



**CITY OF
NORCO**

HORSETOWN USA

PLAN PREPARATION AND
PERMIT GUIDANCE MANUAL

For

Grading Plans

Public Improvement Plans

Subdivisions & Other Property Maps

CITY OF NORCO ENGINEERING DEPARTMENT



TABLE OF CONTENTS

SECTION I: GRADING PLANS1

SECTION II: PUBLIC IMPROVEMENT PLANS7

SECTION III: SUBDIVISION & OTHER PROPERTY MAPS9

SECTION IV: PLAN SUBMITTAL PROCESS10

SUBMITTAL APPLICATION FORMS

- [Grading Plan Application & WQMP Applicability Checklist](#).....
- [WQMP Covenant Agreement](#).....
- [Public Improvement Plan Application](#).....
- [Parcel & Tract Map Application](#).....
- [PAKA Relocation Application](#).....
- [Lot Line Adjustment Application](#).....
- [Lot Merger Application](#).....

SECTION V: PERMIT APPLICATIONS11

PERMIT APPLICATION FORMS

- [Grading Permit Application](#).....
- [Engineered Grading Consultant Statement Form](#).....
- [Encroachment Permit Application](#).....



SECTION I: GRADING PLANS

City of Norco Municipal Code (NMC) 15.90 outlines that a grading permit shall be required when a project has earthwork quantities in excess of 60 cubic yards. To obtain a permit the applicant shall determine the type of grading and submit plans showing the nature and extent of the work. The City's municipal code recognizes two types of grading designations:

Engineered Grading – Grading in excess of 5,000 cubic yards or that is proposed to support any structure. Engineered Grading requires that the grading plan be prepared by a registered professional engineer (California).

Regular Grading – Grading involving less than 5,000 cubic yards and will not support any structure. A Regular Grading plan does not need to be prepared by a registered professional engineer. The City Engineer, at their discretion, can designate Regular Grading as Engineered Grading due to the existence of special conditions or unusual hazards.

NOTE:

Projects that have earthwork quantities less than 60 cubic yards can still be required to obtain a grading permit. A grading permit shall not be required for the following (NMC 15.90.040):

1. An excavation that does not exceed 60 cubic yards (45.8 m³) and complies with one of the following conditions:
 - a) is less than 2 feet (0.6 m) in depth.
 - b) Does not create a cut slope greater than 5 feet (1.5 m) measured vertically upward from the cut surface to the surface of the natural grade and is not steeper than 2 units horizontal to 1 unit vertical (50 percent slope)
2. A fill not intended to support a structure, that does not obstruct a drainage course and complies with one of the following conditions:
 - a) is less than 1 foot (0.3 m) in depth and is placed on natural terrain with a slope flatter than 5 units horizontal to 1 unit vertical (20 percent slope).
 - b) is less than 3 feet (0.9 m) in depth at its deepest point measured vertically upward from natural grade to the surface of the fill, does not exceed 50 cubic yards, and creates a fill slope no steeper than 2 units horizontal to 1 unit vertical (50 percent slope).
 - c) Is less than 5 feet (1.5 m) in depth at its deepest point measured vertically upward from natural grade to the surface of the fill, does not exceed 20 cubic yards, and creates a fill slope no steeper than 2 units horizontal to 1 unit vertical (50 percent slope).



Grading Plan Preparation & Submittals

All regular and engineered grading plans shall be prepared and submitted utilizing the City's Grading Plan Application and Checklist. Additional technical studies or supporting information may be required as part of the submittal process. The applicant shall review the below requirements to determine what additional information is required for the grading plan submittal package.

Technical Studies & Reports

In addition to the Grading Plan Application technical studies and reports may be required to be submitted concurrently with the grading plan package. The following is a general list of these types of documents typically provided:

- **Soils Reports**

A soils report shall be included as part of the Grading Plan submittal package and comply with City of Norco Municipal Code 15.90. All reports shall include, at a minimum, data and information regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures.

Projects that meet the following criteria shall be exempt from providing a soils report:

- a) A soils report is not required for single-family dwelling structures less than 10,000 square feet located in an existing recorded subdivision lot.
- b) A soils report is not required where the City Engineer determines that the nature of the work applied for is such that a report is not necessary.

Single-family structures less than 10,000 square feet that are not located within an existing recorded subdivisions shall be required to submit a soils report.

- **Drainage Reports**

A Drainage Report shall be prepared by a registered professional engineer and included as part of the Grading Plan submittal package when any of the following criteria apply to the project;

- a) Projects that increases onsite runoff
- b) Projects that concentrate on and offsite runoff
- c) Projects that redirect on and offsite runoff



CITY OF NORCO

HORSETOWN USA

GRADING PLANS

The City Engineer, at their discretion, can request that a drainage study be submitted due to the existence of special conditions or unusual hazards.

Drainage reports shall include the following minimum information:

- a) Pre and post development hydrology maps
- b) Pre and post development peak run-off & volume calculations
- c) Hydraulic calculations for all storm drain facilities

In addition to the above information larger projects (residential subdivisions, commercial development) shall follow NMC Chapter 17.24.080 for preparing drainage reports.

- **Water Quality Management Plans (WQMP)**

When required a WQMP shall be prepared by a registered professional engineer and be included as part of the Grading Plan submittal package. All grading plan submittals shall complete and include the [WQMP Applicability Checklist](#) (contained herein and available at www.norco.ca.us/engineering) to determine whether a WQMP is required for the grading project.

All WQMPs shall be consistent with NMC Chapter 15.70 and utilize the Riverside County Flood Control & Water Conservation District (RCFC&WCD) WQMP Guidance Document and template for the Santa Ana Region. In general the WQMP shall include the following:

- WQMP reports shall include all required information per the County's WQMP guidance document and template.
- A percolation testing report prepared by a California Licensed Geotechnical Engineer shall be included as part of the first submittal. A complete plan check of the WQMP cannot proceed without the submittal of the percolation testing report and will cause delays in the approval process.
- Approval of the WQMP requires the completion and recordation of the City's WQMP Maintenance and Covenant Agreement (contained herein and available at www.norco.ca.us/engineering). The developer shall submit this notarized document to the City for recordation upon final submittal. The City will record the agreement with the County and provide the developer a recorded copy for their records.

- **Miscellaneous Supporting Documents**



CITY OF NORCO

HORSETOWN USA

GRADING PLANS

Other supporting documents such as Conditions of Approval and Property Title Reports, shall be submitted concurrently with the grading plan. The project may have additional documents required to be submitted depending of the nature of the work, some examples of which are as follows:

- Primary Animal Keeping Area (PAKA) Relocation
- Right-of-Way Dedication
- Lot Line Adjustment
- Lot Merger
- Permission to Grade Letter (for grading on adjacent property)

Refer to Section IV for PAKA Relocation, Lot Line Adjustment and Lot Merger submittal applications.

Plan Check Fees

Plan check review fees for all plans and technical studies shall be determined using the City's current Fee Schedule (available at www.norco.ca.us/finance) and paid with the 1st submittal. Submittals that do not include full payment of the required review fees will not be accepted by the Engineering Division.

