

## SECTION 2

### PERMIT AND SUBMITTAL REQUIREMENTS (PR)

- 2-1 GENERAL** - No work of any type shall be performed within the City right-of-way and easements without approved plans and an encroachment permit. No grading shall be performed within the City limit without approved plans and a grading permit. The certificate of insurance and all necessary securities shall be approved prior to approval of the plans and the issuance of any permits. This section contains the City's requirements for each of these permits.
- 2-2 GRADING PERMITS** - The City Development Code and the CBC requires that a grading permit be obtained from the City prior to beginning any grading, unless otherwise exempted as specified in the Development Code Chapter 17.60 Grading Permit Requirements and Procedures and the CBC.
- A. Fees** - A deposit for plan review and inspection fees is required with all grading permit applications. The final grading permit fees will be the actual cost of services provided. The latest adopted fee schedule shall be used to determine grading permit fees.
- B. Security** - An Improvement Performance Security shall be submitted for all activities requiring a grading permit (if a subdivision improvement agreement is not in place). The amount of the security shall be based on an approved Engineer's cost estimate for the project. The cost estimate shall be provided to the Engineering Division for review and approval as a part of plan submittal. All costs shall include a ten (10) percent contingency. The security amount shall be for the sum of the following: 1) 100% of the cost of public improvements necessary to restore the public right of way back to existing conditions or the cost of the proposed public improvements, whichever is less; 2) 10% of the cost of erosion and sedimentation control necessary to stabilize the site; 3) 10% of the cost of tree replacement; and 4) 100% of the cost to address any features which could cause a hazard to the public or neighboring property owners if left in an incomplete state. The minimum security amount shall be \$500.00.
- C. Insurance** - Insurance is not required where the proposed grading is not within existing City right-of-way and easements. Where grading is proposed within City right-of-way and easements an encroachment permit shall be applied for and issued prior to any work being performed in City right-of-way or easements.
- D. Release of Security** - The amount of the security may be reduced, but not less than \$500.00 or the Warranty and Guarantee Security for the public improvements, whichever is greater, by the Engineering Division as potential hazards are removed and/or the nature of the project does not justify the full amount. The Improvement Performance Security shall be released following completion of all conditions of the permit, receipt of written request for release by developer, submittal of a Warranty and Guarantee Security (if required) and approval by City Council (if required).
- 2-3 ENCROACHMENT PERMITS** - An encroachment permit is required for any work performed within the City's right-of-way and easements.
- A. Fees** - Plan review and inspection fees for encroachment permits will be the actual cost of services provided, subject to minimum amounts based on the project scope. The latest adopted fee schedule shall be used to determine encroachment permit fees.

Where grading is proposed in conjunction with the improvements, a grading permit shall be issued

prior to or concurrently with the encroachment permit.

Trench Cut Recovery Fees as specified in the Municipal Code will be collected for all utility cuts into existing streets as specified in the Ordinance. Trench Cut Recovery Fees are based upon the extent of trenching proposed and present condition of the street's pavement prior to trenching. Fees will be calculated prior to issuance of an encroachment permit by the Engineering Division.

- B. Security** - An Improvement Performance Security shall be submitted prior to the issuance of an encroachment permit, if required (as determined by the City Engineer). The security amount shall be for 100% of the cost of public improvements necessary to restore the public right of way back to existing conditions or the cost of the proposed public improvements, whichever is less. The estimate shall include the cost of erosion and sedimentation control and all improvements in the existing City right-of-way and easements. The minimum security amount shall be \$500.00. The cost estimate shall be provided to the Engineering Division for review and approval as a part of plan submittal. All costs shall include a ten (10) percent contingency.
- C. Insurance** - A Certificate of Insurance evidencing certain insurance coverage is required for all work within City right-of-way and easements. Contact the Engineering Division for information regarding minimum insurance coverage requirements.
- D. Release of Security** - The amount of the security may be reduced, but not less than \$500.00 or the Warranty and Guarantee Security for the public improvements, whichever is greater, by the Engineering Division as potential hazards are removed and/or the nature of the project does not justify the full amount. The Improvement Performance Security shall be released following completion of all conditions of the permit, receipt of written request for release by developer, submittal of a Warranty and Guarantee Security (if required) and approval by City Council (if required).

