



DEPARTMENT OF PUBLIC WORKS  
 50 PARK PLACE  
 BRISBANE, CA 94005  
 PHONE: 415.508.2130  
 FAX: 415.467.5547  
 INSPECTOR: 415.760.3053  
[www.brisbaneca.org](http://www.brisbaneca.org)

DATE: \_\_\_\_\_  
 PROJECT ADDRESS: \_\_\_\_\_  
 PERMIT NO. GP- \_\_\_\_\_

### GRADING PERMIT APPLICATION

(SEE BRISBANE MUNICIPAL CODE SECTION 15.01.090 FOR APPLICATION PACKET REQUIREMENTS)

APPLICANT/PERMITTEE NAME	CONTRACTOR NAME
COMPANY	COMPANY
ADDRESS	ADDRESS
TELEPHONE	TELEPHONE
OWNER NAME AND ADDRESS	CONTRACTOR'S LICENSE NO: BRISBANE CITY LICENSE NO:
TELEPHONE	24 HOUR TELEPHONE
SOILS ENGINEER OF RECORD NAME	CIVIL ENGINEER/ARCHITECT OF RECORD NAME
TELEPHONE	TELEPHONE

Project related to current building permit:  YES  NO If YES, Building permit No.: \_\_\_\_\_  
 Planning Application No. (required if ≥250 cubic yards total or ≥ 50 cubic yards of export) \_\_\_\_\_

Property within Habitat Conservation Plan Boundaries? Yes / No Site Activity Permit attached if Yes? Yes / No / N/A

APPLICATION IS MADE TO PERFORM GRADING AT THE LOCATIONS STATED ABOVE AND AS STATED BELOW:

PER  PLANS  DIAGRAM

START DATE:	COMPLETION DATE:
ESTIMATED COST:	BASED ON ATTACHED <input type="checkbox"/> BID <input type="checkbox"/> CONTRACT <input type="checkbox"/> ENGINEER'S ESTIMATE

CUBIC YARDS: CUT	FILL	IMPORT	EXPORT
Average % of slope on property:	Square footage of land to be disturbed:	Convert SF to acres:	

**SUBMITTED:**

- SITE MAP and GRADING PLAN
- SOILS REPORT
- NOTICE OF INTENT (COPY) - required if disturbing >= 1 acre of land
- INTERIM EROSION AND SEDIMENT CONTROL PLAN
- DRAINAGE PLAN & HYDRAULICS CALCULATIONS
- GEOLOGY REPORT
- HAUL ROUTE
- WORK SCHEDULE
- SOILS ENGINEER'S INSTRUCTION LETTER
- Worksheet A - Construction Stormwater BMP Checklist
- PERMANENT EROSION CONTROL PLAN

Project creates or replaces > 2500 SF impervious surface:  YES (PCD Clearance Required)  NO  
 PLANNING & COMMUNITY DEVELOPEMNT (PCD) CLEARANCE FOR STORMWATER CONTROLS  APPROVED  DENIED  
 DATE: \_\_\_\_\_ BY: \_\_\_\_\_

INSURANCE:  GENERAL LIABILITY  AUTOMOBILE LIABILITY  WORKERS COMPENSATION

I HEREBY AGREE TO ACCEPT AND ABIDE BY THE PROVISIONS OF THIS PERMIT, AND CHAPTER 15.01 OF THE BRISBANE MUNICIPAL CODE.

**THIS PERMIT IS NOT VALID UNTIL SIGNED BY THE CITY OF BRISBANE**

PERMITTEE \_\_\_\_\_ DATE \_\_\_\_\_  
 TITLE \_\_\_\_\_ COMPANY \_\_\_\_\_  
 CONTRACTOR \_\_\_\_\_ DATE \_\_\_\_\_  
 TITLE \_\_\_\_\_ COMPANY \_\_\_\_\_  
 DATE GRANTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE EXPIRES: \_\_\_\_\_ DATE EXTENDED/BY: \_\_\_\_\_ DATE EXTENDED/BY: \_\_\_\_\_  
 Expires within 90 days of "Date Granted" if work has not commenced by that time.

DATE WORK COMPLETED \_\_\_\_\_  AS-BUILTS RECEIVED  MAINTENANCE BOND REQUIRED, AMOUNT \_\_\_\_\_

FINAL SOILS REPORT RECEIVED  
 DATE BONDS RELEASED: PERFORMANCE \_\_\_\_\_ MAINTENANCE \_\_\_\_\_  
 FINAL INSPECTION: DATE: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_

cc: DPW Inspector, NPDES Coordinator  
 Encl: CA Civil Code Section 832, Current Stormwater Quality Control Requirements Construction Best Management Practices

## Worksheet A

<b>C6 – Construction Stormwater BMPs</b>
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**Identify Plan sheet showing the appropriate construction Best Management Practices (BMPs) used on this project:**  
*(Applies to all projects with earthwork)*

