City of Dana Point Grading Handout

Engineering Permit Submittals are now 2 steps:

Step 1: Upload your application documents to the City of Dana Point ShareFile **before you come to City Hall**.

Click Here to upload documents. ShareFile - Where Companies Connect

Step 2: Come into City Hall to make the formal submittal of hardcopy application materials. Please bring one (1) hardcopy of all application materials, including the application, pay fees and start the process.

Both Steps Must Be Completed to Start the Permit Process

For information or questions regarding **Grading Permit applications** and information please contact

Sarah Moss at smoss@danapoint.org or 949-248-3554

Engineering Counter Hours of Operation:

Monday - Thursday: 7:30 a.m. to 5:00 p.m.

Friday: 7:30 am to 4:00 p.m.

Saturday and Sunday: Closed

GENERAL PERMIT INFORMATION

The Public Works & Engineering Department has outlined the requirements for certain permits in the documents below. Please be sure to review and include all items in the checklist and to adhere to the submittal requirements listed in the Permit Process documents.

For information or questions regarding **Encroachment Permit applications related to Grading,** please contact Dean Brady at dbrady@danapoint.org or 949-248-3592

CITY OF DANA POINT

PUBLIC WORKS – ENGINEERING SERVICES
33282 Golden Lantern, Suite 212
Dana Point, Ca 92629
ph 949.248.3554
fax 949.234.2826
(www.danapoint.org)

Required By APPLICANT PRIOR TO 1st Submittal

Planning Department
Submittal Authorization

_____
Planner of the Day

Conditions ☐ No ☐ Yes

_____
Resolution Number

ENG _ _ - _ _ _ _
Permit Record Number

DP _ _ - _ _ _ _
Parent Record Number

_____
Submittal Date

GRADING PERMIT APPLICATION

Job Address: _____ APN: _ _ _ - _ _ _ - _ _

Applicant / Owner Name:			
Address:	City	State:	Zip:
Email:		Phone:	
Contractor:		Type:	
Address:	City:	State:	Zip:
License Class / Number:		Phone:	
Civil Engineer:		Type:	
Address:	City:	State:	Zip:
License Class / Number:		Phone:	
Soils Engineer:		Type:	
Address:	City:	State:	Zip:
License Class / Number:		Phone:	

DESCRIPTION OF WORK

Is this permit application a result of a **Stop Work Order?** If yes, please provide. Yes ☐ No ☐

Are there any retaining walls related to this project? If yes, then apply to Bldg for Wall Permit. Yes ☐ No ☐

Is application related to an ongoing or recent Grading Project? **PERMIT #ENG** _ _ - _ _ _ _ Yes ☐ No ☐

Are there conditions of approval assigned for this project? **RESOLUTION #** _____ Yes ☐ No ☐

I hereby acknowledge that I have read the application and state that the information I have provided is correct and agree to comply with all City Ordinances, State Regulations, and the provisions and conditions of any permit issued pursuant to this application.

Print Name: _____ ☐ Owner ☐ Contractor ☐ _____
Company Name

Signature: _____ Date Signed: _____

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GRADING PLAN CHECKLIST- non geotech REVISED 03/07/12

Plan Check Number: ENG -

Location / Address: _____

City Plan Checker: _____ Date: _____

DOCUMENTS			
	OK	NOT MET	N/A
Grading Plans	☐	☐	☐
Soils Report (less than 1 year old or accompanied by an update letter)	☐	☐	☐
Current Title Report (Less than 6 months old)	☐	☐	☐
Urban Threat Runoff Form	☐	☐	☐
Common Wall Agreement	☐	☐	☐
Letter of Permission to Grade Offsite from affected property owner	☐	☐	☐
Letter of Permission to encroach easement from affected easement holder	☐	☐	☐
Conditions of Approval (if planning permit was required for project)	☐	☐	☐
Letter of Permission to drain offsite from affected property owner	☐	☐	☐
Letter of Permission to encroach onto adjacent property for construction access (typically for walls)	☐	☐	☐
Water Quality Management Plan	☐	☐	☐
Hydrology/Hydraulic Report	☐	☐	☐
Proof of legal signing agent for owner	☐	☐	☐
Copy of Recorded Easements	☐	☐	☐
BMP Report	☐	☐	☐
Engineer's Cost Estimate	☐	☐	☐

DEPARTMENT AND AGENCY CLEARANCE			
	OK	NOT MET	N/A
City Water Quality Division (Water Quality Management Plan)	☐	☐	☐
City Traffic Division	☐	☐	☐
City Planning Division	☐	☐	☐
Orange County Fire Authority	☐	☐	☐
Regional Water Quality Control Board	☐	☐	☐
Department of Fish and Game	☐	☐	☐
Army Corps of Engineers	☐	☐	☐
Orange County Harbor, Beaches and Parks	☐	☐	☐
Orange County Flood Control	☐	☐	☐

GENERAL PLAN REQUIREMENTS			
	OK	NOT MET	N/A
Plan Sheets are standard 24” x 36”	☐	☐	☐
Font is minimum 1/10”	☐	☐	☐
Each sheet is signed and stamped by Engineer / Architect of record	☐	☐	☐
Title Sheet included	☐	☐	☐
Erosion Control Plan included as separate sheet	☐	☐	☐
Topographic Survey included as separate sheet	☐	☐	☐
Current City Standard Border is utilized	☐	☐	☐
Plans are legible and meet current industry standards	☐	☐	☐

TITLE SHEET CONTENTS			
	OK	NOT MET	N/A
Standard Grading Notes	☐	☐	☐
Standard Erosion and Control Notes	☐	☐	☐
Project Address	☐	☐	☐
Legal Description is shown and matches title report	☐	☐	☐
Owner statement	☐	☐	☐
Civil Engineer Declaration of Responsibility	☐	☐	☐
Geotechnical Engineer / Engineering Geologist Declaration of Responsibility	☐	☐	☐
Name, address and telephone number of Owner (Owner's name matches title report)	☐	☐	☐
Name, address and telephone number of Civil Engineer / Architect	☐	☐	☐
Name, address and telephone number of Geotechnical Engineer	☐	☐	☐
Name, address and telephone number of Engineering Geologist	☐	☐	☐
Benchmark and bearing reference point is called out (based on Orange County Survey vertical datum and recorded map or survey, respectively)	☐	☐	☐
Earthwork Quantities shown (Over-excavation, Cut, Fill, Import and Export	☐	☐	☐
Vicinity Map	☐	☐	☐
Tentative Map Number (for new Tracts / Parcels)	☐	☐	☐
APN	☐	☐	☐
Total Impervious Surfaces Quantities, ft^2 (Building and Hardscape)	☐	☐	☐
GENERAL PLAN REQUIREMENTS			
Existing and proposed elevations are shown (contours and/or spot elevations)	☐	☐	☐
Cut / Fill transitions and daylight contours are shown	☐	☐	☐
Topography extends 25-feet beyond property lines	☐	☐	☐
Grading Limits shown	☐	☐	☐
Property lines shown	☐	☐	☐
Scale is indicated	☐	☐	☐

