



CITY OF MONTE SERENO

18041 SARATOGA-LOS GATOS ROAD, MONTE SERENO, CA 95030
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GRADING PERMIT SUBMITTAL REQUIREMENTS

The following questions will assist you in obtaining a Grading Permit; please note that the period between October 15th and April 15th is considered rainy season. All grading permits are issued at the discretion of the City Engineer during this period.

1. Have you properly filled out the application and submitted all required information?

Yes –

1. The application shall contain the following information:

- ✓ Description of the site by lot, block and tract designation, and by a street address or similar description sufficient to readily identify the site.
- ✓ The name and address of the owner of the site, the person who is to perform the work, and the geotechnical and civil engineer if such work is to be performed as supervised grading.
- ✓ The detailed estimated cost of performing the work.

2. The plans shall be prepared, stamped and signed by a civil engineer and the plans and specifications shall contain the following:

- ✓ Each application shall be accompanied by four (4) sets of plans, specifications and calculations that meet the requirements of the code.
- ✓ A vicinity sketch or other means of adequately indicating the site location.
- ✓ Boundary lines of the site.
- ✓ Each lot or parcel of land into which the site is proposed to be divided.
- ✓ The location of any existing buildings or structures on the property where the work is to be performed.
- ✓ Accurate contours (at 2' intervals) showing the topography of the existing ground to two hundred (200) feet beyond project parcel boundary.
- ✓ All of the proposed uses of the site.
- ✓ Elevations, location, extent and slope of all proposed grading shown by contours, cross-sections or other means and location of any features to be included in the work.
- ✓ Detailed plans of all drainage systems (clearly show how the flow will be captured and conveyed).
- ✓ A final erosion and sediment control plan and/or interim erosion and sediment control plan.
- ✓ Quantify the amount of dirt movement. Provide cut & fill table.
- ✓ Show all existing easements.
- ✓ Storm Water Prevention Plan if site grading is more than one (1) acre.
- ✓ Provide all applicable reports, i.e. Geotechnical, Drainage Study, etc.

No –

An application for a grading permit shall be in writing and filed with the City Engineer on forms provided for said purpose. The application shall be signed by the owner of the property where the work is to be performed or by his duly authorized agent, provided that an agent's authority must be shown in writing.

2. Do you have 50 cubic yards or greater (combined cut plus fill)?

Yes –

Grading in excess of fifty (50) cubic yards (combined cut plus fill) shall be performed in accordance with the approved grading plan prepared by a civil engineer, and shall be designated as “engineer grading.”

No –

Grading involving less than fifty (50) cubic yards (combined cut plus fill) shall be designated “regular grading” unless the Permittee chooses to have the grading performed as engineered grading, or the building official determines that special conditions or unusual hazards exist in which case grading shall conform to the requirements for engineered grading.

3. Do you have greater than 1,000 cubic yards?

Yes –

Engineered grading for grading in excess of one thousand (1,000) cubic yards (combined cut plus fill) shall require an engineered grading permit which shall be issued in accordance with the same procedures required for a use permit in the zoning title of the Monte Sereno Municipal Code.

No –

4. Do you have an Erosion Control Plan?

Yes –

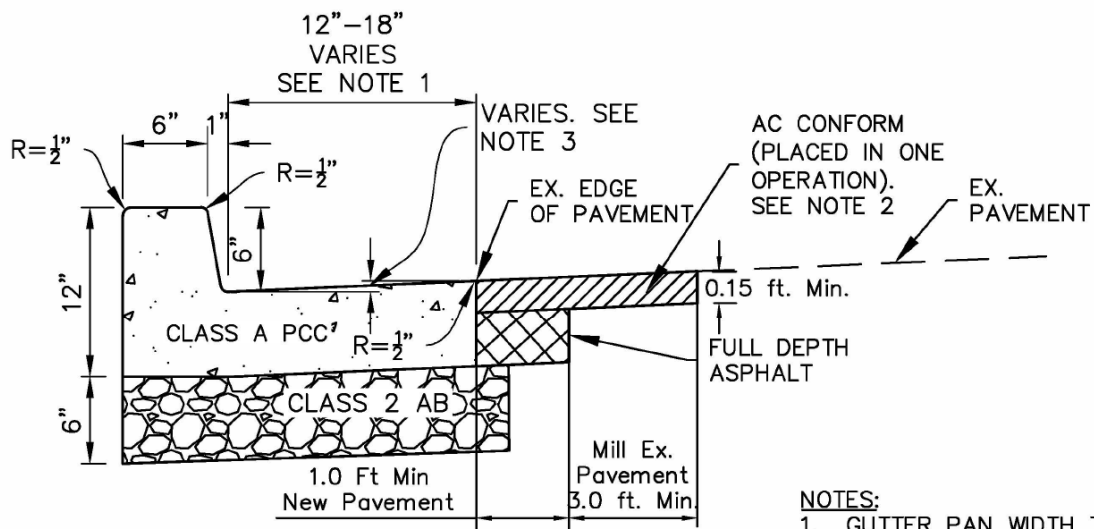
The final erosion and sediment control plan shall through the use of permanent control features minimize soil erosion and maximize sediment interception from the completed project site and shall also provide for the control of runoff from the site.

