



# GRADING/RETAINING WALL ONLY SITE DEVELOPMENT PERMIT SUPPLEMENTAL APPLICATION

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**For Staff Use Only**

SDP # \_\_\_\_\_

### ACKNOWLEDGEMENT:

The plans and documents accompanying this checklist are submitted for permit review and are construction ready documents. They have been prepared by me or under my direction and checked for conformance with Title 7 (Public Works), Title 9 Chapter 9 (Site Development) and Title 9 Chapter 12 (Floodplain Management), as applicable.

Project Name/Description: \_\_\_\_\_ Engineer's Name: \_\_\_\_\_

Project Address: \_\_\_\_\_ Engineer's Signature: \_\_\_\_\_

Name of Engineering Firm: \_\_\_\_\_ Engineer's License #: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Note: Upon Approval of plans, City will require a PDF as well as two hard copy sets of signed, sealed plans. Please refer to the [Electronic Signature Policy](#) and Certification.

### SUBMITTAL REQUIREMENTS:

Please note: The following materials are required at a minimum for an engineering review. This checklist summarizes major and typical items for Grading/Retaining wall projects. Additional materials may be required by the City Engineer depending on the complexity and scope of the project and site-specific conditions.

- Signed Engineering application with Statement of Understanding.
- Completed Grading/Retaining Wall Only SDP Supplemental Application
- Plan check deposit of \$2,500
- Improvement Plans collated into a single PDF:
  - Civil Plans
  - Erosion and Sediment Control Plan
  - Landscape & Irrigation Plan (if required by Planning)
  - Structural Site Details
- Soils Report (prepared in accordance with Section 9-9.06 of Municipal Code) and any Supplemental Letters/Addendums.
- Stormwater Control Plan (SWCP) Report for Small Land Development Project per Appendix C of CCCWP C.3 Guidebook, as required.
- Engineer's Estimate.
- Structural calculations for retaining walls as defined per Section 9-9.202.b of Municipal Code.
- Evidence of temporary construction access/easements with adjacent property owners as required.

**EXPLANATION FOR ITEMS NOT SUBMITTED**

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# GRADING/RETAINING WALL ONLY

## SITE DEVELOPMENT PERMIT SUPPLEMENTAL APPLICATION (Cont.)

### OUTSIDE AGENCY PERMITS/APPROVALS (check if required and indicate status)

AGENCY	STATUS
<input type="checkbox"/> Regional Water Quality Control Board	
<input type="checkbox"/> Department of Fish and Wildlife	
<input type="checkbox"/> Army Corps of Engineers	
<input type="checkbox"/> Central Contra Costa Sanitary District (CCCSD)*	

\* Approval Stamp Required on SDP Plans prior to Permit Issuance.

### ADDITIONAL ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE (as applicable):

- Encroachment Permit (for improvements adjacent to or located in the public right-of-way).
- Payment of fees and deficiency deposit.
- Pre-construction meeting.
- Special Inspection Observation Program

### REFERENCE DOCUMENTS/STANDARDS

#### CITY OF WALNUT CREEK:

[Erosion Control Notes](#)

[General Notes](#)

[Minimum Erosion Control Guidelines](#)

[Municipal Code](#)

[Standard Plans](#)

[Submittal Requirements for Retaining Walls \(Bulletin IB-004\)](#)

[Tree Preservation Ordinance](#)

[Tree Protection Notes](#)

#### CONTRA COSTA COUNTY:

[Contra Costa Clean Water Program Stormwater C.3 Guidebook](#)

[Contra Costa County Creek Setback Ordinance](#)

[Contra Costa County Flood Control District Hydrology & Hydraulics Standards](#)

[Contra Costa County Public Works Standard Plans](#)

#### OTHER AGENCIES:

[Central Contra Costa County Sanitary District](#)

[CASQA Best Management Practice \(BMP\) handbook](#)

**GRADING/RETAINING WALL ONLY**  
**SITE DEVELOPMENT PERMIT SUPPLEMENTAL APPLICATION (Cont.)**

**PLAN REVIEW CHECKLIST**

**INSTRUCTIONS: Check Yes, No or N/A next to each item.**

Yes	No	N/A		Item or Description
<b>A. General</b>				
			1	Collated PDF printed to scale and submitted on flash drive, CD, or provided in a file share link sent via email.
			2	Title Block in the same location on all sheets. Site Development Permit No. and Subdivision No. in title block on all sheets.
			3	Scale: 1" = 40'H maximum scale and 1" = 4'V maximum scale. Scale bar included on all sheets.
			4	North arrow with consistent orientation on all sheets.
<b>B. Required Drawings</b>				
			1	Title Sheet includes the following information:
			1a	Vicinity Map.
			1b	Sheet Index and key map included for plan sets containing 3 or more sheets.
			1c	Abbreviations and legend.
			1d	Property Owner and Project Team.
			1e	Signature block with statement indicating review by Geotechnical Engineer.
			1f	Special Flood Hazard Area designation with Base Flood Elevation noted.
			2	<a href="#">City General Notes</a> .
			3	Project Conditions of Approvals listed by resolution number. (if applicable)
			4	Details (applicable <a href="#">City Standard Plans</a> and site specific construction details.) Details must be numbered and called out on plans.
			5	Typical sections or cross sections.
			6	Existing conditions.
			7	Demolition plan (showing all existing improvements indicated to remain/protect in place, relocate, or remove).
			8	Grading and drainage plan.
			9	Stormdrains (if applicable)
			10	Erosion and sediment control.
			11	Tree protection plan if work is near any protected trees.
			12	Landscaping and irrigation, if required by Planning.
			13	Site structural plan and details (retaining walls, sound walls, light poles adjacent to C.3 facilities, shoring etc.).

