



SEPTEMBER 12, 2018

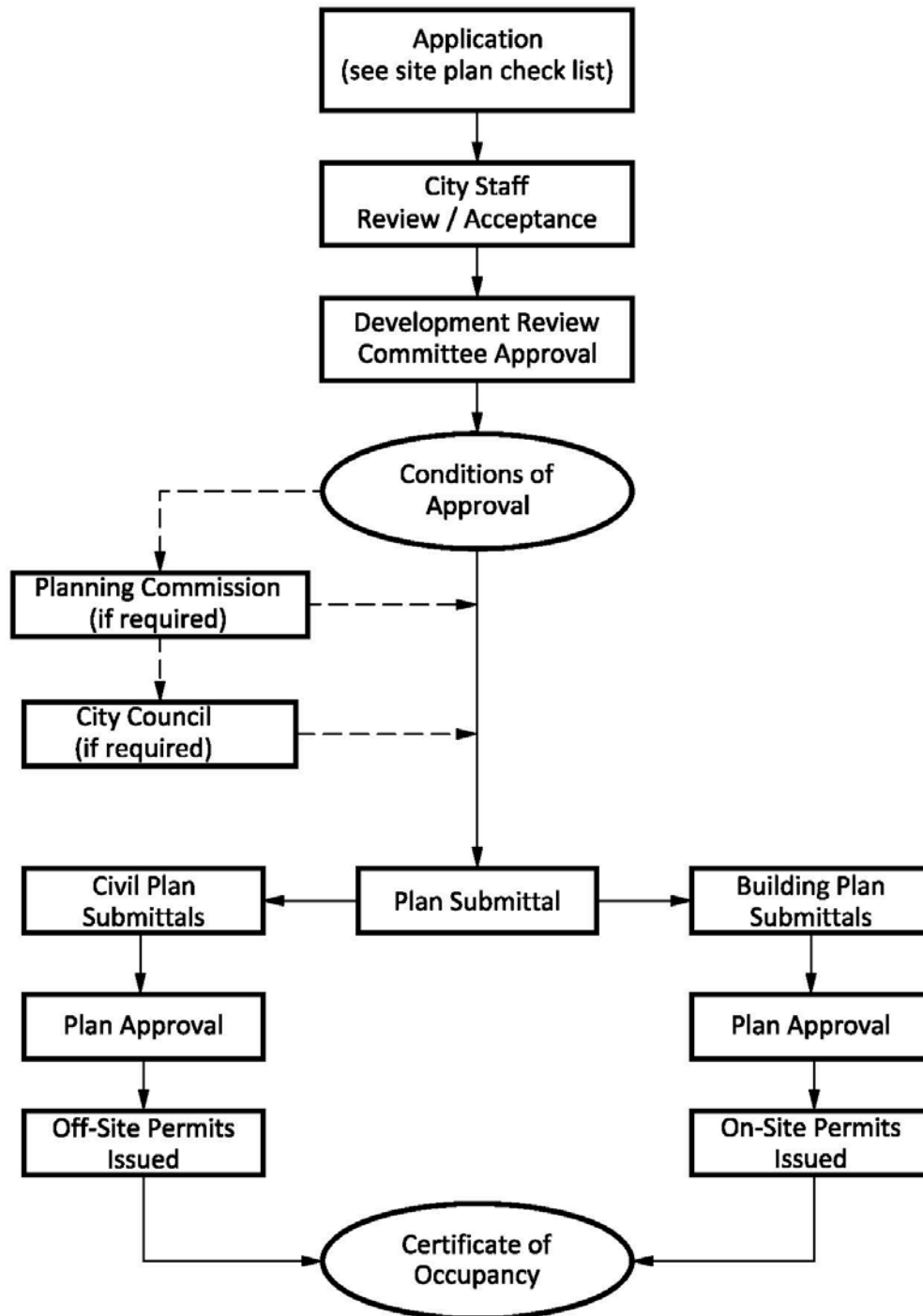


CITY OF HESPERIA

DEVELOPER WORKSHOP



Development Services The Development Process





City of Hesperia

Gateway to the High Desert

Planning Table of Contents

A. Development Review Committee (DRC) Process

B. Site Plan Checklist

C. 2018 Filing Schedule Deadlines



City of Hesperia
PLANNING DIVISION

Development Review Committee (DRC) Process

- **Understanding Codes and Preparing for the Process**

- o Codes:
 - Title 16 – Development Code
 - Main Street and Freeway Corridor Specific Plan
- o Consult with staff
 - Provide plans in advance to provide staff time to evaluate
 - Schedule a meeting
 - Planners are available at the counter, by phone and email

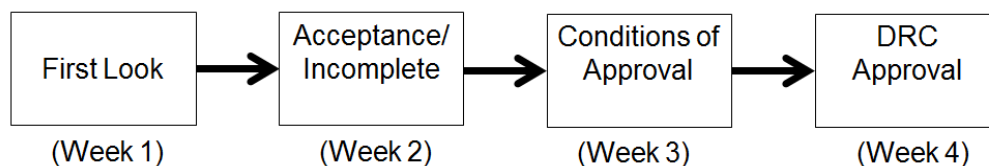
- **Common Challenges**

- o Follow architectural/design guidelines
- o CEQA required for projects of 5 acres or more. This triggers requirements for a Biological Report, Cultural Resources, and Protected Plant Plan
- o Formatting – Follow site plan checklist (see handout)
 - Provide a single site plan
 - Show street sections, corner cutoff, commercial drive approach standards
 - Show contours, street/public improvements, easements, drainage system and water/sewer lines
 - Provide title report and easements of record
- o Traffic Impact Analysis required for certain projects

- **DRC is a four to six week process**

- o Bi-weekly deadlines (see handout)

Meetings



- **Guidance**

- o Provide a complete application
- o Avoid Inconsistencies and formatting errors
- o Coordinate requirements with Planning, Engineering, and Fire Departments
- o Request guidance on vague or complicated problems
 - The more complicated the problem, the more involved
- o Be responsive
 - Address corrections. Provide responses
- o Adhere to professionalism by providing your best work



City of Hesperia
PLANNING DIVISION

Site Plan Checklist

(For Site Plan Reviews, Revisions and Conditional Use Permits)

Site Plan:

The Site Plan shall be professionally prepared in conformance with accepted drafting standards. Ten sets of site plans shall be submitted.

The following information shall be indicated on all site plans (check when completed):

- ☐ Site plans shall be submitted on 24" x 36" sheets (folded to 8 ½" by 14"). A preliminary grading or other plan submitted in conjunction with a site plan will not be accepted. Provide an 8½" x 11" reduction or PDF file document of the site plan. Show appropriate scale (generally 1" = 20').
- ☐ Name, address, and telephone number of the developer, owner of record, and person who prepared the plan.
- ☐ Date of preparation and/or revisions.
- ☐ Precise legal description (the Assessor's Parcel Number (APN) is not a legal description).
- ☐ North arrow oriented towards the top or to the right of the sheet and a legend identifying any symbols used.
- ☐ Property lines with dimensions and bearings.
- ☐ Gross acreage (including streets) and net lot area.
- ☐ Assessor's Parcel Numbers and site address (if available).
- ☐ Contours at 1-foot intervals with pad elevations for all buildings.
- ☐ Calculations for on-site retention per City Ordinance and indicate the location, type, and depth of all drainage structures for on-site retention.
- ☐ Locations of all post-construction stormwater best management practices (BMP's) consistent with the project's Water Quality Management Plan (WQMP). Include design and sizing details for each BMP.
- ☐ A vicinity map showing the precise location of the project.
- ☐ All easements of record. Identify, label, and dimension all recorded easements which affect the subject property.
- ☐ Dimension both off-site and on-site improvements including right-of-way for streets and alleys/curb face from centerline. The width of all driveways, drive aisles, sidewalks, and width and depth of parking spaces and loading zones.
- ☐ Dimension and label all existing and proposed buildings and structures from property lines and provide distances between buildings.
- ☐ Show and dimension street improvements if existing improvements occur within 100 feet of the project site (break lines may be used).
- ☐ Location of water and sewer lines, utility poles, street lights, and fire hydrants.

- ☐ Locate the proposed fire department connection (FDC) and post indicator valve (PIV) when fire sprinklers are required.
- ☐ Size, location and height of existing and proposed buildings and structures, including walls, fences, signs, lighting, trash enclosures and other accessory structures. The boundaries of landscaped areas, outdoor display and storage areas shall also be clearly shown.
- ☐ Indicate the limits of the phasing and all off-site and on-site improvements to be constructed with each phase.
- ☐ Show all handicapped parking spaces, accessible paths of travel and ramps needed to provide accessibility from a public street to all private facilities, consistent with state and federal law.
- ☐ Provide a tabular summary, which includes the following information:
 1. Adjusted gross and net acreage.
 2. Gross floor area per building and total floor area for all buildings.
 3. Landscape coverage ratio (percentage of lot covered by landscaping).
 4. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable).
 5. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable). Include parking formulas used and calculations.

Supporting Documentation:

The following reports / information shall be submitted with the site plan as required:

- ☐ Provide three copies of a hydrology study which identifies the off-site tributary flow and its impact to the site.
- ☐ Three copies of a preliminary title report (less than 90 days old). Three copies of all supporting documents referenced in the title report shall be included.
- ☐ **WQMP Regulated Submittal (projects that create or replace ≥ 5000 sq. ft. impervious surface)**
Submit a project specific Water Quality Management Plan (WQMP) prepared using the City of Hesperia WQMP Template applicable to the project. Provide signed certifications and a draft Maintenance Agreement that identifies the responsible parties. For WQMP non-regulated submittals (projects that create or replace ≥ 2500 sq ft impervious surface, show water quality features on Site Plan.

Consult with the Planning Division prior to contracting for the following:

- ☐ Provide three sets of a protected plant plan.
- ☐ Provide three sets of a biological report.
- ☐ Provide three sets of a cultural resources report.
- ☐ Provide three sets of an acoustic or noise study.
- ☐ Provide three sets of a photometric study.
- ☐ Provide three sets of a slope analysis.

- ☐ Provide six sets of a Traffic Impact Report.
- ☐ Provide three sets of a traffic study.

Floor Plan:

The Floor Plan shall be professionally prepared in conformance with accepted drafting standards. Six sets of floor plans shall be submitted.

- ☐ 24" x 36" sheet size and provide an 8½" x 11" reduction or PDF file document.
- ☐ Show appropriate scale (generally ¼" = 1').
- ☐ Label each room as to use.
- ☐ Provide dimensions for each room and provide outside building dimensions.

Elevations:

The Elevations shall be professionally prepared in conformance with accepted drafting standards. Six sets of elevations shall be submitted.

- ☐ 24" x 36" sheet size and provide an 8½" x 11" reduction or PDF file document.
Building elevations shall show architectural detail and shall include illustrative elevations of all sides of all buildings.
- ☐ Building materials shall be labeled on each sheet of the elevations, including proposed building colors, heights of all structures, conceptual sign locations, sizes and type, and screening treatment for HVAC units.

One professionally prepared color elevation sheet showing all four primary building faces or a color rendering shall be provided. The document shall be submitted as an 8½" x 11" sheet or PDF file document.

**ALL APPLICATION MATERIALS LISTED WITHIN THE APPROPRIATE
APPLICATION SHALL ALSO BE SUBMITTED.**

***I HEREBY ACKNOWLEDGE THAT I HAVE INCLUDED ALL OF THE ITEMS LISTED
AND UNDERSTAND THAT MISSING ITEMS WILL RESULT IN THE DELAY OF
THE PROCESSING OF MY APPLICATION.***

Signature of Plan Preparer or Applicant



2018 CITY OF HESPERIA DEADLINE/HEARING SCHEDULE

This schedule represents the City's deadlines and project action dates for applications submitted to the Planning Department. This schedule assumes that a complete application is filed and that an EIR is not required. This schedule is not a guarantee of a timeline for a given project as meeting dates may be postponed or cancelled for a variety of reasons. If you have any questions about this schedule please contact the Planning Department at (760) 947-1224

Applications are due by Noon on the Filing Dates listed below.

Application Filed Date Submitted no later than 12:00 p.m.	DRC (Decision Date) alternating Wednesdays 10:00 a.m.	Effective Approval 13 days after DRC hearing date.
12/04/2017 & 12/18/2017	1/10/2018	1/23/2018
1/2/2018	1/24/2018	2/6/2018
1/16/2018	2/7/2018	2/20/2018
1/29/2018	2/21/2018	3/6/2018
2/12/2018	3/7/2018	3/20/2018
2/26/2018	3/21/2018	4/3/2018
3/12/2018	4/4/2018	4/17/2018
3/26/2018	4/18/2018	5/1/2018
4/9/2018	5/2/2018	5/15/2018
4/23/2018	5/16/2018	5/29/2018
5/7/2018	5/30/2018	6/12/2018
5/21/2018	6/13/2018	6/26/2018
6/4/2018	6/27/2018	7/10/2018
6/18/2018	7/11/2018	7/24/2018
7/2/2018	7/25/2018	8/7/2018
7/16/2018	8/8/2018	8/21/2018
7/30/2018	8/22/2018	9/4/2018
8/13/2018	9/5/2018	9/18/2018
8/27/2018	9/19/2018	10/2/2018
9/10/2018	10/3/2018	10/16/2018
9/24/2018	10/17/2018	10/30/2018
10/8/2018	10/31/2018	11/13/2018
10/22/2018	11/14/2018	11/27/2018
11/5/2018	11/28/2018	12/11/2018
11/19/2018	12/12/2018	12/25/2018
12/03/2018 & 12/17/2018	1/9/2019	1/22/2019
1/14/2019	2/6/2019	2/19/2019
1/28/2019	2/20/2019	3/5/2019
2/11/2019	3/6/2019	3/19/2019
2/25/2019	3/20/2019	4/2/2019



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A. DRC (Entitlement)

1. Engineering Flow Chart
2. Public Viewer
3. Drainage/Hydrology Study
4. Engineering Checklist Example for SFR Only
5. Engineering Matrix for SFR and Building Permits
6. Traffic Impact Analysis
7. Traffic Circulation
8. Water Quality Management Plan

B. Plan Check Process

1. Plan Submittal Checklist
2. Plan Checking Checklist
3. Erosion Control Plan Checklist
4. Rough Grading Plan Checklist
5. Precise Grading Plan Checklist
6. Street Plan Checklist
7. Sewer Plan Checklist
8. Water Plan Checklist
9. Storm Drain Plan Checklist
10. Retention Basin Plan Checklist
11. Underground Fire
12. Tract, Subdivision Agreement and Bonds
13. Plans for Construction
14. SWPP
15. Engineer's Cost Estimate
16. Plan Submittal Fees

