



# Grading Permit Submittal Checklist

City of East Palo Alto

Engineering Division – 1960 Tate Street, East Palo Alto 94303

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## Submittal Instructions:

Grading Permit applications shall be submitted by appointment by calling the staff engineer directly or the Engineering Division at (650)853-3189. The applicant's surveyor or project engineer shall complete this checklist to ensure the correct items are submitted.

### A. Required Submittal Items:

- Complete Grading Permit Application with this Checklist
- 24" x 36" Grading Plan (see Section B)(3 copies)
- Grading Cost and Quantity Estimate Report
- Geotechnical/Soils Report

### Other Required Items (if applicable and/or required by City Engineer):

- Stormwater Prevention Plan (SWPPP)
- Hydraulic Calculations and Hydrology Map
- Stormwater Management Plan

### B. Grading Plan Requirements:

- Prepared by California licensed Civil Engineer
- Cover sheet minimum requirements:
  - Grading Notes
  - Title block
  - Vicinity Map
  - Legend for Symbols and Abbreviations
  - Sheet Index
  - Basis of Elevations and Basis of Bearings
  - Engineering stamp/seal with signature block certifying that plans are in substantial conformance with geotechnical/soils report (provide detailed reference to the report)
  - The City of East Palo Alto Department of Public Works approval signature block
- Dimensioned property lines and easements.
- Site topography showing existing contours, spot elevations, drainage patterns, and building footprints (including topographic shots at all conforms, property lines, and so on.)
- Elevations, dimensions, locations, and slopes of proposed grading shown by contours and other means.
- The locations of any rock disposal areas, buttress fills, subdrains, underground utilities, or other special features that may be impacted by the grading activities or constructed as part of the project.
- Quantities of materials to be graded in terms of cut, fill, import and total to be expressed in cubic yards.
- Locations of any known or suspected soil or geologic hazards or hazardous waste impacts on site.
- Approximate location for any flood zone boundaries on site.
- Existing trees showing diameter, species, and drip line. Identify trees to be preserved and the preservation measures.
- Proposed retaining walls showing bottom and top elevation of the wall.
- Hydrologic and drainage calculations need to be provided as a basis for design of the drainage mitigations or best management practices (BMPs) incorporated into the plans.
- Flows to Bay Construction BMP Plan Sheet: <https://www.flowstobay.org/construction>



# Grading Permit Application

## City of East Palo Alto

### Public Works Department – Engineering Division

Application must be complete, incomplete applications will not be processed.

**Project Information:**

Job Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Date: \_\_\_\_\_ Complete Date: \_\_\_\_\_

**Description of Work:**

(Per approved plans by the City of East Palo Alto & Special Provisions)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CUT: \_\_\_\_\_ (CY) IMPORT: \_\_\_\_\_ (CY)

FILL: \_\_\_\_\_ (CY) EXPORT: \_\_\_\_\_ (CY)

Estimated Cost for all grading: \$ \_\_\_\_\_

Geotechnical report/investigation by: \_\_\_\_\_

Date of report: \_\_\_\_\_

This Grading Permit is granted pursuant to all conditions and standards and requirements of the Municipal Code, and is additionally subject to the conditions stated herein.

**Applicant Information:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor Information:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

License Class: \_\_\_\_\_

License Number: \_\_\_\_\_

City Business License Number: \_\_\_\_\_

(Must have a current Business License with the City of East Palo Alto, please contact the Planning Division for new licenses or Finance for renewals)

(Permittee shall arrange for and provide inspection services as recommended in the Geotechnical Investigation which services shall be paid by permittee. A Grading Report as part of the Geotechnical Report must filed with the City prior to final project acceptance)

**OFFICE USE ONLY (BELOW)**

- Civil Plan (3sets), and one electronic file
- Geotechnical Report/Investigation (Signed & wet stamped by Engineer)
- Detailed Cost Estimate (Signed & wet stamped by Engineer)
- Signature on this form
- Bond (\$5,000 or 10% of cost) \$ \_\_\_\_\_
- Permit Fee \$ \_\_\_\_\_
- Inspection Fee \$ \_\_\_\_\_
- Contractor's Copy of Liability Insurance
- Contractor's City Business License Number
- Contractor's CA License # \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT INFORMATION**

Permit Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Issued By: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

USA Ticket Number: \_\_\_\_\_

Start Date: \_\_\_\_\_

Completed On: \_\_\_\_\_

Business License: \_\_\_\_\_



# GRADING PERMIT CONDITIONS AND REQUIREMENTS

There is no estimated time for this application. It will depend on other divisions' responses. Please be patient. Fees are non-refundable. An extension may be issued before permit expires and all other requirements been satisfied.