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### SITE DEVELOPMENT PERMIT SUPPLEMENTAL APPLICATION (Cont.)

Yes	No	N/A	<i>Item or Description</i>	
<b>C. Grading and Drainage</b>				
			1	Boundary lines of the site with bearing and distances between them.
			2	Location and width of all easements shown (existing and proposed with reference information).
			3	Existing conditions including utility boxes, vaults, manholes, drainage structures, fences, retaining walls, walls, trees, buildings, power poles, overhead lines, hydrants, natural features (creeks, ditches), etc. shown.
			4	Field survey performed with all grades and contours based on NAVD88 vertical datum and NAD83 California State Plane Zone 3 horizontal datum. Date of survey, licensed surveyor, horizontal and vertical datum, and benchmark information provided on title sheet.
			5	Contour lines shown for both existing (screened or dashed lines) and proposed finished grades (solid lines). Contour lines at intervals not greater than 2 feet extending a minimum of 10 feet beyond property line (MC 9-9.04.d.5) and showing all relevant topographic features and surface drainage patterns.
			6	Call out all adjacent streets, indicate as private or public and creeks.
			7	Limits of grading clearly defined and marked.
			8	Location, extent, and finished surface slopes of all proposed grading and final cut/fill line shown.
			9	Location, width, direction of flow and approximate location of tops and toes of banks of any watercourses shown.
			10	Conform elevations and slopes or retaining walls shown at property lines.
			11	All private improvements (including signs, fences, utilities, retaining walls and retaining wall foundations) located outside of the public right of way, including any footings.
			12	Overland release noted and detailed.
			13	Table showing quantity of cut and fill, off-haul, etc., adjusted for anticipated swell or shrinkage.
			14	Location of lined or unlined ditches and typical section.
			15	Top and bottom of wall elevations shown with existing elevations.
			16	Structural details for retaining walls shown.
			17	Slope locations with typical sections of top and toe of slopes.
			18	Special Flood Hazard Area, FEMA floodplain clearly delineated, and Base Flood Elevation noted.
			19	Structural setback line shown for unimproved channels per Contra Costa County Ordinance 89-28, Section 914.14 (if applicable)
			20	List any observation requirements or special inspections required by CBC or recommended by soils and/or structural engineer.
<b>D. Storm Drain Pipes and Structures (if new or modified drainage proposed)</b>				
			1	Storm drain lines and structure locations shown with size, slope and material. (No blind connections allowed for connecting new storm lines into existing within the public right-of-way).
			2	Storm drain pipe/structure schedule included.
			3	All public storm pipes called out as PVC ; 15" minimum diameter; rubber gasket joints .
			4	Roof drain downspout locations identified and outfalls or underground connections detailed.
			5	Sub drain pipes shown with discharge location, cleanouts, and connection to storm drain system indicated.

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### SITE DEVELOPMENT PERMIT SUPPLEMENTAL APPLICATION (Cont.)

Yes	No	N/A		Item or Description
<b>E. Tree Protection</b>				
			1	All existing trees shown and indicated as to be removed or to remain/saved. All trees labeled with the size, species and tag number.
			2	Dripline of trees to be protected and location of required 6-foot chain link fencing around protected trees (at dripline or as required by City Arborist) shown.
			3	<a href="#">City Standard Tree Protection Notes</a> as well as any additional tree protection notes by project arborist included on the plans.
<b>F. Landscape (Hardscape, Planting and Irrigation) (if required by Planning)</b>				
			1	Details for proposed fences shown.
			2	Details for tree and shrub planting shown.
			3	Planting and street tree plan included with legend showing quantity and size of plant species, and botanical and common names.
			4	For WELO projects, completed Water Allowance worksheets provided on irrigation plans (M.C. 10-2.3.1107; <a href="#">see Walnut-creek.org/landscaping</a> ).
			5	A separate water meter shown for 5,000 sf or more of irrigated landscape for residential use projects (sub-meter OK) or for 1,000 sf or more of irrigated landscape for any other use. (M.C. 10-2.3.1106 C.)
<b>G. Erosion and Sediment Control</b>				
			1	<a href="#">City of Walnut Creek Minimum Erosion Control Guidelines</a> included on plans. (Note: Site-specific plan may be required depending on size and location of project).
			2	<a href="#">Erosion Control Notes</a> included on the plans.