


CITY OF EL MONTE
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION

Project Address _____

Plan Reviewer _____

N/A = Not Applicable X = Complete O = Incomplete

N/A-X-O **Applicant's Engineer shall check off each completed item or note N/A on the check boxes to the LEFT and initial the bottom of each page**

CHECK OFF ITEMS HERE 	GRADING - REVIEW CHECKLIST	1st check	2nd check	3rd check	Reviewer Comments
	Plan Preparation A. General Requirements	FOR PLAN REVIEWER USE ONLY			
	1. The plan size shall be:				
	a. 30 inches x 42 inches for Rough and Mass Grading Plans at scale not less than 1" = 40'				
	b. 24 inches x 36 inches or 30 inches x 42 inches for Precise Grading Plans at scale not greater than 1" = 20'				
	2. Use County of Los Angeles Benchmarks, give elevations, location, benchmark number and adjustment date.				
	3. Show job site address and closest cross-street on the Title Sheet				
	4. Indicate the Tentative Tract or Parcel Map.*				
	5. Show vicinity map or other data adequately indicating the site location on Title Sheet.				
	6. Show name, address, and telephone number of owner, design engineer (or architect), Geotechnical Engineer and Engineering Geologist.*				
	7. Show yardage of cut, fill, remove and re-compact, export and import on plan as indicated in Grading and Drainage Notes & Requirements.				
	8. Show construction notes and quantities for on-site development and off-site development on Title Sheet.				
	9. Show City of El Monte Grading and Drainage Notes & Requirements on Plans.				
	10. A State of California stamped Registered Civil Engineer or Licensed Architect must sign plans and indicate State license number and expiration date prior to submittal. Unsigned and unstamped plans will not be accepted for plan checking.				
	11. Show and label property lines of the property on which the work is to be performed.				
	12. Show North arrow, scale and legend. North arrow should point to the top or right of sheet.				
	13. Show precise location of all existing buildings, structures, trees, cesspools, septic tanks, and wells on the property where the work is to be performed and the location of any building or structure on land of adjacent property owners which is within fifteen (15) feet.				
	14. Indicate all existing and proposed easements for drainage devices, roadways and utilities.				
	15. Show accurate contours indicating the topography of the existing ground.				
	16. 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.				
	17. Show daylight lines of all cut and fills. Make them continuous and obvious.*				
	18. Indicate where excess dirt is to be placed.				
	19. Provide berms at tops of all slopes. Show detail (minimum 12 inches high and 4 feet wide).				
	20. Show all applicable City of El Monte Standard Grading and Paving (if applicable) Notes on the plans. All sheets shall show pertinent construction notes.				
	21. Show building or structure setbacks in accordance with approved site plan. Indicate all proposed demolition.				
	22. Show complete details of all drainage structures.				
	23. Show detail of typical lot drainage and roof drainage.				

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	24. Show location and complete details of de-silting basins.				
	25. Show top and toe of all cut and fill slopes.				
	26. Show detail of typical slope.				
	27. Show sub drainage system on plans.				
	28. Show on-site striping plans for parking areas, as applicable.				
	29. Show acreage of site on the Title Sheet.				
	30. Show Flood Hazard Zones, Map number and effective date in accordance with current Flood Insurance Rate Map (FIRM) by FEMA*				
	31. Precise grading plans shall be in conformance with the approved tentative map, if applicable.				
	32. All work proposed in the public right-of-way must be shown on the plan and will require a separate encroachment permit. Please cloud or circle such areas and provide a note stating "ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE CONSTRUCTED UNDER A SEPARATE ENCROACHMENT PERMIT".** **Please review the City's street moratorium list and map at: https://www.ci.el-monte.ca.us/605/Moratorium-Streets-Map-List It is the applicant's responsibility to plan work accordingly if any work is proposed within a street currently under moratorium.				
	33. Landing pads for trash enclosures shall be a minimum of 8 inch thick concrete over 6 inches of AB, or 6 inch thick concrete with No. 3 reinforcing bars at 2 inches on center in both directions over 6 inches of AB. Refer to City Standard for design of Trash Enclosure.				
	34. Shade all new AC construction.				
	36. Disclaiming statements on the plans are not acceptable, unless previously approved by the City.				
	37. Show storm drain profile for all storm drain pipes with a 15 inch inside diameter or larger.				
	38. Manholes shall be required as follows: a. Beginning and ending of curves b. Pipe size changes c. Angle points and as required at junctions d. 300 foot maximum intervals e. Slope changes f. As required				
	39. All new service utility connections must be underground per EMMC 16.28.110. No overhead connections will be allowed. Show the nearest utility source pole and indicate how the new service will be brought to the property (i.e. trenching or new pole meeting the criteria below.)				
	40. New utility poles must meet EMMC 18.04.010.AA. All poles shall be erected at distances of not less than one hundred (100) feet apart, except where it may be necessary to place them closer together at cross roads or turns or angles in any street.				
	41. Driveway approach slopes shall not exceed 15% per EMMC 17.08.070.				
	42. Identify all previous preliminary grading permits issued for the project site on the title sheet.				
	43. All lettering shall be 1/10 of an inch minimum.				
	44. Striping plans for sheets on which new entrances are to be constructed shall be provided. Existing striping and proposed modifications shall be shown.				
	45. An Erosion Control Plan will be required.				
	46. AC slot patches shall be full depth and 24 inches wide (minimum).				