## Conditions

1. The Permittee shall comply with all requirements of the East Palo Alto Municipal Code, and other conditions as may be set forth by the Director of Public Works.
2. HAULING ROUTE SHALL BE: \* **REFER TO ORDINANCE 211** \*. Allowable size, weight, and load requirements for hauling equipment shall be in accordance with the California Vehicle Code. Route shall be designated and noted herein by the Engineering Division prior to issuance of permit.
3. All grading and hauling work shall be completed between April 15 and November 15, unless written approval is obtained by the City Engineer. Work shall be accomplished only between the hours of 7:30 AM to 5:30 PM., Monday through Friday.
4. The City Engineer's office shall be notified **48 hours in advance** of any and all equipment set up, grading and/or hauling operations by telephoning **650-853-3189**.
5. The City Engineer's office shall be notified **48 hours in advance** for all required inspections.
6. Contractor shall supply all traffic control including, but not limited to, barricades, lights and flag personnel and adequate protection of the traveling public during construction operations as required by law and as specified by the Caltrans "Manual of Traffic Controls". Barricades shall be rearranged as conditions permit to provide less interference with traffic flow. Toe boards shall be used to confine spoil banks, as required. Convenient access to driveways, walks, houses, buildings, etc., shall be provided, and where required by the City Engineer, temporary bridges shall be placed and maintained.
7. Permittee shall not park vehicles on City Streets over night. On street parking during the day will be limited to areas directly in front of the project site.
8. At all times the area surrounding the job site shall be maintained free from dust, mud, excess earth and debris which constitute a nuisance and danger and, upon completion of the work, all excess material, trash, dust and other debris shall be cleaned up and disposed of to the satisfaction of the City Engineer.
9. Proper precautions shall be taken to protect all pavement, curbs and concrete facilities from damage. Any portions damaged by Permittee's operations, in the sole opinion of the City Engineer, shall be replaced in accord with current City Standards at the Permittee's expense.
10. Comply with State, County and City requirements for discharges into the Storm Water System. Attached and made a part of this permit, are Best Management Practices (BMP) to be used by Contractor during construction, including Earth Moving Activities; Heavy Equipment Operation; General Construction and Site Supervision; Painting and Application of Solvents and Adhesives; and Landscaping, Gardening, and Pool Maintenance.
11. Prior to issuing the permit all fees and deposits shall be paid, and all security instruments and Certificates of Insurance submitted and accepted by the City Engineer.
  - A security instrument in the amount of five thousand dollars (\$5,000) or 10% of estimated grading cost is required as a guarantee that all conditions and requirements of the Grading Permit will be carried out and that all improvements including landscaping and landscaping maintenance will be carried out as and during the time period specified in the permit.
  - File with the Public Works Director an executed release substantially in the form provided by the Director of Public Works
  - A Certificate of Insurance showing liability insurance coverage to be maintained during the life of this permit from insurance companies authorized to offer insurance in the State of California by the State Insurance Commission, and stating th-at such policy(ies) shall not be canceled or reduced without thirty (30) days prior written notice provided to the City shall be submitted to the City prior to beginning work. Said insurance coverage shall protect and indemnify the CITY, and it's Councilmembers, officers, employees and agents from claims which may arise out of or result from the Contractor's operations or by anyone directly or indirectly employed by said Permittee. The Insurer(s) shall agree that its policy(ies) is Primary Insurance and that it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering the CITY. Inclusion of the CITY, and it's Councilmembers, officers, employees and agents as additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against Permittee. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured. The following types and limits of insurance are required:

<b>TYPE</b>	<b>AMOUNT OF LIMIT</b>
Commercial General Liability	\$1,000,000/Combined Single Limit
Comprehensive Automobile Liability (including owned, non-owned and rented or leased vehicles)	\$1,000,000/Combined Single Limit
Property Damage Insurance	\$250,000/Combined Single Limit
12. Prior to beginning work, the Permittee shall
  - a. Submit and obtain Director of Public Works approval of a construction schedule to install sediment and erosion control devices.
  - b. Provide the Director of Public Works with Contractor and Contractor's representative who may be contacted in the event of any emergency at any time other than regular working hours, information including Contractor's name, address, business phone, Contractor's representative, and a 24 Hour emergency phone number.
13. Expiration: This permit shall expire **three** months from the date of issuance.
14. Transfer of Permit: This permit may be transferred only upon approval of the City Engineer.
15. Suspension, Restoration and Revocation of Permit: as indicated by the City Engineer.

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

*I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.*

Signature of Applicant	Title	Date
Signature of Owner	Title	Date