(GENERAL PLAN REQUIREMENTS CONTINUED)			
	OK	NOT MET	N/A
North Arrow is shown	☐	☐	☐
Grading legend is shown and is complete	☐	☐	☐
Tract boundaries are shown (grading in conjunction with tentative maps / multiple lots)	☐	☐	☐
Building Numbers (for multiple buildings / lots)	☐	☐	☐
Building footprint (Precise grading plan)	☐	☐	☐
All easements shown	☐	☐	☐
Location of all existing and proposed structures including buried tanks and wells	☐	☐	☐
Retaining walls and site walls shown and indicated as being under separate permit with plancheck/permit number listed	☐	☐	☐
Top of wall elevations, top of footing elevations and adjacent grades indicated for retaining/site walls	☐	☐	☐
Cross-section detail for retaining walls including subdrain design	☐	☐	☐
Street widths and street centerlines indicated on plans	☐	☐	☐
Proposed improvements in public right-of-way indicated as being under separate encroachment permit	☐	☐	☐
Street cross section (1/2 section for individual lots)	☐	☐	☐
Slab on-grade detail for buildings	☐	☐	☐
Driveway section detail	☐	☐	☐
Percent grade of driveway(s) indicated	☐	☐	☐
Temporary slopes / cuts indicated on plans and cross-sections	☐	☐	☐
Scaled cross-sections provided	☐	☐	☐
Over-excavation indicated on plans and cross-sections	☐	☐	☐
Shoring indicated on plans and cross-sections	☐	☐	☐
Locations of deepened foundations (caissons, deepened footings, basement footings, etc) indicated on plans and cross-sections	☐	☐	☐
Leach field / seepage pits plotted on plans	☐	☐	☐

DRAINAGE REQUIREMENTS			
	OK	NOT MET	N/A
All drainage is indicated to be directed to a street, natural watercourse or other approved location	☐	☐	☐
Gradients utilized meet minimum acceptable threshold			
Earth sheet flow for final grading…1%	☐	☐	☐
Earth sheet flow for preliminary grading…2%	☐	☐	☐
Asphaltic Concrete sheet flow…1%	☐	☐	☐
PC Concrete sheet flow and swales…0.5%	☐	☐	☐
Terrace Drains…6%	☐	☐	☐
Drainage around building(s) meets California Building Code Requirements			
Minimum slope away from foundations for natural (landscaped) ground...5% for a distance of 10-feet and 2% for distance of 10-feet for impervious surfaces. Note: if physical obstruction or property lines do not allow for 10-feet of distance, than the appropriate gradient (minimum of 2% or 5%) shall be provided to an approved alternative method of diverting water away from the foundation.	☐	☐	☐
Swales within 10-feet of the building foundation shall have a minimum gradient of 2%	☐	☐	☐
Typical drainage section(s) is provided. Section(s) shows grades and slopes adjacent to building foundations, weep screed clearances and surface types.	☐	☐	☐
Downspout outlet detail provided	☐	☐	☐
Drainage does not flow over slopes	☐	☐	☐
Velocity reducers are utilized where drains discharge into natural ground	☐	☐	☐
Class and size of rip-rap and a detail is provided	☐	☐	☐
Concentrated drainage on natural ground does not exceed 4% gradient	☐	☐	☐
Flowline elevations of all swales, conduit and other drainage devices are indicated	☐	☐	☐
Top of grate elevations are indicated for all drain inlets	☐	☐	☐
Complete details of ALL drainage structures are provided	☐	☐	☐
Concrete swale is provided to carry concentrated flows in asphalt sections	☐	☐	☐
Subdrains and subdrain outlets (with flowline elevations) are shown on plans	☐	☐	☐
Limits of roof gutters and location of down spouts are shown	☐	☐	☐
Maximum gradient for sheet flow of 10% is not exceeded	☐	☐	☐

DRAINAGE REQUIREMENTS (CONTINUED)			
	OK	NOT MET	N/A
Existing off-site terrace and drainage features that affect the project are shown	☐	☐	☐
Material for all storm drain and subdrain conduit is specified and in accordance with Subarticle 11.5 of the City Grading Manual	☐	☐	☐
Hydrology Report submitted to address one or more of the following conditions: A sump pump is proposed A sump condition exist with no overland relief (pipes carry runoff) Drainage is diverted Drainage is directed to a natural drainage course Offsite drainage conveyance is not substantiated to accommodate design flows	☐	☐	☐
HILLSIDE GRADING/SLOPE REQUIREMENTS			
Slope Terraces provided as required by Subarticle 11.2 of the City Grading Manual	☐	☐	☐
Location of proposed slope keyway and buttress fill shown and grades are indicated	☐	☐	☐
Top and toe of cut / fill slopes are delineated and grades are indicated	☐	☐	☐
Cut / Fill slopes do not exceed a slope ratio of 2:1 (horizontal to vertical)	☐	☐	☐
Cross-section of keyway, buttress fill and benching are provided, includes details of subdrain/backdrain system	☐	☐	☐
Slopes conform to City Municpal Code Section 7.08.110	☐	☐	☐
Slope setbacks are indicated on cross-sections and are in accordance with the California Building Code Section (See Attached) and the Geotechnical recommendations	☐	☐	☐
EROSION CONTROL			
Adequate perimeter control is shown on plans	☐	☐	☐
A stabilized construction entrance is shown on plans	☐	☐	☐
Material storage area shown on plans	☐	☐	☐
Adequate erosion control measures indicated for graded slopes	☐	☐	☐
CONDITIONS OF APPROVAL			
Applicable Conditions of Approval have been satisfied	☐	☐	☐

