THE CITY OF SAN DIEGO

Land Development Manual

Volume I, Chapter 1

Project Submittal Requirements

Section 3
Construction Permits - Grading and Public Right-Of-Way

June 1, 2003

Development and Permit Information: (619) 446-5000
Appointments: (619) 446-5300
www.sandiego.gov/development-services

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SECTION 3: CONSTRUCTION PERMITS - GRADING & PUBLIC RIGHT-OF-WAY

Land Development Manual Project Submittal Requirements

Section 1	Guide to the Project Submittal Process
Section 2	Construction Permits - Structures
Section 3	**Construction Permits - Grading and Public Right-of-Way**
Section 4	Development Permits/Approvals
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Introduction

Construction permit review is a review of construction plans. With the exception of private encroachments with in the public right-of-way, the review is a ministerial one in that the permit is approved if the regulations are met, or denied if the regulations are not met. This section covers submitted construction permit applications for grading on private property and the construction, reconstruction, or repair of improvements within the public right-of-way.

Prior to beginning the preparation of a construction permit submittal, refer to the Important Steps to Project Approval in Section 1 of this Manual for important information that can save you time in the project submittal process. Section 1 will identify those projects which may be reviewed over-the-counter by appointment, as well as provide information to help you determine if other permits are required prior to the submittal for a construction permit

Submittal Requirements

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms, documents, and plans that are required for construction permits for grading and work within the public right-of-way. The plan quantities indicated on the Submittal Matrix are estimated based upon project type. To establish exact quantities prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting. At the pre-submittal meeting, we will review the submittal for the project and determine the number of copies needed for review. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms, documents, and plans must be. All items noted in the checklist must be provided unless not specifically required by the Submittal Matrix or the Checklist.

The submittal requirements for Grading and Public Right-of-Way Permits are based upon the application type (general, serf certification or standard). General Grading and Public Right-of-Way Permits are prepared on a D-sheet drawing as identified in the Submittal Requirements Checklist for Grading Plan and Public Improvement Plan. Self Certification is an abbreviated approval process as defined in Information Bulletin 570, "Grading and Public Right-of-Way Permits - Self Certification." Standard Public Right-of-Way Permits include:

1. Construction of standard sidewalks, driveways, pedestrian ramps, fire services, water and sewer laterals, must be in accordance with the City of San Diego Regional Standard Drawings.
2. Construction of curbs and gutters, if the public improvement is less than 100 lineal feet and there are no adverse drainage problems.
3. Improvement of concrete alleys where a centerline grade has already been established.
4. Replacement of existing curbs and gutters provided that the street longitudinal slopes are greater than 1%.

Completeness Review

It is necessary to evaluate all projects being submitted to ensure that all of the required information is provided in order to review the project. This is known as the completeness review. In most cases the completeness review may be done while you wait. Once it is determined that your submittal documents are complete and the appropriate plan check fees are paid, your application is deemed complete and distributed for review.

Guaranteed Second Opinion

If for any reason you disagree with the results of your completeness review, just want some confirmation or to voice a concern, just ask for a second opinion. We guarantee a second opinion on request, no questions asked.

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City of San Diego
Development Services
1222 First Avenue, Ms 302,
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Submittal Requirements Matrix
Construction Permits - Grading and Public R.O.W.

APPROVAL TYPE

See Minimum Submittal Requirements Checklist, Construction Permits - Grading and Public R.O.W. for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the required information is clearly identified.

The plan quantities indicated are estimated based upon approval type. To establish the exact number of copies needed prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting.

SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)

