



TOWN OF LOS GATOS GRADING PLAN CHECKLIST

Please Note: This checklist summarizes major and typical topics of review. Site specific issues can and will produce additional comments.

Project Address: _____

Reviewer: _____ Date: _____ / _____ / _____

GRADING SUBMITTAL PACKAGE *(Non-compliance with bold items can trigger rejection of submittal)*

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading Permit Application (completed and signed)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading and Drainage Plan (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Control Plan (for sites with new and/or replaced impervious surfaces of at least 10,000 SF (or 5,000 SF for projects designated as Land Use of Concern), if applicable (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic calculations for onsite storm conveyance system, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Estimate Form and Grading Permit Fees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notice of Intent (NOI) filed (For sites disturbing one acre or more of land. Provide confirmation of submittal to the Regional Water Quality Control Board.

GRADING & DRAINAGE PLAN REVIEW *(Non-compliance with bold items can trigger rejection of submittal)*

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title sheet with applicable Town standard grading notes, legend and abbreviations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans are drawn on sheets that measure 36 inches horizontal by 24 inches vertical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"Blueprint for a Clean Bay" sheet and Erosion and Sediment Control Plan included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title block, scale, and north arrow shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans are clearly readable before and after microfilm reproductions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, number, license expiration date, stamp, and signature of the licensed professional responsible for the plans are included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map shown (must be microfilmable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheet index included for three (3) or more sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map included for grading plans that span more than one (1) sheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross-sections (a minimum of two) of the entire area and show existing and proposed elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driveway profile and include the proposed slopes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specify construction materials for the driveway and other surfaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All adjacent streets labeled correctly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reference to Town benchmark with elevation, datum and location information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed property and easement lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets dimensioned (existing right-of-way, pavement, curb, gutter, sidewalk, park strips)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed utilities



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Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Management Plan included in plan set per Conditions of Approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show a construction entrance and concrete washout area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2-foot contour lines in area of work and at least 25 feet beyond (darken proposed lines and lighten existing lines)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed building locations and pad elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed elevations at high points, grade breaks and other significant locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finished grade elevations at building corners
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot corner elevations and the elevation at the high point in the yard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide average slope of the lot
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Side and rear yard topography extending a sufficient distance beyond property line (20' minimum) to determine that proposed grading will not impede existing drainage patterns
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fences and retaining walls with top & bottom of wall elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A table of cut and fill quantities (cubic yards) by area (building, yard, driveway, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot numbered and dimensioned per parcel/final map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading conforms to approved preliminary plans at planning stage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient elevations on adjacent parcels must be indicated to demonstrate that proposed grading will not impede existing drainage patterns
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overland release path and elevations shown (must illustrate where storm water flows in the event of a total failure of the entire underground drainage system).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No excessive or concentrated flow into the adjacent parcel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof drain outlets shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interior drainage facilities identified (catch basins, pipes, swales, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Size, grate and invert elevations of all inlets shown; cross section of drainage swales shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pipe materials, sizes and slopes shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Channelization of flows to adjacent properties will not be allowed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheet flow across public property may not be allowed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Runoff from impervious areas should be channeled to pervious areas. Direction of flow from impervious to pervious areas shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amount of existing and proposed pervious and impervious area, in table form, by area and in square feet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage calculations using the numeric sizing criteria for stormwater treatment, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions, cross sections, and slopes of the selected treatment control measures to treat the site, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vegetated drainage swales, filter strips and/or other treatment devices shall be designed to store runoff and drain when at capacity. Elevation of swale features (i.e. top of swale, basin of swale, top of overflow grate, etc.)