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GEOTECHNICAL REPORT REVIEW CHECKLIST

Plan Check Number: _____

Location / Address: _____

City Plan Checker: _____ Date: _____

GEOTECHNICAL REPORT - GENERAL			
	OK	NOT MET	N/A
Signed by RCE/GE	☐	☐	☐
Signed by CEG (Required for Hillside Area)	☐	☐	☐
Project Address	☐	☐	☐
Location Index Map with reference north, scale, etc.	☐	☐	☐
Site Description (topography, vegetation, existing structures/improvements, drainage)	☐	☐	☐
Description of Proposed Development (grading, structures/improvements, drainage, use, foundation type, estimated structural loads)	☐	☐	☐

GEOTECHNICAL REPORT – FIELD INVESTIGATION			
	OK	NOT MET	N/A
Site Specific Subsurface Investigation	☐	☐	☐
Description of Investigative and Sampling Methods	☐	☐	☐
Boring/Test Pit Logs (Soil/Bedrock descriptions with depth, type and depth indicated for sampling, real or assumed elevation indicated, groundwater conditions)	☐	☐	☐
Sampling performed to anticipated depth of foundations and/or deepest excavation	☐	☐	☐
Boring/Test Pits located on Geotechnical Map/Plot Plan	☐	☐	☐

GEOTECHNICAL REPORT – LAB TESTING			
	OK	NOT MET	N/A
Description of lab test performed with referenced test method (ASTM, EPA, etc)	☐	☐	☐
Soil Strength (Shear)	☐	☐	☐
Expansion	☐	☐	☐
Sulfate	☐	☐	☐
Gradation	☐	☐	☐
Classification of soil in accordance with ASTM D 2487 (when using California Building Code values for lateral load)	☐	☐	☐
Moisture/Density	☐	☐	☐
Consolidation	☐	☐	☐
Atterberg Limits	☐	☐	☐
Maximum Dry Density/Optimum Moisture Content	☐	☐	☐
GEOTECHNICAL REPORT – EARTH MATERIALS			
	OK	NOT MET	N/A
Description and designation of geologic units (surficial soils and bedrock, including depth, thickness)	☐	☐	☐
Geologic structure (bedding, fracturing, faulting of bedrock material)	☐	☐	☐
Description of regional geologic conditions (including reported regional trends of bedding and faulting)	☐	☐	☐
GEOTECHNICAL REPORT – SEISMICITY			
	OK	NOT MET	N/A
General description of regional and local faulting	☐	☐	☐
Site Class	☐	☐	☐
Mapped Spectral Acceleration Parameters (S_s, S_1)	☐	☐	☐
Site Coefficients (F_a, F_v)	☐	☐	☐
Design Spectral Acceleration Parameters (S_{DS}, S_{D1})	☐	☐	☐
Seismic Design Category	☐	☐	☐

GEOTECHNICAL REPORT – GEOLOGIC HAZARDS			
	OK	NOT MET	N/A
Landslide	☐	☐	☐
Expansive Soils	☐	☐	☐
Surficial Slope Instability	☐	☐	☐
Slope Creep	☐	☐	☐
Groundwater	☐	☐	☐
Total and Differential Settlement	☐	☐	☐
Sulfate	☐	☐	☐
Liquefaction	☐	☐	☐
Affect of liquefiable soils on utilities and lifeline services outside of structural mitigation	☐	☐	☐
Seismic Induced Landsliding	☐	☐	☐
Tsunami Potential	☐	☐	☐
GEOTECHNICAL REPORT – ILLUSTRATIONS			
	OK	NOT MET	N/A
Geotechnical Map / Plot Plan	☐	☐	☐
Existing topography / improvements	☐	☐	☐
Proposed topography / improvements	☐	☐	☐
Location of subsurface exploration (borings, test pits, etc.)	☐	☐	☐
Geologic Contacts	☐	☐	☐
Geologic Structure	☐	☐	☐
Location of fill key / buttress	☐	☐	☐
Geologic Cross-Section	☐	☐	☐
Existing topography / improvements	☐	☐	☐
Proposed topography / improvements	☐	☐	☐

Location of subsurface exploration (borings, test pits, etc.)	☐	☐	☐
Geologic Contacts	☐	☐	☐
Geologic Structure	☐	☐	☐
Slope setbacks	☐	☐	☐
Temporary cuts / shoring	☐	☐	☐
Fill Key / buttress	☐	☐	☐
Slope benching	☐	☐	☐
GEOTECHNICAL REPORT – CONCLUSIONS / RECOMMENDATIONS			
	OK	NOT MET	N/A
Statement as to feasibility of project	☐	☐	☐
Statement as to impact on adjacent properties	☐	☐	☐
Statement of the condition of slopes with respect to stability	☐	☐	☐
Slope stability analysis provided to support conclusion/recommendations	☐	☐	☐
Statement regarding liquefaction potential	☐	☐	☐
Liquefaction analysis provided to support conclusion/recommedations	☐	☐	☐
Grading Recommendations	☐	☐	☐
Remedial grading	☐	☐	☐
Compaction standards	☐	☐	☐
Groundwater Mitigation	☐	☐	☐
Temporary excavation (backcuts, slopes) with time limit recommendations	☐	☐	☐
Shoring	☐	☐	☐
Benching	☐	☐	☐
Keys / buttresses	☐	☐	☐
Canyon/Key Subdrains	☐	☐	☐
Foundation Recommendations	☐	☐	☐
Expansive soil mitigation (CBC 1805)	☐	☐	☐

