** and hand in complete report for City Engineer Approval. Black Ink Only

3 EA ☐ **Water Quality Management Plan Checklist & Water Quality Management Plan (if 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 ☐ **Conditions of Approval** ☐ **(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.

1 EA ☐ **Preliminary Title Report (not more than 6 months old)**

Per Dana Point Municipal Code § 9.61.040

2 EA **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.

- ❑ Hydrology and hydraulic calculations
- ❑ Landscape & Irrigation Plans
- ❑ Final Map
- ❑ Special Erosion Control Plans
- ❑ Proof of Submittal Notice of Intent for projects requiring SWIPP.
- ❑ Street Improvement Plans
- ❑ WDID / NOI required for the projects Subject to State General Construction Permit.
- ❑ Approved EIR or Negative Declaration

☐ **FEES & Deposits**

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

For projects **500 cubic yards <u>or greater</u>** 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.**

FOR YOUR INFORMATION

Permit Approval and Issuance Process

Plan Checks and Re-submittals

- Engineering requires 10 business days (maximum) to check your application documents. The applicant will be notified either if corrections are required to documents submitted, or if Plans are approved and ready for issue. **Please have your Permit Number ready anytime you call Public Works to check status.**

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 **Grading Bond** is required for all Grading projects. The Bond amount will be based on a % of the total estimated of work, and can be paid either via **cash or surety**. Your permit technician will guide you through this process and inform you of the specific amounts **due prior to 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 and Planning, Permit will be issued.

INSPECTION REQUIREMENTS

Inspection Requirements & Project Final Processing

1. Pre-Grade meeting: Applicant must schedule a Pre-Grade Mtg with the Public Works Inspector prior to start of work. The purpose of the meeting is to ensure the applicant and engineer(s) of record are aware of the responsibilities and deliverables required by the city in order for the project to be adequately inspected and bonds to be released in a timely manner upon completion.

   The applicant and engineer(s) of record will be required to sign the Pre-Grade Inspection Acknowledgment form (attached).

   The soils engineer will be required to be on-site during construction as required to support certification of the various stages of grading.

2. BMP Inspections: Best Management Practices SHALL BE IMPLEMENTED DAILY. It is the owners and contractors responsibility to ensure all BMPs are monitored on a daily basis to stay within compliance of BMP requirements. **Requirements may change day to day based on project and weather conditions**. Violations will result in Stoppage of Work and/or fines. If you have any questions or concerns about meeting any of these requirements notify your inspector prior to violations. Your engineer of record should be able to provide you with options for altering BMPs to adjust to current conditions, as needed.

3. Rough Grading: **Initial site clearing and grubbing, rough grading, and preparation of pad or building foundation.**

4. Rough Grading Release: Works Department will release the Building Permit for issuance upon receipt of the following:

   a. Civil Engineer: Pad elevation certification
   b. Civil Engineer: Rough grading certification (see attached)
   c. Soils Engineer: Compaction reports
   d. Soils Engineer: Rough grading certification (see attached)

4. Precise Grading and Final Documents: Prior to final inspection, the following documents **must be submitted to the Public Works Inspector:**

   a. Civil Engineer: Final grading certification (see attached)
   b. Civil Engineer: As-built plans
   c. Soils Engineer: Final soils report
   d. Soils Engineer: Final grading certification (see attached)

5. Final Inspection: Upon receipt and approval of the documents above, the applicant shall call for final inspection.

6. Release of Grading Security: Upon: 1) Receipt of the grading job card that includes a final signature from the Public Works Inspector 2) Review of the project conditions of approval 3) Verification that Full compliance of all required grading certifications has been achieved by engineer(s) of record - The Public Works Department shall submit to the City Clerk's Office a request for release of the grading security.