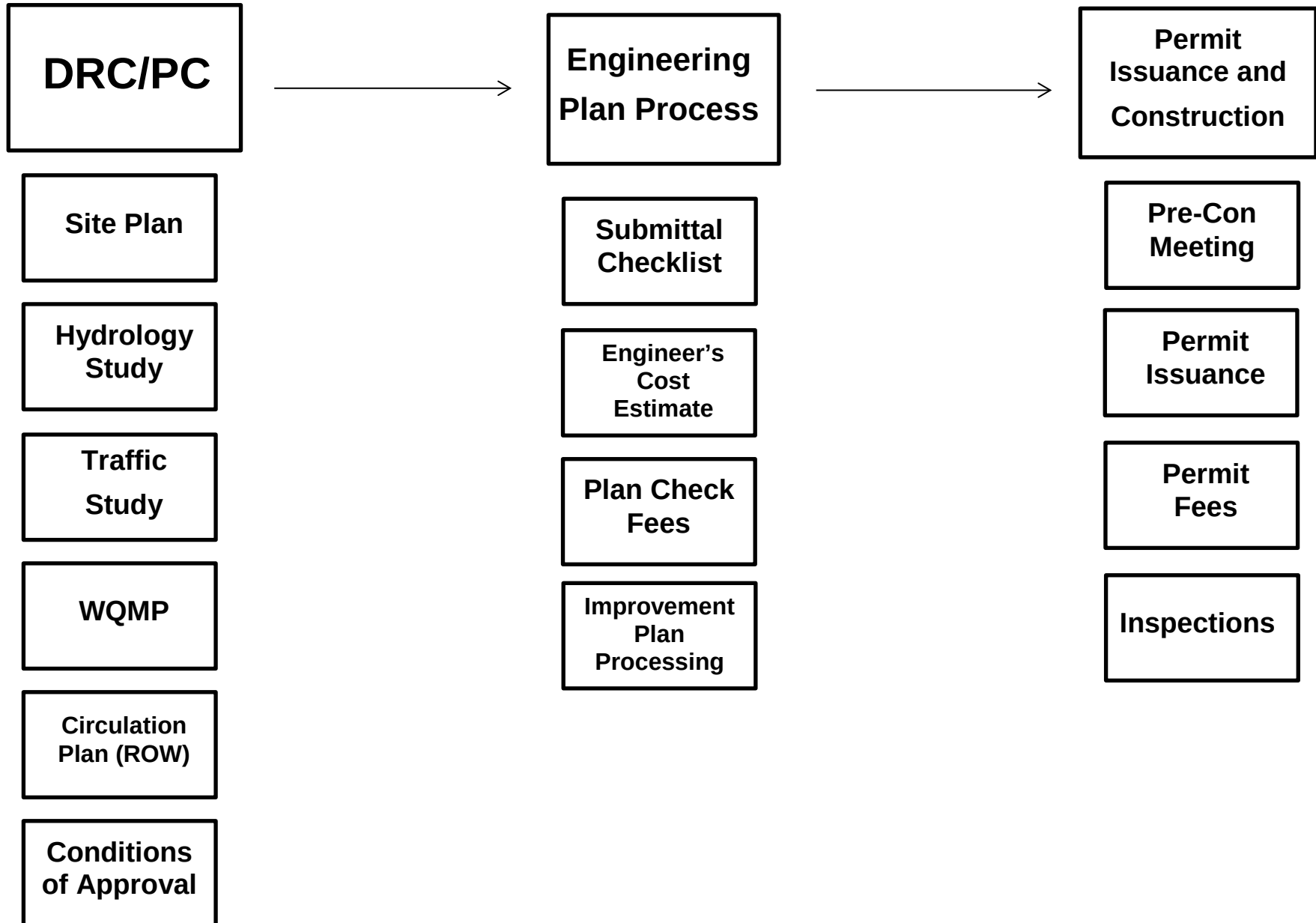
C. Pre-Construction Meeting, Permits, Fees and Inspections

1. Encroachment Permit
2. Instructions to set a Pre-Con Meeting Form
3. Insurance Requirements
4. Encroachment Permit Fees

***Engineering
Requirements
for
Development Review
Committee
and
Planning Commission
(Entitlement)***



City of Hesperia
ENGINEERING DIVISION





City of Hesperia
ENGINEERING DIVISION

PUBLIC VIEWER

The City's Public Viewer website provides residents and community members with an exceptional amount of data right at their fingertips. Access Zoning information, Infrastructure including construction plans and so much more!

Go to the City of Hesperia Website and on the Engineering Page you will find the link to the Public Viewer Site on the left side of the page.

<http://www.cityofhesperia.us/109/Engineering>

<https://hesperia.geoviewer.io/>

If you have any questions or need help navigating through the site, please feel free to contact our GIS Manager, Eric Greene.



City of Hesperia
ENGINEERING DIVISION

DRAINAGE/HYDROLOGY STUDY

Drainage Studies are required to address the California Drainage Law and the Design of Storm Drain Lines and Retention Basins.

When Drainage Studies are required for review

- Drainage Studies are required for Single Family Residents Infill Lots based off our Engineering Checklist and Matrix. Please see attached sheets for further detail.
- Drainage Studies are required for all Projects submitted through the DRC application.

Identifying Onsite and Offsite Runoff

Offsite

- Demonstrate that offsite flows are safely conveyed through or around Project Site.

Onsite

- For sites smaller than 1 acre, 13.5 cubic feet of storage for every 100 square feet of impervious surface shall be provided.
- For sites larger than 1 acre, storage shall be provided consistent with San Bernardino County Flood Control District Manual requirements based on a 100 year 24 hour storm event.

Drainage Studies shall include an Introduction, Hydraulic Analysis, Underground Storage Analysis and a recommendation, conclusions together with supporting calculations.

Engineering Checklist for Single Family Resident Development

TRAKT - LandTRAK

Record Link Tools Window Help

Add Record Attachments GIS Search Go to Recent Invoicing Internet Links Imaging Links Send E-Mail Timesheet

TRAKT

LandTRAK

Site Browse

Search Results

GeoRecords

APN: 041320215

Site #: 041320215

Site Information APN: 041320215

Assessor PIN or 041320215 Land: 23211

Type: PARCEL Improvements: 0

Status: ACTIVE Total Value: \$23,211.00

Alternate ID:

Address: Number Street Name Unit No.

City, State, Zip: 00000

Subdivision: Sect-Twp-Rng: T04NR04W SEC 20 Lot Size (SF): 43560

Tract: 4482 Block: Lot: 377

General Site Info: VACANT LAND

Legal Description: TRACT 4482 LOT 377 TRACT NO 4482 LOT 377 EX WATER R1GHTS AND EX 1/2 INT M1N RTSWITHOUT SURFACE ENTRY

Functions

Add Record

Duplicate Record

Delete Record

Link to...

Parent Site

Sub-Site

Project

Permit

Case

Business

Issue

Contacts (1) Owner: RAMMING, ETHEL REVOCABLE TRUST Phone #:

Building & Land Use Information

Restrictions

Custom Screens (9)

Eng Checklist Parcel Tax Data Assessments District Sewer Buybacks Sewer Backflow Lateral Building Planning Code Enforcement PARCEL COMMENTS

ROADWAY DESIGNATION Click Here

IOD REQUIRED NO

HISTORIC FLOW PATH

NDC

DE

INFREQUENT FLOOD HAZARD

MPD

SEWER W/IN 200' NO

WATER

PUE

COMPLETED DATE

COMPLETED BY

Site Change Log

Inspections

Main Menu

WorkSpace

LandTRAK

PermitTRAK

ProjectTRAK

CodeTRAK

AEC TRAK

LicenseTRAK

CRM TRAK

Reports

- When NDC, DE, Infrequent Flood Hazard or MPD is marked with a “YES”, it will trigger an Engineering Review for Drainage.
- This will trigger a Hydrology Study to be Submitted with Grading Plan.



City of Hesperia
ENGINEERING DIVISION

TRAFFIC IMPACT ANALYSIS (TIA)

TIA Exemptions

(Subject to the discretion of the City Engineer)

- Parcel Maps
- Single Family Residential Tracts of less than 100 lots
- Apartments and other multi-family dwelling unit Projects of less than 150 units
- Any use that can demonstrate, based upon the latest edition of the Institute of Transportation Engineers (ITE), Trip Generation Manual, a trip generation less than 50 total trips during peak hours.

TIA Requirements

Requirements shall be determined by the Developer's Traffic Engineer as approved by the City's Engineer documented by an approved TIA Scoring Memorandum and shall be submitted with DRC application.

Focused (Minor) Traffic Impact Analysis, subject to the discretion of the City Engineer, is required for:

Projects that generate 1 to 49 trips during any peak hour to the existing street system. The Report shall include the Project's point of access and adjacent intersections for Project opening year condition. Projects located near a major arterial or existing high volume impacted intersection.

Full Traffic Impact Analysis is required for:

Projects that generate 50 (or more) peak hour trips to the existing street system. TIA shall include all existing intersections that the proposed Project will add 50 or more peak hour trips. All study intersection and roadway segments within the Project limits shall be analyzed to identify impacts to capacity and Level of Service.



City of Hesperia
ENGINEERING DIVISION

TRAFFIC CIRCULATION

Roadway Classifications – ROW Dedication will be asked for during Entitlement.

- Major Arterial
120' Right of Way
104' or 92' Curb to Curb
- Major Arterial with Bike Lane
128' Right of Way
104' Curb to Curb
- Arterial
100' Right of Way
72' Curb to Curb
- Secondary Arterial
80' Right of Way
50' Curb to Curb
- Industrial Collector
70' Right of Way
46' Curb to Curb
- Suburban Collector
60' Right of Way
36' Curb to Curb

You can find our Adopted Traffic Circulation Map on our City's Engineering webpage. <http://www.cityofhesperia.us/113/Maps>



WATER QUALITY MANAGEMENT PLAN

The Water Quality Management Plan (WQMP) is required to address discharges from the Post-Construction use of the site. The WQMP is a requirement of the MS4 permit and under the jurisdiction of the City of Hesperia.

There are two types of WQMP's:

- Non-Regulated WQMP for Projects creating 2,500-5,000 square feet of impervious surface
- Regulated WQMP for Project creating 5,000 or more square feet of impervious surface

To assist in developing the WQMP Report, a WQMP Template is available along with a Technical Guidance Document (TGD) that explains how to fill out the WQMP Template. The WQMP Template should be used as a guide and all guidance text and sections that are not relevant should not be used and deleted.

Engineering Plan Process



City of Hesperia
ENGINEERING DIVISION

Plan Submittals

Improvement Plans (Civil Plans):

- ☐ Five sets of plans shall be submitted with all required reports.
- ☐ Improvement plans shall be submitted as one complete set (Grading, Streets, Storm Drain, Erosion Control, Sewer, Water, Utility, etc.)
- ☐ All Improvement Plans and Maps shall be submitted concurrently, if applicable.
- ☐ An Engineer's Estimate (completed on the City's form) shall be submitted prior to first plan submittal or with the first plan submittal.
- ☐ Engineering will review Engineer's Estimate and create invoice after first plan submittal.
- ☐ All fees shall be paid prior to the second plan review.

Tract Maps and Parcel Maps:

- ☐ Three sets shall be submitted along with all required reports.
- ☐ Plan review fees are provided in the City's fee schedule. Plan review fees for tract and parcel maps are not based on an Engineer's Estimate.
- ☐ All Improvement Plans and Maps shall be submitted concurrently, if applicable.



City of Hesperia
ENGINEERING DIVISION

Plan Checking Checklist

GENERAL:

All plans for each project must be combined into one set of drawings (i.e.: one cover sheet followed by the note sheet and then grading plans, street plans, sewer plans, etc. – do not add a cover sheet to each individual type of drawings in the set.) All detail drawings must be grouped together and attached at the “rear” of the plan set. (See the cover sheet & notes sheet checklist for further details.) City Standard Details are not to be altered.

All plans shall be 24”x36” (sticky backs not acceptable.)

All mylars are to be printed on front side.

All notes and dimensions shall be able to be read from the bottom or the right side of the sheet.

All plans shall be drawn to an acceptable engineering scale with the scale clearly shown on each sheet.

Show all improvements drawn with a solid line type. (All existing improvements shall be drawn with a dashed line type. All future improvements, and improvements shown on other sheets within the plan set, shall be drawn with a phantom line type).

The private Engineer/Developer is responsible for the coordination and approval of all City, County, State, or other agencies whose authorization and/or approval is required.

All Details shall be per City Standard Details and Standard Plans for Public Works Construction (SPPWC) “Greenbook”.

ALL SHEETS:

EACH SHEET MUST INCLUDE THE FOLLOWING ACROSS THE BOTTOM OF THE SHEET:

- ☐ Signature Block showing the following: Preparing Engineer’s Name, Logo, Address, Phone Number, Date, License Number, and Expiration Date.
- ☐ Current Seal of the Preparing Engineer.
- ☐ Underground Service Alert Phone Number.
- ☐ Revision Block.
- ☐ City of Hesperia Engineering Department Title Block.
- ☐ Title Block. (Include type of construction (i.e.: Cover Sheet, Sewer Plan, Erosion Control Plan, etc.), Tract Number or A.P.N. and Limits of Construction including Stationing.)
- ☐ Block for Sheet Number & Total Number of Sheets and Project Number.
- ☐ Project Benchmark.

Cover Sheet & Note Sheets Checklist

COVER SHEET:

(See Title Block Example T-1.pdf)

THE PLAN SET COVER SHEET MUST INCLUDE THE FOLLOWING:

- ☐ Vicinity Map with Job Location.
- ☐ Title and/or Heading, APN and project name (centered at the top of the sheet).
- ☐ Legend, Key to Symbols, Abbreviations (to include all symbols and abbreviations used on all drawings).
- ☐ Index Map showing job limits (with sheet parameters) include Tract Numbers or A.P.N's for all adjoining tracts (applies to tracts).
- ☐ North Arrow and Scale (1"=40'). The plans shall be oriented so that the direction of the North Arrow is either up or to the right of sheet.
- ☐ Project Bench Mark (An approved and properly identified City of Hesperia Bench Mark with the elevation noted).
- ☐ Basis of Bearings.
- ☐ Sheet Index.
- ☐ Projects full Legal Description. APN is not acceptable as a full legal description.
- ☐ Owners name, address and telephone number (include contact name, address and telephone number of owners representative, if other than owner).
- ☐ Engineer's Declaration.
- ☐ Underground Service Alert Phone Number.

NOTE SHEET:

(All general notes are provided in the City Development Standards.)

THE NOTE SHEET(S) MUST INCLUDE THE FOLLOWING:

- ☐ City of Hesperia General Construction Notes.
- ☐ Plan Specific Construction Notes (i.e.: Grading Notes, Sewer Notes, Water Notes, etc.) for each type of plan included in the set.
- ☐ Any other notes the Engineer deems applicable to the project.
- ☐ Estimate of material quantities (optional).
- ☐ Estimate of earthwork quantities (cut, fill, over excavation, shrinkage, etc.).



