



DEPARTMENT OF PUBLIC WORKS • ENGINEERING DIVISION  
160 S.10<sup>TH</sup> STREET • COLTON, CALIFORNIA • 92324  
PHONE: 909-370-5065 FAX 909-370-5079

## GRADING PERMIT APPLICATION

### CHECK LIST

#### ITEMS REQUIRED TO BE SUBMITTED

- 1) Complete grading plan (3 prints), including an interim erosion control plan which may be incorporated as part of the grading plan or a separate sheet of the grading plan.
  - 2) Preliminary soils report from soil engineer (1 copy). Report must be wet-signed and stamped.
  - 3) Plan Check Fee (Check with Public Works front counter, 909-370-5065)
  - 4) If the proposed grading/construction involves alteration of or discharge into a stream that is shown as a blue line or a broken blue line on the USGS Quad Maps, the engineer shall file a notification form FG 2023 (form and fee schedule available from Land Development Section) with Department of Fish and Game Environmental Services, 330 Golden Shore, Suite 50, Long Beach, CA 90802 (Phone 310/590-5137). A copy of the notification shall be submitted to the Public Works Department with the grading plan.
  - 5) In accordance with National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges associated with construction activity, the owner involved in any construction activity that includes clearing, grading or excavation that results in the disturbance of at least 1 acre of total land area shall:
    - a) Submit a Notice of Intent (NOI) to the State Water Board. The NOI must be sent to the following address:  
  
California State Water Resources Control Board  
Division of Water Quality  
Storm Water Permit Unit  
P. O. Box 1977  
Sacramento, CA 95812-1977
- A grading permit will not be issued until verification is provided that the NOI has been submitted to the State Water Board. Acceptable verification shall be a copy of a letter from the State confirming project location and issuance of a Waste Discharge Identification No. (WDID).
- b) A Storm Water Pollution Prevention Plan (SWPPP) must be developed and implemented concurrent with commencement of grading/clearing activities. A copy must be provided to Public Works prior to issuance of the grading permit.
- \* All applicable provisions of the Colton Municipal Code, including but not limited to the following:
- 1 [ ] Grading plan to be signed by a registered civil engineer, or if less than 5,000 cubic yards and designated regular grading, a registered architect or registered landscape architect may sign.

Grading plans on parks and other projects that are in excess of 5,000 c.y. may be signed by a registered landscape architect if the graded fills do not support structures and fills do not exceed 10'. Engineer, architect or landscape architect to have current City Business Tax Certificate. The City Business Tax Certificate Number with expiration date must be shown on the plans on first submittal. This is likewise required for soil engineers doing work in connection with the proposed grading. The plan, if signed by a civil engineer shall also bear the seal or stamp of the civil engineer and the expiration date of the certificate or authority.

- 2 [ ] Printed name, address, registration number and phone number of engineer or architect to be shown on plans. Show City of Colton Business Tax Certificate No. and expiration date. Engineer must have a current city Business Tax Certificate.
- 3 [ ] Title block on plan showing address, APN, related case number, if any, and/or location of project.
- 4 [ ] The estimated volumes, in cubic yards, of cut and/or fill and area of site to be shown on plan. Ultimate disposition of any excess dirt to be stated on plan. Excess dirt moved outside the city limits shall comply with the applicable standards of the area it is moved to. Any location within the city limits used for disposal of excess dirt will require separate Grading Plan Review and issuance of a separate grading permit for that site.
- 5 [ ] The City-issued Tracking Number (PW0000-00) shall be shown on all plans and correspondence relating to the Grading Permit. (The Tracking Number is assigned upon initial plan review and must be included on all subsequent submittals and correspondence.)
- 6 [ ] Vicinity map, north arrow and scale are shown on plan.
- 7 [ ] Existing contours (maximum interval 2 feet) to be shown as broken (dashed) lines properly identified on the plan and extended to a minimum of 15 feet beyond the perimeter of the property. All buildings, trees, fences and structures on-site and on adjacent lots within 15 feet of the perimeter of the property to be shown and labeled on plan. The effect the proposed grading will have on adjacent properties (cuts, fills, drainage, etc.) to be shown on plans. Also any grading performed on adjacent private property shall be clearly shown and will require a signed release from the adjacent legal owner.
- 8 [ ] Proposed final grades to be clearly shown and designated on plans along with all cut and fill slopes (max. 2:1 slope). Slopes to be clearly designated on plans with slope (H:V) being shown. The contours of all new grading shall be in solid lines.
- 9 [ ] Details of any proposed on-site drainage structures, walls, cribbing, surface protection, etc. to be shown on plans. All drainage from areas accessible to vehicles to be filtered prior to entering city streets and storm drain systems.
- 10 [ ] Slopes, max. 2:1, unless approved by the soil engineer (with accompanying data) and the Planning Department.
- 11 [ ] Recommendations and conclusions in the Preliminary Soils Report are to be incorporated in the design of the grading plan.

