

CITY OF SARATOGA GRADING PERMITS – PLAN SUBMITTAL REQUIREMENTS

Planning Department Approval:

Projects requiring Grading Permits will need review and approval from the Planning Department prior to submittal to the Building Department for plan review. Any Planning Commission “Conditions of Approval”, “Resolution” or “Arborist Report” (if applicable) should be included in the grading plans as separate plan pages.

Building / Engineering Department Approval:

TWO COMPLETE SETS OF GRADING PLANS should be submitted. The plans should be drawn to scale and be of sufficient clarity to indicate the scope of work.

Grading Plans must include the following:

- ❑ STANDARD GRADING PLAN NOTES (see attached).
- ❑ Vicinity map, north arrow, legend and scale.
- ❑ Detailed reference to Soils Report and project Soils Engineer if applicable.
- ❑ Earthwork quantity table showing cut, fill, import and export amounts.
- ❑ Building pad and finish floor elevations.
- ❑ Spot elevations shown on and off-site, top of wall elevations at retaining walls, top of curb elevations, rim elevations and flow lines and/or release path in arrows.
- ❑ Property lines, existing and proposed contours lines, details of terrain and area drainage, including any off-site data relating to slope and drainage.
- ❑ All surface and sub-surface drainage devices (including sub-drains, sumps, backflow prevention devices, discharges, etc.), septic tanks, drain fields, retaining walls and other protective devices to be constructed with, or as part of, or subsequent to the proposed work.
- ❑ Pipe data: size, slope and invert elevations.
- ❑ Special details (outfall structures, energy dissipaters, swales, etc.).
- ❑ Specify type of catch basins and area drains
- ❑ The location of any proposed or existing buildings, structures or wells on the property where the work is to be performed and the location of any buildings, structures or wells on adjacent land which are within 15 feet of the property or which may be affected by the proposed grading operations.
- ❑ The location of all trees.
- ❑ An erosion control plan with appropriate details (NO STRAWBALES).
- ❑ No excessive or concentrated flow onto the next parcel, no abrupt grade changes at property lines. The plans should clearly indicate any off-site mitigation as required by the Geologic Hazard Ordinance (if applicable).
- ❑ Submit a storm water retention/management plan. The City of Saratoga recommends the reference “Start at the Source” as a guideline for residential site planning. Reference is available from Bay Area Storm Water Management Agencies Association @ (510) 622-2465.

NOTE: A State of California Registered Civil Engineer must prepare drawings for engineered grading activity that exceeds 1000 cubic yards (cut plus fill). The plans should include:

STANDARD GRADING PLAN NOTES

The following notes shall be printed on all grading plans:

1. Prior to the commencement of any earthwork/grading activities, the permittee shall arrange a pre-construction meeting. The meeting shall include the City of Saratoga Grading Inspector (408-868-1201), the grading contractor and the project Soils Engineer. The permittee or representative shall arrange the pre-construction meeting at least 48 hours prior to the start of any earthwork/grading activities.
2. Approval of this plan applies only to the excavation, placement and compaction of natural earth. This approval does not confer any rights of entry to either public property or the private property of others. Approval of this plan does not constitute approval of any improvements. Any proposed improvements are subject to review and approval by the responsible authorities and all other permits/approvals shall be obtained.
3. It shall be the responsibility of the permittee to identify, locate and protect all underground facilities.
4. The permittee shall maintain all streets, sidewalks and other public right-of ways in a clean, safe and usable condition. All spills of soil, rock or construction debris shall be removed from public property. All adjacent property, both public and private, shall be maintained in a clean, safe and usable condition.
5. All grading and earthwork activities shall be performed in such a manner as to comply with standards established by the Bay Area Air Quality Management District for airborne particulates.
6. All known water well locations on site shall be maintained or abandoned according to current regulations administered by the Santa Clara Valley Water District. Call 408-265-2600 x2660 to arrange for District observation of well abandonment.
7. This plan does not approve the removal of any trees. Appropriate tree removal permits shall be obtained from the Community Development Department. Any required tree protection measures shall be maintained throughout construction.
8. The project Civil Engineer, _____, has designed this project to comply with the recommendations of the geotechnical report prepared by _____.
9. All grading and earthwork activities shall conform to the approved plans and specifications. All grading and earthwork activities shall be observed and approved by the Soils Engineer. The Soils Engineer shall be notified at least 48 hours prior to any grading or earthwork activities. Unobserved or unapproved work shall be removed and replaced under observation of the project soils engineer.
10. All construction sites are to be winterized with appropriate erosion control measures in place from October 15th to April 15th of each year.
11. Grading activities are only allowed Monday through Friday, 7:30 am to 6:00 pm.

EXEMPTED WORK

If your grading project meets any of the criteria below, and your project is not in a Geologic Hazards Zone, a Flood Hazard Zone, or contains wetlands, you may be exempted from obtaining a Grading Permit from the City of Saratoga:

1. When approved by the Building Official, grading in an isolated, self-contained area if there is no danger to private or public property.
2. An excavation below finish grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit. This shall not exempt any fill made with the material from such excavation or exempt any excavation having an unsupported height greater than 5 feet after the completion of such structure.
3. Excavations for wells, tunnels or utilities.
4. Exploratory excavations under the direction of soil engineers or engineering geologists.
5. An excavation that is less than 2 feet in depth or does not create a cut slope of greater than 5 feet in height and steeper than 1 unit vertical in 1 ½ units horizontal (66.7% slope).
6. A fill less than 1 foot in depth and placed on natural terrain with a slope flatter than 1 unit vertical in 5 units horizontal (20% slope), or less than 3 feet in depth, not intended to support structures, that does not exceed 50 cubic yards on any one lot and does not obstruct a drainage course.

NOTE: Exemption from the permit requirements shall not be deemed to grant authorization for any work to be done in any manner that would be in violation of any other laws or ordinances of the City of Saratoga.