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Design Criteria					
A. Drainage					
1. Minimum gradients for residential sites:					
	Dirt, grass, etc.	1.0%			
	Fine graded residential	2.0% min. / 20% max. sheet flow away from building pad			
	Asphalt concrete	1.0%			
	Concrete	0.5%			
	Concrete gutter in paved area	0.3%			
	Terrace drains	6.0%			
	Interceptor drains	2.0%			
	Hillside SFD subdivision rear yards	2.0%			
	Rough graded hillside lots	2.0%			
2. Minimum gradients for flatland industrial sites:					
	Earth at rough grade stage	0.5%			
	Earth fine grade	1.0%			
	Asphalt pavement (sheet flow)	1.0%			
	Concrete drain in earth area	0.5%			
	Concrete gutter in paved area	0.3%			
	Max. gradient for sheet flow	10.0%			
	Max. gradient for concentrated water on developed lots	4.0%			
	3. Design to carry water to nearest practical street, storm drain or natural watercourse. Concentrated flows will not be allowed over curbs or through driveways. New driveway flowlines must be evaluated to ensure flow is adequate to prevent ponding upstream or downstream of proposed driveway.				
	4. All concentrated flows shall be contained within a concrete drainage device.				
	5. Provide velocity reducers at storm drain outlets.				
	6. Provide cut-off walls at inlet end of paved drains.				
	7. Design and show locations of interceptor drains.				
	8. Drainage shall not flow over the top edge of any slope.				
	9. For residential lots, centerline of swales shall be five feet minimum from building.				
	10. Drainage of reciprocal side yard lots shall not cross over fence lines.				
	11. Site shall be graded to ensure all finish floors are one-foot above the surface elevation of the theoretical 100-year storm flow.				
B. Slopes					
	1. Provide setbacks outlined in the City of El Monte Planning Code and show on approved tentative map or site plan.				
	2. Drainage shall be directed away from the faces of cut and fill slopes or into approved drainage structures. The faces of cut and fill slopes shall also be manufactured to control against erosion. This control may consist of stepping or other surface protection, as approved by City Engineer or his/her designee. The protection for the slopes shall be installed within 15 days after completion of the rough grading.				

