SECTION 2

GENERAL REQUIREMENTS

2-1 PLANS BY AN APPROPRIATE ENGINEER - All plans and specifications for improvements, private and public, which are to be accepted for maintenance by the City, and plans and specifications for private on-site drainage and grading, shall be prepared by an engineer licensed in the State of California, of the appropriate branch of engineering covering the work submitted.

2-2 ACCEPTED PLANS - Complete plans and specifications for all proposed streets, bikeways, grading, drainage facilities, sewerage, traffic signals, water distribution systems, industrial developments, commercial developments, and subdivisions, including any necessary dedications, easements, and rights of entry, shall be submitted to the Development Services Engineering Division for approval. This approval shall be substantiated by the signature of the City Engineer prior to the beginning of construction of any such improvements. The Director shall order any contractor to cease work on any project if said contractor does not have properly approved plans in possession.

The public roadway infrastructure improvements shall be designed and constructed in accordance with these Design and Construction Standards and the latest edition of the City's American Disabilities Act (ADA) Transitions Plan. Should there be any discrepancy between these Standards and the ADA Transition Plan with respect to accessibility, the ADA Transition Plan shall have precedence.

2-3 REFERENCE TO CITY SPECIFICATIONS AND STANDARDS - the following note shall be included on all Improvement Plans:

All construction and materials shall be in accordance with the latest editions of the City of Roseville Design & Construction Standards.

2-4 WORK IN CITY RIGHT OF WAY AND EASEMENTS - The following shall govern work done within City right of way and easements:

A. No work shall be performed within the City rights of way and easements without approved plans and/or an encroachment permit issued by the Development Services Engineering Division. All necessary bonds and insurances shall be approved prior to the approval of the plans or the issuance of an encroachment permit.

B. In lieu of obtaining an encroachment permit, work may also be performed under the conditions of subdivision agreement.

2-5 SUBMISSION OF PUBLIC IMPROVEMENT PLANS - The following are the procedures and requirements when submitting Improvement Plans for public improvements to the City of Roseville for review. Incomplete submittals will not be accepted.

Improvement Plans will be accepted only after the following conditions are met:

A. Development Projects - The projects, which have been approved by the appropriate City Commission and are not proceeding under appeal or normal process to the City Council, may be submitted after the meeting of Commission which approved the project and after the Conditions of Approval are available from the Planning Department.

B. Subdivision - Rough Grading Plans and Improvement Plans, and Parcel Maps or Subdivision Maps may be submitted after approval of the Tentative Map by the approving body and after the Conditions of Approval are available.

The Engineering Division shall act as the lead agency in the submittal process for Improvement Plans. Upon approval of a Tentative Map, initial submittal packages shall be submitted directly to the Engineering Division:

The submittal package shall be submitted as a whole directly to the Engineering Division, per the requirements of the Development Application Form.

Once the submittal has been deemed complete by Engineering, the packets will be distributed by the Engineering Division to the appropriate departments. Each department will then review the Improvement Plans and forward comments to the Engineering Division. The time required for each department's review of the plans is dependent on the department's work load at the time of the submittal.

The Developer or his Engineer shall respond directly to the Engineering Division to address each department's comments. The City Engineer will not approve the plans until all other departments have approved the plans, and not until this occurs will construction be permitted to begin.

2-6 SUBMISSION OF DEVELOPMENT PLANS - The following are the Engineering Division's requirements for the submittal of Development Plans for commercial, industrial, and multi-family projects. These plans shall be submitted to the Building Division at the time the applications made for a building permit.

A. Five (5) sets of Improvement Plans prepared per the Design & Construction Standards.

B. Two (2) copies of the Soils Report for the project (see Section 2-10)

C. An itemized Engineer's cost estimate for all improvements to be constructed within public rights of way or easements, or any other improvements for which the Development Services Departments or Environmental Utilities Department provides plan check and inspection services (i.e. grading & Stormwater quality). All cost estimates shall include a ten (10) percent contingency. The cost estimate shall also include all public landscaping improvements.

D. Payment of fifty (50) percent of plan check and inspection fee deposit. Fee's are based on the engineer's cost estimate in accordance with the Development Services Department of established fee schedule.

E. Two (2) copies of the 10 and 100 year storm drain calculations based on Placer County's Storm Drain Manual and the City of Roseville Improvement Standards.