Grading Security

The City of Norco requires that prior to permit issuance for grading in exceeding 1,000 cubic yards, a grading security be submitted to the City Engineer. Security shall be submitted in one of the following forms:

- a) A bond furnished by a corporate surety authorized to do business in the state.
- b) A cash bond.
- c) Escrow account with a recognized bank.
- d) Irrevocable letter of credit from a recognized bank.

The amount of security shall be based on the number of cubic yards of material in excavation or fill, whichever is greater, and the cost of all drainage or other protective devices or work necessary to eliminate the potential geotechnical hazards. That portion of the security valuation based on the volume of material in either exaction or fill shall be computed as follows:

- a) 100,000 cubic yards or less – 50 percent of the estimated cost of grading work, or
- b) Over 100,000 cubic yards – 50 percent of the cost of the first 100,000 cubic yards plus 25 percent of the estimated cost of that portion in excess of 100,000 cubic yards.

When the rough grading has been completed in conformance with the requirements of this code, the City Engineer may, at his or her discretion, consent to a proportionate reduction of the security



CITY OF NORCO

HORSETOWN USA

GRADING PLANS

to an amount estimated to be adequate to ensure completion of the grading work, site development or planting remaining to be performed. The costs referred to in this section shall be as estimated by the City Engineer.

All security shall include the conditions that the principal shall:

- a) Comply with all of the provisions of this code, applicable laws, and ordinances
- b) Comply with all of the terms and conditions of the grading permit
- c) Complete all of the work authorized by the permit.

The term of each security shall begin upon the filing with the City Engineer and the security shall remain in effect until the work authorized by the grading permit is completed and approved by the City Engineer.

Where unusual conditions or special hazards exist, the City Engineer may require security for grading involving less than 1,000 cubic yards. Security required for these instances may include incidental off-site grading on property contiguous with the site to be developed, provided written consent of the owner of such contiguous property is filed with the City Engineer.

The City Engineer may waive the requirements for a security for the following:

- a) Grading being done by or for a government agency.
- b) Grading necessary to remove a geotechnical hazard.
- c) Grading on a site, not exceeding a slope of three horizontal to one vertical, provided such grading as determined by the City Engineer will not affect drainage from or to adjacent properties.
- d) Filing of holes or deep depressions, provided such grading will not affect the drainage from or to adjacent properties.

In the event any grading for which a permit has been issued is not completed in accordance with the approved plans and specifications for said work or with all terms and conditions of the grading permit, the City Engineer may declare that a default has occurred. The City Engineer shall give notice thereof to the principal and surety or financial institution executing the security, or to the owner in the case of a cash bond or assignment. The City Engineer may thereafter determine the work that is necessary to mitigate any hazardous or unsafe conditions on the site and cause such work to be performed. Where the security consists of a bond or instrument of credit, the surety or financial institution executing the security shall be responsible for the payment of all costs and expenses incurred by the City Engineer in causing such work to be performed, up to the full amount of the security. In the case of a cash bond or assignment, the City Engineer may pay all costs and expenses incurred in causing such work to be performed from the funds deposited, and return any unused portion of such deposit or funds to the person making said deposit or assignment.



SECTION II: PUBLIC IMPROVEMENT PLANS

Title 12 “Streets and Sidewalks” of the City of Norco Municipal Code mandates that an encroachment permit shall be required when work is being conducted within the public right of way. The following is list of common types of improvements requiring a permit:

1. New development requiring street and utility improvements
2. Driveway approaches
3. Curb drains
4. Tree planting
5. City utility services (Sewer & Water)
6. Other utility services (Electric, Gas, Cable, etc.)
7. Traffic Control (Utility Inspection, Potholing, Special Events)

Encroachment Permit & Plan Type

All proposed work to be performed in the public-right-of-way or within a City utility easement shall submit an Encroachment Permit Application along with plans outlining the nature and limits of the proposed work. Public improvements shall be categorized as follows:

1. New Development –Development requiring offsite improvements including, but not limited to, curb & gutter, street widening, utility service installation, street light and signal installation and utility relocation.
2. Minor Improvements – Minor improvements including, but not limited to, driveways, utility services, curb drains, tree planting, etc. for existing developed properties.
3. Franchise Improvements– Electric, gas, cable, phone, etc. having a valid franchise license regulated by the California Public Utilities Commission (CPUC).

All New Development type improvement plans shall be prepared and submitted using the City’s Public Improvement Plan Application. Once the improvement plans are approved by the Engineering Division the developer shall submit an Encroachment Permit Application for review and approval by the City in order to perform the work.

Minor and Franchise Improvement projects shall be prepared and submitted using the Encroachment Permit Application and Minor/Franchise Improvement Plan Checklist. Due to the small size and scope of these type of improvements the plans and encroachment permit application can be submitted concurrently.



CITY OF NORCO

HORSETOWN USA

PUBLIC IMPROVEMENT PLANS

Plan Check Fees

Plan check fees for all public improvements shall be determined using the City's current Fee Schedule (available at www.norco.ca.us/finance). For New Development projects a separate cost estimate shall be submitted concurrently with the application in order to calculate the plan check fees. Submittals that do not include full payment of the required review fees will not be accepted by the Engineering Department.

Minor & Franchise Improvements shall be exempt from plan check fees.



SECTION III: SUBDIVISIONS & OTHER PROPERTY MAPS

NMC Chapter 17 provides the guidelines for all land subdivisions required per the latest edition of the Subdivision Map Act. In addition to subdivisions this chapter also provides information for the following:

1. Lot Line Adjustments - minor adjustment between two or more existing adjacent lots, where the land taken from one lot is added to an adjacent lot and where a greater number of lots than originally existed is not thereby created.
2. Lot Merger – A merger of two or more adjacent lots, provided that the lots being merged are three or less and commonly owned.
3. Primary Animal Keeping Area (PAKA) Creation or Relocation- Creation or relocation of a PAKA area.

Please refer to NMC Chapter 17.20 for specific guidance for the preparation and processing of Final Maps. The Final Map submittal application is located in Section IV.

Please refer to Section IV for the Lot Line Adjustment, Lot Merger, and PAKA Relocation Applications.

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Plan Check Fees

Plan check fees for subdivisions, Lot Line Adjustments, Lot Mergers and PAKA Relocations shall be determined using the City's current Fee Schedule (available at www.norco.ca.us/finance).



SECTION IV: PLAN SUBMITTAL PROCESS

PLAN SUBMITTAL APPLICATION PROCESS

**(Regular & Engineered Grading Plans)
(New Development Type Street Improvement Plans)**

1st Submittal Instructions

1. Completely fill out all submittal applications required for the project.
2. Submittal package shall include all required plans, reports and payment of all review fees. Incomplete plan check applications will not be accepted unless all applicable fees are paid at time of submittal. (See City Fee Schedule)
3. The 1st Plan Check review typically takes 2 to 3 weeks depending on project size.
4. Plan check fees provide up to 3 plan check reviews by the City. All plan reviews beyond the 3rd plan check will require additional fees to be paid as determined by the City Engineer.

