CITY OF PICO RIVERA

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

GRADING, EXCAVATIONS AND DRAINAGE STANDARDS

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GRADING, EXCAVATIONS AND DRAINAGE STANDARDS

Plancheck approvals are required prior to issuance of building permits. This informational handout contains basic requirements. The guidelines herein meet the requirements of the City of Pico Rivera Municipal Code Section *15.08.240 Chapter 38 Added* (Municipal Code).

Before Submitting Technical Documents

The applicant should discuss the project with a member of the Engineering Division prior to preparing technical documents to be informed of City criteria and resolve any special problems that may be associated with the project.

Preliminary guidance is provided herein.

Grading Permit Application

Applications for a grading permit will require the following as determined by the City Engineer:

- ☐ Two sets of Grading and Drainage plans and an approved site plan.
- ☐ Two soils engineering reports, one original wet signed and one copy.
- ☐ Two engineering geology reports, one original wet signed and one copy.
- ☐ Two copies of other technical documents required by Public Works per Conditions of Approvals.
- ☐ Two sets of engineering plans, with engineering estimates, for improvements in the public right-of-way such as roadway, sanitary sewer, water, storm drain, etc.
- ☐ Two sets of technical documents required to meet National Pollution Discharge Elimination System requirements (i.e. SUSMP, SWPPP, etc.)
- ☐ Two Hydrology & Hydraulics Reports. One original wet signed and one copy.
- ☐ A copy of the Notice of Intent (NOI) accompanied with a copy of the payment check or receipt from the Regional Water Quality Control Board. These items are required for all grading permits on projects larger than 1 acre.

The following items are required for subsequent submittals:

- ☐ Previous check prints.
- ☐ Written responses to corrections list.
- ☐ Two copies of revised plans and technical documents.

Professional Qualifications

Technical submittals must be prepared and signed by a qualified professional. Submittals must be designed by and bear the signature, registration number, license expiration date and seal of a California registered Civil Engineer or Land Surveyor.

Plancheck, Permit, Other Fees, and Bonds

Plan Review- Review fees, as established in the City's fee schedule, shall be paid at the time of submitting plans and technical documents. Fees to be determined at the time of submittal of the application.

Grading Permit- A fee for each grading permit shall be assessed in accordance with the City's fee schedule in advance of issuance. Fees to be determined at the time of submittal of the application.

Investigation fee- Whenever any work is conducted without a permit, a special investigation shall be made before a permit may be issued for such work. The fee shall be collected, in accordance's with the City's fee schedule, whether or not a permit is subsequently issued. This fee shall be assessed in accordance with the fee schedule adopted by City Council resolution.

Other fees may apply as necessary for the review of design documents and inspection of construction activities on grading, drainage, and stormwater requirements.

The City may require bonds in such form and amounts as may be deemed necessary to ensure that the work, if not completed in accordance with the approved plans and specifications, will be corrected to eliminate hazardous conditions. In lieu of a surety bond the applicant may file a cash bond or instrument of credit with the City in an amount equal to that which would be required in the surety bond.

Requirements for a Grading Plan

Grading in excess of 2,500 cubic yards (1,911m^3), grading and earthworks construction supporting a major structure as determined by the Public Works Director and grading on known or established flood hazard and/or environmentally sensitive areas, shall be performed in accordance with the approved grading plan prepared by a civil engineer, and shall be designated as "engineered grading". Grading involving less than 2,500 cubic yards (1,911m^3) shall be designated "regular grading" unless the permittee chooses to have the grading performed as engineered grading, or the Public Works Director determines that special conditions or unusual hazards exist, in which case grading shall conform to the requirements for engineered grading.

Grading Plan Certificate Requirements

Recommendations included in the soils engineering report and engineering geology report shall be incorporated in the grading plans or specifications. When approved by the City Engineer, specific recommendations contained in the soils engineering report, which are applicable to grading, may be included by reference.

Rough Grading Plan: Approval requires the following:

- Submittal of a signed mylar plan set, from the Civil Engineer and Soils Engineer.
- An digital file in AutoCAD and PDF format on CD.
- Fees paid to City of Pico Rivera.
- Site plan showing storm water pollution prevention measures, and approvals of building plans.
- Certificates A (Owner/Developer) and B (Erosion Control) must be signed and made a part of the plans.
- Plans must include complete measures for storm water runoff prevention and dust control. Show total cut and total fill cubic yards.