Yes	Plan Sheet	Best Management Practice (BMP)
<input type="checkbox"/>		Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, rinse water from architectural copper, and non-stormwater discharges to storm drains and watercourses.
<input type="checkbox"/>		Store, handle, and dispose of construction materials/wastes properly to prevent contact with stormwater.
<input type="checkbox"/>		Do not clean, fuel, or maintain vehicles on-site, except in a designated area where wash water is contained and treated.
<input type="checkbox"/>		Train and provide instruction to all employees/subcontractors re: construction BMPs.
<input type="checkbox"/>		Protect all storm drain inlets in vicinity of site using sediment controls such as berms, fiber rolls, or filters.
<input type="checkbox"/>		Limit construction access routes and stabilize designated access points.
<input type="checkbox"/>		Attach the San Mateo Countywide Water Pollution Prevention Program's construction BMP plan sheet to project plans and require contractor to implement the applicable BMPs on the plan sheet.
<input type="checkbox"/>		Use temporary erosion controls to stabilize all denuded areas until permanent erosion controls are established.
<input type="checkbox"/>		Delineate with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.
<input type="checkbox"/>		Provide notes, specifications, or attachments describing the following: <ul style="list-style-type: none"> <li>▪ Construction, operation and maintenance of erosion and sediment controls, include inspection frequency;</li> <li>▪ Methods and schedule for grading, excavation, filling, clearing of vegetation, and storage and disposal of excavated or cleared material;</li> <li>▪ Specifications for vegetative cover &amp; mulch, include methods and schedules for planting and fertilization;</li> <li>▪ Provisions for temporary and/or permanent irrigation.</li> </ul>
<input type="checkbox"/>		Perform clearing and earth moving activities only during dry weather.
<input type="checkbox"/>		Use sediment controls or filtration to remove sediment when dewatering and obtain all necessary permits.
<input type="checkbox"/>		Trap sediment on-site, using BMPs such as sediment basins or traps, earthen dikes or berms, silt fences, check dams, soil blankets or mats, covers for soil stock piles, etc.
<input type="checkbox"/>		Divert on-site runoff around exposed areas; divert off-site runoff around the site (e.g., swales and dikes).
<input type="checkbox"/>		Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.

## **GENERAL GRADING PROVISIONS**

1. All work shall be done strictly in conformance with the approved plans.
2. This permit shall be kept on the premises at all times.
3. Permittee shall notify Public Works Department at least 24 hours in advance of any required inspections.
4. No work shall be performed during hours other than normal working hours which are Monday through Friday 8:00 a.m. to 5:00 p.m. For working hours other than specified, a special request in writing must be submitted for approval and the appropriate fees will be collected.
5. No work shall be done on the weekend without a special weekend permit issued by the Director of Public Works/City Engineer.
6. Construction noise limitations shall be as specified in Brisbane Municipal Code 8.28.60 A and 8.28.60 B.
7. All Contractors and subcontractors shall obtain a City of Brisbane business license prior to performing any work within the City.
8. All projects with 1 acre or more of disturbed area must file a Notice of Intent (NOI) with the State Water Resources Control Board to obtain coverage under the State General Construction Activity NPDES Permit and a Storm Water Pollution Prevention Plan (SWPPP) must be prepared and implemented. A copy of the project's NOI and SWPPP shall be submitted to City prior to issuance of a grading permit.
9. Erosion and sediment control measures shall be in place, operational and continuously maintained during the rainy season, defined by the Municipal Code as October 15 through April 15. An effective erosion and sediment control plan shall be prepared, submitted to the City for review and approval, and implemented prior to start of the rainy season. Temporary erosion and sedimentation controls shall remain in place until permanent post construction controls have been established.
10. All construction sites shall have site specific, and seasonally and phase appropriate, effective Best Management Practices (BMPs) in the following six categories:
  - Erosion Control
  - Run-on and Run-Off Control
  - Sediment Control
  - Active Treatment Systems (as necessary)
  - Good Site Management
  - Non Stormwater Management
11. Site specific BMPs for the six categories in paragraph 10 may be a combination of BMPs from:
  - California BMP Handbook, Construction, January 2003.
  - Caltrans Stormwater Quality Handbooks, Construction Site Best Management Practices Manual, March 2003, and addenda.

- California Regional Water Quality Control Board, San Francisco Bay Region, Erosion and Sediment Control Field Manual, 2002.
- New BMPs available since the release of these Handbooks.

City reserves the right to require immediate additional measures if in the City Engineer's sole judgment such additional measures are necessary.

12. Discharge of all potential pollutants, including but not limited to, petroleum products, solid wastes, and construction materials and pumped groundwater that occur on-site during construction shall be controlled and prevented from discharging into the storm drain system and watercourses. Appropriate construction site BMPs shall be continuously employed.
13. Dust created by the grading operation shall be controlled per Section 15.01.330 of the Brisbane Municipal Code , and per the Bay Area Air Quality Management District's standard dust control measures for all construction sites (BAAQMD CEQA Guidelines, Table 2), and to the satisfaction of the City Engineer.
14. TRAFFIC CONTROL PLANS

#### All City Highways

No work will be performed during other than normal work hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. For work hours other than specified, a special request in writing must be submitted for approval and the appropriate fees will be collected.