2nd & 3rd Submittal Instructions

1. Submit previous plan check comments along with all revised plans and studies. No plan review will commence until the City's previous plan check redlines have been submitted.
2. Provide written responses to all City comments on the plans or as a separate document.
3. 2nd and 3rd Plan reviews typically takes 1 to 2 weeks depending on project size.

Final Plan Approval Instructions

1. Submit signed Mylars of all improvement plans (Grading/Street) and maps.
2. Submit wet-signed originals for Lot Line Adjustments, Lot Mergers, PAKA Relocations & Right-of-Way Dedications.
3. Submit Final Cost Estimates for Grading, Public Improvements and Monumentation. Upon approval the City will provide Security Agreements to the owner for execution.
4. Submit digital copies of all city approved plans and technical studies.
5. Submit Grading Permit Application and applicable fees for permit issuance.



(Minor & Franchise Public Improvements)

1st Submittal Instructions

1. Completely fill out and submit Encroachment Permit Application.
2. Submittal package shall include all required plans.
3. The 1st Plan Check review typically takes 1 to 2 weeks depending on project size.

2nd & 3rd Submittal Instructions

1. Submit previous plan check comments along with revised plans. No plan review will commence until the City's previous plan check redlines have been submitted.
2. Provide written responses to all City comments on the plans or as a separate document.
3. 2nd and 3rd Plan reviews typically take 1 week depending on project size.

Final Plan Approval Instructions

1. Upon approval of Encroachment Permit for Minor & Franchise Public Improvements applicant shall pay all fees.
2. Submit digital copies of all plans and technical studies.



**CITY OF
NORCO**
HORSETOWN USA

SUBMITTAL
APPLICATION
FORMS

SUBMITTAL APPLICATION
FORMS



GRADING PLAN SUBMITTAL APPLICATION

Plan Type (Circle one): ENGINEERED REGULAR

Project Name/Address: _____

Contact Name: _____

Email: _____

Phone: _____

REQUIRED PLAN CHECK SUBMITTAL DOCUMENTS

- Transmittal letter indicating all documents and supporting information submitted
- Two (2) sets of grading plans
- One (1) copy of current title report (less than 90 days old)
- One (1) copy of Conditions of Approval
- Plan Check Fees (See City Fee Schedule)
- Two (2) copies of Soils Report* (if applicable)
- Two (2) copies of Hydrology Study*
- Completed WQMP Applicability Checklist
- Two (2) copies of Water Quality Management Plan (WQMP)*

* If Applicable. See Section I (Technical Studies)

OTHER REQUIRED DOCUMENTS WHEN APPLICABLE

- PAKA Relocation Legal & Plat
- Right-of-Way Dedication/Easement Legal and Plat Map
- Lot Line Adjustment Legal and Plat Map
- Lot Merger Legal & Plat Map
- Permission to Grade Letter (grading extending onto adjacent property)

Notes: _____



ENGINEERED AND REGULAR GRADING CHECKLIST

All projects shall use this checklist for preparing Regular & Engineered Grading Plans. Submittals determined to be substantially deficient due to missing information shall be returned to the engineer for revisions and resubmittal.

Title Sheet

- Plans shall be prepared on a 24"x36" D size paper.
- Utilize City of Norco Standard Title Block (available at www.norco.ca.us/engineering)
- Provide all applicable City General Notes on Plans (available at www.norco.ca.us/engineering)
- Plan shall provide Address/Phone/Email contact information for the following:
 - a) Property Owner
 - b) Civil Engineer
 - c) Soils Engineer
 - d) Land Surveyor
 - e) All utility purveyors
- Provide property legal description and its Basis of Bearing.
- Provide Vicinity Map
- Provide Benchmark Information.
- Provide legend for all line types, abbreviations and hatch patterns.
- Provide estimated earthwork quantities (cut & fill) in cubic yards (CY).
- Provide total impervious cover in square feet (SF)
- Provide total disturbed area (acres) for the project.
- Provide WDID # on Title Sheet (Projects that disturb 1 Acre or more).

Other Sheets

- Grading plan view scale shall not exceed 1"=30'
- Provide scale and north arrow.
- Provide property boundary information (bearing & distance) and all on-site easements.
- Provide address and APN information for adjacent properties.
- Provide dimensions from proposed house/structure to all property lines.
- Provide dimensions for existing and proposed street right-of-way widths.
- Provide Construction notes and quantities for all improvements.
- All existing grading elevation callouts shall be shown with parenthesis. (FG), (TC), etc.
- Plan shall show both existing and proposed contours (1-foot minimum contour interval unless approved by City Engineer.
- Plan shall show cut/fill lines.



CITY OF NORCO

HORSETOWN USA

GRADING PLAN APPLICATION

- Plan shall provide the Pad and Finished Floor Elevations.
- Plan shall show slope dagers for slopes equal to or in excess of 5:1 (20%)
- Show all existing on-site utilities.
- Show all existing off-site utilities along property street frontage.
- Provide cross sections along property boundary depicting how grading design will join existing grades.
- Plan shall provide the following information for all proposed retaining walls:
 - Wall Details (wall height, footing dimensions, drainage)
 - Design elevations (top of wall, top of footing)
 - Provide Erosion Control Plan.

ADDITIONAL SUBMITTAL REQUIREMENTS

- Provide a permission to grade letter from any property owner where grading improvements will encroach onto their property.
- Provide all right-of-way dedication legal descriptions and plat maps.
- Provide all documents related to property line changes, easement creation or deletion, Primary Animal Keeping Area (PAKA) relocations, etc.

Please refer to Section I “Grading Plan Submittals” to determine whether the project requires technical studies such as Drainage/Soils Reports and WQMPs.



WQMP APPLICABILITY CHECKLIST

Checklist for Identifying Projects Requiring a Project-Specific WQMP

Project Name:		
Proposed Project Consists of or includes:	Yes	No
Significant Redevelopment: The addition or replacement of 5,000 square feet or more of impervious surface on an already developed site. Does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of the constructed facility or emergency redevelopment activity required to protect public health and safety.		
New development that create 10,000 square feet or more of impervious surface (collectively over the entire project site) including commercial and industrial projects, residential housing subdivisions requiring a Final Map (i.e. detached single family home subdivisions, multi-family attached subdivisions, condominiums, or apartments, etc.); mixed use and public projects (excluding road projects).		
Automotive repair shops [Standard Industrial Classification (SIC) codes 5013, 5014, 5541, 7532, 7533, 7534, 7536, 7537, 7538, and 7539].		
Restaurants (SIC code 5812) where the land area of development is 5,000 square feet or more.		
Hillside developments disturbing 5,000 square feet or more which are located on areas with known erosive soil conditions or where the natural slope is 25 percent or more.		
Development of 2,500 square feet of impervious surface or more adjacent to (within 200 feet) or discharging into EDA's. "Directly" means situated within 200 feet of the ESA; "discharging directly" means outflow from a drainage conveyance system that is composed entirely of flows from the subject development or redevelopment site, and not commingled with flows from adjacent lands.		
Parking lots of 5,000 square feet or more exposed to stormwater, where "parking lot" is defined as a land area or facility for the temporary parking or storage of motor vehicles.		
Retail Gasoline Outlets that are either 5,000 square feet or more of impervious surface with a projected average daily traffic of 100 or more vehicles per day.		
Public Projects, other than transportation projects, that are implemented by the City and similar in nature to the priority projects described above and meets the thresholds described herein.		
Other Development Projects whose site conditions or activity pose the potential for significant adverse impacts to water quality.		