Description of approved embedment material (i.e. compacted fill, terrace deposits, etc)	☐	☐	☐
Minimum depth of embedment (into approved material) for foundations	☐	☐	☐
Minimum width of footings	☐	☐	☐
Minimum diameter of caissons	☐	☐	☐
Bearing capacity (end bearing for caissons)	☐	☐	☐
Coefficient of friction (caisson skin friction)	☐	☐	☐
Lateral bearing	☐	☐	☐
Down drag forces (liquefiable soils, typically Beach Rd)	☐	☐	☐
Lateral Spread forces (liquefiable soils, typically Beach Rd)	☐	☐	☐
Foundation slope/trench setback	☐	☐	☐
Minimum reinforcement requirements	☐	☐	☐
Minimum slab thickness and reinforcement	☐	☐	☐
Slab underlayment	☐	☐	☐
Soluable Sulfate exposure mitigation (typically cement type)	☐	☐	☐
Conventional Retaining Wall Recommendations	☐	☐	☐
Active pressures (level, sloping)	☐	☐	☐
Retaining wall backdrain or recommendation of additional hydrostatic pressure	☐	☐	☐
Backfill	☐	☐	☐
Surcharges	☐	☐	☐
MSE Wall Recommendations (facing material, grid, backfill, stability analysis)	☐	☐	☐
Flatwork / Hardscape recommendations including driveways (subgrade preparation, minimum slab thickness, reinforcement and joint spacing)	☐	☐	☐
Roadway Pavement recommendations (section design, subgrade preparation)	☐	☐	☐
Swimming Pool recommendations	☐	☐	☐
GEOTECHNICAL REPORT – OBSERVATION/TESTING DURING CONSTRUCTION			
	OK	NOT MET	N/A

Footing Excavations	☐	☐	☐
Subdrains	☐	☐	☐
Caisson / Drilled Pier excavations (CBC Table 1704.9)	☐	☐	☐
Pool Excavations	☐	☐	☐
Benching	☐	☐	☐
Keyways	☐	☐	☐
Temporary excavations	☐	☐	☐
Geologic mapping of bedrock excavations	☐	☐	☐
Retaining wall backfill	☐	☐	☐
Utility trench backfill	☐	☐	☐
Engineered fill	☐	☐	☐
Hardscape subgrade (driveways, patios, walkways, etc.)	☐	☐	☐
Import soils	☐	☐	☐
GEOTECHNICAL REPORT – REFERENCES			
	OK	NOT MET	N/A
Current / City adopted Building Code	☐	☐	☐
Grading Code	☐	☐	☐
Geotechnical reports / publications / geologic maps	☐	☐	☐
Ariel photographs	☐	☐	☐
Websites	☐	☐	☐
Dana Point General Plan Coastal Erosion Technical Report (Coastal Bluff Areas)	☐	☐	☐
GEOTECHNICAL REPORT – COASTAL BLUFF			
	OK	NOT MET	N/A
Top of bluff designation (presented on geologic map and cross-sections)	☐	☐	☐

Arial photograph of site showing top of bluff	☐	☐	☐
Bluff retreat rate and total estimated retreat for a 50 year period	☐	☐	☐
Codified Bluff top setback (presented on geologic map and cross-sections)	☐	☐	☐
Slope stability analysis	☐	☐	☐
References for bluff retreat rate	☐	☐	☐
Slope Stability Setback presented on geologic map (surface expression of 1.5 FS)	☐	☐	☐
Total Setback presented on geologic map (greater of A: Slope Stability Setback + 50 yr bluff retreat or B: 10-feet buffer + 50 yr bluff retreat)	☐	☐	☐
Explanation and justification of 40-feet setback deviation	☐	☐	☐
Discussion of Hazards listed in the "Dana Point General Plan Coastal Erosion Technical Report"	☐	☐	☐
Discussion of mitigation measures presented in the "…Coastal Erosion Technical Report"	☐	☐	☐
Discussion of the bluff retreat as presented in the "…Coastal Erosion Technical Report"	☐	☐	☐

PROJECT TITLE
PROJECT ADDRESS

SHEET INDEX

CONSTRUCTION NOTES & EARTHWORK QUANTITY ESTIMATES

STANDARD GRADING NOTES

STANDARD GRADING NOTES (continued)

SAMPLE TITLE SHEET

Declaration of Responsible Charge for the Engineer of Work:

I hereby declare the I am the Engineer Of Work for this project, that I have exercised responsible charge over the design of this project as defined in Section 6703 of the Business and Professions Code, and that the design is consistent with current standards. I understand that the check of project drawings and specifications by the City of Dana Point does not relive me, as the Engineer Of Work, of my responsibilities for project design.

Insert the name, address and phone number of Engineer Of Work.

By: _____
(Name) R.C.E.# Exp.
Date

Notice to Contractor:

The existence and location of any underground utilities or structures shown on theses plans are obtained by a search of available records. To the best of our knowledge, there are no existing utilites except those shown on these plans. The contractor is required to take all precautionary measures to protect the utilities shown, and any other lines or structures not shown on these plans, and is responsible for the protection of, and any damage to, these lines or structures.

Declaration of Responsible Charge for the Soils Engineer:

I hereby declare that I am the Soils Engineer and Geologist for this project, that I have reviewed the grading plans and find them in conformance with the preliminary soils report entitled:

(Insert title and date of report)

I understand that the check of the soils report, plans and specifications by the City of Dana Point is confined to a review only and does not relieve me of my responsibility for project soils and geotechnical design.

Insert the name, address and phone number of Soils Engineer and Geologist

By: _____
(Name) G.E.# Exp.
Date

By: _____
(Name) C.E.G.# Exp.
Date

Owner's Statement:

I have verified the subject property's grant deed and title report and have found no existing easement in conflict with the proposed construction. I acknowledge that I am responsible and accountable for conflicts with existing easements and the proposed construction.

By: _____
Signature

DECLARATION OF RESPONSIBLE CHARGE, NOTICE TO CONTRACTOR & OWNER'S STATEMENT

VICINITY MAP

OWNER
Name, address & phone number

BENCHMARK
Description

LEGAL DESCRIPTION
Description from Title Report

ARCHITECT
Name, address & phone number

BASIS OF BEARINGS
Description

JOB ADDRESS
Description

SOILS ENGINEER & GEOLOGIST
Name, address & phone number

Wet-signed engineer's stamp

CITY'S STANDARD TITLE BLOCK: Available for download at http://www.danapoint.org/index.aspx?page=350