F. Two (2) copies of the water shed map.

G. Three (3) copies of the Clerk's Notice of approval for the Use Permit and list of the Conditions of Approval.

H. One (1) copy of recent title report, issued within the last six (6) months.

I. Storm Water Pollution Prevention Plan (SWPPP) in a three-ring binder identical to the SWPPP submitted through the State Water Resources Control Board's SMARTS system.

J. Two (2) sets of Stormwater Quality Maintenance plans.

For tenant improvement projects, plans shall be routed through the Building Division prior to submittal to the Engineering Division for an over the counter review. Any improvements within the public right of way or easements, or any construction that would require temporary placement of equipment or material within the public right of way or easements shall require the Developer or his Contractor to obtain an encroachment permit from the Development Services Department.

2-7 **<u>SUBMISSION OF ROUGH GRADING PLANS</u> –** The following are the Engineering Division's requirements for the submittal of Rough Grading Plans:

A. Five (5) sets of the proposed Rough Grading Plan conforming to the requirements of these Improvement Standards.

B. One (1) copies of the Soils Report for the project (see Section 2-10).

C. Three (3) sets of approved Conditions of Approval for the project. The conditions permitting rough grading for the project shall be highlighted.

D. Two (2) copies of an erosion and sedimentation control plan in accordance with Section 11 of these Design & Construction Standards. In lieu of providing a separate plan, this information may be shown on the Rough Grading Plan. If total disturbed area is greater than one (1) acre, then submit a Storm Water Pollution Prevention Plan in a three-ring binder with the State issued WDID#.

E. Fee schedule:

TYPE	AMOUNT	WHEN PAID
Grading Plan Review and Permit Fees for Misc. Projects Less Than 500 Cubic Yards	$300	$100 At Submittal Remainder Due At Permit Issuance
Grading Plan Review and Permit Fees for Misc. Projects Over 500 Cubic Yards	Actual Cost Based on Man-hours	$1,000 Deposit Balance due prior to Final Signoff
BONDS: Grading	10% of Erosion Control & Grading	At Permit Issuance

2-8 <u>SUBMISSION OF LANDSCAPING AND IRRIGATION PLANS</u> - Ten (10) sets of landscaping and irrigation plans shall be submitted and approved concurrently with the Improvement Plans. The Engineering Division will distribute the plans to all reviewing departments. Each department will then forward comments directly to the Development Services Engineering Division.

Whether submitted concurrently with or separate from the improvement plans, the improvement plans and landscaping plans shall be approved concurrently. The approved landscaping and irrigation plans shall be considered as part of the approved improvement plans and it is the responsibility of the Consulting Engineer to insure that the design of the improvements shown on both plans are consistent and compatible.

2-9 SUBMISSION OF FINAL AND PARCEL MAPS - Final and Parcel maps may be submitted for review upon the approval of the tentative map by the City and only after the Conditions of Approval are available. Maps conditioned to construct improvements requiring civil design cannot be submitted until the improvements plans have been submitted for review.

Submittal Requirements-

A. Eight (8) copies of the final or parcel map (with Planning Department's File # and proposed street names on Map)

B. Payment of map checking fees ($2500 + $10/lot for a final map or $1250 + $50/lot for a parcel map unless otherwise specified).

C. Boundary and parcel closure calculations that include error of closure.

D. Two (2) copies of the Planning Department's "Notice of Applicant", list of Conditions of Approval and approved Tentative Map.

E. Preliminary Title Report dated within six months.

F. Two (2) copies of the parcel or final map on computer disk in DXF or DWG format. Immediately following approval of the final or parcel map by the Engineering Division, an electronic copy of the map shall be submitted per, "The Digital Submittal of Cadastral Surveys." An 8 ½ x 11 inch plot or print of the map shall accompany the electronic copy.

G. Any additional information /documentation as required by Section 3-6 of the Improvement Standards.

2-10 SOILS REPORTS - Soils Reports shall be submitted in 8-1/2 x 11 bound folders. The analysis shall, as a minimum, include a map of the subject area showing proposed and existing streets, contours and location of type of soils obtained. The results of all field data and laboratory tests shall be included. Design for street sections shall be a part of the report. Street structural section design shall include recommendations for natural sub grade, geotextile fabric, sub base, base and pavement compaction and thickness to achieve design strength. For commercial, industrial and multi-family projects, the report shall contain recommendations for on-site pavement sections. Traffic Index values (TI) shall be in accordance with Section 7 of these Design & Construction Standards.