1 Descriptions of SIC codes can be found at <http://www.osha.gov/pls/imis/sicsearch.html>

DETERMINATION: Circle appropriate determination

Any questions answered "YES": **Project requires a project specific WQMP**

All questions are answered "NO": **Project does not require a project specific WQMP**

RECORDING REQUESTED BY:
City of Norco

WHEN RECORDED MAIL TO:

*City Clerk
City of Norco
2870 Clark Avenue
Norco, CA 92860*

SPACE ABOVE THIS LINE FOR RECORDER'S USE

MAINTENANCE COVENANT FOR WATER QUALITY MANAGEMENT PLAN
(WQMP)
REQUIREMENTS

Pursuant to Section 15.80 of the Norco Municipal Code relating to the control of pollutants carried by stormwater runoff, structural and/or treatment control Best Management Practices (BMP's) have been installed on the following property:

LEGAL DESCRIPTION

ASSESSOR'S ID # _____ TRACT NO. _____ LOT NO.

ADDRESS:

I (we) _____, hereby certify that I (we) am (are) the legal owner (s) of (Legal Name of Property Owners) property indicated above, and as such owners for the mutual benefit of future purchasers, their heirs, successors, and assigns, do hereby fix the following protective conditions to which their property, or portions thereof, shall be held, sold and/or conveyed.

That owner(s) shall maintain the drainage devices such as paved swales, bench drains, inlets, catch basins, downdrains, pipes and water quality devices on the property indicated above and as shown on plans permitted by the City of Norco, in a good functional condition to safeguard the property owners and adjoining properties from damage and pollution.

That owner(s) shall conduct maintenance inspection of all Structural or Treatment Control BMP's on the property at least once a year and retain proof of the inspection. Said maintenance inspection shall verify the legibility of all required stencils and signs and shall repaint and label as necessary.

That owner(s) shall provide printed educational materials with any sale of the property, which provide information on what stormwater management facilities are present, the type(s) and location(s) of maintenance signs that are required, and how the necessary maintenance can be performed.

Owner(s):

By: _____ Date: _____

By: _____ Date: _____

(PLEASE ATTACH NOTARY)



PUBLIC IMPROVEMENT PLAN APPLICATION

Project Name/Address: _____
Contact Name: _____
Email & Phone: _____
Resolution/CUP Number: _____

REQUIRED PLAN CHECK SUBMITTAL DOCUMENTS

- Transmittal letter indicating all documents and supporting information submitted
- Two (2) sets of Public Improvement Plans (Streets, Utilities)
- Two (2) copies of Wet Stamped Engineer's Estimate
- One (1) copy of Conditions of Approval
- Public Improvement Plan Check Fee (See City Fee Schedule)

OTHER REQUIRED DOCUMENTS

- Right-of-Way Dedication/Easement Legal and Plat Map
- Permission to Grade Letter (grading extending onto adjacent property)
- Technical Studies (Sewer, Water, Hydrology, etc.)

Notes: _____



CITY OF NORCO

HORSETOWN USA

PUBLIC IMPROVEMENT PLAN APPLICATION

“NEW DEVELOPMENT”

All New Development projects shall use this checklist for preparing Public Improvement plans. Submittal determined to be substantially deficient due to missing information shall be returned to the engineer for revisions and resubmittal.

Title Sheet

- Plans shall be prepared on a 24”x36” D size paper.
- Utilize City of Norco Standard Title Block (available at www.norco.ca.us/engineering)
- Provide all applicable City General Notes on Plans (available at www.norco.ca.us/engineering)
- Plan shall provide Address/Phone/Email contact information for the following:
 - a) Civil Engineer
 - b) Soils Engineer
 - c) Land Surveyor
 - d) All utility purveyors
- Provide basis of bearing and benchmark information.
- Provide legend for all line types, abbreviations and hatch patterns.
- Provide Vicinity Map.
- Provide table showing all construction notes and their quantities.
- Provide Street Typical Section.
- Provide estimated earthwork quantities (cut & fill) in cubic yards (CY).
- Provide total disturbed area (acres) for the project.
- Provide WDID # on Title Sheet (Projects that disturb 1 Acre or more).

Plan & Profile Sheets – (Plan View)

- Plan scale shall not exceed 1”=40’.
- All text height shall be a minimum of 0.08”.
- Provide scale and north arrow.
- Show all existing improvements as dashed. Show all proposed improvements as solid.
- Show and label all existing and proposed utilities.
- Show and label existing contours.
- Provide construction notes relevant to plan page.
- Provide plan view stationing for all improvements. Station type & frequency shall be as follows:
 - a. Proposed Curb/Berm – Provide stationing at all BCs, ECs and joins.
 - b. Proposed Storm Drain - Provide stationing at all BCs, ECs, manholes, junction structures, catch basins and joins. Provide station equations for all storm drain laterals.



CITY OF NORCO

HORSETOWN USA

PUBLIC IMPROVEMENT PLAN APPLICATION

- c. Proposed Water – Provide stationing for all water services, fire hydrants, tees, blow-offs, air-vacs, valves and at joins.
- d. Proposed Sewer – Provide stationing for all sewer services, manholes and at joins.
- Provide dimensions for the following:
 - a. Right-of-way half street and full street widths
 - b. Proposed right-of-way dedication widths.
 - c. Street width (asphalt edge to edge/curb to curb)
 - d. Proposed utility (water, sewer, storm drain, etc.) offset from street centerline
- Provide address information for properties fronting improvements.

Plan & Profile Sheets – (Profile View)

- Profile scale shall not exceed 1"=8'
- All text height shall be a minimum of 0.08"
- Show all existing profiles as dashed. Show all proposed profiles as solid.
- Provide profile view station & elevation information for all improvements. Station frequency shall be as follows:
 - a. Proposed Curb/Berm (Tangents) - Provide station and elevation every 50' along improvement and at all grade breaks. Show proposed slope of curb or berm.
 - b. Proposed Curb/Berm (Curves) – Provide station and elevation at BVC, EVC,PVI. Provide elevations at 25' intervals along curve.
 - c. Proposed Storm Drain – Provide station & elevation at all BCs, ECs, pipe connections to manhole, manhole structures, junction structures, concrete collars, utility crossings and joins. Show proposed slope of storm drain pipe.
 - d. Proposed Water – Provide station & elevation at all tees, bends, grade breaks, utility crossings and joins. Show proposed slope of water main.
 - e. Proposed Sewer – Provide station and elevation at pipe connections to manholes, sewer manhole, utility crossings and joins. Show proposed slope of sewer main.
 - f. Existing Curb/Berm – Provide station and elevation every 25' along improvements. Show existing slope of curb or berm.
- Provide 10-year & 100-year flow rate/velocity data. Show and label HGL.

