



# City of Villa Park

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## **ENGINEERING DIVISION** **GRADING PLAN PREPARATION**

In order to prepare a Grading Plan for submittal to the City of Villa Park and to ensure timely processing, applicants should check their submittal packages for completeness and compliance with the City's Grading Ordinance, Orange County Grading Manual, and all relevant laws, ordinances, rules and regulations. This form is provided to assist designers of Grading Plans and summarizes some, but not all, of the items to be considered when preparing a Grading Plan. Typical information to be included on Grading Plans includes, but is not limited to, the following:

- Grading Plans should be prepared on sheets 24" x 36" in size and drawn to a reduced scale. Plans for large subdivisions, multi-family developments, or commercial developments may utilize 30" x 42" sheets.
- Sheets shall contain a border with signature and revision blocks.
- Show assigned project address, lot number, and tract information.
- Vicinity Map of the site.
- North arrow.
- Scale bar.
- List including name, address, and phone number of the property owner, the plan preparer, the project architect, the project soils engineer and geologist.
- Legend denoting all symbols and acronyms used.
- Show earthwork quantities estimates in cubic yards for amounts of cuts, fill, overexcavation, import, and export.
- The latest version of the City's Grading Notes and Erosion Control Notes- as revised to reflect the latest 2007 CBC and the site's individual concrete strengths as determined in the soils report.

- Incorporate and include any Conditions of Approval as determined by the Planning Department, if applicable.
- A wet signed and stamped statement from the Soils Engineer and Geologist for certification review of the Grading Plans in conformance with the approved soils report(s).
- Property limits clearly labeled or otherwise identified.
- Show street width and centerline.
- Existing and proposed utilities including but not limited to sewer main size & location, location of upstream and downstream sewer manholes with rim elevations, sewer lateral, water main size & location, water meter location, storm drain information and curb drains, fire service laterals up to the detector check assembly, as applicable.
- Accurate contours of existing ground and details of terrain and area drainage a minimum of fifteen (15) feet beyond property limits (spot elevations may be used on flatland sites).
- Location of any existing buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners which are within fifteen (15) feet of the property, or which may be adversely affected by the proposed grading operations.
- Prominent existing or natural terrain features, i.e., slopes, depressions, scarps, gullies, drainage courses, run-on sources, streams, bodies of water, wetlands, etc.
- Show and label all easements and any improvements on-site.
- Limiting dimensions including building setbacks from property lines and top and toe of slopes.
- Show existing and proposed improvements within the City Right-of-Way including but not limited to drive approaches, sidewalks, and curb drains.
- Detailed finish pad grade and finish floor elevations.
- Building roof downspout locations with connection details to the storm drain system, if applicable.
- Flowlines for lot drainage.
- Details of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as a part of the proposed work together with a map showing the drainage area and estimated runoff from the area served by any drains.

- Typical cross sections showing building footing, side-yard swale, and slope relationships to the property line. Ensure compliance with latest changes within the 2007 CBC for separation of finish surfaces and finish grades in relation to finish floor elevations.
- Show location of all exterior retaining walls with top of wall, top of footing, and finish surface elevation information.
- Show all proposed concrete flatwork and/or driveways with elevations. Driveways shall not have slope greater than 10%. Slopes in excess of 10% shall be reviewed and approved by the City Engineer.
- City may request showing of delineated areas of over excavation and re compaction as recommended by the soils report.
- If the grading project includes the movement of earth material to or from the site in an amount considered substantial by the City Engineer, the permittee shall submit the haul route for review and approval by the Traffic Engineer prior to the issuance of a grading permit. The Traffic Engineer may suggest alternate routes or special requirements in consideration of the possible impact on the adjacent community environment or effect on the public right-of-way itself, which the City Engineer shall prescribe as a condition of the grading permit. There shall be no additional fee for the haul route plan check, but a street repair bond shall be posted as determined by the City Engineer.