	1.0 General Application Package	2.0 Construction Cost Estimate	3.0 Public Notice Package	4.0 Drainage Study	5.0 Encroachment Agreement	6.0 Geotechnical Study	7.0 Prior Discretionary Approval Documentation	8.0 Sewer Study	9.0 Structural Calculations	10.0 Water Study	11.0 General Requirements-All Plans	12.0 Public Improvement Plan (11x17)	13.0 Grading Plan	14.0 Maintenance Agreement for Uncontrolled Embankment	15.0 Public Improvement Plan (D-sheet)	16.0 Traffic Control Plan	17.0 Landscape Construction Plans	18.0 Fees [502]
ENCROACHMENT MAINTENANCE AND REMOVAL AGREEMENT (ERA)																		
General (62.0301)	1				5													✓
Fences & Walls (62.0301)	1		1		9													✓
Encroachments requiring City Council approval (62.0303)	1		1		9													✓
GRADING PERMIT																		
General (129.0602)	1	1		1		1	(11)	(3)	(1)	(3)	✓		11	(1)		(11)	11	✓
Self Certification (Information Bulletin 570)	1	1		1		1		(3)	(1)	(3)	✓		1			(1)	1	✓
Underground Tank Removal and Soil Remediation	1										✓	4		1				✓

LEGEND: 1 = Number of Copies Required **(#)** = Number of Copies that may be Required (See Min. Submittal Requirements Checklist) ✓= Applies to all plans required
(142.0402) = Land Development Code Sec. Reference **[000]** = Bulletin Reference No.

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PUBLIC RIGHT-OF-WAY PERMIT																		
General (129.0702)	1	1		(1)		(1)	(13)	(3)	(1)	(3)	✓				12	(12)	(12)	✓
Self Certification (Information Bulletin 570)	1	1		(1)		(1)		(3)	(1)	(3)	✓				1	(1)	(1)	✓
Standard Public Improvements (Information Bulletin 165)	1						(1)				✓	5						✓
PUBLIC RIGHT-OF-WAY USE PERMIT (126.0901)	1		1								✓				9			✓
SUBDIVISION IMPROVEMENT AGREEMENT (129.0702)	1	1		(1)		(1)	(13)	(3)	(1)	(3)	✓				13	(13)	(13)	✓

LEGEND: 1 = Number of Copies Required **(#)** = Number of Copies that may be Required (See Min. Submittal Requirements Checklist) ✓= Applies to all plans required
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Minimum Submittal Requirements Checklist
Construction Permits - Grading and Public R.O.W.

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. Staff will review your documents against this checklist. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be deemed complete (accepted into plan check). Additional information or clarification may be required during the review process or prior to permit issuance.

Where the word "**Conditional**" appears before the document and/or detail, this information will be required if the proposed project meets those conditions. Where the word "**Recommended**" appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, these items may be a plan check correction item and required to be submitted for subsequent reviews. All other detail is required unless not applicable to your project.

Item #	Requirement	Results
1.0	**GENERAL APPLICATION PACKAGE**	
1.1	**General Application (DS-3032):** See instructions on back of application form for more detail.	
1.2	**Parcel Information Checklist (DS-302):** See instructions on the checklist for more detail.	
1.3	**Storm Water Requirements Applicability Checklist (DS-560)**	
1.4	**Conditional - Proof of Ownership**: Required for Encroachment Maintenance and Removal Agreements and Public Right-of-Way Use Permit applications. Provide a copy of the current Grant Deed for the property adjacent to the proposed encroachment area as proof of current ownership of the underlying fee title.	
1.5	**Conditional - Ownership Disclosure Statement (DS-318):** Required for Encroachment Maintenance and Removal Agreements and Public Right-of-Way Use Permit applications. See instructions on form for more detail.	
1.6	**Conditional - Concurrent Processing Agreement:** If the construction project review is being concurrently processed with another policy or development permit/approval, provide a copy of the signed Concurrent Processing Agreement. To obtain this agreement contact your Development Project Manager.	
2.0	**CONSTRUCTION COST ESTIMATE**	
2.1	**Cost Estimate:** This is a construction cost estimate of the public right-of-way improvement work, grading, landscape and irrigation and drainage improvements being done.	
2.2	**Stamp/Signature:** This estimate must be prepared, signed and sealed by a registered civil engineer according to the latest "Land Development Review Division - Cost Estimate Unit Price List," available at the Development Services Center, 3rd Floor.	