Slope cuts, fill, and setbacks shall meet the requirements of Section 15.08.240 Chapter 38 Added, Section 3812 to 3814 of the Municipal Code.

GRADING PLAN - REQUIRED INFORMATION

Information provided on the grading plan shall include those requirements set forth in the attachment “H”.

When detention basins are required, the grading plans shall contain the following:

1. Detention basin high water limits.
2. Sufficient contours or grade points to show that the detention basin is capable of retaining the required amount.
3. Overland escape location and elevation from detention basin.
4. Calculation documenting minimum required volumetric capacity of the detention basin as per standards.
5. Total proposed detention basin volume.
6. Calculations documenting maximum bleeder discharge rate permitted from the basin as per standards.
7. Hydraulic orifice sizing calculation justifying the bleeder opening using the allowed flow rate and depth of basin.
8. Design detention basin such that all on-site drainage flows to the basin before exiting the site.

Drainage Requirements

Detailed plans shall be submitted of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as a part of, the proposed work together with a map showing the drainage area and the estimated runoff of the area served by any drains. Designs must comply with the following:

1. Site runoff shall be carried to the street or storm drain facilities. Cross-lot drainage is prohibited unless under special circumstance to be approved by the City Engineer.

2. When required, surface flow shall be directed toward approved on-site water quality BMP system. Drainage exiting site shall be picked up on-site and taken through the face of the curb. Outlet pipe inverts to be 3/4" above flow line of gutter. R-1 & R-2 properties may drain over the sidewalk.

3. Direct connection to storm drain facilities shall be detailed on the approved grading plan. When entrance is into a County facility, details shall be approved and a permit issued by the County.

4. Hydrology studies are required on all tract development and all except small, single lot commercial and industrial developments. Hydrology studies shall meet County requirements.

5. Show location and provide details for subdrain system as recommended by the soils report.

6. Unless otherwise indicated on the approved grading plan, drainage facilities and terracing shall conform to the provisions of the Municipal Code for cut or fill slopes steeper than 1 unit vertical in 3 units horizontal (3:1 slope).

National Pollution Discharge Elimination System Requirements

All construction activity shall comply with the NPDES program to latest edition. (http://www.swrcb.ca.gov/)

A. No person shall be granted a grading permit or shall commence or continue any construction activity that is subject to a general construction activity storm water NPDES permit without showing proof having such permit.

B. Any person engaged in a construction activity requiring a general construction activity storm water NPDES permit shall retain at the construction site the following documents:

(i) A copy of the notice of intent to comply with terms of the general permit to discharge water associated with construction activity;

(ii) A waste discharge identification number issued by the SWRCB;

(iii) A storm water pollution prevention plan and monitoring program plan for the construction activity requiring the construction permit;

(iv) Records of all inspections, compliance and non-compliance reports, evidence of self-inspection and good housekeeping practices.

C. Any person engaged in a construction activity in the City requiring an NPDES general construction storm water activity permit shall, upon reasonable request from a duly authorized officer of the City, provide any of the documents specified in subsection B of this section and shall retain said documents for at least three years after completion of construction.

All project sites disturbing one or more acres of land shall require a Standard Urban Storm Water Mitigation Plan (SUSMP).

Soil Engineering Report, Engineering Geology Report, and Liquefaction Study

Soils Engineering Reports, Engineering Geology Reports and Liquefaction studies shall required in accordance with the Municipal Code.

Pavement structural sections shall be determined using soil test results. However, the minimum allowable structural section is 3" AC over 4" CAB.

Erosion Control Plan Requirements

The faces of cut and fill slopes shall be prepared and maintained to control against erosion. This control shall consist of effective planting. The protection for the slopes shall be installed as soon as practicable and prior to calling for final approval. Where cut slopes are not subject to erosion due to the erosion-resistant character of the materials, such protection may be omitted.

The contractor or builder shall designate a person or persons to monitor the storm water pollution prevention and dust control programs, and to order increased watering as necessary to prevent the transport of dust off-site, and additional BMPs to prevent storm water pollutants from entering public right-of-way. This person's duty shall include holiday and weekend periods when work may not be in progress. The name and telephone number of such person or persons shall be provided to the City of Pico Rivera Department and Public Works Department and be placed on the plans.

