**CITY OF EAST PALO ALTO**

**GENERAL GRADING NOTES**

1. **GRADING PERMIT:** This permit applies only to the excavation, placement, and compaction of earth materials. This approval does not confer any rights of entry to either public property or the private property of others. Approval of this plan also does not constitute approval of any improvements. Proposed improvements are subject to review and approval by the responsible authorities and all other required permits shall be obtained.
2. **ENCROACHMENT PERMIT:** Obtain an encroachment permit from Public Works Department for all off-site improvements shown on this plan.
3. **TRANSPORTATION PERMIT:**A transportation permit is required for all projects moving more than 10,000 cubic yards of earth. In such case, this permit is invalid without a transportation permit.
4. **HOURS OF OPERATION:** Hours of operation shall be Monday to Friday, 8am to 5pm, unless written approval is obtained by the City Engineer.
5. **GRADING AND EARTHWORK:** Work shall be in substantial conformance with the recommendations of the project soils/geotechnical. Grading work will be subject to approval of geotechnical engineer.
6. **WINTER SEASON:** No grading shall be performed during the winter season (October 1 to April 30) to avoid potential soil erosion unless approved, in writing, by the City Engineer.
7. **REVISIONS:** Any Revisions to these plans must be reviewed and approved in writing by the City Engineer prior to construction of affected items. Revisions shall be accurately shown on revised plans, which shall be reviewed by the City Engineer prior to installation of improvements.
8. **INSPECTIONS:** Grading shall not be started without first notifying the Grading Inspector. A pre-grading meeting on the site is required before start of grading with the following people present: Owner, Grading Contractor, design Civil Engineer, Soil Engineer, Grading Inspector and when required, the Archaeologist and Paleontologist. The required inspections for grading will be explained at this meeting.
9. **EMERGENCY CONTACT INFO:** The contractor shall provide 24-hour/7-day contact information to the City inspector.
10. **UTILITY LOCATION VERIFICATION AND PROTECTION:** It is the contractor’s responsibility to verify the locations of existing utilities and to protect them from damage.
11. **UNDERGROUND SERVICE ALERT NOTIFICATION:** Contractor shall contact Underground Service Alert (USA) at (800) 227-2600 or 811 at least 48 hours prior to starting work. Contractor shall retain documentation to verify USA contact.
12. **ELEVATION DATUM:** All elevations shown are based upon City of East Palo Alto datum, unless otherwise noted on the plans.
13. **SURVEY MONUMENT PRESERVATION and RESTORATION:** All standard street monuments, lot corner pipes, and other permanent monuments disturbed during the process of construction shall be replaced and a record of survey or corner record per section 8771 of the professional land surveyor’s act filed before acceptance of the improvements by the City. Copies of any record of survey or corner records shall be submitted to the City.