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	3. The surface of all cut slopes more than five (5) feet in height, except those cut slopes adequately stabilized from erosion by stepping or other physical surface protections in accordance with item (2) above and fill slopes more than three (3) feet in height shall be permanently protected against damage by erosion by planing with grass or groundcover plants. It is desirable to install such vegetation upon completion of rough grading in conjunction with the installation of temporary soil stabilization measures as specified above. Final approval of work shall be made after growth is established on the slopes. Slopes exceeding fifteen (15) feet in vertical height shall also be planted with a seed and/or young plant mix containing grass, groundcover plants, shrubs and/or trees that permanently protect the slope from erosion. Native and other plants selected and planting methods used shall be suitable for the soil and climatic conditions of the site. Rationale for determination of seeding or planting rates and density and species selection shall be provided to the City for approval.				
	4. Slopes required to be planted shall be provided with an approved system of irrigation, designed to cover all portions of the slope, and plans therefore shall be submitted and approved prior to installation. A functional test of the system shall be required. All irrigation systems where required shall be designed on an individual lot basis, unless commonly maintained in an approved manner.				
	5. Recommendations in the soils report shall be incorporated into the design of any slope.				
Erosion Control					
A. General					
	1. No grading permit shall be issued without an erosion control plan approved by the City Engineer. The erosion control plan shall include details of protective measures, including desilting basins or other temporary drainage or control measures, or both, as may be necessary to protect the water quality of receiving water bodies or to protect adjoining public and private property from damage from erosion, flooding or the deposition of mud or debris which may originate from the site or result from such grading operations.				
	2. Vegetation clearing and brushing activities shall not be initiated during the rainy season (October 15 through April 15) on any site which is not adequately protected with desilting basins or other temporary drainage or control measures.				
B. Erosion Control Plans					
	1. Erosion Control Plans shall provide the following:				
	a. Temporary soil stabilization measures installed on grading slopes exceeding a three to one (3:1) ratio or ten (10) feet in height.				
	b. Desilting facilities at all drainage outlets from the graded site, designed for a 25-year storm intensity. They must be detailed on the plans.				
	2. Design and specific recommendations shall be submitted for the following:				
	a. Desilting basin volume based on gradient and nature of soils.				
	b. A real extent of all graded areas and identification of any temporary soil stabilization measures.				
	c. Size of desilting basin outlet pipe and overflow.				
	d. Dike requirements. Minimum wall width, slope of walls, percent compaction, etc.				

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	3. The following notes shall be placed in the plans:				
	a. In case of emergency call _____ (responsible person) at _____, (24 hr. phone number)				
	b. The undersigned Civil Engineer will review the erosion control work: Signature _____ Date _____				
	c. A standby crew shall be available at all times for emergency work during the rainy season (October 15 through April 15). When rain imminent, necessary materials shall be available on site and stock piled at convenient locations to facilitate rapid construction of temporary devices or to repair any damaged erosion control measures.				
	d. Devices shall not be moved or modified without the approval of the City Engineer or his/her designee.				
	e. All removable protective devices shown shall be in place at the end of each working day when the five (5)-day rain probability forecast exceeds forty (40) percent.				
	f. After a rainstorm, all silt and debris shall be removed from check berms and desilting basins. Any graded slope surface protection receiving measureable damage during a rainstorm shall also immediately be repaired.				
	g. Fill slopes at the tract perimeter must drain away from the top of the slope at the end of each working day.				
	h. A guard shall be posted on the site whenever the depth of water in any device exceeds two (2) feet.				
	4. Placement of devices to reduce erosion control damage within the tract must be shown on the plan.				
	5. Outlet conditions from the desilting basin shall not exceed downstream limitations, with the exception of overflow which shall be designed to a capacity of 1.5 times the maximum design flow.				

Plan Submittal

A. General

1. Permit fees per current City of El Monte Fee Schedule will be required prior to issuance of permit.
2. Written notarized permission must be obtained from the adjacent property owner where grading or drainage is proposed on the adjacent property not owned by the applicant/permittee.
3. For all projects that exceed 5,000 cubic yards of import or export, an approved haul route, access points, traffic control, and monitoring devices are required. This approval shall be obtained prior to issuance of a grading permit.*
4. If a retaining wall is required, submit an application for a retaining wall permit with two sets of plans and calculations for a structural plan check with the Building & Safety Department (A separate Building Permit for the retaining wall will be required.)

Submittal Checklist

- Grading plans prepared using the City's standard title block and signed by a Registered Civil Engineer
- Preliminary soils investigation prepared by a licensed Geotechnical Engineer if grading involves 50 CY or more
- Hydrology and Hydraulic Report if new separate structures are proposed (i.e. detached units/detached ADUs)
- Low Impact Development Covenant & Plan (unless exempt from LA County LID Manual)
- Engineer's estimate of grading quantities (provide cut and fill cross sections for earthwork calculations)
- Engineer's estimate of offsite improvement costs (for improvements within the Public Right-of-Way)
- Demoliton: If your project involves demolition, please submit a separate demolition plan to the Building & Safety Department
- Plan Check Fee: Single-Family Residential - \$3,125 Initial Deposit

Other Uses - Please inquire with Public Works Department

This checklist must be completed and submitted with initial grading and drainage plan check submittal

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