GRADING PERMIT APPLICATION

PUBLIC WORKS / ENGINEERING
TOWN OF COLMA
1188 EL CAMINO REAL
COLMA, CA 94014-3212

Date _____/_____/_____
Project Location _____
_____

TEL (650) 757-8888 FAX (650) 757-8890

Instructions: Submit a copy of this application with all supporting documents. Write clearly by printing or typing and complete all questions. Incomplete applications will delay the application process. A list of written comments for corrections and/or additional information required by the Town will be provided directly to the applicant. REFER to following attached pages, **"Grading Permit Provisions" and "Grading Permit Application Checklist"** for additional information. Applications will normally be reviewed within **Fifteen (15) Calendar days** from the date application is submitted.

APPLICANT / OWNER / CONTRACTOR INFORMATION

1. Applicant Name _____ Company Name _____

Phone No._____ Fax No._____ Email _____

Business Address _____ City _____ State____ Zip _____

2. Property Owner Name (s) _____

Phone No._____ Fax No._____ Email _____

Mailing Address _____ City _____ State____ Zip _____

3. Grading **Contractor** Company Name _____

Business Address _____ City _____ State____ Zip _____

Phone No._____ Fax No._____ Email _____

Contractor's License # _____ Supervisor's Name_____

EMERGENCY *TELEPHONE NUMBER (24-Hour Contact)*_(____)_____

GRADING WORK

4. Address / Location of Grading Site
_____ Colma, CA _____

Accessor's Parcel No. (APN) _____ - _____ - _____

5. Description of Project (Describe the whole action involved, including but not limited to later phases of the project, and any secondary, support or off-site features necessary for its implementation (continue on a separate sheet if more space is needed):

_____

_____

_____

6. Estimated Start Date ____/____/____ and Completion Date ____/____/____
(Note: Completion Date may not exceed Certificate of Liability Insurance Expiration Date)

EARTHWORK QUANTITIES IN CUBIC YARDS

7. Cut: _____ C.Y. Fill: _____C.Y.
Export: _____ C.Y. Import: _____ C.Y.

8. Source of Fill Address _____ City _____ State____ Zip _____
Testing of Fill by Company Name _____
Report and Laboratory Tests Attached Yes ___ No ___

9. Disposal Site Address _____ City _____ State____ Zip _____
Permit Required Yes ___ Copy Attached No ____ Explain _____

HAULING ROUTES

10. Haul Route Map Copy Attached Yes ___ No ___

11. FROM FREEWAY (check one) _____ 280 ____ 101 arriving into Colma,

List all streets to get to the job site: _____

12. TO FREEWAY (check one) ____ 280 ____ 101 to leave Colma,

List streets for leaving from the job site: _____

13. INITIAL STUDY INFORMATION

Answer Yes or No to each of the following questions. Will the proposed project have an effect on any of the items listed below? Please explain the items checked yes; attach additional sheets as necessary.

	Yes	No	
•	___	___	Change in existing features of lakes, Hills, or substantial alteration of ground contours?

- ____ ____ Change in scenic views or vistas from existing residential areas or from public lands or roads?
- ____ ____ Change in pattern scale or character of development?
- ____ ____ Create significant amounts of solid waste or litter?
- ____ ____ Change in amount of dust, ash, smoke, fumes, or odors in the vicinity?
- ____ ____ Alteration of existing drainage patterns or change in water quality or quantity of any lake, stream or ground water aquifer?
- ____ ____ Substantial change in existing noise and vibration levels in the area?
- ____ ____ Is the site on filled land or on a slope of ten percent or more?
- ____ ____ Does the project involve the use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives?
- ____ ____ Substantial change in demand for municipal services (police, fire, water, sewer, etc.)?
- ____ ____ Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?

SIGNATURE / AUTHORIZATION

I, the undersigned **applicant/authorized agent for the applicant**, have completed this grading permit application and I am submitting this application with all reference documents for the purposes, as stated herein and certify under penalty of perjury under the laws of the State of California that all attachments are true and correct, to the best of my knowledge. I agree and understand that this grading permit application and all related documents are subject to review and approval by the Town; that I am responsible for paying all permit fees, securing all bonds and insurance requirements prior to the Town's issuance of the grading permit. I acknowledge reading and receiving the attached "Grading Permit Provisions" and "Grading Permit Application Checklist". I understand that implementing the Best Management Practices (BMP's) for prevention of storm water pollution and erosion control are mandatory requirements of a Town issued Grading Permit.