2-11 RESUBMITTAL REQUIREMENTS - All resubmittals shall be sent directly to the Development Services Engineering Division. All resubmittals shall include the previous check prints, comment sheets, or whatever was previously returned to the Consulting Engineer as a result of the plan check. The number of plans required shall be as specified in the

previous plan check. All comments shall be either addressed on the plans or, if a comment is not specifically addressed on the plans, a written explanation shall be provided stating why the comment was not addressed on the plans.

Plans being resubmitted that contain alterations or revisions other than those required by the City shall require the Consulting Engineer to bring those revisions or alterations to the attention of the City.

2-12 PLAN CHECK AND INSPECTION FEES - When Improvement Plans are initially submitted to the Department of Development Services, Engineering Division for checking, an initial plan check and inspection fee is required as deposit to initiate plan check (see Section 2-5C). Prior to approval of the plans, payment of the remaining balance of the fees shall be made.

For subdivisions and certain site development projects where conditioned, the Developer shall be responsible for payment of actual costs incurred by the City in providing plan check and inspection services, as determined by the City Engineer. Actual costs will be determined prior to acceptance of the improvements by the City Engineer and additional payment by the Developer shall be made if actual costs exceed the deposit, or a refund will be provided by the City if actual costs are less than the deposit. The Developer shall notify the Development Services Engineering Division in writing of any change of billing address.

2-13 PLAN APPROVAL - No Plans will be approved nor construction authorized until such time as the City Engineer signifies his approval by his signature on the set of plans and not unless such changes, corrections or additions are resubmitted to the City Engineer as previously prescribed for the original plans. At such time as the Consulting Engineer preparing the plans has made the necessary revisions and the Owner/Developer has paid the remainder of the total plan check and inspection fee and posted all required bonds and insurances, the City Engineer will sign tracings in the space provided, after the Consulting Engineer has wet stamped, dated, and signed them.

The Consulting Engineer shall deliver to the Development Services Engineering Division eleven (11) sets of prints from the approved tracings immediately following approval of the plans and prior to construction beginning. For complete approval process see “Residential Design Process” and “Commercial Design Process” charts at the end of Section 2.

2-14 EXPIRATION OF PLANS - Every permit issued under the requirements of these Standards shall, at the discretion of the City Engineer, becomes null and void if the construction of work authorized by such permit is not commenced within six (6) months from the date of such permit, or if the construction of work authorized by such permit is suspended or abandoned at any time after the work is commenced for a

period of six (6) months. At such time, the plans shall be subject to review by City staff to determine conformance with current City Standards.

Plan checks that remain inactive for six (6) months may be deemed expired by the Engineering Division. A notice letter will be sent to applicant after six (6) months of inactivity, requesting a status of the project. The project will then at the discretion of the City Engineer be granted a six (6) month extension or deemed expired. A maximum of one (1) extension may be granted. Any project that was inactive for a twelve (12) month period shall be deemed expired and will need to be resubmitted per section 2-5.

2-15 IMPROVEMENT PLAN REVISIONS DURING CONSTRUCTION - Should changes to public Improvement Plans become necessary during construction; such changes shall be subject to approval of the Development Services Department, Development Services and/or the Environmental Utilities Department.

The procedure for obtaining approval shall be as follows:

A. The consulting Engineer shall submit the proposed change on "blue-line" sheets shown in red. The Engineering Division shall route the proposed revision to all applicable City Departments for review.

B. Following review and approval by the appropriate department and all other City Departments of the proposed change, the Consulting Engineer shall submit the current approved plan in reproducible form showing the proposed change.

C. If determined acceptable, the Development Services Engineering Division will indicate approval for the change by initiating the plans in the revision box.

D. Following return of the reproducible plan to the Consulting Engineer, the Consulting Engineer shall provide three blue-line sheets for each plan sheet affected by the change.

After receiving approval, actual revisions shall be made in accordance with the following:

A. The original design shall not be eradicated from the plans but shall be lined out.

B. In the event that eradicating the original design is necessary to maintain clarity of the plans, approval must first be obtained from the Development Services Department.

C. The changes shall be clearly shown on the plans with the changes and approval noted on a revision signature block.

D. The changes shall be identified by the revision number in a triangle delineated on the plans adjacent to the change and on the revision signature block.

Minor changes during construction which do not affect the basic design of the improvements may be made upon authorization of the Development Services Engineering Division without formally revising the plans. These changes shall appear in the record drawings.