City of Hesperia
ENGINEERING DIVISION

Erosion Control Plan Checklist

GENERAL:

All plans for each project must be combined into one set of drawings (i.e.: one cover sheet followed by the note sheet and then grading plans, street plans, sewer plans, etc.- do not add a cover sheet to each individual type of drawings in the set.) All detail drawings must be grouped together and attached at the rear of the plan set. (See the cover sheet & notes sheet checklist for further details.)

All plan shall be 24"x 36" (Sticky backs not acceptable).

All notes and dimensions shall be able to be read from the bottom or the right side of the sheet.

All plans shall be drawn to an acceptable engineering scale with the scale clearly shown on each sheet.

The private Engineer/Developer is responsible for the coordination and approval of all City, County, State, or other agencies whose authorization and/or approval is required.

An Erosion Control Plan will be required for all grading, operations occurring between October 15th and April 15th.

All Erosion Control Plans shall conform to the California Stormwater Quality Association Best Management Practices (BMP's), Handbook, and those requirements set forth in the Erosion Control General Notes. (The BMP'S can be found on the internet at www.cabmphandbooks.com. Once on the website, all information can be found under the "Construction Tab.)

Show the "Erosion Control General Notes" on the Notes Sheet.

ALL SHEETS:

EACH SHEET MUST INCLUDE THE FOLLOWING ACROSS THE BOTTOM OF THE SHEET (LISTED FROM LEFT TO RIGHT):

- ☐ Signature Block showing the following: Preparing Engineer's Name, Logo Address, Phone Number, Date, License Number, and Expiration Date.
- ☐ Current Seal of the Preparing Engineer.
- ☐ Underground Service Alert Phone Number.
- ☐ Revision Block.
- ☐ City of Hesperia Engineering Department Approval Block (see Example #1).
- ☐ Title Block. (Include type of construction (i.e.: Cover Sheet, Sewer Plan, Erosion Control Plan, etc.), Tract Number or A.P.N. and Limits of Construction including Stationing.)
- ☐ Block for Sheet Number & Total Number of Sheets and Project Number.

PLAN VIEW DRAWINGS:

- ☐ Show the City Approved Bench Mark on each sheet. (NOTE: County Bench Marks are unacceptable for use in the City of Hesperia.)
- ☐ Provide Owner's Name, Address, and Phone Number (or the Name, Address, and Phone Number of the Owner's representative).
- ☐ Clearly show a separate "EMERGENCY CONTACT:" note on the drawing which contains the names and 24 hour phone numbers of the primary and alternate Emergency Contact Personnel (See Example #2).
- ☐ North Arrow and Scale (1"=40'). (The North Arrow shall point either up or right).
- ☐ Show all Street Names
- ☐ Show Topo lines and elevations. (NOTE: You must show the Topo lines and elevations extending a minimum of 100' beyond all project boundaries, or further than 100' beyond the project boundaries if necessary to address any special concerns.)
- ☐ Show how all water that is moving toward the project site from off site (upstream) locations will be handled.
- ☐ Show how all water leaving the project site will be returned to a natural drainage course.
- ☐ Show all easements and natural drainage courses.
- ☐ Provide construction notes applicable to each sheet.
- ☐ Provide detail drawings as necessary.
- ☐ Show the lot numbers and lot lines for all lots.
- ☐ Label Project Boundaries include Stationing and Bearings.
- ☐ Show flow direction arrows for all sheet flows and along all streets.
- ☐ Show grade percentages along all streets.
- ☐ Show all Catch Basins, Retention Basins, and Dry Wells.
- ☐ Provide erosion control on all lots.
- ☐ Provide erosion control on all parkways.
- ☐ Show the location of all Silt Fences.
- ☐ Show all Sediment/Desilting Basins
- ☐ Show all Sediment Traps.
- ☐ Show all Earth Berms (including the Berm dimensions).
- ☐ Show all Sand Bag and/or Gravel Bag Barriers.
- ☐ Show all Straw Bale Barriers.
- ☐ Show Storm Drain and Catch Basin Inlet protection.
- ☐ Show Stabilized Construction Entrance(s) detailing both the "rock" and the "grid plates".
- ☐ Show Stabilized Construction Roadways.
- ☐ Show the Tire Wash Exit(s)
- ☐ Show Sandbag Velocity Reducers on all streets and at any other location deemed necessary by the designing engineer. Velocity reducers shall be positioned as follows:

Sandbag velocity reducers stacked a minimum of two (2) sandbags high shall be placed at an angle of forty five degrees (45°) to the curb, and shall begin at the curb and extend a minimum of eight feet (8') from the curb, measured perpendicular to the curb.

The distance between velocity reducers shall be as follows: On street grades of four percent (4%) or less a maximum of two hundred foot (200') spacing; on street grades between four percent (4%) and nine percent (9%) a maximum of one hundred foot (100') spacing; and on street grades greater than nine percent (9%) the maximum spacing shall be fifty feet (50').

- ☐ Show Vehicle Fueling Areas.
- ☐ Show Concrete Waste Containment Area(s).

- ☐ Show Equipment Storage Area(s).
- ☐ Show Material Storage Area(s).
- ☐ Show Chemical Storage Area(s).
- ☐ Show stationing and elevations at all street intersections, at the end of all cul-de-sacs, and at all points necessary to establish flow patterns.
- ☐ Show street dimensions. Include the Right of Way dimension, Curb Face to Curb Face dimension and the Street Center Line to Curb Face dimension for all streets shown on the drawing.
- ☐ Show all match lines and connecting page numbers.
- ☐ Show sheet numbers and/or sheet names and match line stationing on both sheets.



City of Hesperia
ENGINEERING DIVISION

Rough Grading Plan Checklist

GRADING PLANS:

A final hydrology study (if required) shall be based on the San Bernardino County method of calculations for 100 year storms, including on-site and off-site runoff (assuming ultimate upstream development) paying special attention to concentrated flows onto and off of the property. The report must also include the estimated retention basin sizing in cubic feet. The hydrology study must be wet stamped and signed by a registered Professional Engineer in the State of California and submitted to the City along with the plans.

A soils report including all specific recommendations of the Soils Engineer shall be submitted with the plans. The soils report must be wet stamped and signed by a registered Professional Engineer in the State of California.

All NPDES requirements shall be met prior to grading permit issuance.

PLAN SHEETS:

- ☐ North Arrow and Scale (1"=40'). The plans shall be oriented so that the direction of the North Arrow is either up or to the right of sheet.
- ☐ All grades for soft areas (i.e.: "FG's", etc.), shall be to the tenth (0.1').
- ☐ All grades for hard areas (i.e.: "TC's & FL's", etc.), shall be to the hundredth (0.01').
- ☐ The maximum grade for all slopes shall be 2:1. (Show slopes and include slope symbols to indicate top and toe.)
- ☐ The maximum slope for all driveways shall be 12%.
- ☐ The minimum slope for all graded areas shall be 1% - no exceptions.
- ☐ The minimum slope for all PCC areas shall be 0.5% minimum - no exceptions.
- ☐ The minimum slope for all AC Paved areas shall be 1% - no exceptions.
- ☐ All lots shall be graded at 2% away from the foundation - no exceptions.
- ☐ Provide Slope Easement(s) from any and all adjacent property owners where your grading operations will encroach onto the adjacent property.
- ☐ Provide Construction Notes applicable to each sheet.
- ☐ Label Project Boundaries including Bearings and Dimensions.
- ☐ Identify the location of any Joshua Tree(s) that will require relocation.
- ☐ Show the complete design for the Retention Basin(s) in accordance with the Retention Basin Checklist and Retention Basin Design Notes.
- ☐ Provide all Retention Basin Cross Section Drawings in accordance with the Retention Basin Checklist and Retention Basin Design Notes.
- ☐ Provide cross sections, and show section call outs on the drawings, for all "TYP" lot sections for adjoining lots, rear yards to adjoining lots, rear yards to off site grades. All cross sections must comply with City Standard G-3 (as required).
- ☐ Add City Standard G-3 to the Grading Details Sheet (as required).
- ☐ Show Topo Lines on all drawings with elevations at one foot contour interval.
- ☐ Show the Daylight Line with all areas of "Cut & Fill" clearly labeled.
- ☐ Show the Lot Numbers or APNs for all lots.
- ☐ Show the dimensions and bearings on all lot lines.

- ☐ Show a Finished Grade (FG) elevation at one rear corner and one front corner on each lot.
- ☐ Show the High Point elevation (HP) and Pad Elevation (PE) on each lot. (NOTE: The "PE" must be 0.30' higher than the "HP".)
- ☐ Show approved Street Names for all streets shown on the drawing.
- ☐ Show all existing elevations in parentheses.
- ☐ Show Center Line Stationing at all street intersections.
- ☐ Show Flow Direction Arrows for all sheet flows.
- ☐ Be sure that all elevations shown on the Grading Plans match the elevations shown on the Street Plans.
- ☐ Show all existing and/or proposed Right of Way(s) and Easements.
- ☐ Show all existing utilities.
- ☐ Verify Elevations on all streets which join into neighboring tracts.
- ☐ Show "TC & FL" elevations at each lot line extension.
- ☐ Show "TC & FL" elevations at each side property line extension.
- ☐ Show Top of Curb (TC) and Flow Line (FL) elevations at all Curb Returns, at the beginning and end of all Horizontal Curves, High Points, Grade Breaks, Beginning of Construction, End of Construction, Tapers, and at any other location deemed necessary by the designing Engineer.
- ☐ Show the Existing Grade (EG) at each lot line extension off site.
- ☐ Show "FL" elevations at three places on all Cross Gutters.
- ☐ Add "Block Wall Note" (as required).
- ☐ Show the location of all masonry (Garden and Retaining) walls. Show the Top of Wall (TW) and Top of Footing (TF) elevation at all wall corners and at each location where you will have a grade change.
- ☐ Show clearly marked Match Lines including Continuation Street Names, Sheet Numbers, and Stationing.
- ☐ At all match lines show "TC, FL, FS, FG, TW & TF" elevations as necessary.



City of Hesperia
ENGINEERING DIVISION

Precise Grading Plan Checklist

PLAN SHEETS:

- ☐ North Arrow and Scale (1"=40'). The plans shall be oriented so that the direction of the North Arrow is either up or to the right of sheet.
- ☐ All grades shown on the drawings for soft areas (i.e.: "FG's", etc.), shall be to the tenth (0.1').
- ☐ All grades shown on the drawings for hard areas (i.e.: "TC's & FL's", etc.), shall be to the hundredth (0.01').
- ☐ The maximum grade for all graded slopes shall be 2:1. (Show slopes; include slope direction symbols to indicate top and toe.)
- ☐ The maximum slope for all driveways shall be 12%.
- ☐ The minimum slope for all Concrete Paved areas (i.e.: driveways, parking lots, etc.), shall be 1.0% minimum (Concrete Paved Flow Lines may be at .05% minimum) - no exceptions.
- ☐ The minimum slope for all AC Paved (on-site) areas shall be 1.5% - no exceptions.
- ☐ All lots shall be graded at 2% minimum (5% maximum), away from building foundations for a distance of 6' - no exceptions.
- ☐ All other graded areas (other than within 6' of a foundation as noted above), shall have a 1% minimum slope - no exceptions.
- ☐ Provide Slope Easement(s) from any and all adjacent property owners where your grading operations will encroach onto the adjacent property.
- ☐ Provide Construction Notes applicable to each sheet.
- ☐ Show all improvements drawn with a solid line type. (All existing improvements shall be drawn with a dashed line type. All future improvements, and improvements shown on other sheets within the plan set, shall be drawn with a phantom line).
- ☐ Provide cross sections, and show section call outs on the drawings, for all "TYP" lot sections for adjoining lots, rear yards to adjoining lots, and rear yards to off site grades. All cross sections must comply with City Standard G-3 (as required).
- ☐ Add City Standard G-3 to the Precise Grading Details Sheet.
- ☐ Show all swale lines (including slope percentages), around all buildings. (**NOTE:** On any side yard that is less than 10' in width, you will be required to install yard drain lines and 9"x9" Catch Basins per the City of Hesperia Standard G-3, as required, including through curb drains per City of Hesperia Standard ST-5.)
- ☐ Add City Standard ST-5 to the Precise Grading Details Sheet (if needed).
- ☐ Show the invert elevation of all through curb drains at the curb line.
- ☐ Show Topo Lines on all drawings with elevations at one foot contour interval.
- ☐ Show the Lot Numbers or APNs for all lots.
- ☐ Show the dimensions on all lot lines.
- ☐ Show a Finished Grade (FG) elevation at all lot corners. (Show only one elevation at common lot lines.)
- ☐ Show the building footprint and the "FG" elevations at all building corners.
- ☐ Show the building set-back dimensions from all Right of Way(s) and lot lines.
- ☐ Show the High Point (HP) and Pad Elevation (PE) on each lot. (**NOTE:** The "PE" must be 0.30' higher than the "HP".)
- ☐ Show the Finished Floor (FF) elevations for all buildings, including the "FF" elevation for the garage floors.

- ☐ Show any and all deepened footings on all buildings.
- ☐ Show approved Street Names for all streets shown on the drawing.
- ☐ Show all future elevations in parentheses.
- ☐ Show Flow Direction Arrows for all sheet flows.
- ☐ Show Grade Percentages for all centerlines on all streets.
- ☐ Be sure that all elevations shown on the Precise Grading Plans match the elevations shown on the Street Plans and Rough Grading Plans.
- ☐ Show all existing and/or proposed Right of Way(s) and Easements.
- ☐ Show all existing utilities.
- ☐ Show and identify any underground construction that may conflict with the proposed grading. Show the exact location, stationing, dimensions and dimensions to an established point (i.e.: Center Line, etc.).
- ☐ Show the location of all Storm Drains, Catch Basins, Box Culverts, Parkway Drains and other Drainage Structures (use hidden lines to indicate the location of any structure beneath the roadway surface).
- ☐ Show all existing structures within the Right of Way(s) (i.e.: Fences, Mailboxes, Trees, Power Poles, Edison Vaults, Valve Covers, Manholes, etc.).
- ☐ Show "TC & FL" elevations at each lot line extension.
- ☐ Show "TC & FL" elevations at each side property line extension.
- ☐ Show Top of Curb (TC) and Flow Line (FL) elevations at all Curb Returns, at the beginning and end of all Horizontal Curves, High Points, Grade Breaks, Beginning of Construction, End of Construction, Tapers, and at any other location deemed necessary by the designing engineer.
- ☐ Show the Existing Grade (EG) on the "off site" side of all walls at each lot line.
- ☐ Add "Block Wall Note" (as required).
- ☐ Show the location of all masonry (Garden and Retaining) walls. Show the Top of Wall (TW) and Top of Footing (TF) elevation at all wall corners and at each location where you will have a grade change or change in wall height.
- ☐ Show clearly marked Match Lines including Continuation Street Names, Sheet Numbers, and Stationing.
- ☐ At all match lines show all "TC, FL, FS, FG, TW & TF" elevations as necessary.
- ☐ Show the location of all Street Lights and Fire Hydrants.