APPLICANT'S SIGNATURE _____ DATE ___/___/___
TITLE _____
COMPANY _____

I certify that I am the **owner** of the property affected by the proposed project and that I am fully aware of this application.

OWNER'S SIGNATURE _____ DATE ___/___/___

THE FOLLOWING TO BE COMPLETED BY TOWN STAFF PRIOR TO ISSUANCE OF A GRADING PERMIT

APPLICATION NUMBER _____

CEQA REVIEW REQUIRED YES____ NO____

If no, categorical or statutory exemption: _____

PERMIT FEES

1. Plan Check Amount $_____ □ Paid Check No._____
2. Grading Permit Amount $_____ □ Paid Check No._____
3. Deposit Amount $_____ □ Paid Check No._____

BONDS

4. Surety Amount $_____ □ Paid Check No._____
   OR, □ Bond No. _____ Company Name_____
5. Performance Amount $_____ □ Paid Check No._____
   OR, □ Bond No. _____ Company Name_____
6. Maintenance Amount $_____ □ Paid Check No._____
   OR, □ Bond No. _____ Company Name_____

INSURANCE

7. ***General Liability*** Attached Yes ___ No ___

8. ***Automobile Liability*** Attached Yes ___ No ___

9. ***Workers Compensation*** Attached Yes ___ No ___

10. ***Contractual Liability*** Attached Yes ___ No ___

The Insurance should identify the Town, its elective and appointive boards, commission, officers, agents, volunteers and employees named as additional insured.

11: Hold Harmless Clause Attached Yes_____ No_____
(CMC Section 5.07.170)

GRADING PERMIT PROVISIONS

The following is incorporated into the "final grading permit" issued.

1. All work shall be in accordance with Town of Colma Standard Specifications, designated standard drawings and the approved plans and soils report.
2. Contractors shall prominently display their company name, address and telephone number on each job site.
3. Permittee shall notify the Town at least two working days before starting work or resuming work after a suspension.
4. Permittees shall cause the grading to be done under the immediate supervision of a soils engineer who shall certify upon completion of the grading work that the work was done under his supervision in accordance with the "Plan", and "Geotechnical Report".
5. At least two working days in advance of starting excavation in an area that is known or could reasonably be expected to contain subsurface facilities, Permittee shall contact **Underground Service Alert (USA) at 1-800-642-2444** and obtain an inquiry identification number. This number shall be given to the Town Inspector prior to the start of excavation.
6. Permittee shall keep adequately informed of all State and Federal Laws and local Ordinances and regulations that in any matter affect work covered by this permit.
7. Work or use shall be completed by the expiration date stated on the permit unless an extension is requested by Permittee in writing and granted by the Town in writing.
8. This permit and any Town approved plans relating thereto shall be kept at the job site and be available for inspection at all times work is in progress.
9. No changes in the work or plans relating thereto shall be made without written approval of the Town.
10. A separate application and approval is required for the temporary closure of any street. Application must be made at least two weeks in advance of the intended date of closure.
11. Permittee is responsible for all liability for personal injury or property damage that may arise out of work covered by this permit and shall defend and hold the Town of Colma harmless against all claims for damages or liability caused by the work covered by this permit.
12. Adjoining property and improvements that could be damaged in the progress of work covered by this permit shall be protected. Damaged improvements or property shall be restored to a condition acceptable to the City Engineer. A minimum of inconvenience to the public and property owners shall be caused.
13. Dust, erosion and storm water pollution control measures shall be implemented as shown on approved plans and as required by the Town.
14. In accordance with the provisions of the Uniform Building Code, during the period between November 1 and May 1, no grading work in excess of two hundred (200) cubic yards is permitted except as required to maintain temporary erosion control devices, desilting basins and the approved winterization improvements. The Permittees shall accomplish all emergency public safety related work as required by the Town to correct hazards within twenty-four (24) hours of receiving oral or written notification by the City Engineer or his authorized representative. If the Permittees do not commence the emergency work within twenty four (24) hours of contacting, or attempting to contact, the Permittees at their twenty-four (24) hours phone number listed on this Permit, the City Engineer may order city forces or a private contractor to accomplish the work and charge the costs to the Permittees.
15. Permittees shall control dust by the use of an adequate number of water trucks and any other methods recommended by the soils engineer to protect public and private property in the vicinity or adjacent to the area from annoyance or damage from dust caused by the grading operations. Permittees shall conduct dust and erosion control operations seven

