



# PUBLIC WORKS DEPARTMENT

## Improvement Plan and Grading Plan Review Checklist

Development No.: \_\_\_\_\_

The improvement plans accompanying this checklist are submitted for your review. They have been prepared by me or under my direction and checked for conformance with the approved tentative map (or site plan), the conditions of approval, and the Dublin Municipal Code, including Title 9 (Subdivision Ordinance), Title 7 (Public Works), Chapter 7.16 (Grading Regulations), Chapter 7.98 (Solid Waste), Chapter 8.72 (Landscaping and Fencing), and Chapter 8.76 (Off-Street Parking and Loading), as applicable.

Name of Engineering Firm	FOR OFFICE USE ONLY Improvement Plans or Grading Plans ONLY
Engineer's Signature: _____	First Check or Recheck, Submittal No. _____ Sets of Plans
Contact Person: _____	(Preliminary) Bond Estimate \$ _____
Telephone No.: _____	Plan Review Deposit \$ _____ (Section 9.04-070; see Master Fee Schedule)
E-mail Address: _____	Finance Control No.: _____
Developer: _____	Date Received: _____ By: _____
Assessor's Parcel No(s).: _____	Assigned to: _____
Tentative Map Approval Date: _____	Date Assigned: _____
Tentative Map Expiration Date: _____	

**INSTRUCTIONS:** Use a  or "x" to indicate you comply or "N/A" to indicate not applicable next to each item. Any requests for exceptions shall be made in writing in Section VII, Design Engineer's Comments, or attached herewith.

### I. GENERAL

- 1. Applicable General Notes included (consistent with COAs and Mitigation Measures).
- 2. 24" X 36" sheet size used, including borders.
- 3. Title Block, 1"=40'H max. scale and 1"=4'V max. scale, north arrow shown. (9.24.060.E)
- 4. Plans capable of reduced reproductions - minimum height 1/8 inch lettering, or 1/10 inch if done in type. (9.24.030.C)
- 5. Engineer's name, number, and signature included (9.24.060.E) on each sheet.
- 6. Vicinity Map shown (must be reproducible, no color).
- 7. Sheet Index and key map included for 3 or more sheets.
- 8. Abbreviations and legend provided if using non-City or non-Caltrans standard abbreviations.
- 9. Development No. (SUB/TRACT, MS/PM, etc.) shown on each sheet.
- 10. Limits of Public Works inspection clearly shown on plan, typical section, and bond estimate. (particularly on Use Permits, Single Family Residential, apt/condo development, etc.)
- 11. Plan view, cross-sections, profiles for streets. (9.24.060.E).
- 12. Cross-sections at 50' intervals along road widening and existing conditions/grades shown 150'



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beyond limits of work; in both plan and profile.

- 13. Plans for grading, drainage, water, sewer, stormwater management and erosion and sediment control. (9.24.060.E)
- 14. All streets labeled "Public" or "Private".
- 15. Plan sheets for on-site (private) and off-site (public) separated.
- 16. Curb grade plans prepared by Engineer for review by Public Works and cross-sections @ 50' max. intervals along street frontage and extending 150' min. beyond limits of work. Profile line, centerline, and E.P. shown for 100' beyond subdivision boundary.
- 17. Signing and striping plan (9.16.020.F) plus existing striping (and conform to existing) included in improvement plan set.
- 18. Fire District requirements for access and fire hydrant location provided on improvement plans, include blue pavement marker. (9.16.020.G)
- 19. Verification of land rights for off-tract work (title report, recorded easement, right of entry, etc.)
- 20. Right of entry submitted for review for all off-tract work.
- 21. Permits required from other agencies (Fish & Wildlife, Caltrans, Army Corps of Engineers, County, Zone 7, etc.)
- 22. Plans for landscaping within the public right of way or public park submitted for review.
- 23. Plans for joint trench and utility facilities submitted for review. PUE or PSE shown.
- 24. Plans for fencing where required submitted for review.
- 25. Areas of subdivision or property within the Special Flood Hazard Area.
- 26. Specifications provided (9.16.040) for any non-standard improvements.
- 27. Annotated conditions of approval (explaining how each COA has been satisfied) submitted for review.
- 28. Submit Composite Plan of the underground utilities, utility boxes, meters, fire hydrants, street lights, signs, stormwater treatment facilities, and trees. Provide utility crossing table or elevation clearances in the profile.
- 29. Submit the Stormwater Review Checklist
- 30. Add the WDID number to the Title Sheet.