The City Engineer may order changes in the plans in order to complete the necessary facilities or to conform to these Design & Construction Standards or accepted engineering standards. The procedure for making changes in the plans ordered by the City Engineer shall conform to the above outlined procedure and standards.

2-16 RECORD (AS-BUILT) PLANS - The Contractor/Developer shall keep an accurate record of all approved deviations from the plans and shall provide a .PDF electronic, full size bond and 11x17 copy of the as-built plans prior to final acceptance of the completed improvements. Each sheet of the plans shall be marked "AS-BUILT" or "RECORD DRAWING." "As-Built" or "Record Drawings" of signal plans , water, sewer and storm drain composite in plan view only, and parcel and final maps shall also be submitted on computer disk in DXF or DWG format.

2-17 CONFLICT, ERRORS, AND OMISSIONS - Excepted from approval are any features of the plans that are contrary to, in conflict with, or do not conform to these Design & Construction Standards, any California State Law, City Ordinance or Resolution, conditions of approval, or generally accepted good engineering practice, in keeping with the standards of the profession, even though such errors, omissions or conflicts may have been overlooked in the Development Services Engineering Division's review of the plans. The responsibility of accurate plans which provide for a safe and proper design rests with the Consulting Engineer, not the City.

2-18 CHANGE IN CONSULTING ENGINEER - If the developer elects to have a registered Civil Engineer or Licensed Surveyor other than the engineer who prepared the plans provide the construction staking, the Developer shall provide the Director, in writing, the name of the individual or firm one week prior to the staking of the project for construction. The Developer shall then be responsible for proving all construction, the preparation of revised plans for construction changes, and the preparation of "as-built" plans upon completion of the construction.

In the Developer's notification of change in the firm providing construction staking, the Developer shall acknowledge that he/she accepts

responsibility for design changes and "as-built" information as noted above.

2-19 OTHER AGENCY NOTIFICATION - The Owner/Developer is responsible for obtaining required approvals and permits form all other governmental agencies, as required, prior to issuance of any City permits.

2-20 INSPECTION REQUIREMENTS - Any improvement constructed in conformance with these Design & Construction Standards for which the City is intended to assume maintenance responsibility, shall be inspected during construction by the City Engineer. Each phase of construction shall be inspected and approved prior to proceeding to subsequent phases. Private on-site grading and drainage shall also be inspected during construction by the City Engineer. Requests for inspections shall be given 24 hours in advance.

Any improvement constructed without inspection as provided above or constructed contrary to the order or instructions of the City Engineer will be deemed as not complying with the Design & Construction Standards and will not be accepted by the City for maintenance purposes. The Contractor shall then notify the City Engineer prior to staking.

2-21 FINAL INSPECTION - Upon completion of any improvements which are constructed in conformance with these Design & Construction Standards and prior to requesting final inspection, the area shall be thoroughly cleaned of all rubbish, excess material and equipment, and all portions of the work shall be left in a neat and orderly condition satisfactory to the City Engineer.

Within ten (10) days after receiving the request for final inspection, the City Engineer shall inspect the work. The Contractor will be notified in writing as to any particular defects or deficiencies to be remedied. The Contractor shall proceed to correct any such defects or deficiencies at the earliest possible date. At such time as the work has been completed, a second inspection shall be made by the City Engineer to determine if the previously mentioned defects have been repaired, altered, and completed in accordance with the Design & Construction Standards. At such time as the City Engineer approves the work, a recommendation will be made to the City Council for final acceptance.

On assessment districts and projects where the City of Roseville participates in the costs thereof, quantities will be measure in the presence of the City Engineer, Consulting Engineer, and Contractor and witnessed accordingly.

2-22 ACCEPTANCE OF IMPROVEMENTS - No improvements will be accepted by the City until all improvements required of the subdivision or development project have been completed and approved by the City Engineer. Acceptance of improvements associated with a subdivision will

be signified by notification, in writing, from the City Engineer. Acceptance of all other improvements will be signified by completion of work of the encroachment permit by the City Engineer.

Prior to acceptance of improvements required of subdivisions and the approval of occupancy of buildings associated with site development for commercial, industrial, or multi-family dwellings, the Consulting Engineer shall certify, in writing, that all on-site grading was performed in accordance with the approved grading plan, including minimum pad elevations. Also required prior to acceptance of subdivision improvements are letters from each utility company indicating that all required utility work has been completed to the satisfaction of the company.