days a week, twenty-four hours a day. Should Permittees neglect to control the dust or erosion as herein provided, the Town may suspend the grading operation by written notice to Permittees, requiring that all operations cease until a reasonable schedule or plan for dust control is filed with the City Engineer.

16. Permittees shall conduct the grading operations so as not to damage the property in the vicinity of the grading site and so as not to leave uncompleted, dangerous cuts or embankments. Should Permittees leave uncompleted work in a hazardous condition or dangerous cuts or embankments, the Town may order the work completed or the dangerous cuts or embankments removed or made safe at the cost and expense of Permittees.
17. Permittee shall provide for proper drainage if the work involves a drainage facility or watercourse or if it interferes with an established drainage pattern.
18. Unless permitted, no material or equipment shall be stored within any public right-of-way or drainage course. If permitted, Permittee must provide proper safety and warning devices.
19. No fill shall be placed until preparation of the ground to be filled is inspected and approved by **both** the Soils Engineer and Town Engineer.
20. Storm drain lines and structures shall be constructed to grades and elevations shown on approved plans. The Civil Engineer must provide adequate grade stakes as acceptable to the City Engineer.
21. The Town Engineering Department is to be notified immediately upon discovery of any underground pipe or facility not shown on the plans or otherwise previously anticipated.
22. No survey monument or reference point shall be disturbed or removed prior to being tied out by a licensed Surveyor or Civil Engineer licensed to perform Surveying. All costs of replacing surveying monuments and reference points shall be borne by Permittee.
23. Retaining wall is not included in the Grading Permit and requires a separate Building Permit from the Town.
24. The Civil Engineer shall submit an acceptable As-Built/As-Graded plan prior to the release of the Grading Surety.
25. Any Omission on the part of any Town Representative to require lights, barriers or other warning or protective measures and devices in approval of this permit or review of field conditions shall not excuse the Permittee from complying with all requirements of law and appropriate regulations, ordinances, standards and practices for adequately protecting the safety of persons using public streets.
26. By accepting the grading permit, Permittee agrees to repair damage to any improvements that occurs as the result of work done under the permit for a period of one year after completion.

END

Application No.:_____
Project Name: _____
Location: _____

TOWN OF COLMA

GRADING PERMIT APPLICATION CHECKLIST

This Checklist is provided as an aid to the Applicant and for Town Staff to verify that the Project Grading Permit Application meets the requirements of the Colma Municipal Code and the Grading Ordinance:

CMC Section §5.07.100 ***(Circle Items as applicable)***

Submittal Requirement	CMC Sub-Section	Application		
Application	§5.07.100(1)	Y	N	N/A
Comment: _____				
Site Map & Grading Plan	§5.07.100(2)	Y	N	N/A
Comment: _____				
Erosion & Sediment Control Plan	§5.07.100(3)	Y	N	N/A
Comment: _____				
Soils Engineering Report	§5.07.100(4)	Y	N	N/A
Comment: _____				
Geology Engineering Report	§5.07.100(5)	Y	N	N/A
Comment: _____				
Work Schedule	§5.07.100(6)	Y	N	N/A
Comment: _____				
Drainage Calculations	§5.07.100(7)	Y	N	N/A
Comment: _____				
Traffic Control Plan w/Haul Routes	§5.07.100(8)	Y	N	N/A
Comment: _____				
Application Fees	§5.07.100(9)	Y	N	N/A
Comment: _____				
Performance Bond	§5.07.100(10)	Y	N	N/A
Comment: _____				
Other_____	§5.07.100(11)	Y	N	N/A
Comment: _____				

CMC §5.07.110 (Site Map and Grading Plan)

(a) Site Map and Grading Plan shall contain all the following information:

(1) Existing and proposed topography of the site taken at a contour interval sufficiently detailed (but not more than five foot intervals) to define the topography over the entire site;