City of Hesperia
ENGINEERING DIVISION

Street Plan Checklist

STREET PLANS:

All applicable streets shall be designed beyond the project boundaries to a distance specified in the project conditions (i.e.: 300'). The design must be a complete design including curb design for both sides of the street.

For projects requiring you to tie into any existing paved street, provide a separate set of street cross sections at 50' minimum intervals to show how you will tie into the existing pavement. This will be for plan checking purposes only.

All street improvement plans shall refer to City of Hesperia standard details. In the absence of an appropriate City standard, Standard Plans for Public Works Construction (SPPWC) shall be utilized. (Note that the City utilizes a 24" wide gutter on all its curb and gutter.)

PLAN SHEETS:

- ☐ North Arrow and Scale (1"=40'). The plans shall be oriented so that the direction of the North Arrow is either up or to the right of sheet.
- ☐ Provide Construction Notes applicable to each sheet.
- ☐ Show Topo Lines on all drawings with elevations at one foot contour interval.
- ☐ Show the Lot Numbers or APNs for all lots.
- ☐ Show approved Street Names for all streets shown on the drawing.
- ☐ Show the proposed pavement area as lightly shaded.
- ☐ Show all existing elevations in parentheses.
- ☐ Show Center Line Stationing at all street intersections.
- ☐ Show Stationing at all Curb Returns, and at the beginning and end of all curves.
- ☐ Show Major Stationing along the Street Center Line to match the Profile Drawing. (Negative stationing is not allowed.)
- ☐ Show all improvements drawn with a solid line type. (All existing improvements shall be drawn with a dashed line type. All future improvements, and improvements shown on other sheets within the plan set, shall be drawn with a phantom line.)
- ☐ Be sure that all elevations shown on the Street Plans match the elevations shown on the Grading Plans.
- ☐ Show all existing and/or proposed Right of Way(s) and Easements.
- ☐ Show street dimensions. Include the Right of Way dimension, Curb Face to Curb Face dimension and the Street Center Line to Curb Face dimension for all streets.
- ☐ Show all existing utilities.
- ☐ Show Bearings and Distances on all street center lines. (NOTE: Verify the Bearings and Elevations for all streets which join into neighboring tracts.)
- ☐ Provide a Curve Table showing the Radius, Length, Delta and Tangent for all curves shown on the drawing.
- ☐ Label all curves.
- ☐ Show the Top of Curb and Flow Line elevations at all Curb Returns, and at the beginning and end of all horizontal curves, and at any other location deemed necessary by the Engineer.

- ☐ Show a "Double Crown Line" on all knuckles per City Detail.
- ☐ Show the Finished Surface Elevation at all Street Intersection Center Lines, Match Lines, Pavement Transitions or wherever necessary to show variations in standard sections.
- ☐ Show the Cross Gutter Flow Line Elevations at the center of the Cross Gutter and at each flow line intersection.
- ☐ Show clearly marked Match Lines including Continuation Street Names, Sheet Numbers, and Stationing.
- ☐ Show the location of all Storm Drains, Catch Basins, Box Culverts, Parkway Drains and other Drainage Structures (use hidden lines to indicate the location of any structure beneath the roadway surface).
- ☐ On all street sections where there will only be partial width street paving, you must show transitions to natural grade.
- ☐ Show the location of all Street Lights.
- ☐ Show "hashed lines" for all areas of Cold Planing. Include dimensions and stationing as necessary. (NOTE: All adjoining pavements shall be cold planed to tie in new improvements.)
- ☐ Show stationing limits and dimensions of all existing pavement that is to be saw cut or wheel cut.
- ☐ Show Typical Street Cross Sections including a Level Line, Center Line, and Center Line Cross Fall Reference Elevation.
- ☐ Show all existing structures within the Right of Way(s) (i.e.: Fences, Mailboxes, Trees, Power Poles, Edison Vaults, Valve Covers, Manholes, etc.).
- ☐ Show and label all 6" to 8" curb height transitions.
- ☐ Show transition tapers as required.

PROFILE SHEETS:

- ☐ Station the bottom of the Profile Drawing across the grid (i.e.: 10+00, 11+00, etc.).
- ☐ All Stationing shall be from Left to Right.
- ☐ Show Reference Elevations on both sides of the Profile Drawing.
- ☐ Show Horizontal Scale (1"=40') and Vertical Scale (1"=4") on the lower right corner of the Profile Drawing.
- ☐ All changes in grade shall be shown as open circles.
- ☐ Label and show the Existing Grade at center line, left and right Right-of-Way. Draw the Existing Grade with a dashed line.
- ☐ Label and show Proposed Grade Lines at center line and proposed curb lines. Draw Future Grade Lines with a solid line.
- ☐ Label and show Future Grade Lines at center line and proposed curb lines. Draw Future Grade Lines with a broken line.
- ☐ Show all Stationing to match the Plan View Drawing.
- ☐ Show Stationing at all Center Line Intersections.
- ☐ Show all Curb Returns including Quarter Deltas and Stationing.
- ☐ Show all Vertical Curves including stationing and elevations (Minimum 50' Vertical Curve).
- ☐ Show "TC & FS" elevations at 100' stationing.
- ☐ Show "TC & FS" elevations at the Match Lines.
- ☐ Show "TC & FS" elevations at every ECR, BCR, BC, EC, BVC, EVC, Grade Break, and Project Boundary.
- ☐ Show Match Lines and Sheet Reference Numbers at both ends of the Profile Drawing.
- ☐ Label all Identical Point Lines and show the "TC & FS" elevations at both ends of the Identical Point Line.

- ☐ Surface grades shall not exceed 3% at the approach to any Cross Gutter or intersection.
- ☐ Any Grade Breaks greater than 2% (total) on any roadway surface require a Vertical Curve.
- ☐ Show all existing elevations in parenthesis.
- ☐ Review all Cross Fall elevations for compliance with the Cross Fall shown on the Street Cross Sections. Cross Sections shall be calculated from center line to lip of gutter.
Minimum cross fall shall be 2% from centerline to lip of gutter and shall not exceed 5%.
Deviations from this shall be approved by City Engineer.



City of Hesperia
ENGINEERING DIVISION

Sewer Plan Checklist

PLAN SHEETS:

- ☐ North Arrow and Scale (1"=40'). The plans shall be oriented so that the direction of the North Arrow is either up or to the right of sheet.
- ☐ Sewer Improvements shall be stationed along the proposed sewer alignment.
- ☐ Provide construction notes applicable to each sheet.
- ☐ Show the relationship between sewer stationing and street stationing at intersections.
- ☐ All sewer lines shall be "straight line segments" between manholes. (NOTE: Curvilinear line segments are not permitted.)
- ☐ Note on all sheets where you are joining into an existing sewer "Contractor shall field verify the exact location and elevation of the sewer prior to the start of construction."
- ☐ Label all curbs, back of sidewalks, and right-of-ways.
- ☐ Label all sewer mains with size and material.
- ☐ Number and station all manholes.
- ☐ Manholes shall be located a maximum of 300' apart measured center to center.
- ☐ All Cleanouts shall be located a maximum of 150' from an accessible Manhole.
- ☐ All manholes shall have locking manhole covers per City Standard S-4.
- ☐ All manholes for sewer mains in remote (unpaved) areas shall be buried per City Standard detail S-3C
- ☐ Show all existing utilities.
- ☐ Show the lot numbers or APNs and lot lines for all lots. (Show the APNs for all off site lots/parcels.)
- ☐ Show all utility easements. (The easement shall be a minimum of 15' wide for one utility (i.e.: sewer), and a minimum of 20' wide for two utilities (i.e.: sewer and water)).
- ☐ Show the pad elevations of all lots.
- ☐ Show the location of the driveways on all lots.
- ☐ Show Topo lines on all drawings with elevations at one foot contour interval for sewer in remote areas.
- ☐ Show stationing and elevations for the start and end of construction.
- ☐ Show approved Street Names for all streets shown on the drawing.
- ☐ Show all existing elevations in parentheses.
- ☐ Show all existing and/or proposed Right of Way(s) and Easements.
- ☐ Show street dimensions. Include the Right of Way dimension, Curb Face to Curb Face dimension and the Street Center Line to Curb Face dimension.
- ☐ The sewer main shall be set 5' from the curb face (where applicable). There shall be a minimum of 10' separation from water (outside of pipe to outside of pipe).
- ☐ Dimension the center line of all sewer lines and water lines to the street center line.
- ☐ Show all Laterals (and stationing for same based upon the sewer stationing). Laterals shall be a minimum of 5' apart and a minimum of 7' from the center line of any manhole. All Laterals shall extend to the Right-of-Way (Property Line), of each lot.
- ☐ Provide a Backflow Device on any Lateral where the pad elevation for the lot which the Lateral serves is less than 0.3' higher than the first upstream manhole on the sewer main. Lots requiring a backflow device shall be labeled with an asterisk by the lot number and identified in the Legend.
- ☐ Show any and all structures which may interfere with sewer construction (i.e.: Catch Basins, Storm Drains, etc.).

- ☐ All elevations shown on the plan view drawing shall match the profile drawing.
- ☐ Show all match lines and connecting page numbers.
- ☐ Show elevations and stationing for match lines on both sheets.
- ☐ Show all hydrants and meter boxes (existing and proposed) on the sewer plan.

PROFILE SHEETS:

- ☐ Station the bottom of the Profile Drawing across the grid at 100' intervals (i.e.: 10+00, 11+00, etc.).
- ☐ Show Major Grid Elevations on both sides of the Profile Drawing.
- ☐ Show Horizontal Scale (1"=40') and Vertical Scale (1"=4") on the lower right corner of the Profile Drawing.
- ☐ Show all existing elevations in parenthesis.
- ☐ Show all Stationing to match the Plan View Drawing.
- ☐ Number all manholes.
- ☐ Show Center Line Stationing and rim elevations for all manholes. (NOTE: Review all manhole rim elevations against the Street Plans for accuracy.)
- ☐ Show stationing and elevations for all inverts entering and exiting manholes. Label each invert as "inlet or outlet" and identify which side of the manhole (north, south, east, west,), it is attached to.
- ☐ Slope through manholes shall be equal to the slope of the sewer line leaving the manhole with a minimum fall through the manhole of 0.10' on straight through lines and a minimum fall through a manhole of 0.20' on turns.
- ☐ Show distances between manholes (C.L. to C.L.) and indicate "material" of sewer line to be used (i.e.: PVC).
- ☐ Show grade percentages for each sewer line segment in the profile drawing.
- ☐ The minimum slope for sewer mains is 0.40% for 8" pipe. Under certain conditions, and with the City Engineer's approval, lesser slopes may be permitted.
 - 0.29% for 10"
 - 0.22% for 12"
 - 0.16% for 15"
 - 0.10% for 21"
 - 0.08% for 24"
- ☐ Grade Breaks in sewer lines between manholes are not allowed.
- ☐ Show existing and proposed grades over the sewer line. Minimum cover over the top of the sewer line is 8'.
- ☐ Show and identify all conflicting utilities that cross the sewer line and give elevations for same at the point where they cross (label all T.O.P. and B.O.P. elevations). (NOTE: If minimum separation of water and sewer cannot be maintained, specify type of construction proposed, note the plan view drawing, and provide detail drawings as necessary.)
- ☐ Show Match Lines and Sheet Reference Numbers at both ends of the Profile Drawing.
- ☐ Label all Identical Point Lines and show the invert elevations at both ends of the Identical Point Line.



City of Hesperia
ENGINEERING DIVISION

Water Plan Checklist

DESIGN GUIDELINES:

On all water plans for perimeter streets, offsite, and/or at any location where the water main is greater than 8", the water line must be drawn in plan and profile format.

At any location where there is a "hot tap" connection to an existing line, the hot tap cannot be made size to size (i.e.: 8" to 8").

PLAN SHEETS:

- ☐ North Arrow and Scale (1"=40'). The plans shall be oriented so that the direction of the North Arrow is either up or to the right of sheet.
- ☐ Show Topo lines on all drawings with elevations at one foot contour interval for water improvements in remote areas.
- ☐ Provide construction notes applicable to each sheet.
- ☐ Show all utility easements. (The easement shall be a minimum of 15' wide for one utility (i.e.: water), and a minimum of 20' wide for two utilities (i.e.: water and sewer)).
- ☐ Specify "flange types" to be used on all valves and fittings (i.e.: Resilient Wedge, M.J., etc.).
- ☐ Provide City of Hesperia Detail Drawings showing all valves and fittings.
- ☐ Label all curbs, back of sidewalks, and right-of-ways.
- ☐ Label all water mains "C/L - (size)" - P.V.C. - Type (i.e.: C-900 CL. 200) - Water Main".
- ☐ Water Mains shall be set 5' from the Curb Face (where applicable). There shall be a minimum of 10' separation from sanitary sewer (outside of pipe to outside of pipe).
- ☐ Water Mains should be on the opposite side of the street center line from sewer mains (where possible).
- ☐ Show the location of all Sewer Lines with lettered line work. Also, label as "New" or "Existing".
- ☐ Using "light line work", show the location of all Sewer Laterals.
- ☐ Show the lot numbers or APN and lot lines for all lots. (Show the APNs for all off site lots/parcels.)
- ☐ Show the location of the driveways on all lots.
- ☐ Show the location of all laterals and meter boxes.
- ☐ Show the location of all Fire Hydrants. (NOTE: Fire Hydrants must be spaced in accordance with the requirements of the Project Conditions.)
- ☐ All Fire Hydrants set must be per City Standards.
- ☐ Isolation valves are required on all easement lines.
- ☐ Mid block valves are required every 1200' along main lines.
- ☐ All Water Mains must have shutoff valves installed at all street intersections where the system has a "Tee" or an "El", or at any other location deemed necessary by the designing Engineer, or the City of Hesperia.
- ☐ Show stationing and elevations for the start and end of construction.
- ☐ Show approved Street Names for all streets shown on the drawing.
- ☐ Show all existing elevations in parentheses.
- ☐ Show Major Stationing along Street Stationing.
- ☐ Show all existing and/or proposed Right of Way(s) and Easements.

- ☐ Show street dimensions. Include the Right of Way dimension, Curb Face to Curb Face dimension and the Street Center Line to Curb Face dimension.
- ☐ Dimension the center line of all water lines to the curb line and sewer lines to the street center line.
- ☐ Show any and all utilities or structures which may interfere with water line construction (i.e.: Sewer Lines, Gas Lines, Vaults, Catch Basins, etc.).
- ☐ If drawn in plan and profile, all elevations and dimensions shown on the plan view drawing shall match the profile drawing.
- ☐ Show all match lines and connecting page numbers.
- ☐ Show sheet numbers and/or sheet names and match line stationing on both sheets.

