



SITE DEVELOPMENT PERMIT SUPPLEMENTAL APPLICATION

Public Works Department, Development Engineering Division
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Walnut Creek, CA 94596
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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 the approved tentative map (or site plan), the conditions of approval, and the City of Walnut Creek Municipal Code, including Title 10 Chapter 1 (Subdivision Ordinance), Title 7 (Public Works), Title 9 Chapter 9 (Site Development, Title 10 Chapter 2 Article 11 (Water Efficient Landscaping)), and Title 10 Chapter 2 Article 2(Off-Street Parking), Title 9 Chapter 16 (Storm Water Management), 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 #: _____
Telephone No.: _____ Date: _____ E-mail: _____

Note: Upon Approval of plans, City will require a PDF as well as two hard copy sets of signed, seals 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 and covers most types of 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 SDP Supplemental Application.
- Plan check deposit
- Improvement Plans collated into a single PDF:
 - Civil Plans
 - Erosion and Sediment Control Plan
 - Landscape & Irrigation Plan
 - Joint Trench Utility Plan
 - Structural Site Details
 - Street Lighting Plan
- Soils Report (prepared in accordance with Section 9-9.06 of Municipal Code) and any Supplemental Letters/Addendums.
- Drainage Report with Hydrology and Hydraulic calculations and hydrology map.
- Stormwater Control Plan (SWCP) Report per CCCWP template.
- Stormwater Pollution Prevention Plan (SWPPP) and Construction General Permit Notice of Intent for projects disturbing 1 acre or more.
- Engineer's Estimate (Note: the estimate shall separate out public from private improvements.)
- Structural calculations for structures not covered by a Building Permit (i.e. sound walls, retaining walls as defined per Section 9-9.202.b of Municipal Code not connected to a building structure, foundations for light poles, shoring, stormwater treatment planters, etc.)
- Evidence of temporary construction access/easements with adjacent property owners as required.
- Preliminary Title Report.

EXPLANATION FOR ITEMS NOT SUBMITTED

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"/> PG & E (Gas, Electric and Street Lights)	
<input type="checkbox"/> Contra Costa Water District OR East Bay Municipal Utility District (EBMUD)	
<input type="checkbox"/> Central Contra Costa Sanitary District (CCCSD)*	
<input type="checkbox"/> Contra Costa County Fire Protection District (CCCFPD) *	

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

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

- Encroachment Permit (for projects with work in the public right-of-way).
- Faithful Performance Bond (for subdivisions and projects with frontage improvements in the public right-of-way).
- Labor and Material Bond (Subdivisions only).
- Payment of fees and deficiency deposit.
- Pre-construction meeting.
- Stormwater Operation and Maintenance Plan/Agreement.
- Special Inspection Observation Program

REFERENCE DOCUMENTS/STANDARDS

CITY OF WALNUT CREEK:

- | | | | |
|---|--|---|---|
| Drainage Design Standards | Minimum Erosion Control Guidelines | Photometric Report Requirements | Street Standards |
| Erosion Control Notes | Municipal Code | Standard Plans | Tree Preservation Ordinance |
| General Notes | Off-Street Parking Standards | Street Light Guidelines | Tree Protection Notes |

CONTRA COSTA COUNTY:

- [Contra Costa Clean Water Program Stormwater C.3 Guidebook](#)
- [Contra Costa County Creek Setback Ordinance](#)
- [Contra Costa County Fire Protection District Standards](#)
- [Contra Costa County Flood Control District Hydrology & Hydraulics Standards](#)
- [Contra Costa County Public Works Standard Plans](#)

OTHER AGENCIES:

- [CA MUTCD Sign code](#)
- [Central Contra Costa Sanitary District](#)
- [Contra Costa Water District](#)
- [CASQA Best Management Practice \(BMP\) handbook](#)
- [East Bay Municipal Utility District](#)
- [PG&E Design Requirements](#)
- [PG&E Application](#)
- [Joint Aquatic Resource Permit Application](#)