Item #	Requirement	Results
3.0	**PUBLIC NOTICE PACKAGE** A public notice package is required for all discretionary actions requiring a Notice of Future Decision (Process 2) or a Notice of Public Hearing (Processes 3, 4 and 5). See Information Bulletin 512 for information on how to obtain public noticing information.	
3.1	**Mailing Labels** Provide owner and occupant mailing labels as follows: **1 set** for Process 2 decisions and Substantial Conformance Reviews in the Coastal Overlay Zone or where a prior development permit requires a Process 2 Substantial Conformance Review **2 sets** for Process 3 decisions **3 sets** for Process 4 and 5 decisions	
3.2	**Assessors Map(s):** Provide assessors Map(s) with 300-foot noticing radius outlined	
3.3	**Address lists:** Provide list of owner/occupant addresses (copy of mailing labels acceptable)	
3.4	**Public Notice Certification:** Item 12 of General Application must be completed and signed.	
4.0	**Conditional - DRAINAGE STUDY:** Required if proposing a project that changes the natural drainage course of a property or proposing a storm water runoff drainage system that impacts a public storm drain system.	
4.1	Drainage Plan: Provide drainage plan with readable contours.	
4.2	Stamp/Signature: Cover must be signed and stamped by a registered civil engineer.	
5.0	**ENCROACHMENT AGREEMENT** Encroachment Maintenance and Removal Agreements are required for any above or below ground, privately owned encroachments into public rights-of-way or easements (see Municipal Code 62.0301, Council Policy 700-06 & 700-18)	
5.1	**Agreement:** Encroachment agreement must be completed. Encroachment agreement must be Signed and notarized prior to approval	
5.2	**Exhibit (8 1/2" X 11")** - Show the location of the encroachment and include the following detail:	
5.2.1	**Vicinity Map**: A vicinity map with a north arrow (north arrow will be oriented with north at top or left of the sheet).	
5.2.2	**Property Lines:** The property and property lines completely labeled and dimensioned with north arrow and scale (north arrow will be oriented with north at top or left of the sheet).	
5.2.3	**Type of Encroachment**: The type of encroachment called out (e.g., "encroachment - private xxxx").	
5.2.4	**Conditional - Right-of-way Lines:** If encroachment is in the right-of-way, show distances from the center line and curb line to the right-of-way line.	
5.2.5	**Conditional - Easement Limits:** If the encroachment is in an easement, identify type of easement and limits.	
6.0	**Conditional - GEOTECHNICAL STUDY** All grading projects require a geotechnical study. See Information Bulletin 515, "Development Permit, Subdivision and Grading Permit Geotechnical Study Requirements" to determine the type of geotechnical study required.	
6.1	**Age:** Report cannot be more than three years old.	
6.2	**Signature:** Report must be signed and stamped by a registered geotechnical professional such as a RCE, GE, or CEG	
6.3	**Subject Property:** Report must be for the subject grading.	

Item #	Requirement	Results
7.0	**Conditional - PRIOR DEVELOPMENT APPROVAL DOCUMENTATION** Required if the property had a prior Policy Approval or Development Permit/Approval. Copies of resolutions granting these approvals/permits may be obtained at the County Recorders Office through a title search or from the City if the permit/approval number is provided. If a Policy or Development Permit/Approval is currently being processed, then a concurrent processing agreement with the City must be provided as part of the General Application Package.	
7.1	Resolution: Provide copies of the policy and/or development permit/approval resolution.	
7.2	**Approved Tentative Map:** If a tentative map was the prior approval, then provide a copy of the approved Tentative Map.	
8.0	**Conditional - SEWER STUDY** Required if new public sewer mains are proposed and when connections are proposed to existing City mains. The study must comply with the Sewer Design Guide. This publication is available at the Development Services Center, Publications Counter located on the 3rd Floor.	
8.1	Stamp/Signature: Study must be signed and stamped by a registered civil engineer.	
8.2	Plans: Study must include plans showing existing and proposed work along with existing and proposed roadways and topography.	
8.3	Approved: Study must be approved by the City Engineer prior to submittal of grading or public improvement plans.	
9.0	**Conditional - STRUCTURAL CALCULATIONS** Structural calculations are required for shoring and other projects when not using standard or conventional construction provisions.	
9.1	**Stamp/Signature:** Structural calculations must have the signature and stamp of the registered civil engineer or architect who performed the calculations on the first page of the calculations.	
10.0	**Conditional - WATER STUDY** Required if new public water mains are proposed and when connections are proposed to existing City mains. An approved study is a pre-requisite of grading or public improvement plans. The study must comply with the Water Design Guide. This publication is available at the Development Services Center, Publications Counter located on the 2nd Floor.	
10.1	**Stamp/Signature:** Study must be signed and stamped by a registered civil engineer.	
10.2	**Plans:** Study must include plans showing existing and proposed work along with existing and proposed roadways and topography. Show details as required by the study, e.g., maps, drainage basins, etc.	
10.3	**Approved:** Study must be approved by the City Engineer prior to submittal of grading or public improvement plans.	
11.0	**GENERAL REQUIREMENTS - ALL PLANS**	
11.1	**Construction Change Table:** Provide a construction change table on plans.	
11.2	**Vicinity Map:** Provide a vicinity map showing location of proposed work.	
11.3	**Plan sets:** All plans must be stapled, bound together and rolled. Plan sets exceeding 200 sheets must be divided into volumes not exceeding 200 sheets each and labeled "volume ___ of ___."	
11.4	**Lettering Size:** The minimum lettering size must be 0.10" if typed and 0.125" if hand written.	