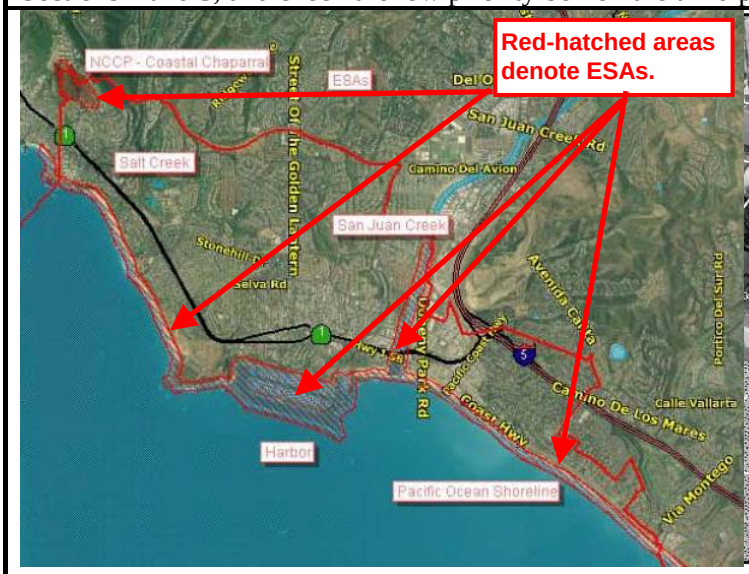
City of Dana Point – Public works & Engineering Services
Runoff Threat Assessment Form

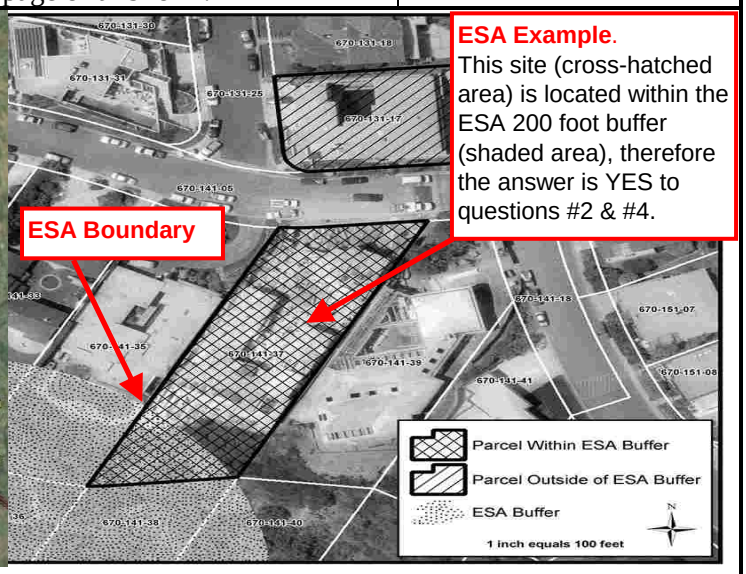
Applicant:	Application Number:
Project Address:	APN:

Applicant: Please complete this form to determine the priority of your project to obtain designated construction BMPs.

SECTION 1: Preliminary Identification of LOW Priority Sites

1. Does the construction site disturb *less than 1 acre* of soil? If **YES**, proceed to question 2. If **NO**, proceed to Section 2. 2. Is the site within 200 ft. or does it discharge directly to an Environmentally Sensitive Area (ESA)? ESAs include the Pacific Ocean shoreline, including Dana Point Harbor, San Juan Creek, Salt Creek, or the NCCP Coastal Chaparral area in NW corner of City (see map & example below). You may need to ask for assistance using City GIS system. If **YES**, proceed to Section 2. If **NO**, your site is automatically **LOW** priority. Please skip Sections 2 and 3, and check the low priority box on the third page of this form.	1. Yes No 2. Yes No





SECTION 2: Identification of Automatically HIGH Priority Sites

3. Is the construction site larger than 50 acres? 4. Is the site 5 acres or more **AND**: 1) Tributary to a 303(d) listed water body impaired for sediment* **OR** 2) is within 200 ft. or discharges directly to a receiving water within an Environmentally Sensitive Area (ESA) (see map and areas above)? If **NO** to **BOTH** questions then the applicant should proceed to Section 3 to evaluate prioritization. If **YES** to **EITHER** question 3 **or** 4, then the applicant should skip Section 3 and automatically check the high priority box on the third page of this form. *NOT APPLICABLE AT THIS TIME. Currently, there are no 303(d) listed water bodies impaired for sediment within the City. However, should a water body impaired for sediment within the City be added to the 303(d) list, the City shall inform the applicant and provide any corresponding information.	3. Yes No 4. Yes No

SECTION 3: Project Prioritization

Prioritization is evaluated by completing items A through D. A point value (1, 2, 3, 4, or 5) is assigned in each step, which is then totaled for a ranking score. Please circle the appropriate point value to the right of each item.

ITEM A: Project Size Construction sites less than 50 acres are ranked based upon the size of the area being developed. Please select the appropriate point value to the right.	1 = 0-10 acres 2 = 11-25 acres 3 = 26-40 acres 4 = 41-49 acres 5 = > 50 acres
ITEM B: Vicinity of the Project to Environmentally Sensitive Area (ESA) Proximity of the construction site to an ESA. *For assistance, refer to the example on page 2 and the ESA Map Book available at the counter.*	1 = > 5,000 feet 2 = 1,001 – 5,000 ft. 3 = 501 – 1,000 ft. 4 = 201 – 500 ft. 5 = < 200 ft.
ITEM C: Maximum Slopes Please indicate the maximum finished slopes within the site.	1 = Slopes 20:1 or flatter 2 = 20:1 < Slope < 5:1 3 = 5:1 < Slope < 3:1 4 = 3:1 < Slope < 2:1 5 = Slopes 2:1 or steeper
ITEM D: Potential to Produce Significant Non-Storm Water Discharges Please rank the project's potential to produce non-storm water discharges.	0 = Zero or low potential of non-storm water discharges 3 = Potential non-storm water discharges from dust control, port-a-potty 5 = Potential non-storm water discharges from dewatering activities or landscaping irrigation.
TOTALS By totaling the scores determined above (items A-D) the potential threat to water quality can be determined. Ranking = A + B + C + D	Ranking total = _____
PRIORITY DETERMINATION If the ranking total is **greater than or equal to 16**, then the project is **high** priority. If the ranking total is **less than 16**, then the project is **medium** priority. Please check the appropriate box to the right.	High Medium Low (From Section I only)

By signing this form, I acknowledge that I have read and understand the statements above, and take complete responsibility for any pollutants that may be generated and discharged to the City Storm Drain System from the construction site described on this form.

☐ **I will prepare & implement the BMP Report (using the BMP Report Template) for my project's specific priority, as determined above.**

_____

Applicant/Owner Name (please print)

_____ _____

Applicant/Owner Name Signature Date

City of Dana Point
Construction Best Management Practices (BMP) Report Template

A Construction BMP Report is required for all encroachment, grading (rough and precise) and improvement plans. This form is to be completed & signed by applicant for approval by City.

