

### Plan Preparation

In order to obtain uniformity and allow easier review of the plan, the following criteria shall apply to all plans submitted:

1. The maximum plan size shall be 24" x 36", ink on mylar and minimum scale 1" = 40'. All lettering shall be 1/8" minimum.
2. Use City Benchmarks, give elevations, location, benchmark number and adjustment date.
3. Show property address.
4. Indicate the Tentative Tract or Parcel Map file numbers and Site Plan numbers. Indicate site address. Indicate purpose of grading in title block (e.g., rough, precise).
5. Show vicinity map or other data adequately indicating the site location.
6. Show name, address and telephone number of owner, design engineer (or architect), soils engineer and geologist.
7. Show key map indicating sheet coverage.
8. Show yardage of cut, fill, over excavation and backfill, export and import on plan.
9. Add "Engineer's Notice" to title sheet. (Refer to Appendix)
10. Show construction notes and quantities for on-site development.
11. Add "Soil Engineer's Certificate" to title sheet. (Refer to Appendix)
12. A Registered Civil Engineer must sign each sheet of plans and indicate state license number, prior to submittal. Unsigned plans will not be accepted for plan checking.
13. Show and label property lines of the property on which the work is to be performed.
14. Show North arrow, scale, legend and symbols.
15. Show precise location of all existing buildings, structures, trees, cesspools, septic tank and wells on the property where the work is to be performed. Also show the location of any buildings or structures on the land of adjacent property owners that are within fifteen (15) feet.
16. Indicate all existing and proposed easements for drainage devices, roadways and utilities.

17. Show accurate contours (minimum 5' intervals) or spot elevations indicating the topography of the existing ground. Sufficient contours or spot elevations must be shown fifteen (15) feet minimum beyond the property line of the site being graded to indicate existing drainage patterns.
18. Show finish grades by contours and spot elevations indicating proposed drainage patterns and grading. Show finish grade elevations at corners of all structures, B.C., E.C., BVC, EVC and grade breaks. For precise grading plans, show pad and finished floor elevations.
19. Show daylight lines of all cuts and fills. Make them continuous and obvious.
20. Indicate where excess dirt (cut or import) is to be placed.
21. Provide berms at tops of all slopes. Show detail (minimum 12 inches high and 4 feet wide). No sheet flow will be allowed over slopes greater than 5 to 1.
22. Show all applicable Standard Grading and Paving Notes on the plans.
23. Show building or structure setbacks as per approved site plan.
24. Provide complete hydrology and hydraulic report as required. Refer to Section IV for storm drainage requirements.
25. Show complete details of all drainage structures.
26. Show detail of typical lot drainage.
27. Show location and complete details of de-silting basins.
28. Show top and toe of all cut and fill slopes.
29. Show detail of typical slope.
30. Show detail of typical slope benching for fill placement.
31. Show sub-drainage systems on plans.
32. Indicate City Grading Permit Number on first sheet of grading plans.
33. Provide right of entry for any grading on adjacent properties. Permission must be in letter form signed and notarized by adjacent property owner.
34. Show quantity estimate of all items to be constructed per the grading plan and requiring inspection, i.e., drainage devices, retaining walls, etc.
35. All existing drainage courses on the project site must continue to function, especially during storm conditions. Protective measures and temporary