Item #	Requirement	Results
11.5	**Development Summary:** Provide, in a table format, the following "Development Summary" on the first sheet of the plans (generally the Title Sheet or Site Plan): • Provide a bullet point narrative that details the project's complete scope of work, including all existing and proposed improvements, any proposed development regulation deviations, and the required permits/approvals. • List the Project Team - List name and phone number of all consultants including engineers, surveyors and contractors. • List legal description and Assessor Parcel Number(s) for the property that the development is proposed on;. • List owner's name and address. • List the zoning designation and/or overlay zone designations. • List any prior Policy Approval, Subdivision Approval, or Development Permit/Approval numbers. • List the gross site area. • Note the condition of the soil (e.g., undisturbed, compact fill, loose fill or unknown).	
11.6	**Public Utilities:** Show location, size and materials of all existing and proposed public utilities, sewer, water, storm drains and reference existing drawing numbers for existing improvements.	
11.7	**Recommended - Base Sheets:** Projects requiring multiple base sheets to depict the entire property must include a graphic key map on each sheet that indicates its relationship to the entire project.	
12.0	**PUBLIC IMPROVEMENT PLAN (11" X 17")** Standard Public Improvement plans are required when a public right-of-way permit is required (see Section 129.0701 of the Municipal Code). Standard Public improvement plans must be prepared in conformance to the standards listed in the Land Development Manual. These publications are available at the Development Services Center, Publications Counter located on the 2nd Floor.	
12.1	**Drawing Size:** All standard public improvement plans must be submitted on City Standard 11 x 17 Drawing (Form DS-3179), available in the 3rd floor lobby of the Development Services Center.	
12.2	**Plans:** Provide drawings of all existing and proposed public improvement work.	
12.3	**Legend:** All items of work to be done must be shown by means of a legend. Work to be Done, Standard Drawing and Specifications and Legend must be placed on the title sheet of the public improvement plans.	
12.4	**Notes/Specifications:** Plans should contain notes that cover public improvement installation requirements and specifications.	
13.0	**GRADING PLAN** Grading plans are required when a grading permit is required per Section 129.0602 of the Municipal Code. Grading plans must be prepared in conformance to the standards listed in the Land Development Manual. These publications are available at the Development Services Center, Publications Counter located on the 2rd Floor.	
13.1	**Title Block/scale:** Plans must be legible and drawn to scale on a City Standard D-Drawing (D-sheet size is 24" x 36") with 1" perimeter border and City of San Diego Title Block.	
13.2	**Legend:** All items of work to be done must be shown by means of a legend. Work to be Done, Standard Drawing and Specifications and Legend must be placed on the right-hand side of the title sheet of the grading plans.	
13.3	**Contour Lines:** Show existing natural grades and proposed finish grades with contour lines and spot elevations where necessary for the entire site.	
13.4	**Property Lines:** Show property lines including bearings and distances information.	