(2) Two-foot contour intervals that extend a minimum distance off-site, sufficient to show on and off site drainage;

(3) The Site's property lines shown in true location with respect to the plan's topographic information;

(4) Location and graphic representation of all existing and proposed natural and man-made drainage facilities;

(5) Detailed plans of all surface and subsurface drainage devices, storm water detention facilities, walls, cribbing, dams and other protective devices to be constructed with, or as a part of the proposed work together with a map showing the drainage area and the estimated run-off from the area served by any drain;

(6) Detailed drawing and specifications for items relating to culverts, drainage structures retaining walls and other site improvements as required by the City Engineer;

(7) Location and graphic representation of proposed excavations and fills, of on-site storage of soil and other earthen material, and of on-site disposal;

(8) Location and size of all trees over twelve-inch diameter or multi-stemmed perennial plant having an aggregate diameter of 40 inches or more measured four feet above the natural ground, indicating those to be removed and any tree on adjacent property within twenty-five (25) feet of any grading or support operations;

(9) Location of proposed final surface run-off, erosion and sediment control measures in accordance with the CRWQCB Guidelines for Construction Projects;

(10) Quantity of soil or earthen material in cubic yards to be excavated, filled, stored or otherwise utilized on-site;

(11) Proposed sequence and schedule of excavation, filling and other land disturbing and filling activities, and soil or earthen material storage disposal;

(12) Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land or adjacent owners which are within 15 feet of the property or which may be affected by the proposed grading operations;

(13) A delineation and brief description of the measures to be undertaken to retain sediment on the site during excavation in accordance with the Manual of Standards;

(14) A delineation and brief description of the surface run-off and erosion control measures to be implemented, including vegetative measures to be implemented following excavation, all in accordance with the Manual of Standards.

(b) Runoff calculations must be submitted with the grading plan.

(1) Maximum runoff shall be computed using the rational method. The rainfall intensity-duration curve for this geographical area, or a similar curve approved by the City Engineer shall be used in the computation.

(2) Runoff design shall accommodate the full and anticipated future development within the drainage area.

(3) Drainage channels having a drainage area of four square miles or more shall be designed to contain a fifty year frequency of occurrence runoff. Drainage channels having a drainage area of less than four square miles and more than one square mile shall be designed to contain a twenty-five year frequency of occurrence runoff. Drainage channels having a drainage area of one square mile or less shall be designed to contain a ten year frequency of occurrence runoff.

(c) The maximum size of each sheet of the grading plan shall be twenty-four inches by thirty six.

(d) The scale of the grading plan shall be an engineering scale large enough to show clearly all details, but not larger than one inch equals one hundred feet.

(e) The details of any drainage structures and or retaining walls must be shown on the grading plan.

(f) Specifications describing proposed construction methods and materials to be used must be submitted with the grading plan.

(g) The grading plan must be signed by a California Registered Civil Engineer. An estimate of the cost of accomplishing the work described and delineated on the grading plan and the permit must be submitted in a form which is acceptable to the City Engineer.

CMC §5.07.120 (Soils and Geological Reconnaissance Report)

(h) A soils report, prepared by a soils engineer and based upon adequate test borings, shall be required at the discretion of the City Engineer.

(i) The soils report shall include an adequate description of the geology of the site, and conclusions and recommendations regarding the effect of geologic conditions on the proposed development.

(j) The soils report shall include data regarding the nature, distribution and strength of existing soils, and conclusions and recommendations for grading procedures and design criteria for retaining wall, foundations and corrective measures when necessary,

(k) The soils report shall certify that the construction will be stable and will not present a hazard to the adjacent property or to the public in general.

(l) No land disturbance within one hundred feet of watercourse.

(m) A geological Engineer shall certify that the grading and drainage design is in accordance with the recommendations stated in the soils report.

CMC §5.07.130 (Erosion and Sediment Control Plan)

(n) A final erosion and sediment control plan, prepared by a registered civil engineer, shall be submitted unless all of the following conditions are met:

(1) The site is less than one-quarter of an acre in area and there is less than fifty cubic yards of excavation or fill;

(2) The provisions for runoff control are in accordance with the provisions of this subchapter and are acceptable to the City Engineer;

(3) The slope of the site before grading is less than fifteen percent;

(4) The proposed grading does not pose a threat to adjacent or downstream properties as determined by the director of public services;

(5) The proposed grading does not obstruct drainage channels;

(6) The proposed grading is deemed to have no significant environmental impact as determined pursuant to the provisions of the California Environmental Quality Act, as amended, and the regulations promulgated by the California Resources Agency and the Town of Colma City Council to implement said Act.