See standard notes for erosion control measures on attachment herewith.

Inspection Requirements and Grading Plan Certificates

The permittee shall be responsible for the work to be performed in accordance with the approved plans and in conformance with the provisions of City of Pico Rivera standards and requirements. The permittee shall engage consultants, if required, to provide professional inspections on a timely basis. The permittee shall act as a coordinator between the consultants, the contractor and

the City Engineer. In the event of changed conditions, the permittee shall be responsible for informing the City Engineer of such change and shall provide revised plans for approval.

Civil Engineer- The civil engineer shall provide professional inspection within such engineer's area of technical specialty, which shall consist of observation and review as to the establishment of line, grade and surface drainage of the development area. If revised plans are required during the course of the work they shall be prepared by the civil engineer.

Soils Engineer- The soils engineer shall provide professional inspection within such engineer's area of technical specialty, which shall include observation during grading and testing for required compaction. The soils engineer shall provide sufficient observation during the preparation of the natural ground and placement and compaction of the fill to verify that such work is being performed in accordance with the conditions of the approved plan and the appropriate requirements of this chapter. Revised recommendations relating to conditions differing from the approved soils engineering and engineering geology reports shall be submitted to the permittee, the Public Works Director and the civil engineer.

Engineering Geologist- The engineering geologist shall provide professional inspection within such engineer's area of technical specialty, which shall include professional inspection of the bedrock excavation to determine if conditions encountered are in conformance with the approved report. Revised recommendations relating to conditions differing from the approved engineering geology report shall be submitted to the soils engineer.

Final Approval

Upon completion of the rough grading work and at the final completion of the work, the following reports and drawings and supplements thereto are required for engineered grading or when professional inspection is performed for regular grading, as applicable.

1. A Record Drawing grading plan prepared by the civil engineer retained to provide such services showing original ground surface elevations, as-graded ground surface elevations, lot drainage patterns, and the locations and elevations of surface drainage facilities and of the outlets of subsurface drains. As-constructed locations, elevations and details of subsurface drains shall be shown as reported by the soils engineer.

2. A report prepared by the soils engineer retained to provide such services, including locations and elevations of field density tests, summaries of field and laboratory tests, other substantiating data, and comments on any changes made during grading and their effect on the recommendations made in the approved soils engineering investigation report.

3. A report prepared by the engineering geologist retained to provide such services, including a final description of the geology of the site and any new information disclosed during the grading and the effect of same on recommendations incorporated in the approved grading plan.

4. The grading contractor shall submit in a form prescribed by the building official a statement of conformance to said as-built plan and the specifications.

The permitee shall notify the City Engineer when the grading operations are ready for final inspection. Final approval shall not be given until all work, including installation of all drainage facilities and their protective devices, and all erosion-control measures have been completed in accordance with the final approval grading plan and the required reports have been submitted.

ATTACHMENTS:

GRADING GENERAL NOTES

1. All grading shall be done in accordance with the latest edition of the uniform building code, appendix chapter 38, regulating the excavation and grading of land, and any amendments thereto, the requirements of the City of Pico Rivera, and the recommendations of the soils report.

2. All grading shall conform to the recommendations of the approved report of soils engineer and engineering geologist.

3. The soils engineer and engineering geologist shall be responsible for verifying the quality of the work performed by the grading contractor, and shall exercise sufficient supervisory control during grading to insure compliance with the plans, specifications, and code within their purview, and submit certification to the City.

4. The design civil engineer shall exercise sufficient supervisory control during grading and construction to insure compliance with the plans, specifications and code within his purview.

5. If the civil engineer or soils engineer is changed during the course of the work, all work shall be stopped until a replacement has agree to accept the responsibility for certifications upon completion of work.

6. Any revisions made in the approved grading as shown on the grading plans shall be specifically approved by the civil engineer and City Engineer.

7. Adjustment of elevations made to obtain an earthwork balance shall be made at the contractor's expense. No adjustment shall be made without the prior approval of design engineer. No fills shall be constructed higher than 6 inches below finish grade until all fills have been brought to within 6 inches of finish grade, no pad shall be approved until earthwork balance is made for the entire site and approved. The contractor shall grade streets to subgrade before adjustment of any elevations.