Item #	Requirement	Results
13.5	**Stamp/Signature/Statement:** All plans must be prepared and stamped by professionals allowed and licensed to prepare grading plans by the California Business and Professions Code. These professionals include registered civil engineers, and in some capacity, traffic engineers, registered architects and registered landscape architects. Stamp should include the following statement: Declaration of Responsible Charge: I hereby declare that I am the Engineer of Work for this project, that I have exercised responsible charge over the design of the 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 on project drawings and specifications by the City of San Diego is confined to a review only and does not relieve me, as Engineer of Work, of my responsibilities for the project design. /S/ Signature Seal Print Name My license expires: Date: _____	
13.6	**Tabulations:** Provide the following tabulations on the grading plans: Amount of cut: _____ cubic yards and Maximum depth of cut:_____ feet Amount of fill: _____ cubic yards and Maximum depth of fill: _____ feet Maximum height of fill slope(s):_____ feet_____ slope ratio Maximum height of cut slope(s):_____ feet _____ slope ratio Amount of import/export soil: _____ cubic yards	
13.7	**Conditional - Environmentally Sensitive Lands:** If grading will occur in Environmentally Sensitive Lands, show the boundary lines of environmentally sensitive lands, such as the steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, special flood hazard areas, sensitive coastal bluffs, etc.	
13.8	**Recommended - Off-site Grading:** Show any proposed off-site grading (all off-site grading must include written consent by the owners of the affected adjacent properties).	
13.9	**Recommended - Topographic Information:** Additional topographical information must be shown adjacent to the project site for the purpose of drainage analysis. Reference the topographic source of information, datum, date and company's name that prepared the information.	
13.10	**Recommended - Retaining Walls:** Prior to issuance of a grading permit, applicants should be aware that any retaining walls, crib walls, etc. including spot elevations of both the top and the bottom of the wall in several locations to indicate changes in elevation along the length of the wall must be shown on the grading plan for information only, approved Building Permits are required prior to construction of the walls.	
13.11	**Recommended - Utilities:** Show the location, size and materials of all existing and proposed utilities on adjacent property (may be shown on separate drawing plan at the same scale as grading plan) if within boundaries of the grading.	
13.12	**Recommended - Drainage Patterns:** Show enough grading information to clearly demonstrate drainage patterns and direction of surface water flow for the entire site and on adjacent streets.	
13.13	**Recommended - Easements:** Show all existing and proposed easements.	
13.14	**Recommended - Impervious surfaces:** Show all buildings, structures and edges of all pavement and other impervious surfaces.	

Item #	Requirement	Results
14.0	**Conditional - MAINTENANCE AGREEMENT - UNCONTROLLED EMBANKMENT** Construction plans which propose the use undocumented fill (which will not be compacted to standard) must identify the limits of uncontrolled embankment within the plans. For Underground Tank Removal and Soil Remediation Grading Permits this agreement acts as a bond and will be released to the applicant as soon as the as-graded soils report is submitted to the City and approved. This agreement will be recorded if the applicant fails to submit the as-graded report, prior to the expiration of the permit.	
14.1	Completed Agreement: Uncontrolled embankment agreement must be filled out and submitted with the project application.	
14.2	Identify location of fill: Show the exact location of the fill area with respect to the property lines.	
15.0	**PUBLIC IMPROVEMENT PLAN (D-Sheet)** Public Improvement plans are required when a public right-of-way permit is required see Section 129.0701 of the Municipal Code. Public improvement plans must be prepared in conformance to the standards listed in the Land Development Manual. These publications are available at the Development Services Center, Publications Counter located on the 2nd Floor.	
15.1	**Title Block/scale:** Plans must be legible and drawn to scale on a City Standard D-Drawing (D-sheet size is 24" x 36") with 1" perimeter border and City of San Diego Title Block.	
15.2	**Plans:** Provide drawings of all existing and proposed public improvement work, including bus stops.	
15.3	**Legend:** All items of work to be done must be shown by means of a legend. Work to be Done, Standard Drawing and Specifications and Legend must be placed on the right-hand side of the title sheet of the public improvement plans.	
15.4	**Notes/Specifications:** Plans should contain notes that cover public improvement installation requirements and specifications.	
15.5	**Benchmark:** Show benchmark elevation for public improvement plans (use City of San Diego Vertical Control Record).	
15.6	**Stamp/Signature/Statement:** All plans must be prepared and stamped by professionals allowed and licensed to prepare public improvement plans by the California Business and Professions Code. These professionals include registered civil engineers, and in some capacity, traffic engineers, registered architects and registered landscape architects. Stamp should include the following statement: Declaration of Responsible Charge: I hereby declare that I am the Engineer of Work for this project, that I have exercised responsible charge over the design of the 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 on project drawings and specifications by the City of San Diego is confined to a review only and does not relieve me, as Engineer of Work, of my responsibilities for the project design. /S/ Signature Seal Print Name My license expires: Date: _____	