This Construction BMP Report indicates the minimum BMPs required for this project. It should be noted that additional BMPs, other than described in this document, may be required as necessary.

The project applicant is required to:

- Implement an *effective combination of erosion and sedimentation control BMPs* to retain on site all sediments from disturbed areas to the maximum extent practicable.
- *Contain all stockpiles* of materials by implementing effective BMPs, to prevent sediment and material transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking or wind.
- Implement *effective material and waste management BMPs* to prevent transport of construction-related materials, wastes, spills, and residues from the site to streets, drainage facilities or adjoining property by runoff, vehicle tracking or wind.

The implementation of the minimum BMPs does not relieve the applicant from complying with any other requirements of the City Code. ***PRINTED BMP PACKAGE SHOULD BE KEPT ON SITE ***

INSTRUCTIONS:

1. **Complete this page with accurate information.**
2. **Review List of Construction BMPs in Table 1 on Pages 2 & 3. Check ALL additional BMPs applicable to your project based on activities to be conducted & the project's erosion and sedimentation control plans, if applicable.**
3. **Print a copy of all "checked" BMP Fact Sheets from CASQA's Stormwater Best Management Practice Handbook Portal: Construction, November 2009 and subsequent updates thereof, available at: www.casqa.org and www.ocwatersheds.com/ConstructionActivities.aspx & attach the Fact Sheets to this Report Template and submit to the City as part of your application package.**

PROJECT NAME: _____

PROJECT ADDRESS: _____

PROJECT APPLICANT: _____

24-HOUR PHONE: _____ **CITY PERMIT #: ENG__ __-__ ___ __**

I have prepared this BMP Report and am familiar with the BMP requirements for this project. I understand that I am responsible for implementing effective BMPs to retain sediment and other construction-related materials, wastes, spills and residues on site. I also understand that construction-related prohibited discharges, and ineffective and/or improperly installed and/or improperly maintained and/or improperly implemented BMPs may result in enforcement actions including notices of noncompliances, stop work orders and/or fines.

_____ _____

APPLICANT/OWNER SIGNATURE DATE

PRIORITY: ☐ **HIGH** ☐ **MEDIUM** ☐ **LOW**

Priority is based upon the Urban Runoff Threat Assessment Form Determination.

Approved by City Engineer ☐ : _____ **Date:** _____

Revised: June 2010

The following BMPs are referenced from the California Stormwater Quality Association (CASQA) Stormwater Best Management Practice Handbook Portal: Construction, November 2009 and updates thereof, available at: www.ocwatersheds.com/ConstructionActivities.aspx & www.casqa.org.

Table 1: Minimum Construction Site BMP Requirements Based on Priority, Proposed Activity, and Erosion & Sedimentation Control Plans

NOTE: BMPs, other than "**Minimum BMPs Required**" as designated below, may be required for effective controls, dependent upon rain, activities, and field conditions, or as directed by City Inspector.

ID	BMP Name	Minimum BMPs Required
EROSION CONTROL BMPs: Shall be the first line of defense for keeping sediment on site.		
EC-1	Scheduling	✓
EC-2	Preservation of Existing Vegetation	✓
EC-3	Hydraulic Mulch	☐
EC-4	Hydroseeding	☐
EC-5	Soil Binders	☐
EC-6	Straw Mulch	☐
EC-8	Wood Mulching	☐
EC-7	Geotextiles & Mats	☐
EC-9	Earth Dikes/Drainage Swales and Ditches	☐
EC-10	Velocity Dissipation Devices	☐
EC-11	Slope Drains	☐
EC-12	Streambank Stabilization	☐
EC-14	Compost Blankets	☐
EC-15	Soil Preparation / Roughening	☐
EC-16	Non-Vegetative Stabilization	☐
• All active slopes must be stabilized during rain events & all inactive slopes must be stabilized during the rainy season (Oct 1- April 30). • Permanent stabilization must be implemented as early as feasible.		✓
SEDIMENT CONTROL BMPs: (Shall be used in conjunction with erosion control BMPs for keeping sediment on site.)		
SE-1	Silt Fence	✓*
SE -2	Sediment Basin	☐
SE -3	Sediment Trap	☐
SE-4	Check Dam	☐
SE-5	Fiber Rolls	✓*
SE-6	Gravel Bag Berm	✓*
SE-7	Street Sweeping and Vacuuming	✓
SE-8	Sandbag Barrier	✓*
SE-9	Straw Bale Barrier	✓*
SE-10	Storm Drain Inlet Protection	✓
SE-11	Active Treatment Systems	☐
SE-12	Temporary Silt Dike	☐
SE-13	Compost Socks and Berms	☐
SE-14	Biofilter Bags	☐
(*) One or more of above measures shall be implemented for effective site perimeter protection.		

ID	BMP Name	Minimum BMPs Required
WIND EROSION		
WE-1	Wind Erosion Control	✓
TRACKING CONTROL BMPs		
TR-1	Stabilized Construction Entrance / Exit	☐
TR-2	Stabilized Construction Roadway	☐
TR-3	Entrance / Outlet Tire Wash	☐
NON-STORM WATER MANAGEMENT BMPs		
NS-1	Water Conservation Practices	✓
NS-2	Dewatering Operations	☐
NS-3	Paving and Grinding Operations	☐
NS-4	Temporary Stream Crossing	☐
NS-5	Clear Water Diversion	☐
NS-6	Illicit Connection / Illegal Discharge	✓
NS-7	Potable Water / Irrigation	☐
NS-8	Vehicle and Equipment Cleaning	☐
NS-9	Vehicle and Equipment Fueling	☐
NS-10	Vehicle and Equipment Maintenance	☐
NS-11	Pile Driving Operations	☐
NS-12	Concrete Curing	☐
NS-13	Concrete Finishing	☐
NS-14	Material and Equipment Use	☐
NS-15	Demolition Adjacent to Water	☐
NS-16	Temporary Batch Plants	☐
WASTE MANAGEMENT AND MATERIALS POLLUTION CONTROL BMPs		
WM-1	Material Delivery and Storage	✓
WM-2	Material Use	✓
WM-3	Stockpile Management	✓
WM-4	Spill Prevention and Control	✓
WM-5	Solid Waste Management	✓
WM-6	Hazardous Waste Management	☐
WM-7	Contaminated Soil Management	☐
WM-8	Concrete Waste Management	☐
WM-9	Sanitary / Septic Waste Management	☐
WM-10	Liquid Waste Management	☐
SWPPP*	Storm Water Pollution Prevention Plan	☐

*Any project that disturbs one (1) or more acres of soil is required to obtain permit coverage under the State Water Quality Resources Control Board's General Permit for Discharges of Storm Water Associated with Construction Activity (Construction General Permit, 2009-0009-DWQ). The applicant must submit a Notice of Intent (NOI), receive a Waste Discharge Identification Number (WDID) and prepare and implement a Storm Water Pollution Prevention Plan (SWPPP).