**2-4 ACCEPTED PLANS** - Complete plans and specifications for all proposed streets, bikeways, grading, drainage facilities, sewerage, utilities, traffic signals, water distribution systems, storage, wells, PRV stations, industrial developments, commercial developments, and subdivisions, including any necessary dedications, easements, and rights of entry, shall be submitted to the Public Works Department for acceptance. This acceptance shall be substantiated by the signature of the City Engineer, the responsible charge Consulting Engineer, appropriately licensed by the State of California, and the Geotechnical Engineer (if required by the City Engineer) prior to the beginning of construction of any such improvements.

**2-5 SUBMISSION OF IMPROVEMENT (GRADING) PLANS** - The following are the procedures and requirements when submitting improvement plans to the City of Grass Valley for review. Incomplete submittals will not be accepted.

The Public Works Department acts as the lead agency in the submittal process for improvement plans. The submittal package should be submitted directly to the Public Works Department for routing to the other City Departments as applicable.

**A. Submittal Requirements** - The following are the submittal requirements for improvement plans:

1. Completed application form - available online.
2. One (1) full size (24" X 36") paper set of improvement plans (unless otherwise requested by City staff). Initial submittals for review may be on bond paper, whereas the final copy submitted for

- acceptance and all record drawings shall be plotted on “Mylar” film (or equivalent).
3. One (1) set of improvement plans in electronic format (.pdf). If unavailable, a total of five (5) full size paper sets shall be required to comply with item 2.
  4. Two (2) copies or a pdf of the soils and/or geotechnical reports for the site.
  5. Two (2) sets or a pdf of landscaping and irrigation plans, if required by condition of approval.
  6. Two (2) copies or a pdf of the 10, 25 and 100 year storm drain calculations based on this manual and City of Grass Valley’s Storm Drainage Master Plan, including two (2) copies of the drainage shed map.
  7. Two (2) copies or a pdf of any necessary hydraulic studies and any necessary HEC analysis. These analyses, when required by the Public Works Department, shall include the following:
    - a. Program printouts for both the before and after conditions.
    - b. A plan showing contours, stream centerlines, limits of proposed construction, floodplain and floodway boundaries as calculated by the analysis, and boundaries as established by the best available information, if applicable.
    - c. Cross section plots of before and after conditions for all sections affected by the development.
  8. Two (2) copies or a pdf of water and sewer calculations in accordance with this manual, if required by the Public Works Department.
  9. Two (2) copies or pdf’s of all reports, approvals, and permits required per the conditions of approval for the project (if applicable).
  10. An itemized engineer's estimate of construction cost based upon reasonable and current unit costs. All cost estimates shall include a ten (10) percent contingency. The cost estimate shall include, but not be limited to, all public landscaping improvements, grading proposed within public right-of-way and easements, construction staking, all private improvements separately described and estimated (not including the cost of any buildings). The Engineer may be requested to substantiate unit costs used through recent bids, contractor prices, etc.
  11. Payment (100%) of the plan check deposit in accordance with the adopted fee schedule. The City reserves the right to collect additional plan check and inspection fees based on actual cost incurred.
- B. Record Drawings** - The following are the submittal requirements for improvement plan record drawings:
1. Obtain original Mylars from City Engineering Division, modify as required, stamp drawings “Record Drawing” and have engineer of record sign and date.
  2. The grading contractor shall sign a statement on the plans that the improvements were constructed as shown on the record drawings.

3. Submit record drawings to City for acceptance and record retention.

**2-6 SUBMISSION OF FINAL AND PARCEL MAPS** - Final and Parcel maps may be submitted only after approval of the tentative map by the City Council and after the Conditions of Approval are available from the Planning Department.