1. **ERRORS and OMISSIONS:** Approval of plans does not relieve the contractor/owner of the responsibility for the correction of mistakes, errors or omissions.
2. **FILL**:  
   Areas to receive fill shall be properly prepared and approved in writing by the Soils Engineer and the Grading Inspector prior to placing fill. Fills shall be compacted throughout to a minimum of 90% relative compaction. Aggregate base for asphaltic areas shall be compacted to a minimum of 95% relative compaction
3. **PAVEMENT SECTIONS:**  
   Pavement sections shall be no less than 4” Asphalt Concrete over 6” Aggregate Base and prior to rough grade release for building permits by the Grading Inspector, the Soils Engineer shall submit for approval, pavement section recommendations based on 'R' value analysis of the sub-grade soils, and expected traffic indices.
4. **ROUGH GRADING:**  
   The Civil Engineer, as a condition of rough grade approval, shall provide a blue top with accompanying witness stake, set at the center of each pad reflecting the pad elevation for precise permits and a blue top with witness stake set at the drainage scale high point reflecting the high point elevation for Preliminary Permits.
5. **SOIL COMPACTION:**  
   The compaction report and approval from the Soil Engineer shall indicate the type of field-testing performed. The method of obtaining the in-place density shall be identified whether sand cone, drive ring, or nuclear, and shall be noted for each test. Sufficient maximum density determinations shall be performed to verify the accuracy of the maximum density curves used by the Field Technician.
6. **RECORD DRAWINGS:** Contractor shall keep up-to-date a complete record set of prints of the contract drawings showing every change from the original drawings made during the course of construction including exact location, sizes, materials and equipment. A complete set of corrected and completed record drawing prints (as-builts) shall be submitted to the City Public Works Inspector prior to final acceptance for review and approval by the City.
7. **SEWER AND STORM DRAIN ELEVATION DATA:** Contractor shall verify all existing invert elevations for storm drain and sanitary sewer construction prior to commencement of any work.
8. **GRAVITY UTILITIES:** Construct gravity flow utilities from the downstream connection point to the upstream terminus.
9. **VEHICLE AND PEDESTRIAN ACCESS:** Vehicle and pedestrian access in accordance with Americans with Disabilities Act (ADA) standards must be provided at all times to all abutting properties, except as approved by the City Public Works Inspector. 48 hours written notice must be given to the affected property owner(s) when access is affected.
10. **TREE REMOVAL:** This plan does not authorize removal of trees. Tree removal permits must be obtained from the City’s Planning Division.
11. **TREE PROTECTION:** The applicant shall establish and maintain tree protection zones throughout the entire length of the project. Tree protection zones shall be delineated using 4-foot tall orange plastic fencing supported by poles pounded into the ground, located as close to the drip-line as possible while still allowing room for construction/grading to safely continue. The applicant shall maintain tree protection zones free of equipment and materials storage and shall not clean any equipment within these areas. Should any large roots or large masses of roots need to be cut, the roots shall be inspected by a certified arborist prior to cutting. Any root cutting shall be monitored by an arborist. Roots to be cut should be severed cleanly with a saw or toppers.
12. **JOBSITE MANAGEMENT:** Contractor is required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property. This requirement shall be made to apply continuously and not be limited to normal working hours.
13. **STORAGE OF EQUIPMENT AND MATERIALS:** All construction materials, equipment, storage, stockpiling, and staging must be done on- site and the public right-of-way/street must be kept clear and free of debris.
14. **DUST CONTROL:** All graded surfaces and materials, whether filled, excavated, transported or stockpiled, shall be wetted, protected or contained in such a manner as to prevent any significant nuisance from dust, or spillage upon adjoining water body, property, or streets. Equipment and materials on the site shall be used in such a manner as to avoid excessive dust. A dust control plan may be required at anytime during the course of the project.
15. **NOISE CONTROL:** Equipment and trucks used for project construction shall utilize the best available noise control techniques (e.g., improved mufflers, equipment redesign, use of intake silencers, ducts, engine enclosures and acoustically-attenuating shields or shrouds, wherever feasible).  
      
    Except as provided herein, Impact tools (e.g., jack hammers, pavement breakers, and rock drills) used for project construction shall be hydraulically or electrically powered to avoid noise associated with compressed air exhaust from pneumatically powered tools. However, where use of pneumatic tools is unavoidable, an exhaust muffler on the compressed air exhaust shall be used; this muffler can lower noise levels from the exhaust by up to about 10 dBA. External jackets on the tools themselves shall be used, if such jackets are commercially available and this could achieve a reduction of 5 dBA. Quieter procedures shall be used, such as drills rather than impact equipment, whenever such procedures are available and consistent with construction procedures.  
      
    Residential property owners within 200 feet of planned construction areas shall be notified of the construction schedule in writing, prior to construction; the project sponsor shall designate a “disturbance coordinator” who shall be responsible for responding to any local complaints regarding construction noise; the coordinator (who may be an employee of the developer or general contractor) shall determine the cause of the complaint and shall require that reasonable measures warranted to correct the problem be implemented; a telephone number of the noise disturbance coordinator shall be conspicuously posted at the construction site fence and on the notification sent to neighbors adjacent to the site.
16. **STORMWATER BEST MANAGEMENT PRACTICES:** Contractor shall familiarize himself with the San Mateo County best management practices handbook for applicable stormwater runoff control measures and employ its provisions throughout all construction.