Plan & Profile Sheets – (Street Cross Sections)

- Plan scale shall not exceed 1"=5'
- Profile scale shall not exceed 1"=4'
- All text height shall be a minimum of 0.08"
- Provide profiles every 25' along proposed improvements and at joins.



CITY OF NORCO

HORSETOWN USA

PUBLIC IMPROVEMENT PLAN APPLICATION

- Profile shall show existing and proposed surface improvements from centerline of street to right-of-way.
- Profile shall show existing and proposed cross slopes to the nearest 0.1%.
- Show existing improvements (curb, berm, street surface) as dashed.
- Show proposed improvements (curb, berm, new asphalt, asphalt overlay) as solid.
- Provide dimensions for the following:
 - a. Street Crown to proposed curb face/berm
 - b. Proposed asphalt pavement width measured from join to curb face
- Provide elevations for the following:
 - a. Proposed top of curb or berm
 - b. Existing finished surface at join
 - c. Existing finished surface at street crown
 - d. Finished grade or surface at right-of-way.

ADDITIONAL SUBMITTAL REQUIREMENTS

- Developer shall include a Preliminary Engineers Estimate for public improvements with the 1st plan check submittal package in order to calculate the plan check review fees. (See City Fee Schedule)
- Developer shall provide a Final Engineers Estimate for plan approval. This estimate will be used to calculate encroachment permit fees. (See City Fee Schedule)
- Developer shall submit and pay all associated fees for any proposed right-of-way dedications, quitclaims or public easement documentation at 1st Submittal.



**PUBLIC IMPROVEMENT PLAN CHECKLIST
MINOR & FRANCHISE IMPROVEMENTS**

All Minor Improvement projects require a siteplan to be submitted concurrently with the Encroachment Permit Application. Plans, at a minimum, shall show the following information:

- Plans shall be prepared on a 8 ½" x 11" or larger size paper.
- Address/Phone/Email contact information for the property owner
- Fully dimensioned property boundary
- Siteplan showing existing on-site structures (house, pools, storage buildings, barns, etc.)
- Location, size and type of all public and private easements.
- Location and scope of work.
- Existing street improvements along frontage (curb, sidewalk, horse trails, utilities, trees, driveways, etc.)
- Traffic Control Plans (for major streets or as determined by the City Engineer).

In addition to the above required information all Franchise Improvement plans shall depict the following:

- Existing subsurface utilities
- Addresses and Assessor Parcel Numbers (APN) for all properties along project.
- Trenching and bedding details.
- Traffic Control Plans (MUTCD or Engineered)



PARCEL & TRACT MAP APPLICATION

PARCEL & TRACT MAP APPLICATION

Tentative Tract/Parcel :

Contact Name:

Email & Phone:

Resolution/CUP Number:

REQUIRED PLAN CHECK SUBMITTAL DOCUMENTS

- Transmittal letter indicating all documents and supporting information submitted
- Two (2) sets of Subdivions map
- Two (2) copies of traverse calculations (Map Border)
- Two (2) copies of traverse calculations for centerline closures
- Two (2) copies of traverse calculations for individual lots
- One (1) copy of preliminary title report (less than 90 days old)
- One (1) copy of approved Tentative Map
- One (1) copy of approved Conditions of Approval
- One (1) copy of all reference material
- One (1) copy of approved EIR

Notes:



**PRIMARY ANIMAL KEEPING AREA (PAKA) RELOCATION
APPLICATION**

Request is hereby made for approval to relocate the existing PAKA and record new PAKA as indicated below. We, the undersigned owners, understand that in order to be approved, the request must conform to the requirements of Chapter 18.13.11 of the Norco Municipal Code and any applicable Specific Plans requirements. Applicant shall pay all review fees outlined by the latest City Fee Schedule prior to submittal.

To be completed by applicant

1. Address of affected lot:

STREET ADDRESS

TRACT AND LOT NUMBER

2. Record owner(s) names and addresses:

3. Submit proposed legal description of relocated PAKA: (prepared by an LS or RCE)

4. Attach separate 8 ½ “ X 11” plat maps, prepared by an LS or RCE, showing: (A) Existing PAKA location; and (B) Proposed PAKA location. Show location on plat map of all structures and slopes on lot; and distances from structures and slopes to PAKA and lot lines.

5. Attach a preliminary title report for subject property (dated within 60 days).

6. Signature of each owner (as indicated on the preliminary title report) consenting to the PAKA relocation.

Received in the City of Norco on the _____ day of _____, 20 ____

By _____

ENGINEERING DEPARTMENT
City of Norco, County of Riverside, State of California
CONDITION, COVENANT AND RESTRICTION
RE: PRIMARY ANIMAL KEEPING AREA (PAKA) RELOCATION

ASSESSOR'S PARCEL NUMBER/TRACT AND LOT NUMBER _____
OWNER'S CERTIFICATE

WE HEREBY CERTIFY that we are all and the only parties having any record title interest in the property as described in the attached description and we consent to the preparation and recordation of this certificate and the attached Exhibits "A" and "B".

PRINT

PRINT

SIGNATURE

SIGNATURE

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Riverside)

On _____ before me, _____,
Date Here Insert Name and Title of the Officer

personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

(Seal)

The following described property has been reviewed for relocation of the existing PAKA and recording of the new PAKA by the City of Norco Planning and Engineering Departments. It meets all applicable City of Norco Municipal Code requirements as well as applicable requirements of Specific Plans in place to date. It is recommended for approval by City Staff.

By: _____ Date: _____ By: _____ Date _____
City Engineer Planning Director

Attached Description ATTEST: _____
City Clerk



LOT LINE ADJUSTMENT APPLICATION

Request is hereby made for approval of the proposed lot line adjustment as indicated below. We, the undersigned owners, understand that in order to be approved, the request must conform to the requirements of Chapter 17.30 of the Norco Municipal Code.

To be completed by applicant

- 1) General location of lots:

- 2) Legal description of each existing lot stamped and signed by an LS or RCE, and the record owners' names and addresses (attach additional sheet/s if necessary):

- 3) Proposed legal description of all lots stamped and signed by an LS or RCE:

- 4) Attach separate 8 ½ " X 11" sketches showing: (A) Existing lot lines; and (B) Proposed lot lines. Show location of all structures on all lots; easements; and distances between buildings and lot lines. Sketches must be stamped and signed by an LS or RCE.

- 5) Attach a current preliminary title report for all parcels involved dated within 60 days.

- 6) Signature of each owner (as indicated on the preliminary title report) consenting to the lot line adjustment.