The final and interim erosion and sediment control plans shall contain the following information:

- ✓ A description and delineation of the vegetative measures to be taken to minimize erosion and sedimentation.
- ✓ 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.
- ✓ The delineation of the drainage control measure to be taken which shall include surface runoff and sediment yield calculations.
- ✓ The extent and method 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.
- ✓ The methods to be used for the disposal of excess materials.
- ✓ The methods to be used for the control of dust.
- ✓ A description and delineation of the temporary and permanent measures to be taken to retain sediment on the site.

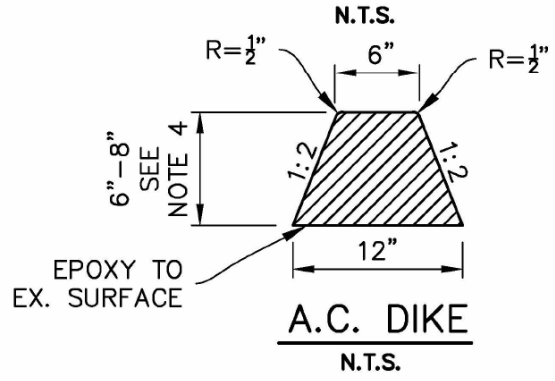
No –

A final erosion and sediment control plan, prepared by a registered civil engineer, shall be submitted.

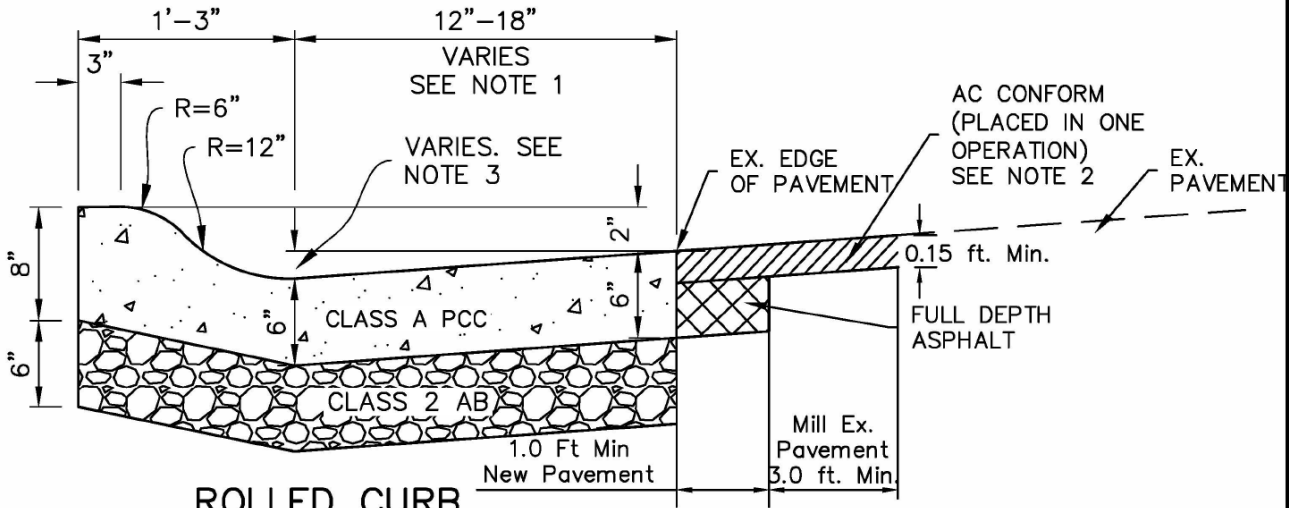


CURB AND GUTTER

- NOTES:**
1. GUTTER PAN WIDTH TO BE DETERMINED AT THE DISCRETION OF CITY PUBLIC WORKS
 2. AT THE DISCRETION OF THE PROJECT INSPECTOR, ADDITIONAL CONFORM GRADING MAY BE REQUIRED, AS NECESSARY, TO MAINTAIN A MINIMUM 2% CROSS SLOPE
 3. FOR A 12" WIDE GUTTER PAN, DROP FROM LIP OF GUTTER SHALL BE 1". FOR AN 18" WIDE GUTTER PAN, DROP FROM LIP OF GUTTER SHALL BE 1.5"
 4. HEIGHT OF AC DIKE BE DETERMINED AT THE DISCRETION OF CITY PUBLIC WORKS



A.C. DIKE



ROLLED CURB



CITY OF MONTE SERENO
PUBLIC WORKS DEPARTMENT

STANDARD CURBS

DRAWING NO.
PW-1

PUBLIC WORKS DIRECTOR DATE REVISED