### II. STREETS (General Plan, Public Works Ord., Subdivision Ord., Std Plans)

#### A. Typical Sections

- 1. Structural sections indicated per R-value, TI, and Soils Report in Pavement Design Chart.
- 2. Curb and gutter type indicated (detail provided or Standard Plan referenced). (9.16.020.A)
- 3. Right of Way and street width dimensions shown, and conform to parcel/final map and approved tentative map.
- 4. 2:1 max. cut/fill slopes shown beginning @ R/W lines for cohesive soils, 4:1 max for sandy soils - Soils Report verifying exceptions, or max. slopes per approved grading plan.
- 5. Crowned slope or cross slope indicated; note relative difference in elevation of C/L and T/C when not the same.
- 6. Max. 6% through intersections (50' beyond return); 2% cross-slope through intersections.
- 7. Sidewalk, planter strip and C.3 treatment facilities shown, and consistent with approved tentative map and COA.
- 8. Pedestrian, trail, or bicycle facilities shown per Caltrans standards, City standards, adopted bike/ped master plan. (9.16.020.H)
- 9. Typical utility trench shown, detail provided or reference to standard plan. Include stormwater, stormwater treatment facility, sewer and water offsets from each other and from the right-of-way.
- 10. Trench backfill detail or reference to standard plan.
- 11. Show limits and dimensions of PSE/PUE.

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### B. Plan Views

- 1. Centerline of streets are a continuation of existing adjacent streets. If not straight, centerlines are curves tangent at the intersection with boundary of subdivision to centerlines of existing streets. (9.12.020)
- 2. Stub out for future street connection to adjoining unsubdivided land. (9.12.030.B)
- 3. R/W and street width dimensions shown, consistent with continuation of street. (9.12.030.C, 9.12.030.D, Std Plans CD-200 thru CD-202)
- 4. Slope easements, construction or maintenance easements for street shown. (9.12.030.D)
- 5. Block length 1,350 feet max; unless arterial street. (9.12.040.A)
- 6. 20' minimum curb return radii shown (9.12.040.B)
- 7. 100' minimum sight distance provided at street intersections. (9.12.040.B)
- 8. Horizontal curves and sight distance designed per Highway Design Manual.
- 9. Street monuments shown. (9.20.060, 9.20.080)
- 10. All private signs are located outside of the public right of way. (7.04.070.A)
- 11. Mailbox location approved by the US Post Master and not in conflict with vehicular, pedestrian, or bicycle improvements. (7.04.100)
- 12. Pedestrian Paths, trails, and bikeways shown and are consistent with City adopted plans. (9.16.020.H) Basic grades shown.
- 13. ADA curb ramps shown at returns referencing City or Caltrans Standard Plans.
- 14. ADA curb ramps provided at all intersections (existing and proposed).
- 15. Radius of curvature shown on all curves. Curve data table provided, if applicable.
- 16. 28' minimum curb return radii; 35' for major arterials and industrial streets.
- 17. Property corner returns shown to be straight line from B/C to E/C and not concentric with curb returns.
- 18. All private landscaping and fences are located outside of the public right of way. (7.04.130)
- 19. Trees of 12" or greater diameter shown, and indicated to be removed or to remain/saved.
- 20. All existing and proposed utilities within and along frontage are placed underground. (9.32.020)
- 21. Location of underground pipes and utilities shown, existing and proposed.
- 22. Elevation or vertical clearance of overhead utility sag shown.
- 23. Cul-de-sac F/C radius 48' min. shown. (CFC Appendix D, D103.1)
- 24. Cul-de-sacs have 2% to 5% cross-slope between gutter lip and high point.
- 25. Private road turnarounds shown.
- 26. Centerline stationing shown at 100' intervals and at all curves B/C, E/C.
- 27. Lot/parcel lines and numbers/letters indicated.
- 28. Street monuments shown consistent with parcel/final map. Monuments are 6' off-set from C/L.
- 29. Valley gutters indicated. Flag flow lines at quarter points on curb returns and valley gutter centerline.
- 30. Stationing and offsets of all drainage structures shown.
- 31. T/C or rim elevation at all drainage structures w/invert and FL elevations shown. (Invert and FL elevations may be shown on profile if preferred. If profile is not on same sheet as plan view, T/C, invert, and FL elevations must be shown on profile).
- 32. Drainage easements shown and dimensioned (SDE, PSDE, etc.); consistent with parcel/final map and approved tentative map and COA.
- 33. Off-tract slope easements shown, with x-sections, topography and offer of dedication for slope easements submitted for review.