**A. Submittal Requirements** - The following are the submittal requirements for final maps or parcel maps:

1. Completed application form - available online.
2. Three (3) sets of the final or parcel map. Initial submittals for review may be on bond paper, whereas the final copy submitted for acceptance and all record drawings shall be plotted on "Mylar" film (or equivalent).
3. One (1) copy of the final or parcel map in electronic format (.pdf) on compact disc.
4. Payment of map check fee deposit in accordance with the adopted fee schedule.
5. Two copies of boundary and parcel closure calculations.
6. Two copies of the Preliminary Title Report dated within six months and if map approval extends beyond six months, a new report is required.

**2-7 SUBDIVISION IMPROVEMENT AGREEMENT** - Per the Development Code, the City may allow the filing of a parcel or final map prior to the completion of all required improvements. The subdivider must post a deposit in accordance with the adopted fee schedule for the City to prepare a Subdivision Improvement Agreement and obtain City Council approval. Security for the Subdivision Improvement Agreement shall amount to 50% for faithful performance, 50% for payment security, 10% for guarantee and warranty security and 100% of the costs for survey monuments for a total security not less than 110% of the total costs of the required improvements.

**2-8 SUBMISSION OF LOT LINE ADJUSTMENTS** - Lot line adjustments can include adjusting lot lines between up to four parcels, the recordation of a Certificate of Compliance, parcel mergers, or reversions to acreage.

**A. Submittal Requirements** - Lot line adjustments and reversions to acreage require prior approval from the Planning Division. The following are the submittal requirements for lot line adjustments, Certificates of Compliance, parcel mergers, and reversions to acreage for Public Works approval:

1. Completed application, available online, signed by all affected property owners attesting to their approval of the lot line adjustment.
2. Three (3) copies of the resultant property boundary descriptions with three (3) copies of exhibit maps (8.5" x 11" sheet) stamped and signed by a California Licensed Land Surveyor or Registered Civil Engineer authorized to practice land surveying.
3. Three (3) copies of the boundary closure calculations for the resulting lots.
4. Application signed by all affected property owners attesting to their approval of the lot line adjustment.

5. Three (3) copies of the deed(s) to convey interest in the affected properties.
6. Two (2) copies of a preliminary title report no older than six (6) months for all properties involved.
7. Evidence that the current year's property taxes have been paid, prior to City acceptance of the lot line adjustment.
8. Payment of Certificate of Compliance or parcel merger fee (if applicable). Payments for lot line adjustments and reversions to acreage are paid as part of the planning approval process.

**2-9 SUBMISSION OF DEDICATION BY SEPARATE INSTRUMENT** - Dedications for public right-of-way or public easements shall be submitted to the Public Works Department for review and processing.

**A. Submittal Requirements** - The following are the submittal requirements for dedications:

1. Completed application form.
2. Three (3) copies of the grant document on an 8.5" x 11" sheet(s) containing notarized signature(s) of the owners(s) and affected property(ies). The grant document shall contain a legal description sufficient to retrace property boundaries in metes and bounds format of the area being granted. The purpose(s) for which the area is being granted shall be included. Legal descriptions shall be prepared stamped and signed by a licensed Land Surveyor or Registered Civil Engineer authorized to practice land surveying and written in accordance with accepted practice.
3. Three (3) copies of an exhibit map on 8.5" x 11" sheet. The map shall show the physical location of the area being granted as described in the legal description. The map shall contain the following information:
  - a. North arrow.
  - b. Scale of map.
  - c. Point of beginning of the description.
  - d. Bearings and distances of the description.
  - e. Easement width and type.
  - f. Reference to other supporting documents.
4. Three (3) copies of lot closure calculations and supporting documents used to verify that legal lines are in their proper locations.
5. Two (2) copies of the Preliminary Title Report dated within six months. If approval extends beyond six months, a new report is required. If Deeds of Trust or Mechanic (or other) liens on the property appear in the Title Report for the property, subordination agreements shall be submitted. The agreement shall be signed and notarized by all property owners and beneficiaries.

**2-10 RESUBMITTAL REQUIREMENTS** - All resubmittals shall be sent directly to the Public Works Department for routing to other City Departments as needed. All resubmittals shall include the previous

check prints. The number of plans required shall be as requested by the City in the returned comments. All comments shall be either addressed on the plans or, if a comment is not specifically addressed on the plans, a written explanation shall be provided stating why the comment was not addressed.