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
A. General				
			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. Required Drawings				
			1	Title Sheet includes the following information:
			1a	Vicinity Map.
			1b	WDID number for projects disturbing one or more acres.
			1c	Sheet Index and key map included for plan sets containing 3 or more sheets.
			1d	Abbreviations and legend.
			1e	Property Owner and Project Team.
			1f	Signature block with statement indicating review by Geotechnical Engineer.
			1g	Special Flood Hazard Area designation with Base Flood Elevation noted.
			2	City General Notes .
			3	Project Conditions of Approvals listed by resolution number.
			4	Details (applicable City Standard Plans 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	Horizontal control plan.
			9	Grading and drainage plan.
			10	Utilities (storm drains, water, sanitary sewer, joint trench).
			11	Erosion and sediment control.
			12	Storm water management.
			13	Tree protection plan.
			14	Landscape irrigation
			15	Signage and striping.
			16	Site electrical/street lighting.
			17	Site structural plan and details (retaining walls, sound walls, light poles adjacent to C.3 facilities, shoring etc.).
			18	Temporary shoring plans.
			19	Separate plan sheets for on-site (private) and off-site (public) improvements.

SITE DEVELOPMENT PERMIT SUPPLEMENTAL APPLICATION (cont..)

Yes	No	N/A	<i>Item or Description</i>
C. Grading and drainage			
			1 Boundary lines of the site with bearing and distances between them. New and existing property lines shown.
			2 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.
			3 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 to the center of the street, (MC 9-9.204.d(4)) and showing all relevant topographic features and surface drainage patterns.
			4 Limits of grading clearly defined and marked.
			5 Location, extent, and finished surface slopes of all proposed grading and final cut/fill line shown.
			6 Location, width, direction of flow and approximate location of tops and toes of banks of any watercourses shown.
			7 Conform elevations and slopes or retaining walls shown at property lines.
			8 Provide sections through entire project site north to south, and east to west.
			9 All proposed pads, finish floor, and garage elevations shown.
			10 Overland release noted and detailed.
			11 Table showing quantity of cut and fill, off-haul, etc., adjusted for anticipated swell or shrinkage.
			12 Location of lined or unlined ditches and typical section.
			13 Lot drainage pattern detailed in fine grading.
			14 Top and bottom of wall elevations shown with existing elevations.
			15 Structural details for retaining walls and shoring shown.
			16 Slope locations with typical sections of top and toe of slopes.
			17 Special Flood Hazard Area, FEMA floodplain clearly delineated, and Base Flood Elevation noted.
			18 List any observation requirements or special inspections required by CBC or recommended by soils and/or structural engineer.
D. Site Improvements			
			1 Right-of-way, property line, and street width dimensions accurately shown and conform to approved tentative map, approved entitlements, and/or future street setback lines.
			2 Street monuments shown consistent with parcel/final map.
			3 Location and width of all easements shown (existing and proposed with reference information).
			4 Existing conditions including utility boxes, vaults, manholes, drainage structures, fences, retaining walls, walls, trees, buildings, power poles, streetlights, signs, traffic signals, pedestrian push buttons, bollards, overhead lines, hydrants, natural features (creeks, ditches), etc. shown.
			5 Call out all adjacent streets, indicate as private or public.
			6 Improvements shown are consistent across all sheets and disciplines (landscape, joint trench, etc.)
			7 All driveway and sidewalk widths shown on plans.
			8 Sidewalk, planter strips, retaining walls, and C.3 treatment facilities shown and consistent with approved entitlements.
			9 All private improvements (including signs, fences, utilities, retaining walls, and C.3 facilities) located outside of the public right of way, including any footings.
			10 Structural pavement sections per Soils Report recommendations with R-value and TI noted.
			11 Curb and gutter type indicated (City Standard detail referenced and provided; non-standard details provided). Transitions between curb types detailed and dimensioned.
			12 Pavement and sidewalk cross slopes indicated; conform elevations noted when matching existing pavement.
			13 Profile view showing street slopes, and existing and proposed ground at centerline and/or flowline/top of curb.
			14 Street cross slopes indicated for existing and new street sections and conforms. Min 2%,Max 4%.
			15 ADA curb ramps shown at returns referencing City Standard Plans.

