

# PLAN PREPARATION AND PERMIT GUIDANCE MANUAL

### For

# Grading Plans Public Improvement Plans Subdivisions & Other Property Maps

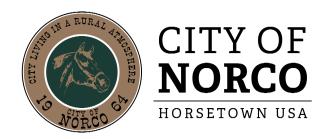
### CITY OF NORCO ENGINEERING DEPARTMENT



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### **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:

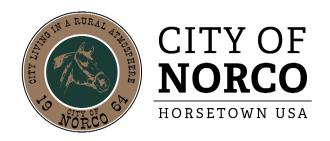
<u>Engineered Grading</u> – Grading in excess of 5,000 cubic yards or that is proposed to support any structure. Engineered Grading requires that the grading plan be prepared by a registered professional engineer (California).

<u>Regular Grading</u> – 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:

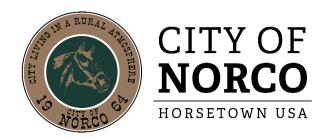
- a) A soils report is not required for single-family dwelling structures less than 10,000 square feet located in an existing recorded subdivision lot.
- b) A soils report is not required where the City Engineer determines that the nature of the work applied for is such that a report is not necessary.

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



### 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.

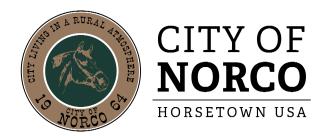
### • Water Quality Management Plans (WQMP)

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 <u>WQMP Applicability Checklist</u> (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



### 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 1<sup>st</sup> submittal. Submittals that do not include full payment of the required review fees will not be accepted by the Engineering Division.

#### **Grading Security**

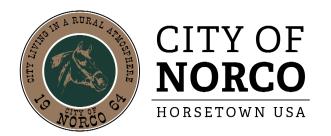
The City of Norco requires that prior to permit issuance for grading in exceeding 1,000 cubic yards, a grading security be submitted to the City Engineer. Security shall be submitted in one of the following forms:

- 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



### 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.

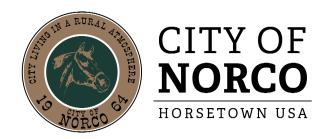
The term of each security shall begin upon the filing with the City Engineer and the security shall remain in effect until the work authorized by the grading permit is completed and approved by the City Engineer.

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.



### PUBLIC IMPROVEMENT PLANS

### 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)

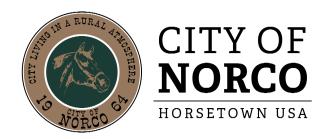
### **Encroachment Permit & Plan Type**

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. <u>Minor Improvements</u> Minor improvements including, but not limited to, driveways, utility services, curb drains, tree planting, etc. for existing developed properties.
- 3. <u>Franchise Improvements</u> 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.

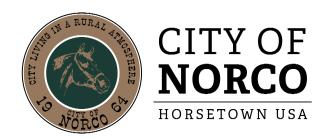


### PUBLIC IMPROVEMENT PLANS

#### **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.



# SUBDIVISION & PROPERTY MAPS

# 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. <u>Lot Line Adjustments</u> 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. <u>Lot Merger</u> A merger of two or more adjacent lots, provided that the lots being merged are three or less and commonly owned.
- 3. <u>Primary Animal Keeping Area (PAKA) Creation or Relocation-</u> Creation or relocation of a PAKA area.

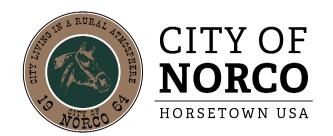
Please refer to NMC Chapter 17.20 for specific guidance for the preparation and processing of Final Maps. The Final Map submittal application is located in Section IV.

