



MONTCLAIR

City of Montclair 5111 Benito Street, Montclair, CA 91763 Tel: (909) 625-9440 Fax: (909) 621-1584

## GRADING PLAN CHECKLIST

### CITY OF MONTCLAIR - ENGINEERING DIVISION

#### I. TITLE SHEET

1. Vicinity Map/North Arrow
2. General notes, list all improvements plans used as a reference in preparation of plans in the general notes
3. Construction notes/quantity estimates
4. Index map
5. Legend of symbols & abbreviations
6. City of Montclair Benchmark
7. Name/address/phone of developer/owner, civil engineer, and soils engineer
8. City approved title & signature block
9. Civil Engineer's seal and signature
10. Underground Service Alert notice
11. Private Engineer's statement
12. "Survey monument" note and "Contractor's responsibility for Safety" note
13. Estimated start and completion date
14. Earthwork quantities
15. Description of property (address, APN, legal description)
16. Review conditions of approval and complete all requirements
17. Check that all plan check fees have been paid prior to permit issuance

#### II. PLAN SHEET

1. North arrow/scale (minimum scale 1"=40').
2. Civil Engineer's seal and signature.
3. Project boundary with dimensions.
4. Lot lines and numbers with dimensions.
5. All adjacent property lines.
6. Existing contours and details of terrain. Extend existing contours at least 50' beyond the limits of the site.
7. Plot location of all existing structures, buildings, walls, fences, trees, curb & gutters, driveways and sidewalks, etc., to within 25 feet of site.
8. Plot all easements within the project site.
9. Plot all underground facilities (existing & proposed).
10. Show pad and finish floor elevations of all existing and proposed buildings.
11. Show details of all surface and subsurface drainage devices.
12. Show proposed drainage devices and swales.
13. Show proposed curb & gutter, sidewalks, parking, planter areas, etc. Check that site matches approved site plan.

14. Check all edge conditions for offsite grading and cross lot drainage. Request appropriate grading and drainage permission letters.
15. 2:1 maximum slope allowed.
16. Where needed, show stations and elevations along streets (stationing to conform to street stationing).
17. Construction notes applicable for sheet.
18. Details of non-standard drainage devices, etc.
19. Cross-section details where needed (especially along property lines).
20. Proposed contours, dimensions, street widths, existing utilities, proposed structures, buildings, parking lots, walls, drainage facilities, etc.
21. No drainage water allowed over public sidewalk in commercial sites. Give size and location of parkway drains.
22. Onsite drainage over A. C. shall have a 1-% minimum slope. Concrete gutters and V-ditches shall be a minimum of 6" thick, with a minimum slope of 0.50%.
23. All parkways to have a ¼" per foot slope.
24. Show flowline grades for all drainage swales and devices.
25. Show existing elevations at each lot corner.
26. Retaining walls per separate permit.
27. Change of grade along project property lines shall not exceed one foot without installation of retaining walls or slope letters (6" along existing fences).
28. Show sewer, water, fire, connections to proposed buildings.
29. Give appropriate pavement section. Minimum 3" A.C. over native.
30. Minimum grade for earth swale is 1%; check for erosion problems when slope exceeds 5%.
31. The sides of common swales between houses shall be a minimum of 2% and maximum of 20% grade
32. Flowlines of swales for rear yards of residences shall be a minimum of ten feet (10') from the house; side yard shall be a minimum of a three feet (3'); swales shall have a minimum depth of 3" below pad elevation.
33. Check that a minimum of one trash enclosure is proposed for all industrial/commercial sites.
34. False bottoms shall be placed in all sewer manholes located within the construction area.
35. A trap shall be placed in the next downstream sewer manhole from the construction area to trap any construction debris from the site
36. Show grease interceptor, plumbed separately from the domestic waste pipe, when required.
37. Check the designated handicapped access route for pedestrian traffic through site (must meet ADA standards).