SITE DEVELOPMENT PERMIT SUPPLEMENTAL APPLICATION (cont..)

Yes	No	N/A	<i>Item or Description</i>
D. Site Improvements (cont..)			
			16 ADA curb ramps provided at all intersections and pedestrian crossings (existing and proposed).
			17 Detailed grading included for all ADA curb ramps demonstrating ADA compliance (separate enlarged details may be required).
			18 Cross sections at a minimum of 25' intervals along frontage improvements and existing conditions/grades shown 50' beyond limits of work or as required by the City Engineer.
			19 Section through for all new driveways conforming to Contra Costa County Driveway Profile Design Standard (CA20) or sufficient spot elevations/slopes to show conformance.
			20 Centerline stations and elevations shown at 50' minimum intervals and at all horizontal curves, vertical curves, and grade breaks.
			21 Radius of curvature shown on all curves. Curve data table provided, if applicable.
			22 Existing and finish grade profile for street centerlines and top of curbs shown with slopes indicated.
			23 Valley gutters indicated. Flow lines flagged at quarter points, on curb returns, and valley gutter centerline shown and detailed including any transitions. Elevations flagged at top of gutter.
			24 Curb returns and cul-de-sac profiles shown (high and/or low points indicated).
			25 Curb return profiles shall indicate all transition points for accessible ramps and demonstrate ADA compliance.
			26 Appropriate sight distance triangle shown at all intersections and driveways. (No obstructions, planting, or fencing allowed within the sight distance triangle greater than 3 feet in height).
			27 All bus stops (existing and proposed) within the project limits designed in accordance with County Connection standards and ADA requirements.
E. Striping and Signage			
			1 All private signs are located outside of the public right-of-way.
			2 All new signs and posts within the public right-of-way shown, labeled with CA MUTCD sign code, and installation per City Standard Details referenced.
			3 All striping and legends within the public right-of-way shown per Caltrans Standard Plans, CA MUTCD, and City Standards. Thermoplastic specified.
			4 All lane widths, striping transitions, crosswalks dimensioned.
			5 Locations and limits of all painted curb (red, yellow, etc.) identified.
			6 Following note placed on the plan: <u>"All striping shall be cat-tracked / laid out for review by the City. Final striping shall not be placed until approved by the City."</u>
			7 Parking stall dimensions shown and layout per City of Walnut Creek Off-Street Parking Standards
F. Storm Drain Pipes and Structures			
			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 Stationing and offsets of all drainage structures shown.
			3 Storm drain pipe/structure schedule included.
			4 Drainage line profiles: structure location, slope, quantity of flow and hydraulic grade line elevations at each structure based on a 10-year frequency storm.
			5 For non-standard or modified standard structures (depths greater than 12 feet), adequate rebar/structural details shown and structural calculations signed and wet stamped by licensed civil/structural engineer .
			6 Storm drain structure type indicated on plan or on structure list on same plan sheet
			7 "No Dumping Drains to Creek" detail referenced for each manhole and shown to install NPDES medallion per City Standard Detail SD-9 for each inlet/catch basin.
			8 All public storm pipes called out as PVC ; 15" minimum diameter; rubber gasket joints .
			9 Roof drain downspout locations identified and outfalls or underground connections detailed.
			10 Sub drain pipes shown with discharge location, cleanouts, and connection to storm drain system indicated.

SITE DEVELOPMENT PERMIT SUPPLEMENTAL APPLICATION (cont..)