### C. Profiles

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- 1. Profile slopes indicated.
- 2. Minimum 0.5% street grade on all streets and alleys (9.12.030.A); 1% min. preferred.
- 3. Maximum 12% street grade on all streets and alleys. (9.12.030.A)
- 4. Parking lots: 1% minimum and 5% maximum.
- 5. Water testing required before paving for grades less than 0.5% longitudinal.
- 6. Maximum 6% gradient observed at intersecting streets and across intersections.
- 7. Vertical curves designed for proper speeds per Highway Design Manual. Vertical curve used for grade breaks greater than 1%. Minimum vertical curve lengths observed.
- 8. Curb returns and cul-de-sac profiles shown (high and/or low pts. indicated).
- 9. Existing ground on centerline shown. Where topography is steep, existing ground left and right of centerline has been shown. Cross sections may be required.
- 10. Finish grade profile for C/L and for T/C shown (left and right) if grades required.
- 11. C/L profiles of intersecting streets shown to their point of intersection. (Showing curb return or other profiles in lieu of the C/L profile is not an adequate or correct representation.)
- 12. Extend off-tract profile to catch point shown where road is constructed to subdivision boundary.
- 13. C/L stations and elevations shown at 100' minimum intervals and at all BVC, EVC, PIVC, and grade breaks.
- 14. Super elevation grades shown where required by Highway Design Manual.
- 15. Underground pipes and utilities shown; invert, diameter, type/material, and length indicated. If profile is not on same sheet as plan view, T/C, invert, and FL elevations must be shown on profile.
- 16. Consider back of curb flow diverters on proposed streets with grades over 5% when no sidewalk installed.

### III. GRADING (Grading Ord. Chapter 7.16)

#### A. General

- 1. Grading plan sheets are 24" x 36". (7.16.240)
- 2. Title block entitled "Grading Plan" and state purposes of the proposed grading. (7.16.240.A)
- 3. Name of engineer and/or firm preparing plan (7.16.240.A).
- 4. Signature of Soils Engineer shown stating that the plans conform to the soils report. (7.16.310)
- 5. Copy of soils report submitted for review (7.16.300 and 7.16.320), meeting requirements of 7.16.330.
- 6. Limits of grading shall be clearly defined and marked. (7.16.580.D)
- 7. Contour lines of existing (screened or dashed) and proposed finished grades shown. (7.16.240.B)
- 8. Accurate contour lines at intervals not greater than 5', showing topographic features and drainage patterns. (7.16.240.B)
- 9. Temporary bench mark; contour lines before and after grading relative to a benchmark established on site (7.16.240.B).
- 10. Contours extend a minimum 50' beyond affected area.
- 11. Location, extent, and finished surface slopes of all proposed grading and final cut/fill line shown (7.16.240.C).
- 12. Location, width, direction of flow and approximate location of tops and toes of banks of any watercourses shown.
- 13. On a case by case basis, it may be necessary to have a field survey where obstructions may block an aerial topo.
- 14. Lot pads shown.

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- 15. Overland release noted and detailed.
- 16. Table showing quantity of cut and fill, off-haul, etc.; adjusted for anticipated swell or shrinkage. (7.16.240.I)
- 17. Location of borrow site or location of disposal of surplus material indicated. (7.16.240.J)
- 18. Proposed haul routes submitted for review. (7.16.240.J)
- 19. Construction details (existing and proposed) for roads (temporary and permanent), watercourses, culverts, bridges, drainage devices, retaining walls, cribbing, dams shown. (7.16.240.E)
- 20. Calculations and maps, as required, (7.16.240.E) provided for review for any structure (i.e. retaining walls, bridges, headwalls, endwalls, wingwalls, etc.).
- 21. Complete construction specifications (7.16.240.F) provided, especially for any non-Caltrans or non-City standard improvements.
- 22. Project schedule of operations, indicating dates of commencement, start and finish of rough grading, completion of drainage facilities, completion of work in watercourse, completion of erosion and sediment control facilities, and completion of hydromulch/seed. (7.16.240.K)
- 23. Itemized cost estimate of proposed grading and related work (7.16.240.L), including erosion and sediment control measures (7.16.600.A.3)
- 24. Indicate if any special inspections are recommended or required by soils engineer. (7.16.360)
- 25. No topsoil removed from site; topsoil overburden stockpiled during operations, redistributed after rough grading. (7.16.580.G)