PROFILE SHEETS:

- ☐ Station the bottom of the Profile Drawing across the grid at 100' intervals (i.e.: 10+00, 11+00, etc.).
- ☐ All Stationing shall be left to right.
- ☐ Show Major Grid Elevations on both sides of the Profile Drawing.
- ☐ Show Horizontal Scale (1"=40') and Vertical Scale (1"=4") on the lower right corner of the Profile Drawing.
- ☐ Show all existing elevations in parenthesis.
- ☐ Show all Stationing to match the Plan View Drawing.
- ☐ Show the Water System drawn with a bold line, do not use a bold line for any other line(s) on the drawing. (NOTE: All existing improvements shall be drawn with a dashed line. All future improvements, and improvements shown on other sheets within the plan set, shall be drawn with a broken line).
- ☐ Show stationing and invert elevations at the beginning and end of the line shown on the drawing.
- ☐ Show linear distances (between stations, valves, etc.), to match the plan view drawing. Include "C/L - (size)" - P.V.C. - Type (i.e.: C-900 CL. 200) - Water Main" below the dimension.
- ☐ Show grade percentages for each water line segment in the profile drawing.
- ☐ Show all Valves, Fire Hydrants, Fittings, etc.
- ☐ Show existing and proposed grades over the water line. (NOTE: The minimum cover (from the top of pipe to final grade), required over all water lines, is: 48" for an 8" main; 42" for 12" and larger mains; and 72" over "transmission" mains.)
- ☐ All water mains constructed in undeveloped areas must have a minimum cover of 60" unless a "future" street plan exists.
- ☐ Show and identify all conflicting utilities that cross the water line and give elevations for same at the point where they cross (label all T.O.P. and B.O.P. elevations). (NOTE: If minimum separation of water and sewer can not be maintained, specify type of construction proposed, note the plan view drawing, and provide detail drawings as necessary.)
- ☐ Show Match Lines and Sheet Reference Numbers at both ends of the Profile Drawing.
- ☐ Label all Identical Point Lines and show the invert elevations at both ends of the Identical Point Line.



City of Hesperia
ENGINEERING DIVISION

Storm Drain Plan Checklist

STORM DRAIN GUIDELINES:

All storm drain lines must be drawn in plan and profile.

A final hydrology study (if required) shall be based on the San Bernardino County method of calculations for 100 year storms, including on-site and off-site runoff (assuming ultimate upstream development) paying special attention to concentrated flows onto and off of the property. The report must also include the estimated retention basin sizing in cubic feet. The hydrology study must be wet stamped and signed by a registered Professional Engineer in the State of California and submitted to the City along with the plans.

A full water surface pressure gradient analysis shall be performed for the entire storm drain facility and shall be submitted with the storm drain plans.

All catch basins and junction structures must be designed to City and SPPWC Standards.

PLAN SHEETS:

- ☐ Provide construction notes applicable to each sheet.
- ☐ Storm drain stationing must be independent of street stationing. However, you must provide a conversion reference to show the relationship of storm drain stationing to street stationing.
- ☐ The minimum diameter for any storm drain main line and catch basin connector pipe shall be 18". (NOTE: If pipe may carry significant amounts of debris, the minimum diameter of main line pipe shall be 36".)
- ☐ Show Trash Racks at the inlets and outlets of all storm drain lines that are 48" in diameter (or width), or larger.
- ☐ Storm Drain lines may have "curvilinear segments" between manholes.
- ☐ All pipe transitions shall be curvilinear.
- ☐ Add the following notation on all sheets where you are joining into an existing storm drain "Contractor shall field verify the exact location and elevation of the storm drain, prior to the start of construction".
- ☐ Label all curbs, back of sidewalks, and Right of Ways.
- ☐ Manholes shall not be located in street intersections if possible.
- ☐ All manholes shall be designed per SPPWC storm drain standards.
- ☐ Number and station all storm drain manholes to the center line.
- ☐ Manholes shall be located at the beginning or ending of all curves; at any point where there is a pipe size change; at all junctions, and at any other point required for maintenance.
- ☐ Manhole spacing shall be based upon the following:
 - Conduit 30" or smaller - - Manholes shall be spaced not more than 300' apart. If there are numerous bends and/or angle points, then spacing shall be reduced to approximately 200';
 - Conduit larger than 30" but smaller than 45" - - Manholes shall be spaced not more than 400' apart;

- Conduit larger than 45" - - Manholes shall be spaced not more than 500' apart.

- ☐ Show the dimensions between manhole center lines.
- ☐ All manholes for storm drains in remote (unpaved) areas shall be buried per City Standard Detail S-3C.
- ☐ Show the bearings for each storm drain line segment.
- ☐ Show all existing utilities.
- ☐ Show the lot numbers or APNs and lot lines for all lots. (Show the APNs for all off site lots/parcels.)
- ☐ Show any related easements.
- ☐ Show Topo lines on all drawings with elevations at one foot contour interval in remote areas.
- ☐ Show stationing and elevations for the start and end of construction.
- ☐ Show approved Street Names for all streets shown on the drawing.
- ☐ Show all existing elevations in parentheses.
- ☐ Show "TC & FL" elevations at all Catch Basins or other Storm Drain inlets.
- ☐ Show Major Stationing along the Storm Drain Center Line to match the Profile Drawing.
- ☐ Show the existing and proposed Right of Way(s) and Easements.
- ☐ Show street dimensions. Include the Right of Way dimension, Curb Face to Curb Face dimension and the Street Center Line to Curb Face dimension.
- ☐ Dimension the center line of all storm drain lines to the street center line.
- ☐ Show any and all structures which may interfere with storm drain construction (i.e.: Existing Catch Basins, Electrical Vaults, etc.).
- ☐ All elevations shown on the plan view drawing shall match the profile drawing.
- ☐ Show all match lines and connecting page numbers.
- ☐ Show elevations and stationing for match lines on both sheets.

PROFILE SHEETS:

- ☐ Station the bottom of the Profile Drawing across the grid at 100' intervals (i.e.: 10+00, 12+00, etc.).
- ☐ All Storm Drain stationing shall be "Up Grade".
- ☐ Show Major Grid Elevations on both sides of the Profile Drawing.
- ☐ Show Horizontal Scale (1"=40') and Vertical Scale (1"=4') on the lower right corner of the Profile Drawing.
- ☐ Show all existing elevations in parenthesis.
- ☐ Show all Stationing to match the Plan View Drawing.
- ☐ Number all manholes.
- ☐ Show Center Line Stationing and rim elevations for all manholes. (NOTE: Review all manhole rim elevations against the Street Plans for accuracy.)
- ☐ Show stationing and elevations for all inverts entering and exiting manholes.
- ☐ Slope through manholes shall be equal to the slope of the storm drain line.
- ☐ Show grade percentages for each storm drain line segment shown in the profile drawing.
- ☐ The minimum slope for storm drains shall be one percent (1%), (for debris carrying storm drains, the minimum slope shall be three percent (3%)). Unless otherwise approved by the City Engineer.
- ☐ Show "Q=" and "V=" for each storm drain line segment shown on the profile drawing.
- ☐ Show the "D" Load for each storm drain line segment shown on the profile drawing.
- ☐ Show the Hydraulic Grade Line (HGL) for each storm drain line segment shown on the profile drawing.
- ☐ Minimal Grade Breaks in storm drain lines between manholes are allowed, however, they are highly discouraged.

- ☐ Show existing and proposed grades over the storm drain line.
- ☐ Show and identify all conflicting utilities that cross the storm drain line and give elevations for same at the point where they cross (label all T.O.P. and B.O.P. elevations). (NOTE: Concrete encasement of water lines, sewer lines, etc. may be required at points where other utilities cross the storm drain line.)
- ☐ Show Match Lines and Sheet Reference Numbers at both ends of the Profile Drawing.
- ☐ Label all Identical Point Lines and show the invert elevations at both ends of the Identical Point Line.



City of Hesperia
ENGINEERING DIVISION

Retention Basin Plan Checklist

PLAN SHEETS:

- ☐ Show the "FS" elevation at the bottom of the basin.
- ☐ Show the "TOP" elevations at all corners.
- ☐ Show the "TOE" elevations at all bottom corners.
- ☐ Show the spillway; and the "FL" elevations at the lip of the spillway on the basin side and at the curb line. (NOTE: Any spillway which drains onto a street must have a parkway drain under the sidewalk.)
- ☐ Show any other elevations the designing Engineer deems important to the design of the basin.
- ☐ Show a 5' wide bench on all sides of the basin.
- ☐ Show the location of all walls, fences, and gates (see fencing design requirements below).
- ☐ Show the location of the access ramp and parking apron.
- ☐ Show the location of the dry well(s). (NOTE: All retention basins must have at least two dry wells unless otherwise approved by the City of Hesperia. A dry well shall be located at all inlets to the basin. Additional dry wells may be located at any other location within the basin that the Engineer deems appropriate).
- ☐ Show the location of the riser, if required.
- ☐ Show the location of any ribbon gutters or other concrete channeling. (NOTE: All nuisance water must go directly into the dry well by means of a concrete conveyance.)

CROSS SECTION DRAWINGS (with Elevations):

- ☐ Show a cross section both ways through the basin.
- ☐ Show all inlet and outlet structures.
- ☐ Show all walls and fencing.
- ☐ Show dry well(s).
- ☐ Show the riser (if required).
- ☐ Show the head wall(s).
- ☐ Show the vehicular access ramp.
- ☐ Show concrete channeling.
- ☐ Show the pad elevations of adjoining lots.
- ☐ Show the "TC" elevations of all adjoining streets.
- ☐ Show any other features the designing Engineer deems relevant to the design of the basin.

DETAIL SHEETS:

- ☐ Show the spillway detail, including the parkway drain detail if required.
- ☐ Show the riser detail, if required.
- ☐ Show all concrete channeling or ribbon gutter details.
- ☐ Show the slope protection detail.
- ☐ Show the access ramp detail (see ramp design requirements below).
- ☐ Show the parking apron detail.

ACCESS RAMP & PARKING APRON DESIGN:

- ☐ All retention basins more than 18" (eighteen inches) deep must have a vehicular access ramp.
- ☐ The vehicular access ramp must be a 14' (minimum) wide concrete ramp.
- ☐ The maximum slope of the ramp from the top of the ramp to the parking apron cannot exceed 12%.
- ☐ The access ramp must have a 2% cross fall away from the basin side of the ramp toward the basin embankment.
- ☐ There must be a 6" high concrete curb on the side of the ramp that is away from the basin. The curb must extend from the top of the ramp to the parking apron.
- ☐ The parking apron at the bottom of the ramp must be a concrete pad that is a minimum of 20' wide by 20' Long.

FENCING DESIGN:

- ☐ All retention basins more than 18" (eighteen inches) deep must be fenced on all sides.
- ☐ On all sides of the basin which face a street, the fence must have a 2' high masonry wall topped with a 4' high tubular steel fence designed to the City of Hesperia Department of Building and Safety Criteria. (NOTE: The masonry wall and tubular steel fencing must be designed to "swimming pool fence standards" in regards to step height.)
- ☐ The access gates to the service ramp must be designed as a 16' wide by 6' high double opening tubular steel gate assembly which is designed to accept a City pad lock, or other locking device approved by the City of Hesperia.
- ☐ On all sides of the retention basin that adjoin a lot, there must be a 6' high masonry wall. (NOTE: You may use a 2' high masonry wall topped by a 4' high tubular steel fence, designed to the City of Hesperia standards, within the front yard setback for any adjoining lot.)

RETENTION BASIN DESIGN GUIDELINES:

The complete retention basin design shall be indicated on the rough grading plans. On all other drawings, you only need to show the retention basin and any details relevant to that drawing (i.e.: appropriate "FL" and "WS" elevations on the storm drain plans, etc.).

On the plan view drawing, show the "Finished Surface" elevation at the bottom of the Basin; "Finished Surface" elevations at all top corners; "TOE" elevations at all bottom corners; "Flow Line" elevations at the invert of the Spillway (NOTE: Any Spillway which drains onto a street must have a Parkway Drain.); and any other elevation the Designing Engineer deems important to the design of the Basin. Also, the top of the Basin must have a 5' wide bench on all sides.

Show the Basin Spillway Detail (including the Parkway Drain Detail if required), Riser Detail (if required), Slope Protection Detail, and Dry Well Details. (The Basin must be designed so that no nuisance water goes onto the dirt at the bottom of the Basin. All nuisance water must go directly into the Dry Well by means of a concrete conveyance.)

Cross Section Drawings must show all Inlet & Outlet Structures, Dry Well(s), Headwalls, Vehicular Access Ramp(s), Concrete Channeling, Water Surface Elevations (NOTE: the water surface elevation must be a minimum of 6" below the invert of any catch basin which feeds to the Retention Basin), Pad Elevations of adjoining lots, "TC" Elevations of adjoining streets, and any other features relevant to the design of the Basin.

All Basins more than 18" deep must have a 14'wide concrete vehicular access ramp (with a 12% Max. slope), from the street level to the bottom of Basin. The access ramp must have a 2% cross fall away from the Basin side of the ramp. There must also be a 6" concrete curb along the Basin side of the ramp which extends from the top of the ramp to the parking apron. There must also be a 20' x 20' paved parking apron at the bottom of the access ramp.

All Basins that are more than 18" deep must have a 2' high Masonry Wall topped with a 4' high Tubular Steel Fence on the street side(s) of the Basin per the City of Hesperia Department of Building & Safety design criteria. (NOTE: The Masonry Wall and Tubular Steel Fencing must be designed to "Swimming Pool Fence Standards" in regards to step height.) Also, design a 16' wide by 6' high, double opening Tubular Steel access gate to the service ramp. The gates must be designed to accept a City pad lock, or other locking device approved by the City.

A 6' high Masonry Garden Wall is required along the boundaries of all adjoining lots. (Note: You may use a 2' high Masonry Wall topped by a 4' high Tubular Steel Fence, designed to the above standards, within the front yard setback for any adjoining lot.)



City of Hesperia
ENGINEERING DIVISION

Underground Fire Plans

Plan Submittal:

Submit all underground fire plans directly to San Bernardino County Fire Department.

Underground Fire Service Plans:

Civil plans shall show proposed City utilities in Right of Way to proposed service devices. Behind proposed services, on-site fire shall be ghosted in for reference only.

Do not include a signature block for fire on civil plans.



City of Hesperia
ENGINEERING DIVISION

Tracts, Subdivision Agreements, and Bonds

Plan Submittals:

- ☐ Plan Submittals for Improvement Plans and Maps shall follow the plan checking checklist.
- ☐ Five sets of Improvement Plans shall be submitted and three sets of Tract Maps with all corresponding reports.
- ☐ An Engineer's Estimate (completed on the City's form) shall be submitted prior to first plan submittal or with the first plan submittal.
- ☐ All fees shall be paid prior to the second plan review.
- ☐ The Estimate will be used to determine plan submittal fees as well bond amounts.
- ☐ All Improvement Plans and Maps shall be submitted concurrently.