Item #	Requirement	Results
15.7	**Conditional - Street Trees:** When street trees and landscape improvements are proposed in the public rights-of-way, provide: • Show all underground and overhead utilities (e.g., street lights, power poles, hydrants, etc.). • Provide station points for all street tree locations. The tree location must be able to incorporate a forty square foot area for each tree unencumbered by any utilities. • Provide the following note on plans: MINIMUM TREE SEPARATION DISTANCE Improvement/ Minimum Distance to Street Tree Traffic signals (stop signs) - 20 feet Underground utility lines - 5 feet Above ground utility structures - 10 feet Driveway (entries) - 10 feet Intersections (intersecting curb lines of two streets) - 25 feet	
15.8	**Recommended - Sewer Design:** Show sewer size, type, slope and elevations of manhole inlet, outlet and rim. For pipe profile, show original ground line and proposed finished grade. Additional profile data is required for sewers 18" in diameter and larger. Must show design flow (Q), velocity (V), design depth (Dn), ratio of design flow to pipe diameter (Dn/D) and manning's "m" value.	
16.0	**Conditional - TRAFFIC CONTROL PLAN** Traffic control plans are required for all public right-of-way and grading projects, construction projects, and other work which encroaches into the public right-of-way, including sidewalk area. Traffic control plans for encroachment work within the public right-of-way on streets with average daily trips (ADT) of 5,000 and over must be submitted on "D" sheet size drawings and incorporated into the grading and/or public right-of-way plan set. Traffic Control Plans shall conform to the City of San Diego Standard Drawings, Appendix A, CALTRANS Manual of Traffic Controls for Construction and Maintenance Works Construction, including Regional Supplemental Amendments. Information on average daily trips (ADT) can be obtained from Traffic Safety and Information, Executive Complex Building, 1010 Second Avenue, 9th Floor, (619)533-3140.	
16.1	**General Data:** All traffic control plans must show the following general data: • Trench profile (Typical section of the construction area including width and depth of trench in relation to the existing striping.) • Lane widths, raised medians and islands - show existing striping pattern. • Location of proposed work. • Type of work proposed that requires traffic control. • Dates of proposed work. • Work hours - 8:30 a.m. through 3:30 p.m. unless otherwise permitted.	
16.2	**Street Information:** All traffic control plans must show the following street information: • Width of sidewalks - if work is to be done within sidewalk area, include location of all obstructions. • Distance to adjacent cross streets. • Street width. • Parking restrictions - red curb, loading zones, parking meters, etc. • Lane widths, raised medians and islands - show existing striping pattern. • Traffic Controls - stop signs, traffic signals, etc.	

