

CITY OF WESTMINSTER

GRADING PLANS / UTILITY PLANS SUBMITTAL

The following items are required to be shown on grading plans:

1. Project's flood zone information (designation, FEMA panel number and date of map) and flow line elevation of the surrounding area.
2. Easements: location, width and purpose.
3. Provide separate water line for domestic, irrigation and fire.
4. Public improvements, including but not limited to the following, unless waived by the City Engineer:
 - a. Street improvement (2.5" grind and overlay to CL of street)
 - b. Curb & Gutter
 - c. Sidewalk
 - d. Driveway approach
 - e. Handicapped ramp
5. Land dedication to the City of Westminster as determined by City Engineer, including but not limited to the following:
 - a. Dedicate portion of land within 10' from CL of public alley (City Std. 207)
 - b. Dedicate portion of land for handicapped ramp (City Std. 204 & 205)
 - c. Dedicate portion of land for sidewalk (City Std. 208 & 209)
6. If no separate utility plan, show proposed onsite and offsite utility lines, e.g., water, sewer, CATV, and storm drain. Show irrigation line connection point and all backflow prevention devices (for domestic, irrigation and fire). Do not show entire irrigation system.
7. Quantities for all construction items.
8. Drainage flow lines. Building Sites shall conform to the following minimum drainage gradient standards:
 - a. 2% away from structure for a minimum distance of 5' for front and rear yards, 2.5' for side yards.
 - b. Earth swales 1%
 - c. Earth (sheet flow) 1%
 - d. Asphalt/Concrete pavement (sheet flow) 1%
 - e. Concrete gutter in earth area 0.5%
 - f. Concrete gutter in paved area 0.25%

The following items are required for first submittal:

1. Five copies of grading plans (36"x24") on City title block prepared in accordance with the City of Westminster standard plans, signed by a Civil Engineer registered in the State of California.
2. Two copies of the preliminary soils report prepared by a soils engineering firm and signed by a Geotechnical Engineer registered in the State of California.
3. Two copies of cost estimate for all work to be completed as part of the grading plans. These quantities and estimates shall be used to determine the bond amounts.
4. Two copies of hydrology and hydraulic calculations.
5. Completed "GRADING PERMIT APPLICATION" (signed by applicant).
6. Erosion Control Plan with each copy of the grading plan.
7. One copy of approved site plan. Site plan shall include striping plan, if applicable.

8. One copy of City of Westminster Planning Commission resolution approving the proposed project with conditions of approval.
9. Two copies of Water Quality Management Plan (WQMP).
10. Plan check fee determined by the City of Westminster Engineering Division.
11. Applicant shall submit their plans to Midway City Sanitation District for review and approval, concurrent with the submittal to the City of Westminster.
12. No plans shall be accepted unless signed and stamped by a R.C.E.

The following items are required for subsequent submittal:

1. Previously checked plans, cost estimates and reports with comments.
2. Three copies of revised plans.
3. Two copies of revised cost estimates and reports, if applicable.

The following items are required for Final Submittal

1. Submit 2 copies of grading plans, utility plans, erosion control plans, street improvement plans, striping, etc. Plans shall be signed by all required parties prior to being submitted to the City of Westminster for the City Engineer's signature. This shall include the applicant, design RCE, Midway City Sanitation District, Westminster Planning and Building Division.
2. A digital copy of the final plans signed by the City Engineer in PDF format shall be submitted to the City of Westminster prior to permit issuance.
3. Applicant shall provide the City of Westminster with Development Agreement and all necessary bonds prior to the issuance of grading permit. The bonds shall include Faithful Performance Bond and Labor & Material Bond.
4. Applicant shall pay all required fees prior to the issuance of the grading permit.
5. If the construction site is one acre or larger, submit WDID issued by the State Water Resource Control Board.