Subdivision Agreements and Bonds:

Per the Subdivision Map Act, a Final Map cannot be recorded until all offsite improvements are complete or until the necessary Securities are provided and a Subdivision Improvement Agreement is signed and recorded.

If a Final Map has been recorded for a Tract, but the offsite improvements are not complete, Securities and the Subdivision Agreement must be in place before issuance of the grading permit.

The following are eligible forms of Security for offsite improvements:

- ☐ Subject to the approval of the City, Developer shall have the option to provide security in the form of a surety bond; cash deposit with the City; an instrument of credit or letter of credit; or combination thereof in the amounts and under the terms set forth below ("Security").

Monument Security shall be in the form of a cash deposit only. Bonds and Letters of Credit are not acceptable forms of Security for this type of Improvement.



City of Hesperia
ENGINEERING DIVISION

PLANS

All plans shall be submitted on 24" x 36" sheets

PLANS FOR CONSTRUCTION - (STICKY BACKS NOT ACCEPTABLE)

Cover Sheet

The first sheet of the plan and profile will not be accepted as a cover sheet. The following items shall be included on the cover sheet. (SEE EXAMPLE T-1 ON DISK)

- ☐ Vicinity map with job location
- ☐ Title and or heading
- ☐ Legend or key to symbols
- ☐ Job limits with sheet parameters
- ☐ Title block to include signature blocks (Drawing T-1)
- ☐ North arrow with scale
- ☐ Project benchmark
- ☐ Sheet index
- ☐ Legal Description
- ☐ Assessor's Parcel Number
- ☐ Engineer's Declaration

- Construction Notes Sheet (Construction notes in Word format).
- General Notes: All general notes pertaining to type of construction involved within the set of plans.

Plan and Profile Sheets

1. Current or proposed right-of-ways with dimensions and street names.
2. Any existing structures within right-of-ways i.e. fences, mailboxes, trees, curb and gutter, pavement, meters, signs, power poles, etc....
3. Any existing utilities i.e. water, sewer, gas, electric, telephone, etc....
4. Standard notations on each sheet.
5. Bearings and distances on all street centerlines.
6. Curve data for all curves including data for proposed curb, gutter, water, and sewer lines.
7. North arrow with scale.
8. Proper and clearly annotated match lines (*sheet-to-sheet or station-to-station*).

9. Lot, Block and Tract and Assessor's Parcel Numbers (*APN*).
10. Proposed street and utility construction shall have clearly annotated dimensions, proper notations and stationing.
11. Sheet numbers and project number in lower right hand corners (see Drawing. T-1).
12. Estimate of quantities.
13. Centerline stationing on all streets.

NOTE: For projects improving existing paved streets, cross sections at minimum 50 foot intervals shall be prepared and submitted with plans.

Detail Sheet

1. Shall be separate from plan and profile sheets and shall indicate all standard drawings needed for that particular construction.
2. All detailed drawings and/or schematic drawings shall be annotated on the detail sheet.

COMPOSITE DEVELOPMENT PLAN (C.D.P.)

Plan Format

1. Required size for plan(s), 18 inches by 24 inches.
2. Four (4) blue-line copies of the plan shall be submitted for review (two (2) copies will be retained by Building and Safety, and one each forwarded to Planning and Engineering for review).
3. Composite Development Plan is to be consistent with all information and dimensions shown on the Final Tract Maps or Parcel Maps, Grading / Drainage Plans and Landscape Plans.
4. The plan shall indicate the preparation or revision date.
5. The top margin of all sheets shall be prominently labeled "**COMPOSITE DEVELOPMENT PLAN**".
6. Multiple page plans shall be clearly numbered and labeled.
7. The preparer's name and credentials shall be on the plan.

Composite Development Plan Notes

1. A section on the plan titled '**COMPOSITE DEVELOPMENT PLAN NOTES**' shall include:

- a. Conditions or mitigating measures stipulated in the Conditions of Approval for the Tract or Parcel Map.
 - b. Geological and Seismic Criteria:
 - Soils conditions and design requirements or adequate referencing to other approved maps or plans.
 - Environmental Criteria.
 - Incorporation of Special Map Requirements (*overlay base districts*).
 - c. Conditions specific to the approvals of the Tract or Parcel Map.
2. Explanatory notes related to delineated plan criteria.
 - a. Referencing of related reports regarding development criteria, which includes:
 - The title and date of the report.
 - Name and credentials of the preparer of the report.
 - The location where the report is on file (upon completion of all reviews by City staff, all soils related reports shall be on file the Department of Building and Safety.)

Criteria to be Delineated or Noted on Plan

1. Building setback lines; Side Yard setbacks; Side Street Setbacks; Cul-de-sac Setbacks and Rear Setbacks.
2. When stipulated in the Conditions of Approval: Building Pad locations; Building Footprints; Model Numbers; and Second Floor locations. Reversed models shall be designated with an "R".
3. All walls stipulated in the Conditions of Approval.
4. Required Landscape and Street Trees (unless provided on a separate plan, clearly referenced on the C.D.P.).
5. Grading Criteria: such as areas to remain undisturbed.
6. Flood Control Criteria and setbacks.
7. All easements of record.

Statement – Composite Development Plan

1. The plans shall display the following statement of each map sheet:
 - NOTES ON THIS PLAN ARE FOR INFORMATIONAL PURPOSES, TO INDICATE CONDITIONS AND CRITERIA THAT EXIST ON THIS PROPERTY THAT WERE KNOWN AND IDENTIFIED AS OF THE DATE THIS PLAN WAS

FILED. THIS INFORMATION IS DERIVED FROM PUBLIC RECORDS OR REPORTS AND IS NOT INTENDED TO AFFECT RECORD TITLE INTEREST.

Procedure for Review and Approval

1. Submit the plan copies for review to Building and Safety at least three (3) weeks prior to the recordation of the final tract or parcel map.
2. Engineering, Planning and Building and Safety Departments shall review the plan for consistency with related tract or parcel maps in process, required content and specific conditions of approval.
3. Building and Safety shall review and collect comments from the other reviewing departments and notify the applicant of acceptance or additional plan requirements.
4. Upon approval, Building and Safety shall indicate approval of the plan, retain on copy and forward a copy to Planning

GENERAL NOTES

CONSTRUCTION

1. All work shall be done in accordance with these plans and the City of Hesperia Standards and Specifications.
2. Prior to construction, the Contractor shall contact all Utility Companies to determine the exact location of all underground facilities whether shown or not shown. It shall be the Contractor's responsibility to protect all existing facilities from damage during construction.
3. Call Underground Service Alert two working days before any trenching, etc. at 811. The following agencies shall be contacted before any construction or excavation begins.

Hesperia Water District	(760) 947-1840
City of Hesperia Public Works Dept	(760) 947-1400
City of Hesperia Police Dept	(760) 947-1500
City of Hesperia Fire Prevention	(760) 947-1641
Southwest Gas Corp.	(760) 241-9321
Verizon Telephone	(800) 483-3000
Verizon Fiber Optic	(800) 248-0133
Charter Communications	(866) 499-8080
Southern California Edison	(800) 684-8123
Underground Service Alert	811
Post Office	(760) 244-3897
Hesperia School District	(760) 244-4411
Victor Valley Transit	(760) 948-4021
Advanced Disposal	(760) 244-9773

4. The Contractor is responsible for the coordination of the removal or relocation of any and all existing utilities with the respective utility company. Cost of this coordination is to be included in the price bid for the various improvements to complete the project.
5. A certificate of compaction signed by a Registered Engineer shall be submitted for all trench backfills.
6. The Contractor shall be held responsible for any field changes made without prior written authorization from the undersigned Engineer, Developer and the City of Hesperia.
7. The Contractor is responsible for protecting all survey monuments. Any survey monuments disturbed during the course of construction shall be replaced by a licensed Surveyor and at the Contractor's expense.
8. The Contractor agrees that he shall assume sole and complete responsibility for job site conditions during the course of construction of this project. This includes the following: safety of all persons and property; that this requirements shall apply continually and not be limited to normal working hours; and that the Contractor shall defend, indemnify and hold the Owner and the Engineer harmless from any and all liability, real or alleged, in connection with the performance of work on this project excepting for liability arising from the sole negligence of the Owner or the Engineer.
9. An encroachment permit from the City of Hesperia shall be obtained prior to the beginning of any work or construction within the street right-of-way.
10. Adequate staking shall be set by the Engineer of Record or Licensed Surveyor to enable the Contractor to construct improvements per the signed improvement plans.
11. All stationing is based on the center line of the street.
12. All excavations shall be backfilled at the end of each working day and roads open to vehicular traffic unless otherwise approved by the City Engineer.
13. All traffic control shall be per 2012 CA. M.U.T.C.D. "Manual on Uniform Traffic Control Devices.
14. The Engineer of Record signing these plans is responsible for the accuracy and acceptability of the work. The Engineer of Record is required to stamp and sign the "Declaration of Engineer of Record" hereon.

STREETS AND STORM DRAIN IMPROVEMENT PLANS

1. All work shall be done in accordance with these plans and the 2012 CA. M.U.T.C.D. "Manual on Uniform Traffic Control Devices and S.P.P.W.C. "Green Book" Standard Plans and Specifications together with any modifications thereto adopted by the City of Hesperia.
2. It shall be the responsibility of the Contractor to familiarize himself with the job site and the location of all underground facilities shown or not shown on these plans. Neither the City of Hesperia nor the City Engineer will be responsible for any damage to underground facilities.

3. It shall be the Contractor's responsibility to obtain all necessary permits.
4. It shall be the Contractor's responsibility to call the City Engineering Office at (760) 947-1477 for inspection. Inspections must be called in before 7:00 am on the day of the requested inspection. Work performed without calling for inspection shall be rejected and shall be removed solely at the Contractor's expense.
5. Utility contractors shall be responsible for obtaining compaction tests of all trench backfill and street subgrades and submitting them to the City Engineering Office. Notify the City Engineering Office at (760) 947-1477 24 hours prior to test.
6. The structural sections shown on these plans are based on R-value tests or City minimum structural standards, whichever is greater. In the event field conditions vary from initial test results, additional tests, material reports and revised structural sections may be required to be prepared and submitted by the project Engineer of Record to the Engineering office for review and evaluation. Approval will be given when all structural section requirements have been met. R-value tests are required and shall be submitted in all cases. Structural sections shall be designed in accordance with Caltrans Highway Design Manual Chapter 600.
7. Staking cut sheets shall be prepared by the Developer's Engineer and submitted to the City Engineering Office. No construction shall be allowed prior to the City Engineer's approval of the cut sheets.
8. The Contractor shall verify that estimated quantities shown are correct before bidding on any item.
9. The Contractor shall maintain dust control at all times.
10. All existing pavement to be removed shall be sawcut or wheelcut and removed to clean straight lines per the City inspector.
11. At all locations where new pavement joins existing, the existing pavement shall be coated with an asphaltic emulsion.
12. The Contractor is responsible for the protection of all utility valves, boxes and covers, and adjusting of all utility valves boxes and covers to finish grade.
13. The Contractor shall set manhole rings per City Standards.
14. The Contractor shall call in a location request to underground service alert (USA) phone number 811, two working days before digging. No inspection will be provided by the City before digging. No inspection will be provided by the City Engineer's Office and no construction permit issued involving excavation for underground facilities will be valid unless the applicant has been provided and inquiry identification number by USA.
15. City approval of plans does not relieve the developer from the responsibility for the correction of errors and omissions discovered during construction. Upon request, the required plan revisions shall be promptly submitted to the City Engineer for approval.

16. Contractor is responsible for providing a traffic control plan to be reviewed and approved by the City Engineer prior to construction. All traffic control shall be per 2012 CA. M.U.T.C.D. "Manual on Uniform Traffic Control Devices."
17. All utilities or substructures of any kind, and telephone power poles, water meters, valves, hydrants, etc., shown or not shown on these plans within the limits of this development or in adjacent areas where improvement work is to be done shall be removed or relocated at developer's expense, and at no cost to the City of Hesperia. It shall be the owner's responsibility to notify all agencies concerned.
18. All construction to be in conformance with the regulations of CAL-OSHA.

GRADING PLANS

1. All grading shall conform to Chapter 15.06 of the City of Hesperia Municipal Code.
2. All provisions of the preliminary soils report prepared by: (Provide name, address and phone number of Soils Engineer), dated (Month), 20 (Year), shall be complied with during grading operations.
3. This plan is for grading purposes only. Approval of this plan does not constitute approval of driveway locations or sizes, parking lot layout, building locations, offsite drainage facilities or other items not related directly to the basic grading operations.
4. Certification from the Engineer of Record stating that the grading has been completed per the approved plan and the compaction report from the Soils Engineer on any fill areas that are required shall be provided prior to building permits being issued.
5. Contractor is responsible for erosion, dust, and drainage control per SWPPP and NPDES criteria until project completion.
6. Any onsite retaining walls shown on this plan that are under three (3) feet in height and support a surcharge or that are over three (3) feet in height require separate review and approval from the Building Official at (760) 947-1300. Any necessary retaining walls on the perimeter of this site shall be in place and approved by the Building Official prior to the start of grading. Approved sequenced grading with 1-1/2:1 maximum slopes to within two (2) feet of the adjacent property line may be acceptable to allow for start of grading prior to completion of any necessary perimeter retaining walls.
7. Any improvements constructed in the public right-of-way will require separate plan approval, encroachment permit, and inspection from the Engineering office at (760) 947-1477.
8. Any walls, fences, structures and / or appurtenances adjacent to this project shall be protected in place. If grading operations damage or adversely affect said items in any way, the Contractor and / or developer are responsible for working out an acceptable solution to the satisfaction of the affected property owner(s).
9. The Contractor and / or developer are responsible for ensuring that retaining walls do not interfere with provision of utilities.

10. It is the Soils Engineer's responsibility to ensure that adequate compaction has been attained on the entire grading site, including fill areas outside the building pads and on all fill slopes.
11. It shall be the Contractor's responsibility to call the Building and Safety Department at (760) 947-1300 for inspection two (2) working days prior to performing any work. Work performed without calling for inspection shall be rejected and shall be removed solely at the Contractor's expense.