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

All su

#### **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).



### APPLICATION SUBMITAL PROCESS

### SECTION IV: PLAN SUBMITTAL PROCESS

### PLAN SUBMITTAL APPLICATION PROCESS

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

#### 1<sup>st</sup> Submittal Instructions

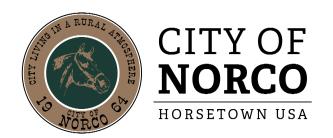
- 1. Completely fill out all submittal applications required for the project.
- 2. Submittal package shall include all required plans, reports and payment of all review fees. Incomplete plan check applications will not be accepted unless all applicable fees are paid at time of submittal. (See City Fee Schedule)
- 3. The 1<sup>st</sup> 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 3<sup>rd</sup> plan check will require additional fees to be paid as determined by the City Engineer.

#### 2<sup>nd</sup> & 3<sup>rd</sup> 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. 2<sup>nd</sup> and 3<sup>rd</sup> 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 Dedictions.
- 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.



### PLAN APPLICATION PROCESS

### (Minor & Franchise Public Improvements)

#### 1<sup>st</sup> Submittal Instructions

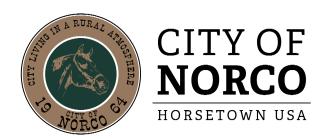
- 1. Completely fill out and submit Encroachment Permit Application.
- 2. Submittal package shall include all required plans.
- 3. The 1<sup>st</sup> Plan Check review typically takes 1 to 2 weeks depending on project size.

### 2<sup>nd</sup> & 3<sup>rd</sup> 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. 2<sup>nd</sup> and 3<sup>rd</sup> Plan reviews typically take 1 week depending on project size.

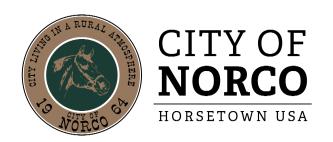
### Final Plan Approval Instructions

- 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.



### SUBMITTAL APPLICATION FORMS

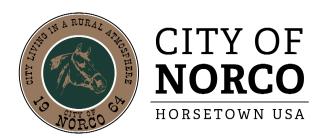
# SUBMITTAL APPLICATION FORMS



# GRADING PLAN APPLICATION

### **GRADING PLAN SUBMITTAL APPLICATION**

Plan Type (Circle one):		ENGINEERED	REGULAR
Project Name/Address:	_		
<b>Contact Name:</b>	_		
Email:	_		
Phone:	_		
	REQUIRE	D PLAN CHECK SUBMIT	TTAL DOCUMENTS
	Transmittal	l letter indicating all docume	ents and supporting information submitted
	Two (2) set	ts of grading plans	
	One (1) cop	py of current title report (less	s than 90 days old)
	One (1) cop	py of Conditions of Approva	ıl
	Plan Check	Fees (See City Fee Schedul	le)
	Two (2) co	pies of Soils Report* (if app	licable)
	Two (2) co	pies of Hydrology Study*	
	Completed	WQMP Applicability Check	klist
	Two (2) co	pies of Water Quality Manag	gement Plan (WQMP)*
		able. See Section I (Technica	•
<u>9</u>		QUIRED DOCUMENTS Vocation Legal & Plat	WHEN APPLICABLE
		Vay Dedication/Easement Le	gal and Plat Man
	· ·	djustment Legal and Plat Ma	•
		Legal & Plat Map	ap
	_		tending onto adjacent property)
Notes:	2 011111001011	is state Level (grading on	onto adjutoni property)

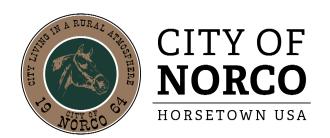


# GRADING PLAN APPLICATION

### **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.

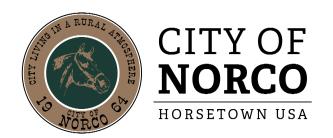
<u>Ti</u> 1	tle Sheet
	Plans shall be prepared on a 24"x36" D size paper.
	Utilize City of Norco Standard Title Block (available at www.norco.ca.us/engineering)
	Provide all applicable City General Notes on Plans (available at
	www.norco.ca.us/engineering)
	Plan shall provide Address/Phone/Email contact 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.



# GRADING PLAN APPLICATION

	Plan shall provide the Pad and Finished Floor Elevations.
	Plan shall show slope daggers 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
П	Provide a permission to grade letter from any property owner where grading
ш	improvements will encroach onto their property.
_	1 1 1
Ш	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.