Yes	No	N/A	Item or Description
G. C.3 Storm Water Management			
			1 Entire site divided into separate Drainage Management Areas (DMAs), with each area identified as self-treating, self-retaining, draining to a self-retaining area, or draining to an IMP.
			2 Each DMA clearly marked with a unique identifier.
			3 DMA boundary lines distinguishable on the plans and consistent with grading plan.
			4 Surface type and square footage of proposed impervious or pervious area for each DMA indicated.
			5 Location and sizes of treatment and flow-control facilities shown.
			6 "Table 1-1 : Project Data" of the Storm water Control Plan Report included.
			7 Summary report of the IMP sizing calculator included.
			8 Projects subject to Hydromodification Management (HM): Project file (with extension ".WHM") and user outputs report (with title "BAHM2023 Project Report" in pdf) both created from BAHM 2023 (Bay Area Hydrology Model).
			9 City Standard Details SD-10-4A and SD-10-4B (bio retention facilities inspection requirements) included on the plans.
			10 An exhibit showing the impervious areas to be replaced, impervious areas to remain, and areas newly covered with impervious surface shown on the plans.
			11 The following elevations for each bio-retention facility clearly shown on the same plan sheet: top of bank/planter wall/curb, pavement, top of soil layer, top of gravel layer, bottom of gravel layer, underdrain invert, overflow grate, and inlet.
			12 Provide details showing special construction required for curbs adjacent to treatment areas such as deepening, reinforcing, or lateral bracing.
			13 Site-specific bioretention facility details showing adjacent edge conditions. (Use City Standard Details SD-10-1 through SD-10-3 for reference and include on plans as appropriate).
			14 Typical detail provided of the orifice connected to the underdrain and installed in the overflow structure (if applicable).
			15 For qualified Special Projects using non-lid treatment: Provide vault sizing calculations and details in the plans.
			16 All area drains, sub drains, cleanouts, outfalls, and check dams shown for treatment areas.
H. Utilities (Water, sanitary sewer, gas, electric, communications)			
			1 All existing and proposed electrical and communication distribution facilities within the project and along public streets in Downtown Core Area shown to be placed underground.
			2 Elevation or vertical clearance of overhead utility sag shown where overhead utilities exist.
			3 Show gas and electric facilities including transformers, vaults, gas meters, and anticipated trench locations. Show existing and proposed joint trench or communication facilities, and existing and proposed utility easements.
			4 Private transformers located on private property, not in public right-of-way, and in location approved by Design Review Commission with transformer dimensions, required clearance, bollards, and screening shown.
			5 Transformers serving multiple properties located underground and outside of street section.
			6 All existing and proposed underground water, storm and sanitary sewer pipes and utilities shown; depth/invert, diameter, type/material, and length indicated. Show existing and proposed utility easements.
			7 Storm water, storm water treatment facility, sewer, and water offsets from each other and from the right of way clearly shown and labeled.
			8 Utility crossing table included with top and bottom of pipe elevations and vertical clearance.
			9 Show underground pipes and utility lines on profile including structures, inverts, diameter, type/material, length, and slope. (If profile is not on same sheet as plan view, TC, invert, and FL elevations must be shown on profile).
			10 Show nearest fire hydrant location and identify the proposed FDC location.
			11 Show all water and fire service structures accurately and to scale, and coordinate services with water provider. Show location and accurate size of the above-ground DDCV that will be required for the fire service.

SITE DEVELOPMENT PERMIT SUPPLEMENTAL APPLICATION (cont..)

