



## TOWN OF LOS GATOS GRADING PLAN CHECKLIST

Please Note: This checklist summarizes major and typical topics of review. Site specific issues can and will produce additional comments.

Project Address: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

### GRADING SUBMITTAL PACKAGE *(Non-compliance with bold items can trigger rejection of submittal)*

- | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Grading Permit Application (completed and signed; hardcopy or electronic file)</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Grading and Drainage Plan (1 hardcopy and an electronic file)</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Stormwater Control Plan (for sites with new and/or replaced impervious surfaces of at least 10,000 SF (or 5,000 SF for projects designated as Land Use of Concern), if applicable (1 hardcopy and an electronic file)</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Hydraulic calculations for onsite storm conveyance system, if applicable</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Engineer's Estimate Form and Grading Permit Fees</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Notice of Intent (NOI) filed (For sites disturbing one acre or more of land. Provide confirmation of submittal to the Regional Water Quality Control Board.  |

### GRADING & DRAINAGE PLAN REVIEW *(Non-compliance with bold items can trigger rejection of submittal)*

- | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Title sheet with applicable Town Standard Grading Notes, legend and abbreviations</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Plans are drawn on sheets that measure 36 inches horizontal by 24 inches vertical</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | "Blueprint for a Clean Bay" sheet, and Erosion and Sediment Control Plan included   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Title block, scale, and north arrow shown   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Plans are clearly readable before and after microfilm reproductions</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name, number, license expiration date, stamp, and signature of the licensed professional responsible for the plans are included |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map shown (must be microfilmable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sheet index included for three (3) or more sheets   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Key map included for grading plans that span more than one (1) sheet  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Cross-sections (a minimum of two) of the entire area and show existing and proposed elevations</b>                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Driveway profile, including existing and proposed ground and their respective slopes  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify construction materials for the driveway and other surfaces  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All adjacent streets labeled correctly  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reference to a Town benchmark with elevation, datum and location information  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed property and easement lines, delineated and annotated   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Streets dimensioned (existing right-of-way, pavement, curb, gutter, sidewalk, park strips)                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed utilities and services  |



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Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Management Plan included in plan set per Conditions of Approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show a construction entrance and concrete washout area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2-foot contour lines in area of work and at least 25 feet beyond (darken proposed lines and lighten existing lines)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Existing and proposed building locations and pad elevations</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed elevations at high points, grade breaks and other significant locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finished grade elevations at building corners
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot corner elevations and the elevation at the high point in the yard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide the average slope of the lot(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table of earthwork quantities (cubic yards) with identification of individual areas of cut, fill
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Side and rear yard topography extending a sufficient distance beyond property line (20' minimum) to determine that proposed grading will not impede existing drainage patterns
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fences and retaining walls with top & bottom of wall elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>A table of cut and fill quantities (cubic yards) by area (building, yard, driveway, etc.)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot numbered and dimensioned per the recorded parcel/final map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading conforms to the preliminary plans as approved at the planning stage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient elevations on adjacent parcels must be indicated to demonstrate that the proposed grading will not impede existing drainage patterns
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Overland release path and elevations shown (must illustrate where storm water flows in the event of a total failure of the entire underground drainage system).</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No excessive or concentrated flow towards/into the adjacent parcel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof drain outlets are shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interior drainage facilities identified (catch basins, pipes, drainage structures, swales, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Size, rim/grate and invert elevations of all inlets, cross section of drainage swales shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pipe materials, sizes and slopes shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Channelization of flows to adjacent properties will not be allowed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheet flow across public property may not be allowed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Runoff from impervious areas should be conveyed toward pervious areas. Direction of flow from impervious to pervious areas shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amount of existing and proposed pervious and impervious area, by individual area and in square feet, is provided in table form. Specify the amount that is created and replaced.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage calculations for stormwater treatment, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions, cross sections, slopes and details of the selected treatment control measures to treat the site, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vegetated drainage swales, infiltration basins and/or other treatment devices shall be designed to store runoff and drain when at capacity. Elevation of swale features (i.e. top of swale, basin of swale, top of overflow grate, etc.)