### GRADING PLAN APPLICATION

### 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 remore of impervious surface on an already development activities that are conducted to redevelopment activity required to protect pur New development that create 10,000 square for (collectively over the entire project site) inclusively projects, residential housing subdivisions required.	veloped site. Does not include routine maintain original line and grade, instructed facility or emergency blic health and safety.  The et or more of impervious surface adding commercial and industrial uiring a Final Map (i.e. detached)		
single family home subdivisions, multi-family condominiums, or apartments, etc.); mixed us projects).			
Automotive repair shops [Standard Industrial 5014, 5541, 7532, 7533, 7534, 7536, 7537, 7534, 7536, 7537, 7534, 7536, 7537, 7537, 753	Automotive repair shops [Standard Industrial Classification (SIC) codes 15013, 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 errosive 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 frm the subject developement or redevelopement site, andnot commingled with flows from adjacent lands.			
Parking lots of 5,000 square feet or more explot" is defined as a land area or facility for the motor vehicles.	osed to stormwater, where "parking		
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 cond significant adverse impacts to water quality.	itions or activity pose the potential for		

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

**DETERMINATION: Circle appropriate determination** 

<u>Any</u> questions answered "YES": **Project <u>requires</u> a project specific WQMP**<u>All</u> questions are answered "NO": **Project <u>does not require</u> 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

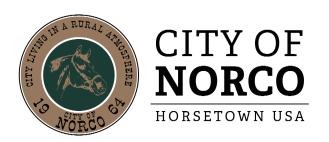
SPACE ABOVE THIS LINE FOR RECORDER'S USE

# 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:

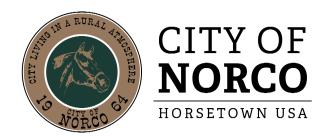
#### LEGAL DESCRIPTION

ASSESSOR'S ID#	TRACT NO	LOT NO.
ADDRESS:		
I (we)	, hereby cert	ify that I (we) am (are) the
	such owners for the mutual benefit of f by fix the following protective conditi	
basins, downdrains, pipes and w	drainage devices such as paved swale rater quality devices on the property in of Norco, in a good functional condition from damage and pollution.	dicated above and as shown
on the property at least once a ye	intenance inspection of all Structural of ear and retain proof of the inspection. Sequired stencils and signs and shall rep	Said maintenance inspection
provide information on what	inted educational materials with any stormwater management facilities ar as that are required, and how the nec	re present, the type(s) and
Owner(s):		
By:	Date:	
By:	Date:	
(PLEASE ATTACH NOTARY)	ı	



### 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:		

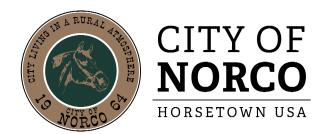


### "NEW DEVELOPMENT"

All <u>New Development</u> 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.

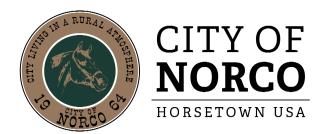
1ttle Sheet		
Plans shall be prepared on a 24"x36" D size paper.		
Utilize City of Norco Standard Title Block (available at www.norco.ca.us/engineering)		
☐ Provide all applicable City General Notes on Plans (available at		
www.norco.ca.us/engineering)		
Plan shall provide Address/Phone/Email contact 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).		
<u>Plan &amp; Profile Sheets – (Plan View)</u>		
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/Rerm Provide stationing at all RCs FCs and joins		

- a. <u>Proposed Curb/Berm</u> Provide stationing at all BCs, ECs and joins.
- b. <u>Proposed Storm Drain</u> Provide stationing at all BCs, ECs, manholes, junction structures, catch basins and joins. Provide station equations for all storm drain laterals.