CITY OF DANA POINT

PUBLIC WORKS, WATER QUALITY
33282 Golden Lantern, Suite 212
Dana Point, CA 92629
949.248.3554 · www.danapoint.org

WQMP CHECKLIST
PRIORITY DEVELOPMENT PROJECT (PDP) CRITERIA

A project is a priority project and must comply with WQMP requirements if it meets any one of the criteria noted below. √

1. New development projects that create 10,000 square feet or more of impervious surface (collectively over the entire project site), including commercial, industrial, residential, mixed-use, and public projects on private or public land within the City.	
2. All redevelopment projects that create, add or replace at least 5,000 or more square feet of impervious surface on an already developed site, and the existing development or redevelopment project falls under another Priority Project category below. If the redevelopment results in the addition or replacement of less than 50% of the existing impervious area on-site and the existing development was not subject to WQMP requirement, the numeric sizing criteria only applies to the addition or replacement area. If the addition or replacement accounts for 50% or more of the existing impervious area, the WQMP requirements apply to the entire development.	
3. Automotive repair shops. This applies to facilities that are categorized in any one of the following Standard Industrial Classification (SIC) codes 5013, 5014, 5541, 7532-7534, and 7536-7539.	
4. Restaurants where the land area of development is 5,000 square feet or more including parking area. This category is defined as facilities that sell prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (SIC code 5812), where the land area for development is greater than 5,000 square feet. Restaurants where land development is less than 5,000 square feet shall meet all WQMP requirements except for LID BMP, treatment control BMP, and hydromodification/HCOC requirements.	
5. Hillside development greater than 5,000 square feet. Hillside development is defined as any development which is located in an area with known erosive soil conditions or where the natural slope is 25 percent or greater.	
6. All development located within or directly adjacent to or discharging directly to an ESA (where discharges from the development or redevelopment will enter receiving waters within the ESA), which either creates 2,500 square feet of impervious surface on a proposed project site or increases the area of imperviousness of a proposed project site to 10 percent or more of its naturally occurring condition. “Directly adjacent” means situated within 200 feet of the ESA. “Discharging directly to” 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.	
7. Parking lots 5,000 square feet or more, or parking lots with 15 parking spaces or more, including associated drive aisle, and potentially exposed to urban stormwater runoff. A parking lot is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce.	
8. Streets, roads, highways, and freeways. This category includes any public or private paved surface that is 5,000 square feet or greater used for the transportation of automobiles, trucks, motorcycles, and other vehicles. (See discussion under (**Section 7.II-1.5** relative to public projects).	
9. Retail Gasoline Outlets (RGOs). This category includes RGOs that meet the following criteria: (a) 5,000 square feet or more, or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.	
10. All pollutant generating development or redevelopment projects that result in the disturbance of one acre or more of land.	

Grading/Construction Estimate for Bonding Purposes

Company or Applicant
Address
City, State, Zip
Phone

Plan Check No. ENG XX-XXXX

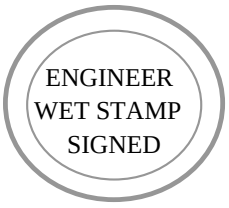
Job Address:
XYZ Golden Lantern

Item No.	Description	Est. Quant	Unit	Unit Price	Total Price
GRADING (on-site)					
	Export	50	cy	$1.00	$50.00
	Import	50	cy	$1.00	$50.00
	Overexcavation	50	cy	$1.00	$50.00
Subtotal x 10% Contingency					**$165.00**
DRAINAGE & EROSION CONTROL (on-site)					
1	Item	1	ea	$200.00	$200.00
	Item	1	ea	$200.00	$200.00
	Item	1	lf	$200.00	$200.00
	Item	1	lf	$200.00	$200.00
	Item	1	ea	$200.00	$200.00
Subtotal x 10% Contingency					**$1,100.00**
ON-SITE IMPROVEMENTS (on-site)					
	Item	1	sf	$1.00	$1.00
	Item	1	sf	$1.00	$1.00
	Item	1	sf	$1.00	$1.00
	Item	1	sf	$1.00	$1.00
	Item	1	ea	$1.00	$1.00
Subtotal x 10% Contingency					**$5.50**
OFF-SITE IMPROVEMENTS (within Right-of-Way)					
	Item	1	sf	$1.00	$1.00
	Item	1	sf	$1.00	$1.00
	Item	1	sf	$1.00	$1.00
	Item	1	sf	$1.00	$1.00
	Item	1	ea	$1.00	$1.00
Subtotal x 10% Contingency					**$5.50**

Total IMPROVEMENTS on-site	$1,270.50
Total IMPROVEMENTS off-site	$5.50
Total Construction Cost	$1,276.00

****Estimated Bonding Fees****

Total Grading Valuation(.5) + Total Drainage - Erosion Control (.3) + Total On-Site Drainage (.5) + Total Off-Site Drainage (1.0) = 420.75



Recommended By Plan Check Engineer
For Final Fees and Bonds

Date:

Rev. 02/09/2010

CITY OF DANA POINT

PUBLIC WORKS, WATER QUALITY
33282 Golden Lantern, Suite 212
Dana Point, CA 92629
949.248.3554 · www.danapoint.org