Received in the City Engineer's office on the _____ day of _____, 20 ____

By _____

ADDITIONAL ITEMS TO CONSIDER:

- ✓ Once the Lot Line Adjustment document is recorded, that does not change your lot lines. The Lot Line Adjustment only states that the City has approved the Lot Line Adjustment. No real property is transferred. The only way for real property to be transferred is to be by deed. A separate grant deed is needed to actually change the lot lines. **It is the responsibility of the property owners involved to record the appropriate grant deeds to transfer the real property. The deeds are recorded in the Official Records at the Office of the County Recorder. These grant deeds must be recorded AFTER the lot line adjustment.**
- ✓ If the properties to be adjusted are encumbered by a Deed of Trust or mortgage, transferring a portion of property may cause acceleration clause in a Deed of Trust to require immediate payoff. It is important to get approval from the Beneficiaries and/or Trustees. In some instances the lender may require a new Deed of Trust to encompass the new or smaller area. A re-conveyance is usually required.

If a partial re-conveyance of the Deed of Trust is not done, then foreclosure by a lender could undo the lot line adjustment.

- ✓ A survey is not required for the Lot Line Adjustment. If you have your lot surveyed after recording the Lot Line Adjustment, do not be surprised if the Surveyor says that a Record of Survey must be filed. A Record of Survey is a map showing the location of your property lines. These maps are reviewed by the City of Norco Engineering Department and are subject to a plan check fee plus recording fees. State law requires a Record of Survey when a surveyor establishes lines on a deed that are not shown on any map. Your Lot Line Adjustment creates lines that are not shown on any map.



LOT MERGER APPLICATION

Request is hereby made for approval of the proposed lot merger as indicated below. We, the undersigned owners, understand that in order to be approved, the request must conform to the requirements of Chapter 17.32 of the Norco Municipal Code.

To be completed by applicant

- 1) General location of lots:

- 2) Legal description of each existing lot stamped and signed by an LS or RCE, and the record owners' names and addresses (attach additional sheet/s if necessary):

- 3) Proposed legal description of merged lot stamped and signed by an LS or RCE:

- 4) Attach separate 8 ½ " X 11" sketches showing: (A) Existing lot lines; and (B) Proposed lot lines. Show location of all structures on all lots; easements; and distances between buildings and lot lines. Sketches must be stamped and signed by an LS or RCE.

- 5) Attach a preliminary title report for all parcels involved dated within 60 days.

- 6) Signature of each owner (as indicated on the preliminary title report) consenting to the lot merger.

Received in the City Engineer's office on the _____ day of _____, 20 ____

By _____

ENGINEERING DEPARTMENT
City of Norco, County of Riverside, State of California

CERTIFICATE APPROVING A LOT MERGER
ASSESSOR'S PARCEL NUMBER _____

OWNER'S CERTIFICATE

I/WE _____ and _____ HEREBY CERTIFY that I/we am/are the owner(s) and only party(ies) having any record title interest in the property as described in the attached description and I/we consent to the preparation and recordation of this certificate and the attached description.

Signature

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Riverside)

On _____ before me, _____,
(here insert name and title of the officer)

personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____
Signature of Notary Public

(Seal)

The following described property has been reviewed for a lot merger by the City of Norco, and has been approved as authorized by the City Engineer of the City of Norco.

Dated: _____ day of _____, 20____ By: _____
City Engineer, City of Norco

ATTEST: _____
City Clerk



SECTION V: PERMIT APPLICATIONS

GRADING & ENCROACHMENT PERMIT REQUIREMENTS (PRE-CONSTRUCTION)

Prior to permit issuance the contractor shall provide the following:

1. **Completed Grading or Encroachment Permit Application**
2. **City Business License**
3. **Certificate of Insurance:** Proof of General Liability and Automotive Liability shall be submitted to the Engineering Department. The City of Norco shall be named as Certificate Holder and Additional Insured with Additional Insured Endorsement for general liability.
4. **Underground Service Alert Ticket**
5. **Cal-Osha Excavation Permit:** For trenches 5 feet in depth or greater.
6. **State Contractor's License:** A copy of the appropriate license shall be submitted to the Engineering Department. A license will not be required for grading permits when owner-builder is grading their site.
7. **Owner/Developer Authorization Letter:** Contractor shall submit owner/developer letter authorizing the contractor to obtain permits for project.
8. **Grading/Public Improvement Security:**
 - Surety Bond
 - Cash Deposit
 - Irrevocable Letter of Credit
 - Escrow Account
9. **State Storm Water Permit (NPDES):** For grading permits disturbing one or more acres.
10. **Two (2) bond copies of Approved Plans**
11. **Payment of All Applicable Permit Fee**



PERMIT REQUIREMENTS (GRADING INSPECTIONS)

Grading operations for which a permit is required shall be subject to inspection by the City Inspector. The Permittee shall coordinate inspection by the City Inspector at the following various stages of work and shall obtain approval of the City Engineer prior to proceeding to the next stage of work:

1. Pre-grade - Inspection before any construction activities occur at the site. Permittee shall schedule a pre-grade inspection with the City Engineer. The Permittee shall ensure that all project consultants are present at the pre-grade inspection.
2. Initial - Inspection when the site has been cleared of vegetation and unapproved fill and has been scarified, benched or otherwise prepared for fill. No fill shall have been placed prior to this inspection.
3. Rough – Inspection when approximate final elevations have been established; drainage terraces, swales and other drainage devices necessary for the protection of the building sites from flooding have been installed and berms have been installed at the top of the slopes.
4. Final – Inspection when grading has been completed; all drainage devices necessary to drain the building pad have been installed; slope planting has been established, irrigation systems have been installed; and the as-built plans and required statements and reports have been submitted.

Additionally, grading inspections shall be governed by Section 110, Appendix Chapter J105 of the California Building Code (CBC) and as indicated herein. Grading operations for which a permit is required shall be subject to inspection by the City Engineer or his designee. In addition, professional inspection of grading operations shall be performed by the Field Engineer, Soils Engineer and the Engineering Geologist retained to provide such services in accordance with NMC Chapter 15.90 for engineered grading and as required by the City Engineer for regular grading.

During the course of grading work and upon final approval of the project the Permittee shall complete the Engineered Grading Consultant Statement using the retained services of the Field Engineer, Soils Engineer and Engineering Geologist.

The Field Engineer shall be responsible for ensuring the grading conforms to the approved plans and codes.



**CITY OF
NORCO**
HORSETOWN USA

PERMIT
APPLICATION
FORMS

PERMIT APPLICATION
FORMS



**CITY OF
NORCO**
HORSETOWN USA

**GRADING PERMIT
APPLICATION**

GRADING PERMIT APPLICATION

COMPLETE NUMBERED ITEMS PERMIT NO. _____ PERMIT FEE _____

- 1) Location of Work: _____
- 2) Proposed Use of Graded Site: _____
- 3) Owner: _____ Telephone: _____
- 4) Owner's Address: _____
- 5) Plans By: _____
- 6) Soils Engineer: _____ Telephone: _____
- 7) Contractor: _____ Telephone: _____
- 8) Contractor's Address: _____
- 9) Yardage: _____ Cut: _____ Natural Fill: _____ Import: _____ Export: _____
- 10) Proposed Start Date: _____ **Expiration Date:** _____

SPECIAL CONDITIONS UNDER WHICH PERMIT IS ISSUED:

11) I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE INFORMATION I HAVE PROVIDED IS CORRECT AND AGREE TO COMPLY WITH ALL CITY ORDINANCES AND STATE LAWS REGULATING THE PROPOSED GRADING.