**Note: A pre-construction meeting with the Developer, Contractor and Public Works Inspector shall be done prior to the issuance of a Grading Permit to discuss compliance with NPDES Storm Water Program.**

THE FOLLOWING APPLICABLE NOTES ARE REQUIRED ON GRADING PLANS / EROSION CONTROL PLANS:

1. All work shall conform to the “*Standard Plans and Specifications for Public Works Construction*” (*Greenbook*), latest edition, including supplements, to the City of Colton Standard Plans & Specifications, and to the City of Colton Public Services Department, Engineering Division “Standard Construction Drawings”
2. No work shall be done without approval from the City Engineer; all offsite improvements shall be completed to the satisfaction of the City Engineer.
3. Contractor shall implement all City, County, State and Federal job site safety requirements as they relate to dust control, equipment movement, noise, hours of work and construction hazardous materials and shall minimize any inconvenience to the public.
4. The Contractor shall not conduct any operations or perform any work pertaining to the Project between the hours of 5:00 P.M. and 7:00 A.M. on any day nor on Saturday, Sunday or any holiday at any time without prior approval, in writing, of the City Engineer
5. The property owner shall be responsible for the cost of cleaning and hauling any hazardous and detrimental material discovered during and after the work from the site.
6. Contractor shall remove and replace all broken, cracked or raised sidewalk, drive approach, or curb and gutter within property frontage. For corner lots, both street frontages shall be included.
7. These notes shall take precedence over the information appearing on the Plans.
8. All work proposed in the public right of way requires a separate Permit [Street Cut Permit, Street Improvement Permit, Encroachment Permit, etc.] issued by the Public Services Department, Engineering Division.
9. A construction water meter is available from the Water/Wastewater Department, located at 160 S. 10<sup>th</sup> Street, Colton, CA 92324. The property owner/contractor/developer is responsible for the cost of the water used during the course of the construction.
10. These plans have been checked based on the assumption that all information shown or implied on these plans is true, and have been checked by the City only in conformance with City Standards, compliance with development conditions and for general conceptual approval of the drainage and parkway improvements shown hereon. No detailed mathematical check or field survey was made by the City for the accuracy of the existing utilities shown or not shown. No checks were made on the existing design infrastructures and structures shown on these plans; these plans were checked on the assumption that all building layouts, setbacks and site plans were initially approved by the appropriate entities.
11. The Registered Civil Engineer signing these plans is responsible for assuring the accuracy and acceptability of the work hereon. In the event any discrepancies arising during construction, he shall be responsible for determining an acceptable solution and revising the Plans for approval by the City.
12. The Contractor shall be responsible for clearing the proposed work area of all deleterious matter per the final approved grading plan. It shall be the responsibility of the Contractor to clear the right of way in accordance with the provisions of law as it affects each utility including irrigation lines and appurtenances and at no cost to the City.