NON-PRIORITY PROJECT WATER QUALITY CHECKLIST

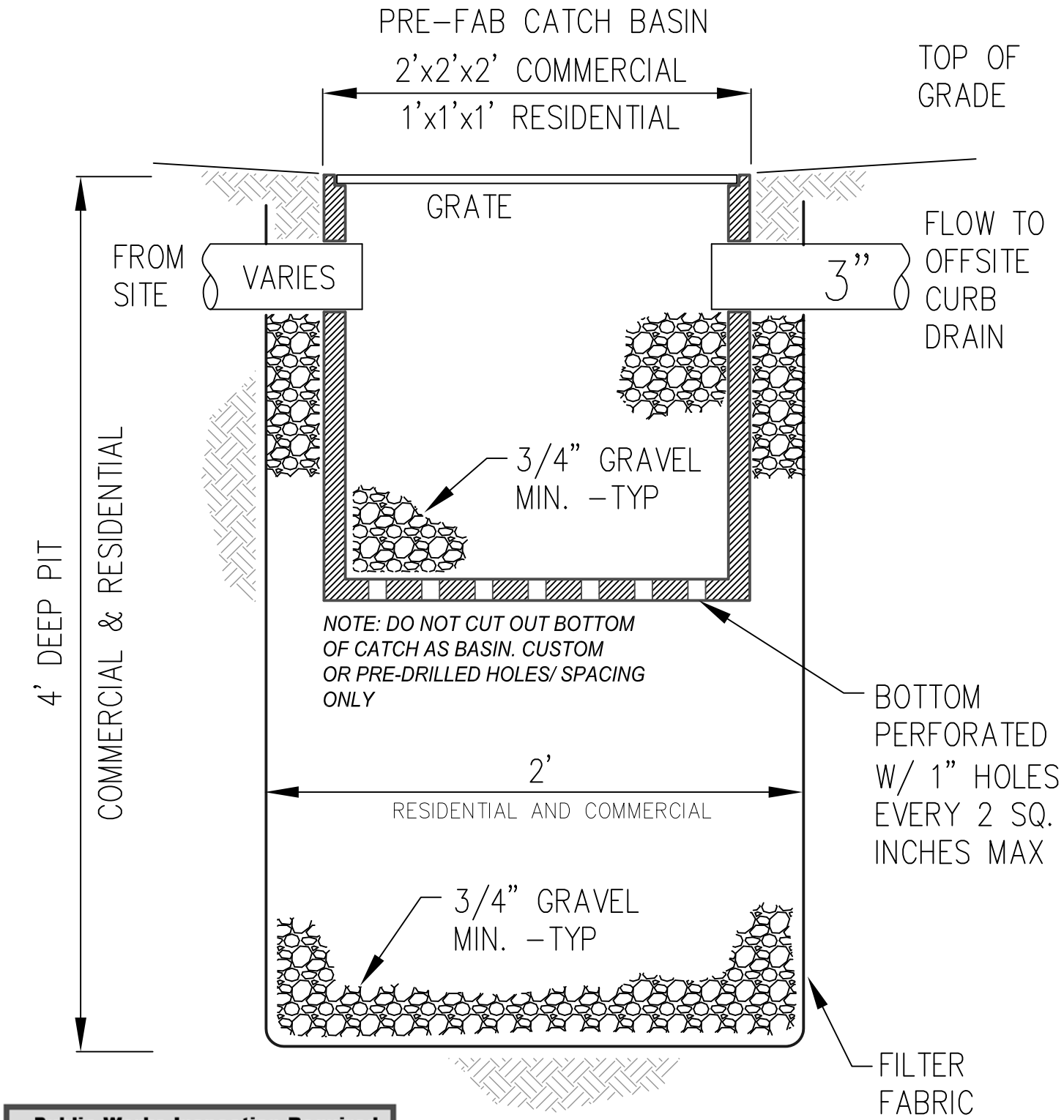
Project Address: _____ APN: _____-_____-____ Permit #: ENG_____

Complete this checklist by indicating in the box next to each requirement: "**YES**" if implemented, "**INF**" if infeasible, or "**N/A**" if not applicable and provide brief explanation for each. Refer to Section 3 of the Technical Guidance Document (TGD), for more information on these requirements & how to implement them, www.danapoint.org/wqrequirements.

	GENERAL REQUIREMENTS
	Stormwater BMPs* are implemented onsite, close to pollution sources.
	Stormwater BMPs* are designed & implemented with measures to avoid vector issues (mosquitos, rodents, etc.)
	SOURCE CONTROL BMP REQUIREMENTS
	Systems are in place to prevent water runoff (other than rainwater) to the storm drain system.
	Stenciling or signage is in place on property storm drains inlets.
	Outdoor material storage areas protect from rainfall, run-on, runoff, and wind dispersal.
	Trash storage areas protect from rainfall, run-on, runoff, and wind dispersal.
	LOW IMPACT DEVELOPMENT (LID) BMP REQUIREMENTS
	Natural areas conserved (including existing trees, vegetation and soils, natural drainage courses, swales, etc.).
	Impervious footprint is minimized(e.g. pervious materials are used; streets, sidewalks, drive and parking lots aisles designed to minimum widths, etc.)
	Soil compaction to landscaped areas is minimized.
	Impervious surfaces are disconnected through distributed pervious areas/landscaped areas designed to effectively receive and infiltrate, retain and/or treat water runoff from impervious areas. (e.g. roof tops drains to a designated landscaped area, use of rain gardens, sheet flow over landscaped area, etc.
	Native or drought tolerant landscaping is used.
	Rainwater harvesting and use strategies are incorporated in the project (e.g. rain barrels).
	Natural storage reservoirs and drainage corridors are maintained or restored.
	Buffer zones are in place for natural water bodies.
	Install the Dry Weather Flow Diversion Basin, S-14. Refer to attached standard detail.

Completed By:_____ Date:_____

*Stormwater BMPs = Best Management Practices used to control water runoff and pollution from properties. Regulations are required pursuant to Municipal NPDES Stormwater Permit Order No. R9-2013-0001 As amended by Order No. R9-2015-0001 and Order No. R9-2015-0100.



Public Works Inspection Required Prior to Backfill

Call 949-248-3554

Ask for Basin Inspection

SECTION
NTS

REVISIONS	CITY OF DANA POINT EXHIBIT	
10/19/15	DRY WEATHER FLOW DIVERSION BASIN	S-14
		SHEET 1 OF 1

DWG Name: I:\ENGINEERING SERVICES\Handouts\ENCROACHMENT\City Standard Details\DRYWEATHERFLOW_DIVERSION_REV10-19-15.dwg Plotted by: dbrady on Feb 05, 2016 - 11:44