#### B. Design

- 1. Natural features, including vegetation, terrain, watercourses, and similar resources, shall be preserved whenever possible. (7.16.580.D)
- 2. The slope of cut or fill surfaces of excavations shall not be steeper than 2:1 unless approved by the City Engineer and Soils Engineer. (7.16.460 and 7.16.500)
- 3. Cut/fill slopes rounded into existing terrain both horizontally and vertically to produce contoured transition from cut/fill face to natural ground. (7.16.460 and 7.16.500)
- 4. Fill layers shall not exceed 8" before compaction. (7.16.470)
- 5. Maximum 6" dimension of rock within fill material. (7.16.470)
- 6. Minimum 90% of maximum density compaction for fills. (7.16.480)
- 7. Temporary storage fills to be used for 6 months max; compaction requirement indicated for safety measure. (7.16.480)
- 8. Where slope is 5:1 or steeper, natural ground surface prepared to receive fill and benched into competent material; keyway under the toe, minimum 10' wide. (7.16.490)
- 9. Structure footings underpinned where adjacent to excavation. (7.16.510)
- 10. No fill/surcharge adjacent to structure or building. (7.16.510)
- 11. Setbacks from property boundaries, buildings, and structures shall meet current Building Code, and as approved by the City Engineer and Soils Engineer. (7.16.520)
- 12. Terraces shall meet the current Building Code requirements; required for slopes greater than 30' in height. (7.16.570.A)
- 13. Minimum 8' wide terrace at maximum 25' intervals.; access provided to permit property maintenance of terraces and drains. (7.16.570.A)
- 14. Terrace swales/ditches minimum 1' depth, minimum 4% grade, maximum 12% grade, concrete lined (3" thick, reinforced). (7.16.570.A)
- 15. Downdrains and outlets shall meet current Building Code requirements; approximately 300' intervals with erosion protection at the outlet. (7.16.570.A)
- 16. Subdrains provided for stability. (7.16.570.B)

#### C. Erosion and Sediment Control (Grading Ord. 7.16.580, 7.16.600, Subdivision Ord. 9.12.070)

- 1. Grading plans shall be designed with short term and long term erosion and sediment control. (7.16.580)
- 2. At a minimum, plan shall meet Clean Bay Blueprint.



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- 3. Any watercourses shown; grading within 20' of watercourse indicated. (7.16.600.A.2.c)
- 4. Details and supporting calculations for temporary and permanent sediment control structures and facilities (7.16.204.G) provided for review.
- 5. Calculations for structural and hydraulic adequacy of storm water containment or conveyance facilities provided for review, prepared by registered civil engineer. (7.16.600.7)
- 6. Grading shall be limited during the rainy season (7.16.580), between October 1 and April 30.
- 7. BMPs shall be in place prior to October 1 through April 30, and maintained daily.
- 8. BMPs shall be consistent with currently accepted measures used in Alameda County, Caltrans, RWQCB, ABAG, etc. BMPs consistent with soils report (9.12.070.D).
- 9. SWPPP submitted along with WDID # and copy of NOI.
- 10. Re-vegetation, temporary or permanent plantings, including slope plantings, groundcover, irrigation, and hydro-seed mix submitted for review; a landscaping plan, when required. (7.16.240.H)
- 11. All disturbed areas revegetated and stabilized within 15 days of being graded. (7.16.600.4)
- 12. Debris basins shown to protect subdivision and properties below subdivision from erosion and sedimentation. (9.12.070.B)
- 13. Temporary debris basins shown and shall be installed prior to commencement of grading operation and maintained until permanent measures are operational. (9.12.070.C)