Yes	No	N/A	Item or Description	
H. Utilities (Water, sanitary sewer, gas, electric, communications) (cont..)				
			12	Provide typical details for the joint trench, sewer line, storm drain, and water line including trench depth, backfill, and separation requirements if any
			13	Trench backfill detail included, or reference provided to City Standard Detail MS-1. All trenches in the public right-of-way or easements per City Standard Detail MS-1.
I. Traffic Signals				
			1	For new or modified traffic signals, pedestrian push button poles, or rapid flashing beacons, please contact Traffic Engineering for location-specific current requirements. Refer to City Standard Details TS-14 through TS-17.
J. Street Lighting (Public right-of-way and public access easements)				
			1	Photometric plan provided for public right-of-way and pathways located in public access easements per City guidelines. All private lights excluded for public right-of-way photometric.
			2	Street lighting plan included (MC 9.9.204(a)) with locations of existing, new and relocated street lights and service boxes shown.
			3	Conduit runs, service points, and schedule for conductors and conduits provided.
			4	Luminaire, electrolier, standard, lamp, etc., including color and finish per City Standard Details shown on the plan. City Standard Details TS-18-1, TS-19-1, and TS-19-2 included on plans as appropriate.
			5	Badge number identified for existing and relocated streetlights and left blank for new streetlights (to be included in as-built plans).
			6	All new streetlights to be placed per LS-2 rate schedule.
			7	Conduit runs shown to be installed under the sidewalk. Streetlight service boxes to be installed in the sidewalk at the streetlight location per the City Standard Plan TS-14-2.
			8	Clearance from overhead lines shown on plans.
K. Site Lighting (Private Property)				
			1	Location and type of site lighting shown with lights referenced to a detail, including foundation, or mounting detail.
			2	Foundation details for lights next to bioretention facility.
L. Tree Protection				
			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	City Standard Tree Protection Notes as well as any additional tree protection notes by project arborist included on the plans.
M. Landscape (Hardscape, Planting and Irrigation)				
			1	Property lines and easements shown.
			2	Hardscape plans show proposed paving and surface materials including score lines.
			3	Details for all steps, retaining walls, bioretention/flow-through planter walls, screen walls, fences, and utility screening shown.
			4	Details for tree and shrub planting, mounds, arbors, and site furniture (benches, bicycle racks, bollards, etc.) shown.
			5	Street furniture located to allow 8' minimum clear width in the Downtown Core Area.
			6	Planting and street tree plan included with legend showing quantity and size of plant species, and botanical and common names. Plants in C.3 facilities listed separately. (No trees allowed in C.3 facilities)
			7	All irrigation lines and irrigation heads with sizing noted on piping. Main lines shown to be 18" deep and on private property only/ laterals 12" deep.
			8	For C.3 facilities, irrigation provided on a separate zone. No subsurface drip irrigation allowed; per plant drip emitters recommended. (Appendix B, CCCWP C.3 Guidebook)

SITE DEVELOPMENT PERMIT SUPPLEMENTAL APPLICATION (cont..)

Yes	No	N/A	Item or Description
M. Landscape (Hardscape, Planting and Irrigation) (cont..)			
			9 For WELO projects, completed Water Allowance worksheets provided on irrigation plans (M.C. 10-2.3.1107; see Walnut-creek.org/landscaping).
			10 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.)
N. Erosion and Sediment Control			
			1 Designed with short-term erosion and sediment control measures.
			2 Prepared in accordance with the latest edition of CASQA Best Management Practice (BMP) handbook and City of Walnut Creek Minimum Erosion Control Guidelines .
			3 Erosion Control Notes included on the plans.
			4 For projects disturbing one or more acres: WDID number.
			5 Location of the following shown with appropriate details:
			5a Erosion control BMPs.
			5b Run-on and run-off control BMPs.
			5c Sediment control BMPs (at project perimeter, along slopes, and at storm drain inlets).
			5d Construction Entrance.
			5e Stockpile(s).
			5f Material, waste, and chemicals storage.
			5g Construction sanitary facilities.
			5h Active treatment system, if required.
O. Building Permit Plan Sheets to be included as Reference			
			1 Architectural Site Plan layout
			2 ADA path of travel
			3 Roof plan
			4 Storm Drain Plumbing Plans
			5 Sewer and Water Plumbing Connection Plans
			6 Basement Slab Plan
			7 Electrical Site Layout
			8 Trash Enclosure Plan
P. Drainage Report Requirements			
			1 Drainage report with hydrology calculations that demonstrate that the post-development condition does not increase storm water peak flow discharge from the pre-development condition and hydraulic calculations for proposed storm drain system to demonstrate conformance with City Drainage Standards.
			2 Drainage report shall include a description of the project, pre- and post- project drainage patterns, and methods & equations used for analysis; a conclusion summary and appendices of all references and resources used; sufficient detail and narrative to demonstrate compliance with project requirements and conditions of approval; hydrology map exhibit for both pre-development and post-development conditions with on- and off-site topography shown 100 feet beyond property or to boundaries of drainage area, whichever is greater, and show points of concentration, pipe segment identification and subareas with designations that correspond with hydrology calculations; include hydrology and hydraulic calculations consistent with Contra Costa County Flood Control District (CCCFCDD) Standards; and provide EGL, HGL, FL, top of grate & invert EL, Q, A, S, V, freeboard at structures, structure losses, tailwater assumptions, super or subcritical flow indicated.