13. No work on off-site improvements may be started without an approved Street Improvement Plan, and a Street Improvement Permit issued by Public Services Department, Engineering Division.
14. All utility installations within the public right of way require a Street Cut Permit issued by Public Services Department, Engineering Division. In addition, an Installation Permit will be required for water or sewer lines, and is issued by the Water/Wastewater Department, located at 160 S. 10<sup>th</sup> Street, Colton, CA 92324.
15. For information regarding electrical installations within the public right of way contact the Electric Department at 150 S. 10<sup>th</sup> Street, Colton, CA, 92324. In addition, a Street Cut Permit issued by the Public Services Department, Engineering Division.
16. Gas, phone and cable utilities have franchise agreements with the City of Colton, and are required to secure their own Street Improvement Permit and/or Street Cut Permit from Public Services Department, Engineering.
17. A separate permit is required for any fence constructed on-site. This permit is issued by Community Development Department, 659 N. La Cadena Drive, Colton. If the proposed (or existing) fence is constructed within the public right of way, an Encroachment Permit is required and is issued by the Engineering Division, Public Services Department.
18. Prior to the commencement of any Work in public streets, or within the public right of way, Contractor shall provide a Traffic Control Plan (in triplicate) to the City Engineer for review.
  - a. Traffic Control Plans for minor public right of way improvements shall conform to the "Work Area Traffic Control Handbook" (W.A.T.C.H. Manual); Traffic Control Plans for larger projects shall be prepared (in triplicate) by a Registered Civil Engineer, and each set shall be "wet-signed" and submitted to the City Engineer for review.
  - b. The decision as to what constitutes a minor improvement versus a larger project shall be at the sole discretion of the City Engineer.
19. Contractor shall verify the locations of all underground utility lines or structures whether shown or not shown on this plan, and shall be responsible for protecting them from damage. The Contractor shall call Underground Service Alert at 1-800-422-4133 a minimum of two working days before digging. The USA number shall be provided to the City Engineer.
20. No Work may begin without an approved Traffic Control Plan, and once begun, Contractor shall endeavor to complete work in the street and/or public right of way without delay so as to provide minimum inconvenience to adjacent property owners and to the traveling public.
21. Any Contractor working within the public right of way is subject to the licensing and insurance requirements of the City.
22. The Contractor shall take all necessary and proper precautions to protect adjacent properties from any and all damage that may occur from storm water runoff and/or any deposit of water runoff and/or debris resulting from any and all work in connection with construction.
23. Trees, foliage, signs, and other improvements shall be protected in place and any damage to existing improvements shall be repaired or replaced in kind to the satisfaction of the City Engineer.
24. It shall be the responsibility of the Contractor to locate all substructures within the alignment of the proposed improvements, and in the event of substructure damage, the Contractor shall bear the total cost of repair or replacement.
25. If any utilities or facilities conflict with proposed improvements, all work shall stop, and the City Engineer shall be notified immediately.

26. The Contractor is advised that all excavated materials shall become his property and shall be removed from the job site unless instructed by the City Engineer, in writing, to do otherwise.
27. No trenches, regardless of depth or width and whether on-site or off-site, may be left open overnight unless prior approval is secured, in writing, from the City Engineer.
28. Trenches deeper than 5'0" will require a CAL-OSHA permit. A copy of the permit shall be provided to the City Engineer.
29. The Contractor shall be responsible during all phases of the work to provide for public safety and convenience. The Contractor shall establish adequate access to driveways at the end of each working day to the satisfaction of the City Engineer
30. The Contractor shall provide a 72-hour notification to the affected properties, the Police Department, and the Fire Department in the event of a change in street closure to traffic and/or Public Safety Vehicles, parking restrictions, and on each Monday morning during the construction period.
31. Road closures in excess of twenty-four (24) hours shall require approval of the City of Colton City Council. Processing time for this request is six to eight (6 to 8) weeks, and a written application (Temporary Road Closure Permit) must be submitted to the City Engineer in sufficient time to process the request.
32. All Inspection requests for Work performed in the public right of way shall be directed to the Engineering Division, Public Services Department, and shall be made by the Contractor a minimum of twenty-four (24) hours before the services thereof will be required
33. Contractor shall comply with these requirements and City Engineer's directions during the course of construction.

### N.P.D.E.S. REQUIREMENTS:

All construction on off-site or on-site improvements shall adhere to National Pollution Discharge Elimination System (NPDES) Best Management Practices (BMP's) to prevent deleterious material or pollutants from entering the City or County Storm Drain Systems.