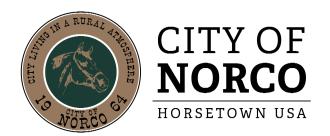


	c. Proposed Water - Provide stationing for all water services, fire hydrants, tees, blow-
	offs, air-vacs, valves and at joins.
	d. <u>Proposed Sewer</u> – Provide stationing for all sewer services, manholes and at joins.
	Provide dimensions for the following:
	a. Right-of-way half street and full street 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.
	<u>Plan &amp; Profile Sheets – (Profile View)</u>
	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. <u>Proposed Curb/Berm (Tangents)</u> - Provide station and elevation every 50' along
	improvement and at all grade breaks. Show proposed slope of curb or berm.
	b. <u>Proposed Curb/Berm (Curves)</u> – Provide station and elevation at BVC, EVC,PVI.
	Provide elevations at 25' intervals along curve.
	c. <u>Proposed Storm Drain</u> – 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. <u>Proposed Water</u> – Provide station & elevation at all tees, bends, grade breaks, utility
	crossings and joins. Show proposed slope of water main.
	e. <u>Proposed Sewer</u> – 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.
Ш	Provide 10-year & 100-year flow rate/velocity data. Show and label HGL.
	<u>Plan &amp; Profile Sheets – (Street Cross Sections)</u>
	Plan scale shall not exceed 1"=5'
	Profile scale shall not exceed 1"=4"
П	All text height shall be a minimum of 0.08"

☐ Provide profiles every 25' along proposed improvements and at joins.



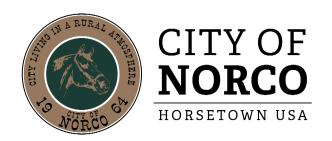
Profile shall show existing and proposed surface improvements from centerline of street to		
right-of-way.		
Profile shall show existing and proposed cross slopes to the nearest 0.1%.		
Show existing improvements (curb, berm, street surface) as dashed.		
Show proposed improvements (curb, berm, new asphalt, 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		
- I D D T T T T T T T T T T T T T T T T T		
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 1 <sup>st</sup> 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)

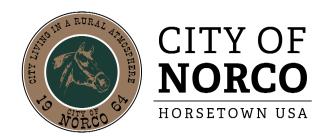


# PARCEL & TRACT MAP APPLICATION

### PARCEL & TRACT MAP APPLICATION

### PARCEL & TRACT MAP APPLICATION

<b>Tentative Tract/Parcel:</b>	
<b>Contact Name:</b>	
Email & Phone:	
Resolution/CUP Number:	
<u>R</u>	EQUIRED 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:	



# "PAKA" RELOCATION APPLICATION

# 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.					
Rece	ived in the City of Norco on the day of, 20					
Ву_						

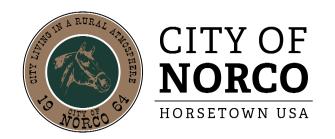
### **ENGINEERING DEPARTMENT**

# 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

	S CERTIFICATE
	only parties having any record title interest in the
property as described in the attached description certificate and the attached Exhibits "A" and "B'	and we consent to the preparation and recordation of this
certificate and the attached Exhibits. A and B	•
PRINT	PRINT
IKHVI	
SIGNATURE	SIGNATURE
	e verifies only the identity of the individual who signed the document
to which this certificate is attached, and not the truthfulr	less, 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	
to the within instrument and acknowledged to	idence to be the person(s) whose name(s) is/are subscribed of me that he/she/they executed the same in his/her/their r signature(s) on the instrument the person(s), or the entity and the instrument.
I certify under PENALTY OF PERJURY under paragraph is true and correct.	er the laws of the State of California that the foregoing
WITNESS my hand and official seal.	
Signature of Notary Public	(Seal)
the new PAKA by the City of Norco Planning an	wed for relocation of the existing PAKA and recording of and Engineering Departments. It meets all applicable City as applicable requirements of Specific Plans in place to aff.
By:	y:Date
By:Date: B	
Attached Description ATTEST:	City Clouk