Plans being resubmitted that contain alterations or revisions other than those required by the City shall require the consulting engineer to bring those revisions or alterations to the attention of the City.

**2-11 EXPIRATION OF PLANS** - Every permit issued under the requirements of this manual shall, at the discretion of the City Engineer, become null and void if the construction of work authorized by such permit is not commenced within one (1) year from the date of such permit, or if the construction of work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of six (6) months. At such time, the plans shall be subject to review by City staff to determine conformance with current City standards.

**2-12 IMPROVEMENT PLAN REVISIONS DURING CONSTRUCTION** - Should changes to improvement plans become necessary during construction, such changes shall be subject to approval of the City Engineer.

**A. Approval Process** - The procedure for obtaining approval shall be as follows:

1. The Consulting Engineer shall submit two (2) copies of the proposed changes shown in red. The Public Works Department shall route the proposed revision to all applicable City Departments for review.
2. Following review and approval by the Public Works Department and all other City Departments of the proposed change, the Consulting Engineer shall submit the current approved plan, stamped and signed by the Engineer, in reproducible form showing the proposed change.
3. If determined acceptable, the City Engineer will indicate approval for the change by initialing the plans in the revision box.

**B. Plan Revision** - After receiving approval, actual revisions shall be made in accordance with the following:

1. Unless approved by the City Engineer, the original design shall not be eradicated from the plans but shall be lined out.
2. The changes shall be clearly shown on the plans with the changes and approval noted on a revision signature block.
3. The changes shall be identified by the revision number in a triangle delineated on the plans adjacent to the change and on the revision signature block.

**2-13 STRUCTURAL ITEMS** - The following is the City's procedure for plan checking and construction inspecting of structural items such as bridges, retaining walls, non-standard culverts, etc.

**A. Private Improvements** - Where structural items are to be constructed on private property which is intended to remain privately owned, the design engineer shall submit a letter along with the plan submittal which certifies that the item has been designed in accordance with accepted engineering practice. Said letter shall be wet stamped with the design engineer's RCE stamp and wet signed by the design engineer. The City will not plan check the design of the item as related to structural integrity.

The responsibility for ensuring said integrity rests with the design engineer.

For inspection of private structural items, the design engineer shall submit a letter to the Engineering Division certifying that the item has been constructed in accordance with accepted test methods. Said letter shall be wet stamped with the design engineer's RCE stamp and wet signed by the design engineer. It shall be the Developer's responsibility to make arrangements, as necessary, with the design engineer to enable said engineer to provide said letter as described above. The City will not inspect the construction of the item as related to structural integrity. The responsibility for ensuring said integrity rests with the design engineer.

**NOTE:** The above is not to be confused with private on-site retaining walls, buildings, etc., as these items require a building permit and therefore are plan checked and inspected by the Building Division. The structural items addressed in this section primarily pertain to improvements associated with private roadways.

- B. Public Improvements** - Where structural roadway items are to be constructed on public property, public right-of-way, or on private property which is intended to become public property or right-of-way, improvement plans shall be submitted to the Engineering Division for plan check along with the roadway improvement plans.

For inspection of public structural roadway items, the Engineering Division will provide inspection services similar to typical public roadway inspection which may include retaining a consultant for inspection services.

**2-14 DEVIATION FROM STANDARDS** - All requests for approval of exceptions from the design requirements contained within these Design Standards shall be submitted in writing to the Engineering Division. Approval for exceptions shall be sought as early as possible in the project development process, particularly where the project concept and/or cost estimate depend on the proposed design exceptions.

- A. Design Exceptions** - Requests for design exceptions shall include the following:

1. A statement of the specific standard for which a design exception is requested.
2. A thorough but brief description of the reason for the request for the design exception.
3. A description of any non-standard safety enhancements to be provided such as median barriers, guardrail upgrades, etc.
4. An estimate of the additional cost required to conform to these Design Standards.

- B. Approval** - The approval of all deviations from these standards shall be by the City Engineer, or by motion of the Planning Commission or City Council, as applicable.