

CITY OF SAN BUENAVENTURA
PUBLIC WORKS DEPARTMENT
LAND DEVELOPMENT DIVISION

PLAN CHECKLIST
(Grading Plan Only)

PROJECT NO: _____ CITY DWG FILE NO. _____
 LOCATION: _____ OWNER: _____
 ENGINEER: _____

Design Reference Documents (in order of preference):

- a. City Grading Ordinance
- b. City of San Buenaventura Engineering Design Standards
- c. City of San Buenaventura Standard Construction Details
- d. Technical Guidance Manual for Stormwater Quality Control Measures
- e. Standard Plans for Public Works Construction
- f. Standard Specifications for Public Works Construction

Legend:

- | | | | |
|---|--------------------------------|-----|----------------------|
| √ | Completed or Satisfactory | N/A | Not Applicable |
| ○ | Incomplete, revisions required | FYI | For Your Information |

SUBMITTAL REQUIREMENTS - SEE PLAN CHECK SUBMITTAL REQUIREMENTS CHECKLIST

GENERAL (ALL SHEETS)

Description:	1st	2nd	3rd	F
1. 24" x 36" x 3-MIL MYLAR DRAFTED IN INK OR PHOTO MYLAR				
a. 1/2" Border top, bottom and right side				
b. 1-1/2" border left side				
2. LETTERING SIZE: CAD-1/10 inch min. height				
3. CITY SIGNATURE BLOCKS (See City Standard Construction Detail 407)				
a. Project description, i.e. LD No.; PD No.; etc.				
b. Description of improvements				
4. REVISION BLOCK (Provide enough space for future revisions)				
a. Revision #				
b. Description				
c. Approved by and date				
5. PREPARING ENGINEER'S INFORMATION BLOCK				
a. Names and Address				
b. Registration # and expiration dates				
c. Wet signatures on Mylars				
6. SOIL ENGINEER'S INFORMATION BLOCK				
a. Names and Address				
b. Registration # and expiration dates				
c. Wet signatures on Mylars				
7. NORTH ARROW – to top or right				
8. SCALES: 1" = 40' or larger (locate w/ north arrow)				
a. Numeric				
b. Graphic				

Note: RETURN THIS CHECK LIST WITH YOUR REVISED PLANS.

Description:	1st	2nd	3rd	F
9. VICINITY MAP				
a. Adjacent Streets				
b. Major streets and highways within one mile of project				
10. GRADING NOTES (use City standard grading notes)				
11. BENCHMARK DATA AND LEGAL DESCRIPTION				
12. LIST OF ALL CITY STANDARD CONSTRUCTION DETAILS AND OTHER STANDARD CONSTRUCTION DETAILS				
13. REFERENCE CITY DRAWING FILE NUMBERS				
14. SHEET INDEX				
15. LEGEND, ABBREVIATIONS, SYMBOLS (See City standard construction detail 409 & 410)				
16. EARTHWORK QUANTITIES				
17. LOT AREA (in acres)				
18. PARCEL/PROJECT BOUNDARY				
a. Found survey monuments, to be protected in place				
b. Bearings & lengths of lines				
c. Curve data				
d. Adjacent land uses and identification				
e. Lot numbers or assessors parcel number (APN)				
f. Easements (with record reference noted)				
19. ADJACENT STREETS				
a. Centerline				
b. Right-of-way				
c. Curb and gutter				
d. Street names				
e. Dimensions				
f. Street longitudinal gradient in % with directional arrow				
g. Flow line, right-of-way and centerline elevations				
h. Reference drawing numbers for existing improvements				
20. PERIMETER/RETAINING WALLS AND FENCES				
a. Label as "Separate plan and permit by Building & Safety Division"				
b. Perimeter walls and fences, locations shown				
c. Top of wall and adjacent finished grade elevations for retaining Walls				
d. Profile retaining walls (as necessary or directed by the City)				
e. Drainage swale behind retaining walls				
f. Subdrains behind retaining walls				
g. Subdrain outlet locations				
h. Wall sections (showing swale and sub-drains behind the wall)				
21. DRAINAGE				
a. Existing storm drains with drawing references				
b. Proposed storm drains				
c. Top of slope drains (show type, material & size)				
d. No cross-lot drainage				
e. Overflow path for sump inlets				
f. Drainage swale (show flow direction & gradient, HP, FL elevations)				
22. TOPOGRAPHY				
a. Existing contours <u>extended 50 feet</u> beyond limits of construction				
b. Proposed contours shown				
c. Finished surface / finished grade elevations				
d. Finished floor elevation				
e. Pad Elevation				
f. Cut/fill lines				
g. Daylight lines or grading limits				
h. Pad drainage 2% minimum				
i. Over-excavation limit as per Soils Report recommendation				

Description:	1st	2nd	3rd	F
23. SLOPES				
a. Fill slopes, 2:1 or flatter				
b. Cut slopes, 2:1 or flatter				
c. Top of slope ratio must have level area (w =1 foot + 5/height of slope				
d. Label slope ratio (existing & proposed)				
e. Slope direction indicated				
f. Finished slopes clearly identified				
g. Benching details				
h. Buttress details				
i. Setbacks from buildings				
j. Setbacks from adjacent properties				
24. DRIVEWAY				
a. Designed per City standard				
b. % Slope indicated in both sides (if street gradient is >5%)				
c. Edge of apron ("x") is no less than 3' from the property line				
d. Edge of apron ("x") is no less than 5' from above ground utilities or structures)				
e. No more than 20% gradient with vertical curve in both ends				
25. MISCELLANEOUS				
a. Tree removals noted				
b. Remaining trees protected				
c. Sections along property lines				
d. Details joins to existing improvements				
26. EXISTING IMPROVEMENTS SHOWN (w/ disposition noted)				
a. Underground utilities/pipelines with size, type , and materials				
b. Pavement limits				
c. Curbs and berms				
d. City Drawing File Number references for existing improvements				
e. Interfering structures				
27. OTHER PROPOSED IMPROVEMENTS				
a. Street centerline (Delineated and labeled)				
b. Street right-of-way				
c. Curb & gutter (Delineated and labeled)				
d. Pavement limits (Delineated and labeled)				
e. Sewer main lines w/ size & reference City Drawing File Number				
f. Sewer laterals (Delineated and labeled)				
g. Water main lines w/ size & reference City Drawing File Number				
h. Water services and meter location and size				
28. CONSTRUCTION NOTES				
29. GRADING REQUIREMENTS PER CITY GRADING ORDINANCE				
30. NPDES				
a. Construction Best Management Practices (BMP)				
b. Maximize use of previous surface				
c. Erosion Control Plan (As attachment to SWPCP or SWPPP)				
d. SQUIMP, O & M Plan; COVENANT				
e. SWPCP w/ Signatures of engineers and owner (Lot <1 acre)				
f. SWPPP w/ NOI & WDID (Lot ≥ 1 acre)				
g. Permanent BMP (i.e. grassy swales, drain inlet inserts)				

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