To be completed by applicant

### LOT LINE ADJUSTMENT APPLICATION

### 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.

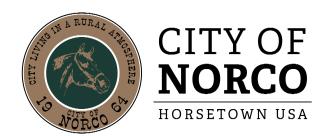
1)	General location of lots:
2)	Legal description of each existing lot stamped and signed by an LS or RCE, and the record owner names and addresses (attach additional sheet/s if necessary):
3)	Proposed legal description of all lots stamped and signed by an LS or RCE:
4)	Attach separate 8 ½ "X 11" sketches showing: (A) Existing lot lines; and (B) Proposed lot line Show location of all structures on all lots; easements; and distances between buildings and lot line 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 li adjustment.
Receiv	red in the City Engineer's office on the day of, 20
Ву	

#### 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.



To be completed by applicant

### LOT MERGER APPLICATION

### LOT MERGER APPLICATION

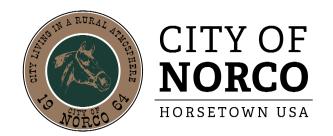
Request is hereby made for approval of the proposed lot merger as indicated below. We, the undersigned owners, understand that in order to be approved, the request must conform to the requirements of Chapter 17.32 of the Norco Municipal Code.

1)	General location of lots:
2)	Legal description of each existing lot stamped and signed by an LS or RCE, and the record owns 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 line Show location of all structures on all lots; easements; and distances between buildings and lot line 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 merg
eceive	ed in the City Engineer's office on the day of, 20
CCCIV	and in the City Engineer's office on the day of, 20
у	

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

### CERTIFICATE APPROVING A LOT MERGER ASSESSOR'S PARCEL NUMBER

### **OWNER'S CERTIFICATE** \_\_\_\_\_ 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. SignatureSignature 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



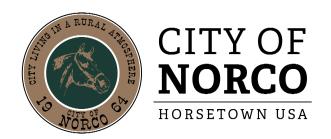
### PERMIT REQUIREMENTS (PRE-CONSTRUCTION) GENERAL INFORMATION

### **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.** <u>Certificate of Insurance:</u> 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. <u>Underground Service Alert Ticket</u>
- 5. <u>Cal-Osha Excavation Permit:</u> 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. <u>Owner/Developer Authorization Letter:</u> 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)

### PERMIT REQUIREMENTS (GRADING INSPECTIONS)

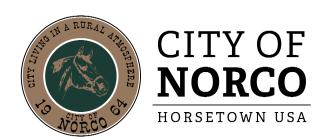
Grading operations for which a permit is required shall be subject to inspection by the City Inspector. The Permitee shall coordinate inspection by the City Inspector at the following various stages of work and shall obtain approval of the City Engineer prior to proceeding to the next stage of work:

- 1. <u>Pre-grade</u> Inspection before any construction activities occur at the site. Permitee shall schedule a pre-grade inspection with the City Engineer. The Permitee shall ensure that all project consultants are present at the pre-grade inspection.
- 2. <u>Initial</u> 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. <u>Rough</u> 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. <u>Final</u> 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.

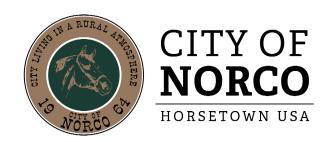
During the course of grading work and upon final approval of the project the Permitee shall complete the Engineered Grading Consultant Statement using the retained services of the Field Engineer, Soils Engineer and Engineering Geologist.

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



### PERMIT APPLICATION FORMS

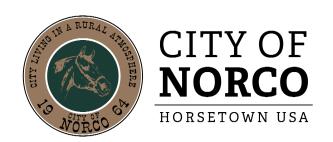
# PERMIT APPLICATION FORMS



# GRADING PERMIT APPLICATION

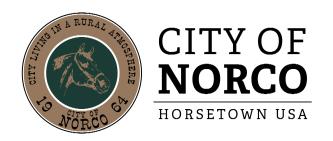
### **GRADING PERMIT APPLICATION**

<u>CO</u>	MPLETE NUMBE	RED ITEM	<u>IS</u> PERMIT	NO	PER	MIT FEE
1)	Location of Work:_					
						Telephone:
4)	Owner's Address:					
	Contractor's Addres					
						Export:
	CCIAL CONDITIO					
THE CIT Sign		I HAVE PR AND STATE	ROVIDED IS ( E LAWS REG	CORRECT ULATING	AND AGREE THE PROPOSI	ATION AND STATE THAT TO COMPLY WITH ALL ED GRADING.
	S FORM, WHEN PRO				O DO THE WO	RK DESCRIBED ABOVE.
			·			
				□ Rough	Inspection	□ Final Inspection
By:_				☐ Permit	Finaled By:	
Date	e:					