WATER LINE INSTALLATION

1. Materials and installation shall conform to the City of Hesperia Standards and current materials list.
2. It is the Contractor's responsibility to maintain a current and approved set of City of Hesperia Standards and materials list on the job site at all times. City Standards and material lists are available at the City of Hesperia Engineering Department.
3. Distribution water mains shall have a minimum 48" of cover for 8" main and 42" minimum of cover for 12" and larger mains from top of pipe to final grade. Transmission water mains shall have a minimum of 72" of cover. Reclaimed water mains shall have a minimum of 60" of cover.
4. Hydro test at 200 psi minimum for 2 hour duration at lowest point in the water line.
5. Service lines to be installed per Standard Dwg. W-7.
6. Meters shall be placed within 2 feet minimum, 5 feet maximum, from adjacent property line. Meter boxes in the sidewalk shall be in traffic rated boxes.
7. 14 gauge copper coated wire to be taped to top of pipe. All splices to be made with 3M connectors.
8. All new fire hydrants installed are to be covered at time of installation, until the water line is activated.
9. Resilient wedge valves to be Mueller, AFC, Clow or American AVK with SS Stem and butterfly valves to be Mueller or Pratt as per City of Hesperia Standards.
10. All new fire hydrants shall be Mueller, AFC American Darling, Clow or American AVK #2780 with (1) 4" nozzle, (2) 2-1/2" nozzles and 5-1/4" minimum valve openings, as per City of Hesperia Standards and Materials List.
11. All valves installed by the Contractor shall be accessible for operation with complete valve can to grade directly following connection to existing water system (see Std. Dwg. W-1).
12. All hydrants to be of the same manufacturer as the selected valves.
13. The Contractor shall be responsible for adequate sizing of thrust blocks based on field conditions. (See Std. Dwg. W-4).

14. All 3-way fire hydrants to be removed shall be salvaged and returned to City of Hesperia Public Work's yard.
15. Contractor to cap existing water mains as per City of Hesperia Inspector when required.
16. Backfill compaction and resurfacing in existing streets shall conform to City Standards or latest revision thereof. A certification of compaction signed by a Registered Civil Engineer shall be submitted for all trench backfills.
17. All service changeovers to be the responsibility of the Contractor. Existing service lines to be removed at the time of new connection from meter to main.

RECYCLED (RECLAIMED) WATER USE REQUIREMENTS

1. Recycled water and spray shall be confined to the authorized use area.
2. Signs shall be provided to inform the public that recycled water is being used. For golf courses, notification shall also be placed on scorecards.
3. Use of recycled water shall be accomplished at a time and in a manner that minimizes ponding, runoff, and the possibility of public contact with sprayed materials.
4. Recycled water piping, controllers, valves, etc., shall be marked to differentiate the recycled water facilities from the potable water facilities.
5. Recycled water valves, outlets, quick couplers, and sprinklers shall be of a type, or secured in a manner, that permits operation only by User's authorized personnel.
6. Use or installation of hose bibs on the recycled water system shall not be permitted.
7. In accordance with Department of Health Services (DHS) requirements, there shall be at least a 10-foot horizontal and 1-foot vertical separation between all pipelines transporting recycled water and those transporting potable water, with the potable water pipeline above the recycled water pipeline. If this is not feasible, special construction measures shall be followed in accordance with DHS requirements. (This is intended to be for all new construction.)
8. An air-gap separation or reduced-pressure-principle device shall be provided at all potable water service connections to recycled water use areas. There shall be no connection between potable water supply and recycled water piping. Supplementing recycled water with any other source shall not be allowed except through an air-gap separation.
9. Drinking water facilities shall be protected from direct or wind-blown recycled water spray.
10. There shall be no recycled water irrigation or impoundment within 100 feet of any well used for domestic supply.
11. Inspection, supervision, and employee training shall be provided by User to assure safe and proper operation of the recycled water system. User should maintain records of inspection and training.

12. Spray, mist, or runoff of recycled water shall not enter a dwelling, food handling facility, or a place where the public may be present.
13. Recycled water shall not enter into a swimming pool where the water is recirculated for disinfection.
14. Recycled water shall be applied when the grounds have maximum opportunity to dry before use by the public unless provisions are made to exclude the public from areas during irrigating with recycled water and while the areas are drying.

SEWER LINE INSTALLATION

1. All materials and installation of sewer facilities to be constructed shall be in accordance with these plans, Manufacturer's Specifications, City of Hesperia Standards, and Material Lists.
2. It is the Contractor's responsibility to maintain a current and approved set of City of Hesperia Standards and materials list on the job site at all times. City Standards and material lists are available at the City of Hesperia Engineering Department.
3. Separation of water and sewer facilities shall conform to the rules and regulations of the City of Hesperia Standards (see Std. Dwg. S-1).
4. All sewer pipe (unless otherwise noted) shall be polyvinyl chloride (PVC) S.D.R. 35.
5. Sewer profile elevations are to the invert of the pipe.
6. Sewer laterals shall be constructed in accordance with standard locations of wyes and laterals. Where not shown on the plans, location is to be determined in the field prior to construction. Cleanout locations shall not be installed in driveway where applicable. All laterals are to be 6" diameter unless otherwise noted on the plans.
7. Prior to construction of sewer, Contractor shall expose existing sewer and verify its existing elevation and location before connecting to existing manhole or stub. Contractor is responsible to notify the City Engineer if elevations are not per plan and require adjustments in the field.
8. It shall be the sewer contractor's responsibility to set clean-outs to finish grade.
9. Sewer pipe zone and trench backfill shall be placed in accordance with the City of Hesperia Standards. (See Std. Dwg's. S-1).
10. Manholes shall be adjusted to grade after placing surface course asphalt concrete.
11. Manhole covers to be lock-down type. (See Std. Dwg. S-8).
12. Sewer laterals shall be connected to the main with gasketed wyes.

13. Sewer lines shall be tested prior to making permanent service connection. Sewer testing shall include ball and mandrel, pressure test and video before permanent paving is completed. All tracts will be required to video again prior to the release of bonds.

SIGNING AND STRIPING

1. Construction permits shall be obtained from the City of Hesperia Engineering Division prior to the start of any work. Inspection coordination shall be requested at least two (2) working days prior to the start of any work in the public right-of-way within the City limits. Call (760) 947-1477.
2. The contractor shall conform to all traffic control policies, methods, details, dimensions, and procedures described in the 2014 California Manual on Uniform Traffic Control Devices (M.U.T.C.D.).
3. All work, materials and equipment shall conform to the 2014 California M.U.T.C.D.
4. Two (2) working days' notice shall be given to the City Inspector for approval of control points or "Cat Tracking" prior to application of pavement striping.
5. All signage, striping and pavement markings shall be per 2014 California M.U.T.C.D.
6. All conflicting striping and markings to be removed shall be removed per the Standard Specifications for Public Works Construction (Greenbook) and per City Inspector.
7. It shall be the Contractor's responsibility to locate and identify all existing traffic stripes and pavement markings prior to resurfacing the roadway for replacement as required.
8. All traffic stripes and pavement markings shall conform to the Standard Specifications for Public Works Construction for Traffic Striping and Pavement Markings, with glass beads conforming to State Specifications No. 8010-11E-22 (Type II).
9. When required, Temporary Raised Pavement Markers (TRPM) shall be "Davidson Temporary Lane Line Markers" or approved equal and shall be the same color as the permanent stripe and placed in accordance with the manufacturer's instructions.
10. All signs are to be 0.080, 5052H38 aluminum, silk screened on the front with "Property of the City of Hesperia", and conform with the 2014 California M.U.T.C.D. for layout, design, and materials.
11. All signs are to be high intensity grade with 3M "Scotch Lite" brand reflective sheeting (per latest product bulletin) with 3M "Scotch Lite" Protective Overlay Film 1150 (per latest product bulletin).
12. All Stop signs (R1-1) shall be 36"x36" and installed with a 36" x 1" steel back brace for support, unless directed otherwise. All other warning, Regulatory and School signs must have a steel back brace.
13. All street name signs shall conform to the City of Hesperia Street Name Sign Specifications and the 2014 California M.U.T.C.D. The height of the sign blade shall be 9 inches with the length being determined by the length of the street name, minimum

length being 24 inches and maximum length being 42 inches, sized in 6 inch increments. Sign name faces shall be reverse screen, green ink (888).

14. Lettering for street names shall be a combination of lower-case letters with initial upper-case letters. Upper-case letters shall be 6 inches in height with lower-case letters being 4.5 inches in height.
15. Numerical Street names shall be fully spelled out; i.e., Ninth Ave. On alphabetical street names the suffix shall be considered part of the street name and fully spelled out; i.e., D Avenue.
16. The City of Hesperia logo shall appear on all street name signs, and shall be reverse screen, white (3930), with protective overlay as identified above. Logo shall be located one inch from the top, bottom, and left edge of the sign blade.

DECLARATION OF ENGINEER OF RECORD

(TO BE ANNOTATED ON COVER SHEET, PDF VERSION AVAILABE ON DISK)

I hereby declare that in my professional opinion, the design of the improvements as shown on these plans complies with the current Professional Engineering Standards and Practices. As the Engineer in responsible charge of the design of these improvements, I accept full responsibility for such design. I understand and acknowledge that the plan check of these plans by the City of Hesperia is a review for the limited purpose of ensuring that these plans comply with City procedures and other applicable codes and ordinances. The plan review process is not a determination of the technical adequacy of the design of the improvements. Such plan check does not therefore relieve me of my design responsibility.

Signature _____ Date _____
SIGN.

STAMP AND

License No. _____ Exp. _____



City of Hesperia
ENGINEERING DIVISION

STORM WATER POLLUTION PREVENTION PLAN

The Storm Water Pollution Prevention Plan (SWPPP) shall be submitted with the Engineering submittal. The SWPPP provides temporary measures to control discharges of sediment and other pollutants during construction.

A SWPPP is required at sites that disturb more than one acre or more. The SWPPP is a requirement of the California State Water Resources Control Board under the Construction General Permit.

The SWPPP is under the jurisdiction of the California State Water Resources Control Board; however, per the MS4 Permit and City of Hesperia Ordinance, the City has full authority to review applicable documents and insure compliance of all SWPPP.

CITY OF HESPERIA



ENGINEERING COST ESTIMATE

PROJECT NO: _____
LOCATION : _____
By: _____
DATE: _____

ENGINEER'S ESTIMATE GRAND TOTAL

GRAND TOTAL STREETS	\$	-
GRAND TOTAL WATER	\$	-
GRAND TOTAL RECYCLED WATER	\$	-
GRAND TOTAL SEWER	\$	-
GRAND TOTAL STORM DRAIN	\$	-
ENGINEER'S ESTIMATE GRAND TOTAL	\$	-

BY ENGINEER

Prepared By: _____
R.C.E. Number: _____
Expiration: _____

Place R.C.E. Stamp Here

Engineers Estimate is subject to change during the Plan Check Process. Plan Check Fees are based on the Engineer's Cost Estimate and all fees are subject to adjustment upon further review.

Quantity	Unit	Item	Unit Price	Total Cost Per Item
STREETS				
	LS	Mobilization	5%	\$ -
	LS	Traffic Control	5%	\$ -
	SF	Concrete Removal	\$ 2.50	\$ -
	SF	AC Pavement Removal	\$ 0.50	\$ -
	CY	Import (Incl. Compaction)	\$ 34.00	\$ -
	SF	Subgrade Preparation	\$ 1.00	\$ -
	LF	PCC 6" Curb & 24" Gutter	\$ 22.00	\$ -
	LF	PCC 8" Curb & 24" Gutter	\$ 25.00	\$ -
	LF	PCC Curb Only	\$ 20.00	\$ -
	LF	Curb Drain	\$ 2,500.00	\$ -
	LF	Mountable AC Dike	\$ 12.00	\$ -
	LF	8" A.C. Curb	\$ 16.00	\$ -
	SF	8" PCC Cross Gutter/Spandrel	\$ 11.00	\$ -
	SF	4" PCC Sidewalk	\$ 5.80	\$ -
	SF	Under Sidewalk Drain	\$ 6,000.00	\$ -
	SF	6" PCC Thick Drive Approach	\$ 10.00	\$ -
	SF	8" PCC Thick Drive Approach	\$ 12.00	\$ -
	LF	2" x 6" Redwood Header	\$ 5.00	\$ -
	EA	Street Sign	\$ 475.00	\$ -
	EA	Traffic Sign and Post	\$ 400.00	\$ -
	EA	Reflector Sign and Post	\$ 250.00	\$ -
	TON	AC Variable - <300T	\$ 90.00	\$ -
	TON	AC Variable - >300T	\$ 80.00	\$ -
	CY	CAB Variable - <300T	\$ 65.00	\$ -
	CY	CAB Variable - >300T	\$ 55.00	\$ -
	EA	Adjust Sewer Manhole to Grade	\$ 1,000.00	\$ -
	EA	Adjust Sewer Cleanout to Grade	\$ 400.00	\$ -
	EA	Adjust Water Valve to Grade	\$ 350.00	\$ -
	EA	Street Light	\$ 6,700.00	\$ -
	EA	Survey Monument Setting Fee	\$ 550.00	\$ -
	LF	Sawcut A.C.	\$ 3.00	\$ -
	LF	Sawcut Concrete	\$ 3.00	\$ -
	LF	Linear Striping	\$ 1.50	\$ -
	EA	Symbols and Legends	\$ 800.00	\$ -

Quantity	Unit	Item	Unit Price	Total Cost Per Item
	EA	S.W. Ramps (A.D.A. Compliant)	\$ 4,000.00	\$ -
	LS	Clear & Grub Site (5% of Construction Cost)	5%	\$ -
	LS	Excavation (Clean Material) (5% of Construction Cost)	5%	\$ -

GRAND TOTAL STREETS ONLY			\$	-
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Quantity	Unit	Item	Unit Price	Total Cost Per Item
WATER				
	LS	Mobilization	5%	\$ -
	LS	Traffic Control	5%	\$ -
	LS	Clear & Grub Site (5% of construction cost)	5%	\$ -
	LS	Potholing	\$ 10,000.00	\$ -
	LF	Trench Support/Shoring (6 foot depth)	\$ 15.00	\$ -
	LF	Pipe Bedding (Imported)	\$ 10.00	\$ -
	LF	4" Pipe & Fittings Installed, including excavation, bedding, backfill, thrust block and pavement restoration	\$ 50.00	\$ -
	LF	6" Pipe & Fittings Installed, including excavation, bedding, backfill, thrust block and pavement restoration	\$ 60.00	\$ -
	LF	8" Pipe & Fittings Installed, including excavation, bedding, backfill, thrust block and pavement restoration	\$ 75.00	\$ -
	LF	10" Pipe & Fittings Installed, including excavation, bedding, backfill, thrust block and pavement restoration	\$ 80.00	\$ -
	LF	12" Pipe & Fittings Installed, including excavation, bedding, backfill, thrust block and pavement restoration	\$ 90.00	\$ -
	EA	4" Gate Valve	\$ 2,000.00	\$ -
	EA	6" Gate Valve	\$ 2,500.00	\$ -
	EA	8" Gate Valve	\$ 4,000.00	\$ -
	EA	10" Gate Valve	\$ 6,000.00	\$ -
	EA	12" Gate Valve	\$ 8,000.00	\$ -
	EA	Fire Hydrant Assembly per City Std. W-2	\$ 5,500.00	\$ -
	EA	Fire Hydrant Assembly per City Std. W-3	\$ 6,000.00	\$ -
	EA	Blowoff Assembly 4" per City Std. W-18	\$ 4,000.00	\$ -
	EA	2" Air Release/Vacuum Valve per City Std. W-16	\$ 3,500.00	\$ -
	EA	1" Water Service/Meter per City Std. W-7	\$ 3,500.00	\$ -
	EA	2" Water Service/Meter per City Std. W-9	\$ 4,500.00	\$ -
	EA	4" DCDA or RPDA per City Std W-14 or W-15	\$ 8,000.00	\$ -
	EA	6" DCDA or RPDA per City Std W-14 or W-15	\$ 10,000.00	\$ -
	EA	8" DCDA or RPDA per City Std W-14 or W-15	\$ 15,000.00	\$ -
	EA	10" DCDA or RPDA per City Std W-14 or W-15	\$ 20,000.00	\$ -
	LF	Joint Restraint	\$ 10.00	\$ -
	EA	Irrigation Service RP's	\$ 3,500.00	\$ -
				\$ -
				\$ -