(o) The final erosion and sediment control plan must effectively minimize soil erosion and sedimentation from the completed project site and must also provide for the control of runoff from the site.

(p) Erosion Control. The faces of excavation and fill slopes shall be prepared and maintained to control against erosion during and after grading. Erosion control may consist of effective planting, berms, silt basins, check dams, terraces, crib walls, and other such measures which have been approve by the City Engineer. Erosion control shall be completed within thirty (30) days of cessation of grading work, or as otherwise specified by the City Engineer.

(q) Planting for erosion control. Wherever ground cover, shrubs, trees or other vegetation have been removed pursuant to lawful grading, the grader shall restore and maintain approved drought-tolerant ground cover or other erosion control measures as required by permit. The City Engineer may require the planting of interim groundcover if necessary to prevent erosion during the period from initial grading to the construction of any buildings and reestablishment of permanent vegetation cover. When slopes too steep to support continuous groundcover are permitted, screening shall be accomplished by placing vines and plantings in niches and ledges set in the slopes. Cuts and fills along public roads,

roadside trails or paths may be required to be landscaped to blend into the natural surroundings. All plant materials to be used shall be specified by the permittee and approved by the City Engineer. Topsoil shall be stockpiled during rough grading and returned to graded surfaces. Additional topsoil shall be procured, if needed, so that all graded areas, including cut slopes, will be covered with at least eight (8) inches of topsoil after grading has been completed

(r) Both final and interim erosion and sediment control plans shall contain the following information:

(1) A description and delineation of the vegetative measures to be taken to minimize erosion and sedimentation;

(2) A description and delineation of the temporary and permanent measures to be taken to protect manufactured or disturbed slopes from erosion by mechanical means such as with mulches, diversion dikes, etc.;

(3) The delineation of the drainage control measures to be taken which shall include surface runoff and sediment yield calculations;

(4) The extent and manner of the cutting of trees and the clearing of vegetation, the disposal of same, and the measures to be taken for the protection of undisturbed trees and vegetation;

(5) The methods to be used for the disposal of excess materials;

(6) The methods to be used for the control of dust;

(7) A description and delineation of the temporary and permanent measures to be taken to retain sediment on the site;

(8) A description of the measures to be taken to maintain the devices shown on the plan during grading operations and construction on the site;

(9) The extent of disturbed ground that will exist, what streets will be paved, and what drainage devices will be installed prior to the start of each rainy season;

(10) Any other information required by the director of public services;

(11) Schedule for installation and maintenance of erosion and sediment control measures.

(s) The CRWQCB Field Manual can be used as a guide as to what measures should be taken for any particular set of circumstances in regards to erosion and sediment control features on site.

(t) An interim erosion and sediment control plan is required prior to each rainy season during construction for a project for which a final erosion and sediment control plan is required by this chapter. The city will determine by July 15th if an interim plan will be necessary and on what stage of project completion the plan shall be based. The plan must be submitted in a timely manner thereafter to allow the city to review and approve the plan prior to September 1st. The measures delineated and described in the plan must be operational prior to October 1st.

(u) An estimate of the cost of accomplishing the work described and delineated on the final and interim erosion and sediment control plans and the permit must be submitted in a form which is acceptable to the City Engineer.

(v) Rainy season work may be authorized by the City Engineer if erosion and sediment control measures are installed and functioning.

(w) The Erosion and Sediment Control Plan shall provide that the approved control measures shall be installed no later than October 10 and maintained until the next April 15 or until surfaces are permanently stabilized.

CMC §5.07.140 (Work Schedule)

The Applicant must submit a master work schedule showing the following information:

(1) Proposed grading schedule;

(2) Proposed schedule for installation of all interim erosion and sediment control measures including, but not limited to, the stage of completion of erosion and sediment control devices and vegetative measures;

(3) Schedule for construction of final improvements, if any;

(4) Schedule for installation of permanent erosion and sediment control devices where required.