### IV. DRAINAGE (Alameda County FCWCD Hydrology & Hydraulics Manual, Chap. 7.20)

#### A. Hydrology-Hydraulics

- 1. Hydrology/Contour maps - continue for 100 feet  $\pm$  beyond property or to boundaries of drainage area, whichever is greater.
- 2. Drainage area map with on and off site topo, points of concentration and subareas with designations that correspond with hydrology calcs.
- 3. Provide hydrology and hydraulic calcs consistent with latest edition of Alameda County FCWCD Hydrology & Hydraulics Manual.
- 4. 100-year, or applicable design storm, water surface calculations completed when natural watercourse or drainage facility flows through or adjacent to subdivision or the property lies within special flood hazard area or flood prone area and water surface shown on plans.
- 5. Special Flood Hazard Area and FEMA floodplain clearly delineated.
- 6. EGL, HGL, FL EL, Q, A, S, V, freeboard at structures, structure losses, tailwater assumptions, super or subcritical flow all indicated; consistent with County H&H Manual.
- 7. Adequacy of in-tract drainage system verified.
- 8. All starting water surface calculations adequately verified. (When computing beginning water surface in natural watercourse and no obvious point of control is available, begin 500' downstream and work up to point in question.)
- 9. Adequacy of off-tract drainage system verified.
- 10.  $n = 0.014$  (RCP); minimum  $V = 2$  fps; freeboard = 1.25'
- 11. Gutter flow does not exceed inlet capacity. Gutter spread calcs provided for review.
- 12. Check for overland release.

#### B. Easements

- 1. Minimum 43' C/L radius for access easements shown.
- 2. Off-tract work to be done but no easement requirements. Right of entry submitted for review.
- 3. Easement widths indicated for:
  - a. Closed conduits.
  - b. Open channels.
- 4. Sufficient cross-sections submitted to verify easement widths and Development rights for open channels.

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- 5. Access and ingress easements shown, graded to be useable; maximum 15%.
- 6. Minimum 15' ingress easement provided to all access easements.
- 7. Structure setback line indicated and location verified with cross-sections for open channel watercourses. (7.20.210; See Ordinance 52-87) Shown on parcel/parcel map, if applicable.
- 8. Fences shown as required where street crosses watercourse or drainage structure.
- 9. Fences shown as required at outside boundaries of open lined channel easements.

### C. Structures

- 1. Inlet depths without manhole bases and max. dia. pipes through inlets observed (See City Standard Plans).
  - a. Type A, H max=6' (CD-401)
  - b. Type B, H max=12' (CD-402)
  - c. Type C, H max=4' (CD-403)
  - d. Type D, H max=5' (CD-404, Note #5)
  - e. Type E, H max=6' (CD-405)
  - f. Type F, H max=12' (CD-406)
- 2. Max. diameter pipes through manholes observed (See City Standard Plans).
  - a. Type I, Dia. max=24" (CD-407)
  - b. Type II, Dia. max=42" (CD-408)
  - c. Type III, Dia. max=60" (CD-409)
- 3. Freeboard 1.25' minimum in inlets and manholes.
- 4. HGL shown in all structure profiles.
- 5. Type C inlet shown with grate unless in pedestrian area, FL elevation of side opening(s) also indicated (CD-403).
- 6. Bicycle type frame and grate used within on-street bike lanes/routes. (CD-412)
- 7. Structure type indicated on plan or on structure list on same plan sheet.
- 8. Type E or F Inlets used on streets with grades 6% or steeper. (CD-404, Note 1; CD-406, Note 1)
- 9. Steel reinforced copolymer polypropylene plastic steps (or equivalent) provided for structures over 4 feet deep. (CD-401 through CD-409)
- 10. Gutter apron lengths for Type A, B, D, and E inlets specified dependent on profile grade of street. (CD-401, 402, 404, and 405)
- 11. Inlet or manhole provided at maximum of 400' or when gutter flow extends 7' from F/C.
- 12. Structures shall be channelized for velocities of 14 fps or greater.
- 13. Energy dissipator provided where needed.
- 14. Structures required where lateral pipe diameter is greater than 1/3 the main pipe diameter.
- 15. Indicate internal dimensions of non-standard drainage structures used in private systems.
- 16. Structural calculations and details provided for non-standard or modified standard structures.
- 17. "No Dumping, Drains to Creek" detail referenced for each inlet. (CD-704)

### D. Major Structures

- 1. Full size plans with adequate rebar/structural details shown.
- 2. Specifications provided.
- 3. Soils report with log of test borings and water table elevation included.
- 4. Structural calculations, wet stamped and signed by the civil/structural engineer.
- 5. Hydrology/hydraulics provided calculations included for structures influenced by a watercourse.
- 6. Show proof of regulatory permits acquired.
- 7. Provide shop drawings and material specifications (for large culverts and modular walls).