Signature of
Applicant: _____ Date: _____

THIS FORM, WHEN PROPERLY VALIDATED, IS A PERMIT TO DO THE WORK DESCRIBED ABOVE.

PERMIT APPROVAL ISSUANCE:

INSPECTION APPROVAL:

By: _____

- Pre-Grade Meeting _____ Initial Inspection _____
- Rough Inspection _____ Final Inspection _____
- Permit Finaled By: _____

Date: _____



CITY OF NORCO

HORSETOWN USA

ENGINEERED GRADING CONSULTANT STATEMENT

Job Address _____
Or Tract No. _____ Permit No. _____
Owner _____ Contractor _____

BY FIELD ENGINEER

Based upon observations, rough grading of the lots listed has been completed in conformance with the City Approved Plans and NMC Chapter 15.90. The Work includes but is not limited to the following: grading to approximate final elevations; staking of property lines, location and gradient of cut and fill slopes, location, cross-sectional configuration and flow-line gradient of drainage swales and terraces (graded for paving); berms installed where indicated; and required drainage slopes provided on building pads.

LOT NO. (S) _____

As-Built plans have been prepared. Latest plan revision date _____

Remarks: _____

Engineer _____ Reg. No. _____ Date _____
(Signature)

BY SOILS ENGINEER

Based upon tests and observations, the earth fills placed on the following lots were installed upon properly prepared base material and compacted in compliance with requirements of NMC Chapter 15.90. Fill slope surfaces have been compacted and buttress fills or similar stabilization measures have been installed in accordance with my recommendations as approved by the City Engineer. Sub-drains have been provided where required and locations of said sub-drains are shown on plans dated _____.

Lot No.(s) _____

EXPANSIVE SOILS YES NO LOT NO. (S) _____

BUTTRESS FILLS YES NO LOT NO. (S) _____

Remarks: _____

Engineer _____ Reg. No. _____
(Signature)



CITY OF NORCO

HORSETOWN USA

ENGINEERED GRADING CONSULTANT STATEMENT

BY FIELD ENGINEER

Based upon observations, the grading subsequent to the Rough Grading has been completed in accordance with the approved plans and specifications. Surface drainage devices are in place as shown on the approved plans. Provisions have been made for drainage of surface waters around proposed buildings and their appurtenances.

LOT NO. (S) _____

Remarks: _____

Engineer _____ Reg. No. _____ Date _____
(Signature)

BY LANDCAPE ARCHITECT OR CIVIL ENGINEER

On slope planting is established and irrigation system(s) installed in conformance with the approved plans and applicable provisions of the building code.

LOT NO. (S) _____

Remarks: _____

Landscape Architect
Or Civil Engineer _____ Reg. No. _____ Date _____
(Signature)

DEPARTMENT USE ONLY

Items Approved:

- Rough Grading Approved By: _____ Date: _____
- Final Grading Approved By: _____ Date: _____
- Plating & Irrigation Approved By: _____ Date: _____

Remarks: _____



**CITY OF
NORCO**
HORSETOWN USA

**ENCROACHMENT PERMIT
APPLICATION**

CONTRACTOR TO COMPLETE
NUMBERED ITEMS

PERMIT NO. _____

1) Location of Work: _____

Subject to the provisions of the Norco Municipal Code and all the applicable laws, rules, and regulations of the City of Norco or any other public agency, a Permit is hereby granted to:

Contractor _____ Owner _____

Address _____ Address _____

Phone _____ Phone _____

2) Contractor's City Business License No. _____ Expiration Date: _____

3) Contractor's State of California License No. _____ Class: _____

4) Description of Work: The City Engineer hereby authorizes the Permittee to do the following work including backfilling, compaction, surfacing and/or as outlined in the description of work below:

5) Proposed Work Start Date: _____

APPLICANT AGREES TO COMPLY WITH REGULATIONS LISTED WITHIN THIS APPLICATION BY SIGNING THIS FORM.

6) Signature of Applicant: _____ Date: _____

BELOW ITEMS TO BE FILLED OUT BY CITY OF NORCO

Permit Expiration Date: _____

- Do not block pedestrian/equestrian trail
- Traffic Control per WATCH Manual
- Traffic Control Per Traffic Control Plan

- Public Works Inspection Required
- Trench repair per City Std. 155
- Trench repair per City Std. _____

This permit is issued subject to the following conditions:

- ◆ Permit must be kept at the site of the work and be shown, on demand, to any authorized representative of the City of Norco or any law enforcement officer.
- ◆ Permit shall authorize work to be performed only as to such portion on the right of way over which the City of Norco has jurisdiction.



**CITY OF
NORCO**
HORSETOWN USA

**ENCROACHMENT PERMIT
APPLICATION**

- ◆ All work shall be performed in accordance with the provisions of this Permit and all applicable laws, rules and regulations of the City and any other public agency and to the satisfaction of the City.
- ◆ This permit is non-transferable.
- ◆ No trenches shall be left open overnight.
- ◆ The City may cancel the permit if the work authorized therein is not commenced within thirty (30) days of the issuance of the permit and thereafter, in the opinion of the City, is not diligently prosecuted to completion. Cancellation may be effected by given written notice thereof, by sending the same to the applicant by ordinary mail to the address shown on the application.
- ◆ The City may, either at the time of the issuance of the permit or at any time thereafter until the completion of the work, prescribe such additional conditions as he may deem necessary for the protection of the right of way or for the prevention of undue interference with traffic or to assure the safety of persons using the right of way.
- ◆ The permittee shall defend, indemnify, and hold harmless the City of Norco and all its agents, officers, employees, and officials against all liabilities, judgments, costs and expenses which may in any manner arise from, or are a consequence of, the issuances of this permit or any work performed under this permit.
- ◆ **PERMITTEE SHALL GIVE TWENTY-FOUR (24) HOURS NOTICE WHEN REQUESTING PRE-JOB INSPECTION OR ANY SUBSEQUENT INSPECTIONS. INSPECTOR CONTACT INFORMATION IS LISTED BELOW.**
- ◆ **INSPECTIONS WILL ONLY BE CONDUCTED MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF 9 AM TO 2 PM. PERMITTEE MAY REQUEST A SPECIFIC DATE FOR AN INPSECTION BUT THE INSPECTOR SHALL DETERMINE ALL INSPECTION DATES BASED ON AVAILABILITY.**
- ◆ **INSPECTOR RESERVES THE RIGHT TO CANCEL AND RESCHEDULE ANY APPOINTMENT AS NEEDED.**

Receipt is hereby acknowledgement of payment of the following amounts:

Inspection Fee: \$_____

By:_____

Date:_____

INSPECTOR CONTACT INFORMATION:



CITY OF NORCO

HORSETOWN USA

ENCROACHMENT PERMIT APPLICATION

REGULATIONS GOVERNING PERMIT ISSUED SUBJECT TO THE PROVISIONS OF THE MUNICIPAL CODE OF THE CITY OF NORCO

COMPLIANCE WITH TERMS OF PERMIT REQUIRED:

A permittee shall not make or cause to be made any excavation, or construct, place upon, maintain, or leave any obstruction or impediment to travel or pile or place any material in or upon any highway or install or maintain or cause to be installed or maintained any tank, pipe, conduit, duct, or tunnel in, upon, or under the surface of any highway, at any location or in any manner other than that described in the application as approved by the City Engineer, or contrary to the terms of the permit or of any provisions of this permit.