Item #	Requirement	Results
16.3	**Drawings:** Provide a drawing (to scale) showing position and spacing of: • Construction Signs • Barricades • Delineators • Flashing, Steady Burn Lights, and/or Flashing Arrow Boards • Temporary Striping and Pavement Markings • Lane Taper Lengths (L) must be clearly shown: (a) for speeds of 40 mph or less: L=ws^2/60 (b) for speeds over 40 mph: L=ws (where, w = width of lane shift, s = speed posted or 85% speed, whichever is highest)	
16.4	**Conditional - Trench Profile:** When trenching, provide a typical section of the construction area including width and depth of trench in relation to the existing striping.	
17.0	**LANDSCAPE CONSTRUCTION PLANS -** This package consists of the Irrigation Plan, Planting Plan, Revegetation Plan, Erosion Control Plan, Natural Slope Restoration Plan and/or Brush Management Plan. Conditional: Required for all grading permits and for other types of development as identified in Landscape Regulations Applicability Table 142-04A in Section 142.0402 of the Municipal Code. If the site is within a Planned District, refer to the specific landscape requirements contained in the Planned District Ordinance (Chapters 10 and 15 of the Municipal Code). Where the Planned District refers to City-wide regulations, use Table 142-04A to determine if your development proposal will require a landscape plan.	
17.1	**General Requirements - All Plans**	
17.1.1	**Site Development Features:** Provide consistency between the grading plan, planting plan, irrigation plan and improvement plans by providing the same scale and labeling on all site development features and use areas, such as; retaining walls, existing trees and shrubs to remain, contoured slopes and gradients, streets, buildings, sidewalks, driveways, parking areas, MHPA and MSCP area boundaries, recreational and open space areas, and planting in the public rights-of-way or easements.	
17.1.2	**Conditional - Limits of Work Line:** On existing or phase projects, indicate with a dashed line the limits of work.	
17.1.3	**Recommended - Installation Schedule:** Prior to approval of the landscape construction plans provide the owners qualified landscape representatives' name and phone number, who will be performing the site observations and reporting back to the City in letter form at completion of each phase (phases include, but are not limited to, job start, brush management, slope planting, flat work/ foundation, irrigation pressure test, finish grade, planting layout /size and quantity, irrigation coverage test, and a final inspection with the landscape inspector).	
17.2	**Conditional - Planting, Revegetation, Erosion Control & Natural Slope Restoration Plan** To determine if your project requires a planting plan, please refer to Table 142-04A, Landscape Regulations Applicability, in Section 142.0402 of the Municipal Code. To determine if a Revegetation and erosion control plan is also required, refer to Table 142-04F.	
17.2.1	**Planting Plans:** Planting plans are construction documents that graphically represent the installation of a planting design proposed for the site. Revegetation, erosion control and natural slope restoration may be included on the planting plan if the plans provide sufficient clarity. The planting plans must provide graphic symbols, quantities and size of trees, shrubs and ground covers that are consistent with the minimum landscape regulations requirements.	
17.2.2	**Landscape Calculation/Diagram:** Provide the Summary Calculations and the yard/vehicular use area diagram on the landscape plans. See Information Bulletin 425, "How to Prepare Landscape Calculations" for more information.	

Item #	Requirement	Results
17.2.3	**Legend:** Provide the following information in the legend. by category (e.g., trees, shrubs and ground cover): • Label or symbol all trees and shrubs. • Botanical names and common names. • Mature height /spread of trees and shrubs • Quantities and container sizes of each symbol • Symbol and on center spacing of container stock and root cuttings • Detail Numbers • Maintenance considerations • Symbol of each seed mix, pounds per acre of seed mixes, % pure live seed, total pounds per acre and identify if seed mix is to be irrigated or non-irrigated.	
17.2.4	**Details:** Provide planting details such as Trees, Shrub/Vine Planting , Slope planting of trees and shrubs , Groundcover Planting (note on center spacing and pattern).	
17.2.5	**Conditional - Existing Trees and Shrubs:** Where trees and shrubs are existing, indicate with a dashed symbol and label to be removed or to remain. Provide the botanical and common name, caliper size of the trees and the height and spread of the shrubs. Provide the name and condition of any ground cover to remain.	
17.2.6	**Conditional - Retaining Walls:** Where retaining walls (6-feet in height or greater) are proposed, provide details showing planting in front of retaining walls, planting in the cell of a wall (minimum two cells deep) and the planting on top of the wall. Provide the following note on the detail and plans "All planting provided shall provide 80% screening of the wall within two years."	
17.2.7	**Conditional - Hydro seeding:** When Hydro seeding is required, provide the botanical names of seed mix, pounds per acre, percentage of pure live seed and total pounds per acre. Identify if hydroseed mix is irrigated or non-irrigated.	
17.2.8	**Conditional - Street Trees:** When street trees are required, show all existing and proposed street trees and utilities (underground water, sewer, gas, including overhead and underground electric and telephone cables) located within the public right-of-way, and provide the following table on the plans: MINIMUM TREE SEPARATION DISTANCE Improvement/ Minimum Distance to Street Tree Traffic signals (stop signs) - 20 feet Underground utility lines - 5 feet Above ground utility structures - 10 feet Driveway (entries) - 10 feet Intersections (intersecting curb lines of two streets) - 25 feet	
17.2.9	**Conditional - Root Barrier:** For all trees within 5 feet of any hardscape/pavement/curbs in the rights-of-way, provide a bold symbol for each Root Barrier location and the type of Root barrier on the planting plan.	