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- 8. Include cost estimate and quantity calculations.
- 9. Independent design check calculations (for bridges only) provided.
- 10. Provide scour analysis on abutments and walls over/adjacent to a creek or stream.
- 11. Traffic control plan for replacement structures prepared and approved prior to commencement of construction.
- 12. Proof that necessary right of way/construction easements have been acquired.

### E. Pipe

- 1. Closed conduit minimum slope of 0.003 observed.
- 2. All pipe within public right of way or public storm drain easement shall be Class III RCP; 18" minimum diameter; rubber gasket joints.
- 3. Water directed into inlet does not reverse the direction of flow.
- 4. Beveled RCP lengths specified (bevel one or both ends) and stationing of E.C. and B.C. indicated.
- 5. Outlet protection for closed conduits provided.
- 6. 36" minimum cover over pipe for local streets, 42" minimum cover over pipe for thoroughfares (CD-801); provided manufacturer specs does not require more, or unless special design and calcs. submitted.
- 7. Design Q (cfs), length, and slope shown on pipe profile.
- 8. Minimum cleansing velocity of 2 fps with half design flow observed.
- 9. Pipes carrying 14 fps or greater shall have extra protections; RCP shall have protective cover of concrete from inner surface to the reinforcement, 2" minimum.

### F. Channels

- 1. Drainage swale elevations shown.
- 2. Maximum velocity in earth channel verified by soils report - minimum velocity 2 fps, maximum 6 fps.
- 3. Improved earth channel side slopes shown to be 2.5:1 or less steep as specified by soils report.
- 4. Lined channel side slopes as specified by soils report.
- 5. Areas noted to be cleared of structures, trees, brush, and debris within natural channel and watercourses.
- 6. Facilities to be dedicated to the public for maintenance shall comply with channel geometry specified in County H&H Manual or Zone 7 requirements, as applicable.

## V. STREET LIGHTING, SIGNALS, JOINT TRENCH

### A. Street Lighting (Public Right of Way)

- 1. Request for annexation to Lighting District \_\_\_\_\_ submitted. (Accompanied by map and metes and bounds description and annexation fee, if applicable.).
- 2. Street light locations/legend/PG&E signature shown (if applicable). If 10 or more street lights are required then the light will be shown on a contiguous plan view of the entire development.
- 3. Submit street lighting plans (9.16.020.F) including photometrics plan
- 4. Submit street lighting specifications for luminaire, electrolier, standard, lamp, etc., including color and finish.
- 5. Arterials - minimum 180' spacing, 200 watts
- 6. Residential Streets - minimum 180' spacing, 70 watts
- 7. Parking Lots – minimum 1.5 foot candles; provide photometrics plan

### B. Joint Trench



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- 1. All existing AND proposed utility and communication distribution facilities within the subdivision AND along project streets, shall be placed underground; excluding metal poles for street lighting, traffic signals, etc. (9.32.020)
- 2. Depth of joint trench shown on plan. Minimum 42" depth in thoroughfares.
- 3. Public street light conduit and traffic signal interconnect NOT in joint trench.

#### VI. LANDSCAPING AND IRRIGATION

- 1. Landscape improvements within public right of way submitted for review.
- 2. Landscape improvements within public park submitted for review.
- 3. Private landscape improvements submitted to Planning Division of Community Development Department along with completed checklist.
- 4. ID badge for City-maintained irrigation controllers shown on Landscape Plans.

#### VII. DESIGN ENGINEER'S COMMENTS:

- Exceptions to Sections 9.12.060 Grading and 9.12.070 Erosion and Siltation Control have been granted and are stated in the COAs (9.12.090), are unchecked or marked with "N/A" above and are explained below.
- Other Public Works standards and requirements are not being met, are unchecked or marked with "N/A" above and are explained below.

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