2-23 SPECIAL NOTICES AND PERMITS - The Consulting Engineer shall be responsible for advising the Contractor to give the following notices and have in his possession the following permits and plans:

A. Contractor shall be in receipt of official City approved plans prior to construction.

B. Contractor shall notify the Development Services Department and all utility companies involved in the development at least 48 hours prior to beginning of work.

C. Contractor shall notify "Underground Service Alert" and have construction are marked at least two working days prior to any digging.

D. Contractor shall be responsible for the protection of all existing monuments and/or survey monuments.

E. Contractor shall be responsible for conducting his operation entirely outside of any prohibited area. These areas shall be clearly delineated in the field prior to construction.

2-24 GRADING PERMITS, ENCROACHMENT PERMITS, AND SUBDIVISION AGREEMENTS – No work of any type shall be performed within the City rights-of-way and easements without approved plans and an encroachment permit, grading permit or subdivision agreement. The certificate of insurance and all necessary bonds shall be approved prior to approval of the plans and the issuance of any permits. This section contains the City's requirements for each of these permits.

A. Grading Permits – The City Grading Ordinance requires that a grading permit be obtained from the City prior to beginning any grading **activities greater than the movement of 50 cubic yards of material or as otherwise exempt as specified in the Grading Ordinance.** See section 2-7 for plan submittal requirements. NOTE: Unless prohibited by a condition

of approval, a developer may obtain a grading permit to rough grade the project site prior to obtaining approval of the project's civil improvement plans. In the event the plans show work on private property not owned by the developer, the developer shall submit to the Engineering Division a notarized right-of-entry from the owner of said property prior to plan approval.

1. **Fees** – 5% of cost estimate for earthwork and erosion/sediment control. 2 ½% due at plan submittal and 2 ½% due at plan approval.

2. **Bond –** A grading performance bond shall be submitted for all activities requiring a grading permit. The amount of the bond shall be equivalent to ten percent of the valuation of the grading and erosion and sediment control measures. Minimum bond amount shall be $500.00. A cost estimate shall be provided to the Engineering Division for review and approval as part of plan submittal.

3. **Insurance –** Insurance is not required where the proposed grading is not within existing City rights-of-way and easements. Where grading is proposed within City rights-of-way and easements an encroachment permit shall be issued concurrently with the grading permit. See "B" below for information regarding encroachment permit requirements.

4. **Release of Bond –** The bond shall be released immediately following completion of all conditions of the grading permit to the satisfaction of the City.

B. **Encroachment Permit -** An encroachment permit is required for any work performed within the City's right-of-way and easements. See Sections 2-5 and/or 2-6 for plan submittal requirements. In lieu of an encroachment permit, work may also be performed under the conditions of a subdivision agreement. See "C" below for information regarding subdivision agreements.

1. **Fees -** Plan review and inspection fees (combined into one fee) for Encroachment permits are based on the value of the public improvements to be constructed within existing and proposed City rights-of-way and easements. A cost estimate for the improvements, including construction staking, shall be provided to the Engineering Division for review and approval. All cost estimates shall include a ten percent contingency. The fee schedule shall be as adopted by City Council resolution. Contact the Engineering Division for the current schedule in effect. Where grading is proposed in conjunction with the improvements a grading permit shall be issued concurrently with the

encroachment permit. See "A" above for information regarding grading permits. Trench Cut Recovery Fees as specified in the Trench Cut Ordinance will be collected for all utility cuts into existing streets as specified in the Ordinance. Trench Cut Recovery Fees are based upon the extent of trenching proposed and present condition of the street's pavement prior to trenching. Fees will be calculated prior to issuance of an encroachment permit by the Engineering Division.

2. **Bond -** An Encroachment permit faithful performance bond shall be submitted prior to the issuance of an encroachment permit. The bond shall be equal to 100 percent of the value of the improvements in the existing City rights-of-way and easements. Those improvements to be constructed within future City rights-of-way and easements are not required to be bonded for under an encroachment permit. A cost estimate for the improvements, including any required construction staking, shall be provided to the Engineering Division for review and approval. All costs shall include a 10 percent contingency. A bond shall be approved by the City Attorney prior to issuance of the Encroachment permit.

3. **Insurance -** A Certificate of Insurance evidencing certain insurance coverage is required for all work within City rights-of-way and easements. Contact the Risk Management Department for information regarding minimum insurance coverage requirements.