TRAFFIC TO BE KEPT OPEN:

Trenching for installation across any intersecting roadway open to traffic shall be progressive. Not more than ½ of the width of a traveled way shall be disturbed at one time and the remaining width shall be kept open to traffic by bridging or backfilling.

LOCATION OF PIPES AND CONDUITS:

All pipes and conduits laid parallel to the roadway shall be placed at least five (5) feet from the edge of the pavement or graded traveled roadway, unless otherwise authorized in writing by the City Engineer. The shallowest portion of any pipe line or other facility shall be installed not less than thirty (30) inches below the roadway surface.

WORK REGULATIONS:

In backfilling there shall be no flooding of the trench within the upper twenty-four (24) inches. All loose backfill shall be dampened and well tamped with a pneumatic tamper or in any other workmanlike manner satisfactory to the City Engineer, to obtain 90% relative compaction.

All excavated material shall be cast away from the improved portion of the highway. After the work has been completed all excess material, including excess excavation, shall be removed from the right of way and the roadway left in a neat and orderly condition.

All roadside drainage ditches, shall be restored to a true grade and the intake and outlet ends of all culverts, shall be left free from all excess materials and debris.

All approaches to private driveways and intersecting roads and streets shall be kept open to traffic at all times, unless otherwise approved by the City Engineer.

Clay and earth which adhere to the paved surface of the roadway shall be removed by hand scraping, washing, and sweeping, or by any other method which will leave a clean non-skid surface without impairing, injuring or loosening the surface.

All muck or mud resulting from water or any leaky condition will be removed and excavation backfilled with compactable material.



Permittee shall comply with any and all directives issued by the City Engineer in order to prevent dust or other material from becoming a nuisance or annoyance.

PROTECTION OF TRAVELING PUBLIC:

Traffic control devices shall be in place prior to start of work. Devices and layout shall conform to the latest edition of the *WORK AREA TRAFFIC CONTROL HANDBOOK (WATCH)* manual.

Permittee shall take adequate precautions for the protection of the traveling public. Barricades, lights and warning sign, together with flagmen where necessary shall be maintained until the excavation is refilled, the obstruction removed, and the roadway is safe for the use of the traveling public. The City Engineer may specify, as a condition of the issuance of the permit, the safety devices or measures to be used by the permittee, but the failure of the City Engineer to so specify the devices or measures to be used shall not relieve the permittee of the obligation hereunder.

COST OF FURTHER REPAIRS TO BE PAID BY PERMITTEE:

If at any time subsequent to the first repair of the surface of a highway damaged or destroyed by any excavation or obstruction in such highway, it becomes necessary again to repair such surface due to settlement of any other cause directly attributed to such excavation or obstruction, the permittee shall pay to the City the cost of such additional repairs made by the City Engineer. The cost shall be computed by the City Engineer.

RESTORATION OF HIGHWAY UPON COMPLETION OF WORK:

Immediately upon completion of the work necessitating the excavation or obstruction authorized by any permit issued pursuant to this permit, the permittee shall promptly and in a workmanlike manner refill the excavation or remove the obstruction to the satisfaction of the City Engineer.

If any permittee fails or refuses to refill any excavation which he had made or remove any obstruction which he has placed on any highway, the City Engineer may do so and the applicant shall promptly reimburse the City the cost thereof.

TEMPORARY PATCHING OF TRENCH IS REQUIRED ON LATERAL CUTS IN SURFACED STREETS IMMEDIATELY AFTER BACKFILLING:

After completion of the refilling and compacting of the backfill material in the excavation as specified and the removal of the obstruction, the permittee shall promptly replace with temporary or permanent patching material or repair any portion of the highway surface removed or damaged by the excavation, obstruction or construction operations to the satisfaction of the City Engineer, and as specified elsewhere herein, or the City Engineer may at his option elect to do the surfacing or repairing himself.

Where the pavement, except Portland Cement Concrete pavement, or surface has been removed by others, the permittee shall replace it with a standard repair of 4" AC over 6" AB or repair section shall be 1" AC and 1" AB greater than existing structural section, whichever is greater. Portland Cement surfacing shall



CITY OF NORCO

HORSETOWN USA

ENCROACHMENT PERMIT APPLICATION

be replaced with Portland Cement Concrete. AC shall conform to Standard Specification. AB shall conform to Standard Specifications; Seal, Tack and Prime coats required. Saw cutting of edges of trenches are required for all surfaces. Equivalent total of AC sections may be substituted with the approval of the City Engineer.

COST OF RESURFACING TO BE BORNE BY PERMITTEE:

If, after the refilling of an excavation the permittee fails or refuses to resurface or repair that portion of the surface of the highway damaged by him, or if the City Engineer has elected to do such resurfacing or repairing, the City Engineer shall do so and the permittee shall be charged with cost thereof, as computed by the City Engineer.

EFFECT OF FAILURE TO PAY COSTS OF DEFICIENCY:

If a permittee, upon demand, fails to pay any deficiency as provided, or shall fail to pay any other costs due the City hereunder for which no deposit has been made, the City may recover the same by an action in any court of competent jurisdiction. Until such deficiency or cost is paid in full, a permit hereunder shall not thereafter be issued to such permittee.

PERMITTEE SHALL PROVIDE ACCESS:

In the event that any work permitted by this permit prevents or hinders vehicular or pedestrian traffic to travel from the street to any property, whether public or private, then the permittee shall construct and maintain such structures as the City Engineer shall prescribe as will permit access to said property.

PERMITTEE SHALL SAVE CITY HARMLESS:

The permittee guarantees to save, indemnify and keep harmless the City of Norco and all its agents, officers, employees, and officials against all liabilities, judgments, costs and expenses which may in any a manner or from arise in consequence to the issuances of the permit or any work performed in consequence thereof.

COST OF ADDITIONAL INSPECTION TO BE BORNE BY PERMITTEE:

If in the estimation of the City Engineer, Permittee has caused additional inspection costs, the Permittee shall, upon demand, payment to the City the cost thereof computed by the City Engineer.