8. No work shall be accomplished without a City grading permit.

9. Pre-grading meeting at the site is required before start of grading with the following people present: owner, grading contractor, design civil engineer, soils engineer, geologist, City Engineer, or their representative. No grading shall be started without first notifying the Public Works Engineering Division 48 hours in advance

10. The permitee or his agent shall notify the Public Works Official when the grading operation is ready for each of the following inspections:

    A. Initial inspection – when the permitee is ready to begin work but not less than two days before any grading or grubbing is started.

    B. Drainage device inspection – after the forming of terrace drains, down drains or after placement of pipe in subdrains, but before any concrete is placed or filter material.

    C. Rough grading – when all rough grading has been completed. This inspection shall be called for at the completion of rough grading without the necessity of the public works official having previously reviewed and approved reports.

    D. Final – when all work, including installation of all drainage structures, and other protective devices have been completed and the as-graded plan, professional certifications and the required reports have been submitted.

11. Cut slopes shall be no steeper than 2 horizontal to 1.

12. Fill slopes shall be no steeper than 2 horizontal to 1 vertical and shall have no less than 90% compaction out to the finished surface.

13. Fills shall be compacted throughout to 90% density as determined by the u.b.c. standard no 70-1 and 70-2, and certified by the soils engineer.

14. All trench backfills shall be tested and certified by the site soils engineer per the grading and excavation code.

15. No rock or similar material greater than 6 inches in diameter will be placed in the fill unless recommendations for such placement have been submitted by the soils engineer in advance and approved by City Engineer.

16. Existing underground structures: the existence and location of any underground utility pipes, conduits, or structures show on these plans shall be obtained by a search of the available records.

17. The location and protection of all utilities is the responsibility of the permitee.

18. All existing drainage courses on the project site must continue to function especially during storm conditions and approved protective measures, and temporary drainage provisions must be used to protect adjoining properties during the grading project, in

any case, the contractor and/or developer shall be held liable for any damage due to construction of existing drainage patterns.

19. Sanitary facilities shall be maintained on site.

20. Dust shall be controlled during grading by watering or other approved measures.

21. Safety responsibility: contractor agrees that he shall assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property, that this requirement shall apply continuously and not be limited to normal working hours; and that the contractor shall defend, indemnify and hold harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting for liability arising from the sole negligence of the City of Pico Rivera, the owner, or the engineer.

22. Any underground structures such as cesspools, septic tanks, wells, or pipes not located prior to grading are to be removed or treated in a manner prescribed by the soils engineer.

23. Care shall be taken to protect all construction monuments and stakes. Resurvey resulting from careless operation shall be back-charge to the contractor.

24. All tract boundary walls shall be staked and verified for height and location by the Civil Engineer or Land Surveyor.

25. All areas under Public and Private Streets, curbs and gutters shall be compacted to 95% relative density

26. If any oil sumps or contaminated soils are found during the grading of the site, all grading in these areas shall cease. Soils chemical test shall be taken with results provided to the City of Pico Rivera Public Works Department and the County Health Department. Grading may re-commence after approval from the County Health Department and the City has been obtained. All contaminated earth shall be removed from the site and/or disposed of in an approved manner.

27. All work performed in the City right-of-way requires an encroachment permit from the City's Public Works Engineering Division. Permits are to be obtained prior to beginning work.

28. Soils compaction reports are required and the reports shall be provided to the City's Public Works Division at completion of grading and prior to foundation placement.

29. All grading is to comply with Appendix Chapter 33 of the most current adopted version of the California Building Code

30. Section 4216 of the California Government Code requires a Dig Alert Identification Number is issued before a "Permit to Excavate" will be valid. For your Dig Alert I.D. Number call Underground Service Alert TOLL FREE 1-800-227-2600 two working days before you dig.

31. All proposed and/or existing slope or drainage easements are to be shown on the grading plan.

32. All proposed grading, except for off-site import earth, shall be maintained within the boundaries of the site for which the grading permit is issued.

33. The project Storm Water Pollution Prevention Plan (SWPPP) outlines site storm water pollution issues and Best Management Practices (BMPs) to prevent illegal discharges of storm water pollutants from the construction site. Contractor shall maintain an approved copy of the SWPPP on-site at all times during construction, and shall implement adequate BMPs to comply with City of Pico Rivera Storm Water Management Plan. Failure to do so will result in the issuance of a Stop Work Notice until the illegal discharge is adequately ended, cleaned up, and prevented from further occurrence.

