

Public Works Dept. Plan Review Checklist for On-site & Off-Site Improvements (non-structural)

General

- ❑ Drainage/runoff should not be conveyed across property lines, including street frontage (it should be directed to landscaped areas on site or piped to the street gutter, in which case a curb-drain permit from Public Works is required)
- ❑ Downspouts, if used, must be routed in an approved manner
- ❑ Construction Work during the designated rainy season (October 1 through April 15) requires special erosion control and pollution prevention measures to prevent sediment runoff into the storm drain system.
- ❑ City plan checker to provide Pollution Prevention Plan Sheet to be an attachment to the plans, available in 11x17 or full size format .
- ❑ Projects constructing new (or significant modifications to) multi-family residential or commercial buildings require ADA/Title 24 disabled parking, access and curb ramps
- ❑ Special setback requirements apply to creekside work; refer to Public Works
- ❑ Projects impacting creeks require CEQA review by the City; a \$500 deposit is required
- ❑ Projects subject to Zoning Use Permits, Subdivisions and other special categories have additional requirements

Work in the Public/City Right-of-Way (requires Public Works permit)

- ❑ New construction requires street and sidewalk improvements when none exist, per Muni Code 12.04.410
- ❑ Changes to existing driveway or new driveway curb cuts must comply with Muni Code 12.04.360 (residential) and 12.04.350 (commercial). New residential driveways (a) must lead to a covered parking space and (b) shall not be less than 8 ft wide by 20 ft long, measured from back of sidewalk. Request Public Works to do a field review to check for obstructions, sight distance, etc.
- ❑ Existing survey Monuments, City irrigation lines, City street light splice boxes/conduits, and other features in the work area must be shown on the plans
- ❑ Existing street signs, bus stops, utility poles, guy wires, fire hydrants and other facilities in conflict with the improvements, must be relocated at applicant's expense (provided the respective utility/operator approves)
- ❑ Abandoned driveways shall be converted to sidewalk, curb & gutter
- ❑ Sidewalks must provide min. 4 feet unobstructed access path with maximum cross-slope of 2%, maximum running slope of 5%. This includes driveway cuts.
- ❑ Existing planter strips between the sidewalk & curb shall not be filled in with asphalt or concrete (must remain landscaped)
- ❑ New sanitary sewer or other utility laterals must comply with City Standard for sidewalk or street cut. Existing utility pipes to be abandoned must be removed and the resulting void filled with compacted material per City Standard Detail
- ❑ Any existing damaged sidewalk fronting the property which constitutes a tripping hazard (greater than ¾ inch vertical offset) shall be replaced; sidewalk construction per City Standard Detail. Applicant may request that City mark such hazards prior to issuing permit.

Notes

1. The above requirements apply even when a Public Works permit is not needed
2. The above list of commonly checked items and does not constitute a comprehensive list
3. City Standard Details must be used for the following improvements when located in City right-of-way:
 - Sidewalk, curb & gutter, and driveways
 - Curb drains/sidewalk cross drains
 - Street cuts/trench backfill
 - Catch basins/drain inlets/curb inlets
 - Street signs/posts

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