# ENGINEERED GRADING CONSULTANT STATEMENT

Job Address Or Tract No.				Permit No
BY FIELD ENGINEEI	<u>R</u>			
with the City Approved the following: grading gradient of cut and fill	I Plans and N to approxima slopes, location races (gradeo	MC Chapter te final eleva on, cross-sector for paving);	15.90. The Work in tions; staking of proptional configuration a	impleted in conformance cludes but is not limited to perty lines, location and and flow-line gradient of are indicated; and required
LOT NO. (S)				
Remarks:				
Engineer(Si	gnature)	Reg. N	o	_ Date
BY SOILS ENGINEE	<u>R</u>			
properly prepared base Chapter 15.90. Fill slo measures have been ins	material and pe surfaces has stalled in accordance been pro	compacted in ave been compression with vided where	n compliance with re npacted and buttress my recommendation	ing lots were installed upor quirements of NMC fills or similar stabilization s as approved by the City as of said sub-drains are
Lot No.(s)				
EXPANSIVE SOILS	□ YES	□NO	LOT NO. (S)	
BUTTRESS FILLS	☐ YES	□NO	LOT NO. (S)	
Remarks:				
Engineer		Reg. 1	No	
(S	Signature)			

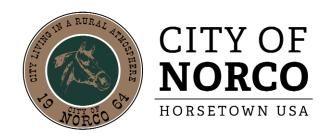


# ENGINEERED GRADING CONSULTANT STATEMENT

### 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.

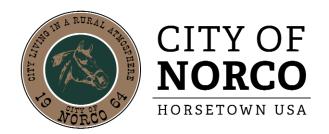
Reg. No	Date
R CIVIL ENGINEER	
visions of the building o	
Reg. N	o Date
oved By:	Date:
oved By:	Date:
oved By:	Date:
	Reg. No



CONTRACTOR TO COMPLETE NUMBERED ITEMS	PERMIT NO		
1) Location of Work:  Subject to the provisions of the Norco Municipal of the City of Norco or any other public agency, a	Code and all the applicable laws, rules, and regulations		
Contractor	Owner		
Address	Address		
Phone_			
2) Contractor's City Business License No	Expiration Date:		
3) Contractor's State of California License N	ToClass:		
meruding backfinning, compaction, surracin	ng 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 FIL	LED OUT BY CITY OF NORCO		
Permit Expiration Date:			
Do not block pedestrian/equestrian trailTraffic Control per WATCH ManualTraffic 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.



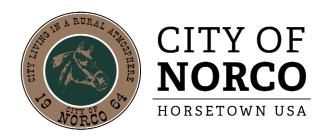
- ♦ All work shall be performed in accordance with the provisions of this Permit and all applicable laws, rules and regulations of the City and any other public agency and to the satisfaction of the City.
- ♦ This permit is non-transferable.
- ♦ No trenches shall be left open overnight.

**INSPECTOR CONTACT INFORMATION:** 

- ♦ 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:		

Page 2 of 5



## 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.

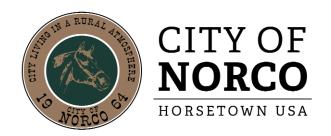
All excavated material shall be cast away from the improved portion of the highway. After the work has been completed all excess material, including excess excavation, shall be removed from the right of way and the roadway left in a neat and orderly condition.

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:

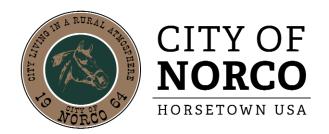
Immediately upon completion of the work necessitating the excavation or obstruction authorized by any permit issued pursuant to this permit, the permittee shall promptly and in a workmanlike manner refill the excavation or remove the obstruction to the satisfaction of the City Engineer.

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



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.