Item #	Requirement	Results
17.2.10	**Conditional - Revegetation program:** When slopes are being disturbed, provide a description of the proposed revegetation program with the following information: • Type of habitat by area. • Type of irrigation. (IE. surface set , mircro spray system). • Time of year for planting container stock. • Specific planting techniques. • Time of year for Hydro seeding specific seed mixes and percentage of coverage required. • Time for establishment. • Maintenance criteria. • Monitoring schedule and the responsible parties.	
17.2.11	**Conditional - Natural Slope Restoration Program**: When slopes are being disturbed, provide a description of the proposed restoration program with the following information: • Type of habitat, by area. • Type of irrigation. (IE. surface set , micro spray system). • Time of year for planting container stock. • Specific planting techniques. • Time of year for Hydro seeding specific seed mixes and percentage of coverage required. • Time for establishment. • Maintenance criteria. • Monitoring schedule and the responsible parties.	
17.3	**Conditional - Irrigation Plans** Required when a planting plan is required per Municipal Code Section 142.0402. Automatic irrigation systems are required to be below grade for all required plant material [see 142.0403(c)]. Temporary irrigation systems are required for the establishment of native or naturalized plant material [see Table 142-04F].	
17.3.1	**Irrigation Plan:** Provide symbols on the irrigation plan and legend that graphically defines the size and type of various irrigation products and materials such as; back flow preventor, controller, rain shut off switch, valves, pipe and irrigation heads by spray patterns and radius. On the legend provide irrigation materials by size, product names, manufacture, the gallons per minute, spray pattern, radius, arc and the precipitation rate.	
17.3.2	**Point of connection (POC):** Provide the point of connection (POC) and the Static pressure in the street, including working pressure and the feet per second of the system design.	
17.3.3	**Details:** Provide irrigation details and number them consistently with the legend. Provide details such as; back flow, controller, rain shut off switch, valves, wire caps, trenching depths, irrigation heads by type and use. Provide a reference to the specification section that applies.	
17.3.4	**Specifications:** Provide irrigation specifications on a separate sheet.	
17.3.5	**Conditional - Public right-of-way:** When providing street trees or landscape improvements in the public right-of-way, show and label separately on plans and legends all work in the public rights-of-way. Provide City Standard Drawing numbers when applicable.	
17.3.6	**Conditional - Reclaimed Water:** When proposing to use reclaimed water for irrigation, indicate on plans and provide the name of the Water District and Area.	

Item #	Requirement	Results
17.4	**Conditional - BRUSH MANAGEMENT PLAN** Required when the site is adjacent to native or naturalized vegetation (see section 142-0412).	
17.4.1	**Statement:** Provide a statement describing the method of design and the criteria used in developing your brush management plan. (Refer to (142-0412 (d) & 142-0412 (e).)	
17.4.2	**Brush Management Plan:** Provide a brush management plan depicting the following: • Structural setback from all slopes steeper than 25% and over 50 feet in vertical height. • All zones graphically shown, dimensioned and labeled. • Provide zone one and two requirements (142-0412 (g) & 142-0412 (h) • Provide by symbols on the plan and in the legend a clear representation of the planting scheme to be used in zone one and two.	
17.4.3	**Brush Management Program:** Provide a description of the proposed Brush Management program with the following information: • Provide detailed description of the implementation for each zone, including the method of thinning and pruning in zone two. • A long-term maintenance program and notes (include time of year for thinning for each zone and the party responsible for monitoring maintenance). • Provide Table 142–04H indicating the Zone depths that the Brush Management plan was designed under.	
18.0	**FEES [See Information Bulletin 502]** Checks must be made payable to the "City Treasurer" in the exact amount required, as the cashier cannot give change on checks written over the amount due. Fees can also be paid by Visa or MasterCard.	