GENERAL NOTES

1. All work shall be done in accordance with the latest edition of the "Standard Specifications for public works construction", including all supplements, except as amended per these plans and specifications, and shall be prosecuted only in the presence of the city engineer or his authorized representative.

2. No revision shall be made on these plans without the approval of the City Engineer.

3. The contractor shall notify the City engineer's office, City of Pico Rivera, (562) 801-4415, at least forty eight hours (48) before starting any work under this contract.

4. The contractor shall verify and protect in place all existing underground structures. Contractor shall notify underground service alert at 1-800-227-2600 forty eight hours (48) prior to start of construction.

5. All sub-grade shall be compacted to a relative density of 90% unless otherwise specified by the soils engineer.

6. It shall be the responsibility of the contractor to locate all utilities of every nature, whether shown on these plans shall bear the expense of repair or replacement of any utilities damaged by operations in connection with the prosecution of the work.

7. Before work can be started the contractor shall obtain an encroachment permit to work in city streets from the Public Works Department.

8. Approval of this plan by the city engineer does not constitute a representation as to the accuracy of the location of or the existence or non-existence of any underground utility pipe or structure within the limits of this project.

GENERAL NOTES (For Off-Site Improvements)

1. All public improvements shall be constructed as required by the City Engineer.

2. All public improvement plans and site grading plans shall be approved by the City Engineer.

3. All public improvement shall be constructed in accordance with the City of Pico Rivera standards and "standard specifications for public works construction", latest edition.

4. No public improvement work shall be undertaken without first securing a permit from engineering department.

5. The contractor shall notify the public works inspector 24 hours before commencing work. Telephone no. (562) 801-4375.

FUGITIVE DUST CONTROL NOTES

1. No person shall cause or allow the emissions of fugitive dust from any active operation, open storage pile, or distributed surface area such that:

   A. the dust remains visible in the atmosphere beyond the property line of the emission source; or
   B. The dust emission exceeds 20 percent opacity (as determined by the appropriate test method included in the SCAQMD Rule 403 implementation handbook), if the dust emission is the result of movement of motorized vehicle.

2. No person shall conduct active operations without utilizing the applicable best available control measures included in SCAQMD Rule 403 table 1 of this rule to minimize fugitive dust emissions from each fugitive dust source type within the active operation.

3. No person shall cause or allow PM_{10} levels to exceed 50 micrograms per cubic meter when determined, by simultaneous sampling, as the difference between upwind and downwind samples collected on high-volume particulate matter samplers or other U.S. EPA-approved equivalent method for PM_{10} monitoring. If sampling is conducted, samplers shall be:

   A. Operated, maintained, and calibrated in accordance with 40 code of federal regulations (cfr), part 50, appendix j, or appropriate U.S. EPA-published documents for U.S. EPA-approved equivalent method(s) for PM_{10}.

B. Reasonably placed upwind and downwind of key activity areas and as close to the property line as feasible, such that other sources of fugitive dust between the sampler and the property line are minimized.

4. No person shall allow track-out to extend 25 feet or more in cumulative length from the point of origin from an active operation, notwithstanding the preceding, all track-from an active operation shall be removed at the conclusion of each workday or evening shift.

Erosion Control General Notes

1. Project construction shall be in conformance with the City of Pico Rivera Storm Water Requirements.

2. The Grading Permit holder and the Owner/Developer shall install erosion control and pollution control measures as outlined in the project Storm Water Pollution Prevention Plan (SWPPP) approved by the City of Pico Rivera. Best Management Practices (BMPs) capable of preventing the migration of storm water and associated pollutants off site shall be implemented and maintained during all construction, earth moving and grading phases of a project. Failure to do so will result in the issuance of a "Stop Work" order, which will not be released until such time as an adequate program is implemented.

3. During the clearing, earth moving and grading phases of the project. Water trucks or sprinkler systems shall be used in sufficient quantities to prevent dust from leaving the site. In addition, the entire area of disturbed soils shall be wetted down during the early morning hours and at the end of each day in such a manner as to create a crust.

4. During the construction phase of the project, water trucks or sprinkler systems shall be used to keep all areas of vehicular movement damp enough to prevent dust raised from leaving the site. Increased watering frequency will be required whenever wind speeds exceed 20 miles per hour.