4. **Release of Bond -** The encroachment permit faithful performance bond shall be released 180 days (six months) after all conditions of the encroachment permit have been completed to the satisfaction of the City for projects valued less than $25,000. For projects valued greater than $25,000, as determined by the Director, the warranty period shall be 365 days. In the case of subdivision improvements being constructed under an encroachment permit, the encroachment permit faithful performance bond shall be released as specified above unless, prior to the completion of the improvements, a subdivision agreement is executed for the improvements. In such case, the encroachment permit faithful performance bond shall be released immediately following execution of the subdivision agreement.

5. **Subdivision Maintenance Agreement Required -** Where all improvements required of a subdivision are completed under an encroachment permit prior to final map approval, a one year subdivision maintenance bond equal to 10 percent of the valuation of the public improvements shall be posted with and for the duration of the one year Subdivision Maintenance Agreement prior to recordation of the final map and acceptance of the improvements as complete. In such cases, the developer shall

provide –written proof that his/her contractors and suppliers have been paid.

C. Subdivision Agreement - In lieu of constructing public improvements under an encroachment permit, the work may be performed under the conditions of a subdivision agreement

1. **Final or Parcel Map – The final or parcel map required of the project shall be approved by the Engineering Division prior entering into a Subdivision Agreement.**

2. **Fees -** Plan review and inspection fees (combined into one fee) shall be paid prior to execution of the subdivision agreement or approval of the improvement plans. Said fees are based on the value of the public improvements to be constructed within existing and proposed City rights-of-way and easements. A cost estimate for the improvements, including any required construction staking, monumentation and landscaping shall be provided to the Engineering Division for review and approval. All cost estimates shall include a 10 percent contingency. The fee schedule shall be as adopted by City Council resolution. Contact the Engineering Division for the current schedule in effect.

3. **Bonds -** A subdivision payment bond, and subdivision faithful performance bond, and subdivision maintenance bond shall be submitted prior to execution of the subdivision agreement. The payment and performance bond amounts shall each be equal to 100 percent of the total cost of said public improvements within existing and future public rights-of-way and easements. A subdivision maintenance bond shall be submitted prior to the Notice of Completion being filed for the subdivision. The maintenance bond shall be equal to 10 percent of the total cost of said public improvements. A cost estimate for the improvements shall be provided to the Engineering Division for review and approval. All cost estimates shall include construction staking and a 10 percent contingency. All three bonds require approval by the City Attorney.

4. **Insurance -** A Certificate of Insurance evidencing certain insurance coverage is required for all subdivision agreements. Contact the **City Risk Management Department** for information regarding minimum insurance coverage requirements.

5. **Release of Bonds -** Both the subdivision payment bond and faithful performance bonds shall be released at such time as all conditions of approval for the subdivision have been completed to the satisfaction of the City and a notice of completion filed for the subdivision improvements. The maintenance bond shall remain in

place for a period of one year subsequent to the notice of completion.

2-25 SUBMISSION OF LOT LINE ADJUSTMENTS – The following shall Be submitted to the Engineering Division prior to recordation of a lot line Adjustment:

A. Two (2) copies of the property boundary description with an exhibit map (8.5"x 11" sheet). These sheets must have at least a ½" margin along all sides

B. One (1) copy of the boundary closure calculations for the resulting lots. These items shall be stamped and signed by a California Licensed Land Surveyor or Registered Civil Engineer authorized to practice land surveying.

C. A completed Property Owner Consent Form. Forms are available at the Engineering Division Counter or on the City of Roseville's web site (http://www.roseville.ca.us/ds/engineering/land_development/application_forms.asp.)

D. Deed(s) to convey interest in the affected properties.

E. Preliminary title report no older than six (6) months for all properties involved.

F. One (1) copy of the Conditions of Approval.

2-26 SUBMISSION OF DEDICATION BY SEPARATE INSTRUMENT - All easements dedicated by separate instrument shall conform to the requirements outlined in the "Policy and Procedure for Processing Grant of Easements through the City of Roseville". A copy of this document is contained within the easement package which is available at the Engineering, Electric, and Environmental Utility department counters. The easement package contains the following:

A. The Policy and Procedure for Processing Grant of Easements through the City of Roseville.

B. Easement Review Application form.

C. A standard Grant of Easement form with notary acknowledgment.

D. Subordination Agreement.

The completed application form with the required documents shall be submitted for review to the City Department that requested the easement. If errors, corrections, or questions arise, the applicant or the applicant's engineer shall resolve them. Once all concerns or questions have been

resolved the entire easement package will be forwarded to the City Attorney for review and approval.