The following should be adhered to:

1. Handle, store and dispose of materials properly.
2. Avoid excavation and grading activities during wet weather.
3. Construct diversion dikes and drainage swales around working sites.
4. Cover stockpiles and excavated soil with secured tarps or plastic sheeting.
5. Develop and implement erosion control plans and provide a copy to the Engineering Division, Public Services Department for approval by the City Engineer.
6. Check and repair leaking equipment AWAY from construction site.
7. Designate a location AWAY from storm drains for refueling vehicles.
8. When working near catch basins, cover and seal each basin prior to the start of construction.
9. Use vacuum with all concrete sawing operations.
10. Never wash excess material from aggregate, concrete or equipment onto a street.
11. Catch drips from paver with drip pans or absorbent material.
12. Clean up all spills using dry methods.

13. Gutters shall be kept clean after leaving construction site. Sweep all gutters at the end of each working day.
14. During construction, dumpster(s) shall be on site at all times.
15. Call 911 in case of a hazardous spill.
16. Keep a running log of all activities in connection with the "Storm Water Pollution Prevention Plan (SWPPP).
17. Name a person on-site to be responsible for complying with SWPPP.
18. The following BMP's as outlined in, but not limited to, the "Best Management Practices Handbook, California Stormwater Quality Task Force, Sacramento, California, 1993", or the latest revised edition, may apply during the construction of this Project. (Additional measures may be required if deemed appropriate by County Inspectors.

19. BEST MANAGEMENT PRACTICES:

CA001	DEWATERING OPERATIONS
CA002	PAVING OPERATIONS
CA003	STRUCTURE CONSTRUCTION & PAINTING
CA010	MATERIAL DELIVERY AND STORAGE
CA011	MATERIAL USE
CA012	SPILL PREVENTION AND CONTROL
CA020	SOLID WASTE MANAGEMENT
CA021	HAZARDOUS WASTE MANAGEMENT
CA022	CONTAMINATED SOIL MANAGEMENT
CA023	CONCRETE WASTE MANAGEMENT
CA030	VEHICLE & EQUIPMENT CLEANING
CA031	VEHICLE & EQUIPMENT FUELING
CA032	VEHICLE & EQUIPMENT MAINTENANCE
CA040	EMPLOYEE/SUBCONTRACTOR TRAINING
ESC01	SCHEDULING
ESC02	PRESERVATION OF EXIST VEGETATION
ESC10	SEEDING AND PLANTING
ESC11	MULCHING
ESC20	GEOTEXTILES AND MATS
ESC21	DUST CONTROLS
ESC23	CONSTRUCTION ROAD STABILIZATION
ESC24	STABILIZED CONSTRUCTION ENTRANCE
ESC30	EARTH DIKE
ESC31	TEMPORARY DRAINS AND SWALES
ESC32	SLOPE DRAIN
ESC40	OUTLET PROTECTION
ESC41	CHECK DAMS
ESC42	SLOPE ROUGHENING/TERRACING
ESC50	SILT FENCE
ESC51	STRAW BALE BARRIERS
ESC52	SAND BAG BARRIER
ESC53	BRUSH OR ROCK FILTER
ESC54	STORM DRAIN INLET PROTECTION
ESC55	SEDIMENT TRAP
ESC56	SEDIMENT BASIN

"STOCKPILING ONLY" GRADING PLANS:

"Stockpiling Only" plans will be reviewed with the same requirements as regular grading plans with the following changes.

- 1 [ ] Unless otherwise approved, stockpiling permits will be issued for a period of one year only. All stockpiled material must be removed prior to expiration of the permit, or properly graded and compacted on-site. A separate grading plan and permit with soils report is required for either case unless material is removed outside of the city limits.
- 2 [ ] A preliminary soils report is not required for review of "stockpiling only" plans.
- 3 [ ] Unless otherwise approved, stockpiling is limited to a maximum height of 5 feet from existing ground elevations.
- 4 [ ] Toe of slopes to be located a minimum of 10 feet from any property lines.
- 5 [ ] Erosion, dust and drainage control to be maintained at all times for the duration of the stockpiling. (Not just during placement of the material.)

The above items are the minimum information required for submitting a grading plan for review. Therefore, after review, additional information may still be required.