5. All trucks hauling soil materials to and from the site shall be covered with a tarp to prevent dust from blowing off the truck. All alleyways, circulation routes, haul routes, streets and sidewalks shall be kept clean and clear of dirt, dust and debris in a manner acceptable to the City of Pico Rivera. As a minimum, said areas shall be cleaned at the end of each working day or more often if directed by City personnel.

6. The flushing of dirt or debris to storm drain or sanitary sewer facilities shall not be permitted. Failure to keep these areas clean will result in the issuance of a "Stop Work" order, which will not be released until such time as the area is cleaned in a manner acceptable to the City.

7. After the completion of the clearing, grading, or excavation phase, the entire area of disturbed soil shall be treated to prevent wind pick up of the soil. Any one of the following methods may accomplish this:

a) The seeding and or watering of the site until such time as the ground cover has taken root.
b) The spreading of soil binders.
c) The wetting down of the area in such a manner as to create a crust on the surface and the repeated soaking of the area, as necessary, to maintain the crust and prevent soil blowing.

Certificates

These Certificates must be completed for work:

A. OWNER/DEVELOPER CERTIFICATE: {Sign prior to approval of grading plans}
I, _____, Owner/Developer of the project, will have a licensed civil engineer, land surveyor or architect certify:

1) *That prior to the construction of any building foundation, the lot boundaries have been clearly identified on the site; the graded pad elevations are as shown on the approved Grading Plan; and the proposed building/s are located in conformance with the approved City Site Plan; and the finish floor elevations are in conformance with the approved City Site and Grading Plans.*

2) *That the finished grades have been field checked and that the site finished grading work has been completed in substantial conformance with the approved Grading Plan.*

3) *That the masonry walls have been constructed as shown on the approved grading plan, including certification of the top of footing and top of wall elevations.*

Signature: _____ *Date:* _____
{Owner/Developer}

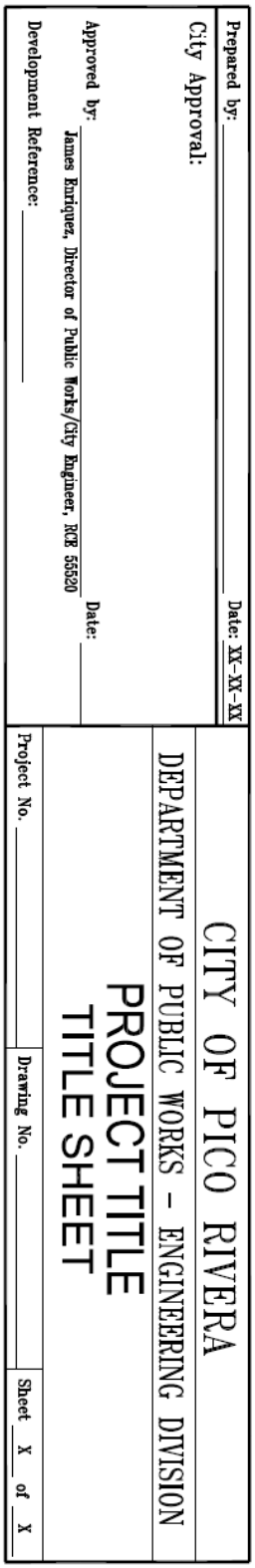
B. EROSION CONTROL CERTIFICATION {Sign to guarantee that erosion control measures will be installed}

I, _____, hereby certify that all erosion and siltation control measures will be installed per plans and also to my satisfaction to prevent the illegal discharge of storm water pollutants from the project site. The undersigned shall be the designated responsible person for the successful implementation of these methods. The undersigned shall also ensure that damages to the erosion and siltation control measures due to construction processes or severe storms and shall be repaired immediately to fully functioning condition.

Name: _____ *License Number:* _____

Signature: _____ *Date:* _____
{Licensed Professional}

TITLE BLOCK:


Prepared by: _____ Date: XX-XX-XX
City Approval:
Approved by: _____ Date: _____
James Enriquez, Director of Public Works/City Engineer, RCE 55520
Development Reference: _____
CITY OF PICO RIVERA
DEPARTMENT OF PUBLIC WORKS - ENGINEERING DIVISION
PROJECT TITLE
TITLE SHEET
Project No. _____
Drawing No. _____
Sheet X of X