CITY OF DANA POINT
PUBLIC WORKS – ENGINEERING SERVICES
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HEADLANDS
GRADING Requirements and Submittal Checklist

The following actions are required upon or prior to the 1st submittal for all Grading Permit Applications. Public Works Staff will work with applicants to assist as needed in preparing documents for a complete submittal. Please keep a copy of all items submitted to the City for your file. **No Partial Submittals will be accepted.**

No. Of COPIES	
	Release from Strands HOA prior to 1st submittal Approval is indicated by HOA stamp on plans.
1 EA	Completed and Signed Grading Application – See Attachment 010
1 EA	Transmittal listing out all contents of submittal package

Engineering Plans and Supporting Documents including:

Minimum Required At 1st Submittal		
3 EA	☐	**Grading Cover Sheet**
3 EA	☐	**Grading Plan**
3 EA	☐	**Complete Site & Retaining Wall Section & Details**
2 EA	☐	**Proof of Property Ownership/Title/Deed**
3 EA	☐	**Geotechnical Report** (wet signed by RCE / GE and CEG) & **Include 1 Electronic PDF** – subsequent addendums same as 1st

Required by 2nd Submittal		
3 EA	☐	**Existing Topography Plan**
3 EA	☐	**Erosion Control Plans**
1 EA	☐	**Runoff Threat Assessment Form**
1 EA	☐	**Construction BMP Report**
2 EA	☐	**Engineer Cost Estimate Wet Stamped by Engineer**
2 EA	☐	**Title/Preliminary Title Report**
2 EA	☐	**Hydraulic/Hydrology Report (If Sump is used)**

1 EA	Upon resubmittal provide response letter that addresses resolution status of every correction listed on the Engineering Review Comment Letter

3 EA

Geotechnical Report (wet signed by registered engineer)

include 1 Electronic PDF – subsequent addendums same as 1st

- ❑ Reference Zeiser Kling letter dated June 12, 2007 titled "Geotechnical Report Requirements for Headlands Project, Lot Development, Dana Point, California".

3 EA

Engineers Cost Estimate with required format

Signed, Wet Stamped estimate required at every submittal. Estimate must contain all sections shown on the **Estimate Sample**, and be complete.

For reference see the Required Current Unit Pricing online.

1 EA

Water Quality Forms

- ❑ **Complete and Sign Runoff Threat Prioritization Form** acknowledging you are aware of the BMP assessment level for your project.
- ❑ **Complete and Sign the BMP Report Template.** In addition standard items already checked, check off all additional BMP items that specifically apply to your project. Prior to permit issue the City will provide fact sheets for each item marked and return to you in the form of a **BMP Report** .
- ❑ **Download and Print all the BMP Factsheets applicable to your project at** http://www.ocwatersheds.com/ConstructionActivities.aspx **or** http://www.casqa.org then add the fact sheets to the **BMP Report Template** and hand in complete report for City Engineer Approval. Black Ink Only
- ❑ Complete the attached WQMP Checklist ATTACHMENT 045 and be prepared to provide a Water Quality Management Plan, if required. Include complete report with 1st submittal if applicable.

Fees & Deposits

Plan Check & Inspection for all Headlands Private Grading Plans is done on **Time & Material basis**.

The amount of plan check deposit is $3098.

An Additional $5000 Inspection Deposit is due at Permit Issuance.

Remaining unused deposits will be returned at time project is finaled.

Bonds & Surety

Performance Bonds are required to be provided prior permit issuance. If a performance bond is required for both Walls/Shoring and General Grading then Shoring bond can be released as soon as that shoring work is deemed final. The general grading performance bond must stay in place until the complete project reaches Certificate of Occupancy.

Bond Types Accepted are:

CASH or CERTIFICATE OF DEPOSIT OR SURETY

KEY REMINDERS FOR HOMEOWNERS & YOUR CONSULTANTS

The City of Dana Point Public Works & Engineering Department has outlined the following items to aid your consultants in submitting as complete of a first grading submittal possible.

Ensuring these items are addressed at first submittal will help streamline the review & approval process.

Geotechnical Report in Accordance with Grading Manual to include:

- Subsurface Exploration Addressing Soil & Geologic Conditions
- Evaluation of expansive Soils
- Settlement Analysis \ Recommendations – Total & Differential
- Recommendations to address potential impact to MSE Wall / Geo-Grid System.

Grading Plans must include:

- Lot Drainage to outlet at approved sub-division outlet point (street or rear drain)
- Pool Foundation
- Retaining Wall Foundation
- Detailed Site Sections
- Limits of Geo-Grid on Plan & Section(s).
- Existing Tract Sub-Drains & Mass Grading Drainage Systems
- Standard Title Sheet w/ City Signature Acknowledgement Block(s)

INSPECTION REQUIREMENTS

Inspection Requirements & Project Final Processing

1. Pre-Grade meeting: Applicant must schedule a Pre-Grade Mtg with the Public Works Inspector prior to start of work. The purpose of the meeting is to ensure the applicant and engineer(s) of record are aware of the responsibilities and deliverables required by the city in order for the project to be adequately inspected and bonds to be released in a timely manner upon completion.

   The applicant and engineer(s) of record will be required to sign the Pre-Grade Inspection Acknowledgment form (attached).

   The soils engineer will be required to be on-site during construction as required to support certification of the various stages of grading.

2. Rough Grading: **Initial site clearing and grubbing, rough grading, and preparation of pad or building foundation.**
3. Rough Grading Release: Works Department will release the Building Permit for issuance upon receipt of the following:
   a. Civil Engineer: Pad elevation certification
   b. Civil Engineer: Rough grading certification (see attached)
   c. Soils Engineer: Compaction reports
   d. Soils Engineer: Rough grading certification (see attached)
4. Precise Grading and Final Documents: Prior to final inspection, the following documents **must be submitted to the Public Works Inspector:**
   a. Civil Engineer: Final grading certification (see attached)
   b. Civil Engineer: As-built plans
   c. Soils Engineer: Final soils report
   d. Soils Engineer: Final grading certification (see attached)
5. Final Inspection: Upon receipt and approval of the documents above, the applicant shall call for final inspection.
6. Release of Grading Security: Upon: 1) Receipt of the grading job card that includes a final signature from the Public Works Inspector 2) Review of the project conditions of approval 3) Verification that Full compliance of all required grading certifications has been achieved by engineer(s) of record - The Public Works Department shall submit to the City Clerk's Office a request for release of the grading security.