

CHECKLIST FOR ENGINEERING SUBMITTALS WITH BUILDING PERMIT APPLICATIONS

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6740



Project information		
Project address:		
Note: All the following items are required to be electronically submitted as ONE complete package with the building permit application. Incomplete engineering submittals will not be accepted. (indicate N/R for items not required)		
Checklist		
City staff	Applicant	Documentation
<input type="checkbox"/>	<input type="checkbox"/>	(1) Set of Grading, Drainage and Improvement plans in accordance with the attached requirements.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Set of Landscape and Irrigation plans with a completed, stamped and signed "Landscape Project Application/Outdoor Water Use Efficiency Checklist" in accordance with Water Efficient Landscape Ordinance (WELO) Requirements. Total irrigated landscaping area = _____ sq. ft.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Copy of Hydrology Reports in accordance with Hydrology Report Requirements.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Copy of completed and signed "Impervious Area Worksheet" and "C.3 and C.6 Development Review Checklist." Stormwater Requirement Checklist.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Copy of Notice of Intent (NOI) and SWPPP if required by the C.3 and C.6 Development Review Checklist (not required if already submitted prior to Grading Permit issuance).
<input type="checkbox"/>	<input type="checkbox"/>	1) Copy of a draft Stormwater Treatment Operations and Maintenance (O&M) Agreement (Stormwater Treatment Maintenance Agreement) if required by the C.3 and C.6 Development Review Checklist.
<input type="checkbox"/>	<input type="checkbox"/>	(1) Copy of a completed FEMA Substantial Improvement Determination Worksheet if the project is in the flood zone.
<input type="checkbox"/>	<input type="checkbox"/>	Initial improvement plan review fee in the amount of \$810.00 for single-family residence or \$4,820 for multifamily residence, commercial and industrial.

I certify that I have reviewed this checklist and checked off and submitted all required items for the project.

Applicant's printed name

Applicant signature

Date

Requirements for grading, drainage and improvement plans

The following information shall be shown on the grading, drainage and improvement plans:

- Vicinity map
- Project site address
- Property owner’s name, address, phone and fax numbers and email.
- Names, addresses, phone numbers, emails and fax numbers of the landscape architect, civil engineer, surveyor who prepared the grading and drainage plans
- Plan title (e.g., grading and drainage plan)
- North arrow, scale, abbreviations and legend
- Fully dimensioned property lines

On-site information

- Existing and proposed easements with necessary dimensions
- Locations of existing and proposed buildings, structures, driveways, walkways, patios, pools, lawn and landscaped areas
- Existing and proposed impervious areas, with a tabulation of each type of surface (e.g., patio, roof, landscaping, pool, driveway) and its area in square feet. Clearly show these areas on the plans.
- Existing and proposed elevations of building pad and finished floor
- Existing and proposed elevations of ground at relevant locations and spot elevations showing site grading and drainage paths.
- Existing and proposed surface runoff flow patterns with flow arrows and/or contour lines
- Typical cross sections at property lines with all adjacent properties
- Existing and proposed elevations of ground at property lines
- Vertical datum shall be NAVD’88.
- Site drainage calculations used to determine the size of treatment, detention and/or retention device(s)
- Existing and proposed storm drain systems including rim and invert elevations, pipe slopes, pipe lengths, pipe sizes and pipe materials
- Details for storm drainage devices and stormwater treatment measures
- Proposed locations of sanitary sewer and storm drain system cleanouts
- Existing and proposed locations of roof downspouts and splash blocks
- Minimum clearance required between 1) trees and storm drain pipes and 2) trees and edge of paved surfaces

Off-site information

- Existing and proposed elevations for flowline at street gutter or edge of pavement along property frontage to a point 50 feet beyond the property lines
- Existing and proposed frontage improvements
- Existing and proposed utilities (including power poles, fire hydrants, backflow prevention devices, street lights, etc.)
- Profiles for the proposed storm drain lines and sanitary sewer lines in City’s right of way or public easement areas
- Required vertical clearance information at crossing points of water lines and sanitary sewer lines (if at least one line at the crossing point is new) in City’s right of way or public easement areas
- Proposed street trees and irrigation systems, if any, in City’s right of way or public easement areas

The following sheets shall be included in the grading, drainage and improvement plan set

- Erosion and sedimentation control plan with applicable notes and details
- Current Construction Best Management Practices plan sheet
- Stormwater Management Plan (NOT required for single-family projects)