No work will be done on the weekend without a special weekend permit issued by the Director of Public Works/City Engineer.

Contractor's traffic control plan shall provide two-way traffic on all two-way streets at all times. If required to maintain two-way traffic, contractor shall provide flaggers with radios at each end of construction detour.

"Standard" plans may be used when the activity site is consistent with typical work zone layouts shown in the latest edition of the Work Area Traffic Control Handbook or with typical applications shown in the latest edition of the California Manual for Uniform Traffic Control Devices.

Dependent on the location of the work, the City may require the submittal of typical plans with site-specific details including street names, existing traffic control signals/devices, intersections, driveways, etc.

Advance warning signs for parking restrictions and lane closures/detours shall be placed 72 hours in advance of implementing traffic control.

#### Highways with Restricted Work Hours (work is permitted only between 9 AM and 4 PM)

No work, traffic control, lane closures, or traffic detours will be allowed within traffic lanes of the following highways before 9:00 a.m. or after 4:00 p.m.:

Bayshore Boulevard  
 Guadalupe Canyon Parkway  
 Valley Drive  
 North Hill Drive  
 Tunnel Avenue  
 Lagoon Way

Sierra Point Parkway

Restricted Conditions (TCP must be prepared by a licensed professional)

Traffic control plans for the following highways and for the listed conditions shall be signed and stamped plans prepared by a California licensed civil engineer or traffic engineer:

Bayshore Boulevard  
Guadalupe Canyon Parkway  
Valley Drive  
Lagoon Way  
Sierra Point Parkway

Night Work  
Full Road Closure

14. Staging, including the storage of equipment and stock piling of materials, shall not be allowed within the public right-of-way. Upon demand of City, Permittee shall provide written proof of permission to utilize private property within City limits for staging.
15. Construction equipment will be allowed to transit the public right-of-way with proper traffic control, including flagging, in order to access the jobsite. Permittee shall provide proper safety measures at all times. No open trenches shall be allowed next to live traffic without proper safety controls, to include K-rail, trench shoring, and other measures necessary to protect motorists.
16. Trucks delivering materials shall not block public traffic at any time except for deliveries incorporated into an approved traffic control plan.
17. Permittee shall obtain prior approval from the city's utility division before discharging any fluids into City sanitary sewer system. This flow shall be metered, and a volume and strength charge will be assessed.
18. Trenches not protected by K-rail shall be plated at the end of every workday. Only nonskid steel traffic plates shall be used to cover the trench. Trenches protected by K-rail may be left open at night provided that plastic barricade fencing or some other barricade acceptable to the City Engineer is used to secure the open trench and prevent access from unauthorized personnel during non-work hours.
19. Underground Service Alert shall be contacted 48 hours prior to start of work.
20. In the event of an accidental discovery of human remains of historical or unique archaeological resources during the course of grading and construction, work shall cease until in compliance with State CEQA guidelines Sections 15064.5(e) & (f).
21. Prior to issuance of a grading permit, the applicant shall pay the Grading Permit Plan fee, shall provide the Grading Permit Inspection fee (or provide the force account deposit amount), shall provide the Grading Security Deposit, and shall provide the Grading Cash Deposit for Street Repair/Cleaning.

### **SPECIAL GRADING PROVISIONS**

- A. All work to be performed per the Public Works Inspector, Greg Morris, who can be reached at (415) 760-3053.

## **California Civil Code Section 832 (Chapter 1 – Rights of Owners)**

Each coterminous owner is entitled to the lateral and subjacent support which his land receives from the adjoining land, subject to the right of the owner of the adjoining land to make proper and usual excavations on the same for purposes of construction or improvement, under the following conditions:

1. Any owner of land or his lessee intending to make or to permit an excavation shall give reasonable notice to the owner or owners of adjoining lands and of buildings or other structures, stating the depth to which such excavation is intended to be made, and when the excavating will begin.

2. In making any excavation, ordinary care and skill shall be used, and reasonable precautions taken to sustain the adjoining land as such, without regard to any building or other structure which may be thereon, and there shall be no liability for damage done to any such building or other structure by reason of the excavation, except as otherwise provided or allowed by law.

3. If at any time it appears that the excavation is to be of a greater depth than are the walls or foundations of any adjoining building or other structure, and is to be so close as to endanger the building or other structure in any way, then the owner of the building or other structure must be allowed at least 30 days, if he so desires, in which to take measures to protect the same from any damage, or in which to extend the foundations thereof, and he must be given for the same purposes reasonable license to enter on the land on which the excavation is to be or is being made.

4. If the excavation is intended to be or is deeper than the standard depth of foundations, which depth is defined to be a depth of nine feet below the adjacent curb level, at the point where the joint property line intersects the curb and if on the land of the coterminous owner there is any building or other structure the wall or foundation of which goes to standard depth or deeper then the owner of the land on which the excavation is being made shall, if given the necessary license to enter on the adjoining land, protect the said adjoining land and any such building or other structure thereon without cost to the owner thereof, from any damage by reason of the excavation, and shall be liable to the owner of such property for any such damage, excepting only for minor settlement cracks in buildings or other structures.