



**CITY OF MONTE SERENO**  
**18041 Saratoga-Los Gatos Road**  
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## **SUBMITTAL REQUIREMENTS FOR GRADING PERMIT**

The following questions will assist you in obtaining a Grading Permit; please note that the period between October 15<sup>th</sup> and April 15<sup>th</sup> is considered rainy season. All grading permits are issued at the discretion of the City Engineer during this period.

1. Have you properly filled out the application and submitted all required information?
  - Yes –**
    1. The application shall contain the following information:
      - ✓ Description of the site by lot, block and tract designation, and by a street address or similar description sufficient to readily identify the site.
      - ✓ The name and address of the owner of the site, the person who is to perform the work, and the geotechnical and civil engineer if such work is to be performed as supervised grading.
      - ✓ The estimated cost of performing the work.
    2. The plans shall be prepared, stamped and signed by a civil engineer and the plans and specifications shall contain the following:
      - ✓ Each application shall be accompanied by four (4) sets of plans, specifications and calculations that meet the requirements of the code.
      - ✓ A vicinity sketch or other means of adequately indicating the site location.
      - ✓ Boundary lines of the site.
      - ✓ Each lot or parcel of land into which the site is proposed to be divided.
      - ✓ The location of any existing buildings or structures on the property where the work is to be performed.
      - ✓ Accurate contours (at 2' intervals) showing the topography of the existing ground to two hundred (200) feet beyond project parcel boundary.
      - ✓ All of the proposed uses of the site.
      - ✓ Elevations, location, extent and slope of all proposed grading shown by contours, cross-sections or other means and location of any features to be included in the work.
      - ✓ Detailed plans of all drainage systems.
      - ✓ A final erosion and sediment control plan and/or interim erosion and sediment control plan.
  - No –**

An application for a grading permit shall be in writing and filed with the City Engineer on forms provided for said purpose. The application shall be signed by the owner of the property where the work is to be performed or by his duly authorized agent, provided that an agent's authority must be shown in writing.

2. Do you have 50 cubic yards or greater (combined cut plus fill)?

**Yes –**

Grading in excess of fifty (50) cubic yards (combined cut plus fill) shall be performed in accordance with the approved grading plan prepared by a civil engineer, and shall be designated as “engineer grading.”

**No –**

Grading involving less than fifty (50) cubic yards (combined cut plus fill) shall be designated “regular grading” unless the Permittee chooses to have the grading performed as engineered grading, or the building official determines that special conditions or unusual hazards exist in which case grading shall conform to the requirements for engineered grading.

3. Do you have greater than 1,000 cubic yards?

**Yes –**

Engineered grading for grading in excess of one thousand (1,000) cubic yards (combined cut plus fill) shall require an engineered grading permit which shall be issued in accordance with the same procedures required for a use permit in the zoning title of the Monte Sereno Municipal Code.

**No –**

4. Do you have an Erosion Control Plan?

**Yes –**

The final erosion and sediment control plan shall through the use of permanent control features minimize soil erosion and maximize sediment interception from the completed project site and shall also provide for the control of runoff from the site.

The final and interim erosion and sediment control plans shall contain the following information:

- ✓ A description and delineation of the vegetative measures to be taken to minimize erosion and sedimentation.
- ✓ A description and delineation of the temporary and permanent measures to be taken to protect manufactured or disturbed slopes from erosion by mechanical means such as with mulches, diversion dikes, etc.
- ✓ The delineation of the drainage control measure to be taken which shall include surface runoff and sediment yield calculations.
- ✓ The extent and method of the cutting of trees and the clearing of vegetation, the disposal of same, and the measures to be taken for the protection of undisturbed trees and vegetation.
- ✓ The methods to be used for the disposal of excess materials.
- ✓ The methods to be used for the control of dust.
- ✓ A description and delineation of the temporary and permanent measures to be taken to retain sediment on the site.

**No –**

A final erosion and sediment control plan, prepared by a registered civil engineer, shall be submitted.

## **General Site Improvement Requirements**

Monte Sereno prides itself in retaining the rural country side feeling and the openness of the City's setting. However, in order to improve the drainage in front of the property and on the City streets please follow the standard shown below. Because every lot is unique, not all guidelines will be applicable to your lot; please consult the City Engineer prior to any design considerations to be consistent with the City Design Guidelines.

1. Complete and submit an Encroachment Permit application for any work within right-of-way.
2. Allow a minimum of 16' paved travel way, from the edge of curb to the centerline of street.
3. Install curb and gutter along property frontage. (If necessary, regrade the public right of way upstream from the property to direct surface water into the gutter flowline).
4. Rolled curb shall be installed wherever possible, unless vertical curb is needed to match existing installation or for other reasons approved by the City Engineer, in order to be consistent with City Design Guidelines and rural atmosphere. Exceptions must be approved by City Engineer.
5. Install catch basins and underground storm drain piping where required for drainage collection. Catch basins shall have a minimum grate size of 18' x 36". Grates shall be of "bicycle proof" design.
6. Sawcut edge of existing pavement one-foot minimum from lip of new rolled curb and place 3" minimum depth of Asphalt Concrete (AC) pavement between sawcut edge and rolled curb. Backfill behind curb flush to back of curb and grade to drain. If area adjacent to curb is not to be landscaped (landscaping subject to approval of the City) the adjacent 10' wide area shall receive 4" minimum of Class II or IV aggregate base topped with alternative surface treatment (e.g. decomposed granite, unit pavers, PCC, AC, etc.) surface treatment subject to approval of the City.
7. Driveways shall be Portland Cement Concrete (PCC) and extend from the back lip of gutter to within one foot of the right of way line. Alternative hard or pervious surfaces for the driveway may be allowed and are subject to approval of the City.
8. Provide spot elevations and/or flowline elevations along property frontage to demonstrate that the existing drainage pattern is not interrupted (Note: Use Monte Sereno bench mark as datum).
9. All property corners are to be flagged prior to beginning of construction.
10. All construction on off-site or on-site improvements shall adhere to National Pollution Discharge Elimination System (NPDES) Best Management Practices (BMP's) to prevent deleterious material or pollutants from entering the City Storm Drain System.
11. A final erosion and sediment control plan, prepared by a registered civil engineer, shall be submitted if any disturbance of site and/or grading is done or proposed to be done during rainy season (October 15 to April 15).