After the City Attorney has approved the easement package, a resolution accepting the grant of easement will be prepared and all documents will be forwarded to the Placer County Recorder for recording until conforming copy containing the recording information is returned by the County Recorder to the **City** Clerk's Office, the City has no authority to proceed with construction or entry on the area being granted.

2-27 BRIDGES AND OTHER STRUCTURAL ITEMS - The following is the City's procedure for plan checking and construction inspecting of structural items such as bridges, retaining walls, non-standard culverts, etc.

A. Private Improvements - Where structural items are to be constructed on private property which is intended to remain privately owned, the design engineer shall submit a letter along with the plan submittal which certifies that the item has been designed in accordance with accepted engineering practice. Said letter shall be wet stamped with the design engineer's RCE stamp and wet signed by the design engineer. The City will not plan check the design of the item as related to structural integrity. The responsibility for ensuring said integrity rests with the design engineer.

For inspection of private structural items, the design engineer shall submit a letter to the Engineering Division certifying that the item has been constructed in accordance with accepted test methods. Said letter shall be wet stamped with the design engineer's RCE stamp and wet signed by the design engineer. It shall be the Developer's responsibility to make arrangements, as necessary, with the design engineer to enable said engineer to provide said letter as described above. The City will not inspect the construction of the item as related to structural integrity. The responsibility for ensuring said integrity rests with the design engineer.

NOTE: The above is not to be confused with private on-site retaining walls, buildings, etc., as these items require a building permit and therefore are plan checked and inspected by the Building Division. The structural items addressed in this section primarily pertain to improvements associated with private roadways.

B. PUBLIC IMPROVEMENTS - Where structural roadway items are to be constructed on public property, public right-of-way, or on private property which is intended to become public property or right-of–way, improvement plans shall be submitted to the Engineering Division for plan check along with the roadway improvement plans. The City will forward plans of the structural roadway item to the City's consultant for plan checking. The

consultant's comments will be forwarded to the City for incorporation with City comments to the design engineer.

For inspection of public structural roadway items, the Engineering Division will provide inspection services similar to typical public roadway inspection which may include retaining a consultant for inspection services.

2-28 DEVIATION FROM STANDARDS - All requests for approval of exceptions from the design requirements contained within these Design Standards shall be submitted in writing to the Engineering Division. Approval for exceptions shall be sought as early as possible in the project development process, particularly where the project concept and/or cost estimate depend on the proposed design exceptions.

Requests for design exceptions shall include the following:

1. A statement of the specific standard for which a design exception is requested.

2. A thorough but brief description of the reason for the request for the design exception.

3. A description of any non-standard safety enhancements to be provided such as median barriers, guardrail updates, etc.

4. An estimate of the additional cost required to conform to these Design Standards.

The approval of all deviations from these standards shall be by the City Engineer.

Residential Design Process

1 Approved Entitlement

Discretionary approval must first be obtained prior to the submittal of improvement plans for plan check.

Discretionary approvals include subdivision and parcel maps.

2 Permit Center

The Permit Center receives all initial submittals of improvement plans. The application(www.roseville.ca.us/developmentapp) for plan review of improvement plans states the materials required at submittal. The materials and information required is noted below:

Improvement Plans

- ❑ 5 sets of plans
- ❑ 2 copies of the engineer's cost estimate
- ❑ Plan Check & Inspection Fee Deposit = 2.5% of engineer's cost estimate
- ❑ 2 copies of the storm drain calculations
- ❑ 2 copies of the drainage shed map
- ❑ 2 copies of the soils report
- ❑ 3 copies each of the Clerk's or Planning Dept. Notice of Approval w/conditions of Approval (not staff report)
- ❑ 3 copies of the Approved Tentative Map
- ❑ 2 copies of Stormwater Quality Maintenance Plan and completed SWQ Management Permit (if applicable)

Landscape plans for residential subdivision are not required at the initial submittal

3 Plan Distribution

Upon receipt of the improvement plans by the Permit Center the improvement plans are distributed to City departments for review comment and ultimately approval. City departments receiving plans for review include: Engineering, Planning, Roseville Electric, Environmental Utilities, Parks and Recreation and Fire. The project applicant will recieve a consolidated comment letter from Engineering. All subsequent responses should be made directly to Engineering.

4 Rough Grade

Once each department's requirements have been met relative to the grading sheets they will approve the plans for rough grading. Once all departments have approved the rough grading a "Rough Grade Only Permit" can be issued. Approved rough grade plans shall be identified as being for grading purposes only on the face of the Improvement Plans and grading sheets shall be copied on green paper. An applicant is not required to pull a rough grading only permit.

5 Underground water, sewer, storm

Underground improvements include potable water, irrigation including recycled water, fire service water, sewer and storm drain improvements. Once each department'srequirements have been met relative to the underground improvements they will approve the plans for under ground work. Once all departments have approved the under ground improvements an "Underground Improvement Permit" can be issued. Prior to release of the Underground Improvement Permit the applicant shall submit an electronic copy of the improvement plans and shall have submitted landscape plans. Approved undergroundimprovement plans shall be identified as being for underground improvement purposes only on the face of the Improvement Plans and underground sheets shall be copied on pink paper. An applicant is not required to pull an underground only permit.

6 Electric Design to begin

Once the improvement plans reach underground approval Engineering will forward an electronic copy of the improvement plans to Roseville Electric (.dwg format). Roseville Electric will initiate the electric design based on the electronic plans received from Engineering. Roseville Electric will complete their design. Roseville Electric forwards design to other utilities (PG&E, phone, cable) and to Engineering.

7 Approved Improvement Plans

Upon completion of the electric design the final portion of the improvement plans to be completed are the surface improvements and landscape plans. Once the surface improvements and final landscape plans are approved by all departments the improvement plans are approved.

CITY OF ROSEVILLE CALIFORNIA

Commercial Design Process

1 Approved Entitlement

Discretionary approval must first be obtained prior to the submittal of improvement plans for plan check.

Discretionary approvals include subdivision and parcel maps.

2 Permit Center

The Permit Center receives all initial submittals of improvement plans. The application(www.roseville.ca.us/developmentapp) for plan review of improvement plans states the materials required at submittal. The materials and information required is noted below:

Improvement Plans

- ❑ 5 sets of plans (including landscape plans)
- ❑ 2 copies of the engineer's cost estimate
- ❑ Plan Check & Inspection Fee Deposit = 2.5% of engineer's cost estimate
- ❑ 2 copies of the storm drain calculations
- ❑ 2 copies of the drainage shed map
- ❑ 2 copies of the soils report
- ❑ 3 copies each of the Clerk's or Planning Dept. Notice of Approval w/conditions of Approval (not staff report)
- ❑ 3 copies of the Approved Tentative Map
- ❑ 2 copies of the Stormwater Quality Maintenance Plan and completed SWQ Management Permit (if applicable)

3 Plan Distribution

Upon receipt of the improvement plans by the Permit Center the improvement plans are distributed to City departments for review comment and ultimately approval. City departments receiving plans for review include: Engineering, Planning, Roseville Electric, Environmental Utilities, Parks and Recreation and Fire. The project applicant will revieve a consolidated comment letter from Engineering. All subsequent responses should be made directly to Engineering.

4 Rough Grade

Once each department's requirements have been met relative to the grading sheets they will approve the plans for rough grading. Once all departments have approved the rough grading a "Rough Grade Only Permit" can be issued. Approved rough grade plans shall be identified as being for grading purposes only on the face of the Improvement Plans and grading sheets shall be copied on green paper. An applicant is not required to pull a rough grading only permit.

5 Underground water, sewer, storm

Underground improvements include potable water, irrigation including recycled water, fire service water, sewer and storm drain improvements. Once each department's requirements have been met relative to the underground improvements they will approve the plans for underground work. Once all departments have approved the underground improvements an "Underground Improvement Permit" can be issued. Prior to release of the Underground Improvement Permit the applicant shall submit an electronic copy of the improvement plans and shall have submitted landscape plans. Approved underground improvement plans shall be identified as being for underground improvement purposes only on the face of the Improvement Plans and underground sheets shall be copied on pink paper. An applicant is not required to pull an underground only permit but may do so at their own risk.

6 Electric Design to begin

Once the improvement plans reach underground approval , Engineering will forward an electronic copy of the improvement plans to Roseville Electric (.dwg format). Roseville Electric will initiate the electric design based on the electronic plans received from Engineering. Roseville Electric will complete their design. Roseville Electric forwards electronic design to other utilities (PG&E, phone, cable) and to Engineering.

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