GRAND TOTAL WATER ONLY

\$ -

Quantity	Unit	Item	Unit Price	Total Cost Per Item
RECYCLED WATER				
	LS	Mobilization	5%	\$ -
	LS	Traffic Control	5%	\$ -
	LS	Clear & Grub Site (5% of construction cost)	5%	\$ -
	LS	Potholing	\$ 10,000.00	\$ -
	LF	Trench Support/Shoring (6 foot depth)	\$ 15.00	\$ -
	CY	Pipe Bedding (Imported)	\$ 10.00	\$ -
	LF	4" Pipe & Fittings Installed, including excavation, bedding, backfill and pavement restoration	\$ 50.00	\$ -
	LF	6" Pipe & Fittings Installed, including excavation, bedding, backfill and pavement restoration	\$ 60.00	\$ -
	LF	8" Pipe & Fittings Installed, including excavation, bedding, backfill and pavement restoration.	\$ 75.00	\$ -
	LF	10" Pipe & Fittings Installed, including excavation, bedding, backfill and pavement restoration	\$ 80.00	\$ -
	LF	12" Pipe & Fittings Installed, including excavation, bedding, backfill and pavement restoration	\$ 90.00	\$ -
	EA	4" Gate Valve	\$ 2,000.00	\$ -
	EA	6" Gate Valve	\$ 2,500.00	\$ -
	EA	8" Gate Valve	\$ 4,000.00	\$ -
	EA	10" Gate Valve	\$ 6,000.00	\$ -
	EA	12" Gate Valve	\$ 8,000.00	\$ -
	EA	Blowoff Assembly 4" per City Std. W-18	\$ 4,000.00	\$ -
	EA	2" Air Release/Vacuum Valve per City Std. W-16	\$ 3,500.00	\$ -
	EA	1" Water Service/Meter per City Std. W-7	\$ 3,500.00	\$ -
	EA	2" Water Service/Meter per City Std. W-9	\$ 4,500.00	\$ -
	EA	4" DCDA or RPDA per City Std W-14 or W-15	\$ 8,000.00	\$ -
	EA	6" DCDA or RPDA per City Std W-14 or W-15	\$ 10,000.00	\$ -
	EA	8" DCDA or RPDA per City Std W-14 or W-15	\$ 15,000.00	\$ -
	EA	10" DCDA or RPDA per City Std W-14 or W-15	\$ 20,000.00	\$ -
	LF	Joint Restraint	\$ 10.00	\$ -
	EA	Irrigation Service RP's	\$ 3,500.00	\$ -
				\$ -
				\$ -

GRAND TOTAL RECYCLED WATER ONLY			\$	-
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Quantity	Unit	Item	Unit Price	Total Cost Per Item
SEWER				
	LS	Mobilization	5%	\$ -
	LS	Traffic Control	5%	\$ -
	LS	Clear & Grub Site (5% of construction cost)	5%	\$ -
	LS	Potholing	\$ 10,000.00	\$ -
	LF	Trench Support/Shoring	\$ 15.00	\$ -
	LF	Pipe Bedding	\$ 10.00	\$ -
	LF	Pipe Encasement	\$ 50.00	\$ -
	EA	Backflow Valve	\$ 800.00	\$ -
	LF	8" PVC Installed, including excavation, bedding, backfill and pavement restoration	\$ 92.00	\$ -
	LF	10" PVC Installed, including excavation, bedding, backfill and pavement restoration	\$ 98.00	\$ -
	LF	12" PVC Installed, including excavation, bedding, backfill and pavement restoration	\$ 104.00	\$ -
	EA	4" Sewer Lateral with Wye Connection	\$ 2,500.00	\$ -
	EA	6" Sewer Lateral with Wye Connection	\$ 4,000.00	\$ -
	EA	48" Sewer Manhole	\$ 5,000.00	\$ -
	EA	60" Sewer Manhole	\$ 6,400.00	\$ -
	EA	Sewer Cleanout	\$ 1,800.00	\$ -

GRAND TOTAL SEWER ONLY			\$	-
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Quantity	Unit	Item	Unit Price	Total Cost Per Item
STORM DRAIN				
	LS	Mobilization	5%	\$ -
	LS	Traffic Control	5%	\$ -
	LS	Clear & Grub Site (5% of construction cost)	5%	\$ -
	LS	Potholing	\$ 10,000.00	\$ -
	EA	Storm Drain Manhole #1	\$ 10,000.00	\$ -
	EA	Junction Structure #2 (24" or larger)	\$ 18,000.00	\$ -
	EA	Junction Structure #4 (24" or smaller)	\$ 14,000.00	\$ -
	EA	Outlet Headwall	\$ 15,000.00	\$ -
	EA	Drywell	\$ 5,000.00	\$ -
	EA	Catch Basin 3.5' Width	\$ 5,500.00	\$ -
	EA	Catch Basin 7' Width/L.D.	\$ 7,000.00	\$ -
	EA	Catch Basin 10' Width/L.D.	\$ 10,000.00	\$ -
	EA	Catch Basin 14' Width/L.D.	\$ 14,000.00	\$ -
	EA	Catch Basin 21' Width/L.D.	\$ 21,000.00	\$ -
	EA	24" Drop Inlet	\$ 4,000.00	\$ -
	LF	18 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	\$ 130.00	\$ -
	LF	24 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	\$ 150.00	\$ -
	LF	30 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	\$ 200.00	\$ -
	LF	36 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	\$ 250.00	\$ -
	LF	42 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	\$ 300.00	\$ -
	LF	48 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	\$ 350.00	\$ -
	LF	54 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	\$ 400.00	\$ -
	LF	60 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	\$ 425.00	\$ -
	LF	72 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	\$ 550.00	\$ -
	LF	96 inch RCP Installed, including excavation, bedding, backfill and pavement restoration	\$ 750.00	\$ -

GRAND TOTAL STORM WATER

\$ -



CITY OF HESPERIA

PLAN SUBMITTAL FEES

Revised 08-28-2018

An Engineer's Estimate is required with all Civil Improvement Plans.

Plan Review fees for Civil Plans are based on 2% of the Engineer's Estimate

Grading Plan Review Fees and Report Review Fees are charged separately.

There is an 8% automation fee added to all invoices.

Plan Review Fees are based on the following:

Civil Improvement Plans:

Fee

Based on 2% of Engineer's Estimate

\$129

\$129

Description

Streets, Drainage, Storm Water, Storm Drain, Water, Sewer, Utility Plan (includes fire hydrants, fire services, Domestic water connections, and new line installation not Requiring plan & profile but on same sheet (s)), New Line Installation (Plan & Profile View)

Fire Hydrant (Stand Alone- Not on Utility Plan)

Fire Service (Stand Alone- Not on Utility Plan)

Grading/ Engineering:

\$450 per sheet

\$311 + \$20 per lot

Commercial/Industrial/Multi-Family Site

Precise Grading (Residential Tracts)

Grading/Planning:

\$309

\$412

\$618

\$412

\$618

Tract Maps (5-100 lots)

Tract Maps (101-250 lots)

Tract Maps (251+ lots)

Non-residential and MFR (0-10 acres)

Non-residential and MFR (10+ acres)



CITY OF HESPERIA

PLAN SUBMITTAL FEES

Revised 08-28-2018

Grading/Building and Safety:

\$414	Rough or Precise- Non-Residential and Multi-Family Residential up to 10 acres
\$920 + CRB	Rough or Precise- Non-Residential and Multi-Family Residential greater than 10 acres
\$722	Rough Grade for Subdivisions for SFR 6-100 Lots
\$552	Precise Grade for Subdivisions for SFR 6-100 Lots
\$998	Rough Grade for Subdivisions for SFR 101-250 Lots
\$828	Precise Grade for Subdivisions for SFR 101-250 Lots
\$1,366	Rough Grade for Subdivisions for SFR 251+ Lots
\$1,159	Precise Grade for Subdivisions for SFR 251+ Lots

Final Map Review/Engineering:

\$550	Final Parcel Map
\$550 + \$20 per lot	Final Tract Map

Tentative Map Review/ Planning:

\$466 + \$2 per lot	Residential Parcel Map
\$648 + \$2 per lot	Non-Residential Parcel Map
\$1,975 plus \$2 per lot, addressing fee	Tentative Tract Map

Report Review Fees for Engineering:

\$192	Legal Document Review (per document). Includes Irrevocable Offers of Dedication, Easements, Lot Mergers and Lot Line Adjustments, and Title Reports
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CITY OF HESPERIA

PLAN SUBMITTAL FEES

Revised 08-28-2018

\$550 + CRB after 2 checks

Hydrology Review

\$86

Erosion/Sediment Control Plan less than 1 acre

\$300 + CRB after 3 checks

SWPP Review over one acre

WQMP Review Fees for Engineering:

\$225 + CRB after 3 checks

Single Family Residential- Infill

\$300 + CRB after 3 checks

MS-4 Non-Regulated Project (2,500-5,000 sq. ft)

\$225 + CRB after 3 checks

MS-4 Regulated Prelim Review (over 5,000 sq. ft)

\$225 + CRB after 3 checks

MS-4 Regulated Project (over 5,000 sq. ft)

Professional Report Reviews:

\$214

Geotechnical, Soils Report, Percolation, Traffic, Sewer

***Permit Issuance
and
Construction***



CITY OF HESPERIA

ENCROACHMENT PERMIT

LOCATION	CROSS STREET	PERMIT NO.
DEVELOPER/OWNER	CONTACT PERSON	TELEPHONE () FAX ()
CONTRACTOR	LICENSE NO.	CLASSIFICATION
		TELEPHONE () FAX ()

ENCROACHMENT ITEMS AS PER APPROVED PLAN (CO # _____)

ASPHALT SURFACE WORK	INSTALL HYDRANT	ALL SEWER WORK UNDER CO
CONCRETE FLAT WORK	INSTALL FIRE SERVICE	ALL STREET WORK UNDER CO
DRIVE APPROACH	INSTALL SEWER SERVICE	ALL STORM DRAIN WORK UNDER CO
SURVEY / STAKING	INSTALL UTILITY SERVICE	ALL WATER WORK UNDER CO
SOIL TESTING	INSTALL WATER SERVICE	

THIS SECTION MUST BE COMPLETED PRIOR TO ISSUANCE OF THE PERMIT.
CITY FAX # (760)244-2515

SEWER LATERAL LOCATION (CIRCLE ONE) NE NW SE SW PROPERTY CORNER

SEWER LATERAL FOOTAGE FROM PROPERTY CORNER _____ LATERAL DEPTH _____

PERMIT PROVISIONS

1. PERMIT NOT VALID UNTIL EFFECTIVE DATE. 24 HOURS ADVANCE NOTICE MUST BE GIVEN FOR INSPECTION..
2. Permittee must have one of the following valid Contractor Licenses for work in City right-of-way: A General Engineering, C7 Low Voltage Systems, C8 Concrete, C12 Earthwork & Paving, C16 Fire Protection, C27 Landscaping, C34 Pipeline, C42 Sanitation.
3. Permittee is responsible for providing proper and continuous traffic control during the work (see no. 10).
4. Permittee shall protect existing improvements in place.
5. Permittee is responsible for coordinating work with all affected utility agencies (see No. 9).
6. Permittee shall provide continuous access to existing fire hydrants, streets & drive approaches unless otherwise approved by City Engineer.

SEE PAGE 2 OF THIS PERMIT FOR FURTHER CONDITIONS AND PROVISIONS.

BEFORE YOU DIG CALL (800) 422-4133

Permission is hereby requested to encroach into public right of way to perform work as set forth above. It is understood that this permit is limited to the work described herein and that all work is to be done in compliance with the provisions shown on page 2 of this permit and with all other applicable rules, regulations and standards of the City, and that the permittee assumes full responsibility for said compliance, for acceptability of the work, and for repair or replacement thereof if defective, and for repair or replacement of any existing improvement damaged by the doing of the work.

PENALTY FEE	I hereby certify & agree that all Ordinances of the City of Hesperia & the State of California will be complied with whether herein stated or not.	
\$	CONTRACTOR'S SIGNATURE _____	
PERMIT FEE	DIVISION OF INDUSTRIAL SAFETY "PERMIT TO EXCAVATE " NO. _____	
\$		
TOTAL PAID	AUTHORIZED CITY REPRESENTATIVE	EFFECTIVE DATE
\$		

PRIOR TO REQUESTING INSPECTION:

1. Rock must be onsite for back filling the sewer lateral in the street.
2. RT sewer box must be onsite.
3. The cookie cut out for tie-in must be done in the presence of the Inspector.

INSPECTION COMPLETED _____ BY _____
(Date) (Inspector Signature)

FINAL INSPECTION COMPLETED _____ BY _____
(Date) (Inspector Signature)



CITY OF HESPERIA

ENCROACHMENT PERMIT

PAGE 2

7. Permittee shall save, keep and hold harmless the City of Hesperia, its officers or agents from all damages, cost or expenses in law or equity that may at any time arise or be set up because of damage to property, or of personal injury received by reason of or in the course of performing work authorized by this permit which may be occasioned by an act or omission of the permittee, his agents or employees. The City will not be liable for any accident, loss or damage to the work prior to its completion and acceptance.
8. This permit shall be kept at the work site.
9. Permittee shall notify public utility and irrigation water companies by calling Underground Service Alert at (800) 422-4133 two working days prior to the start of any work within the public right-of-way and shall pay for any removal or relocation work necessary.
10. Permittee shall adequately safeguard all excavations and obstructions with barricades, lights, and/or other suitable safety devices in conformance with the current "State of California Manual of Traffic Controls for Construction and Maintenance Work Zones" issued by the State of California Department of Transportation. If the permittee fails to adequately safeguard the public, the City shall place barricades and lights at the expense of the permittee as follows: Current rental rate of each device plus labor and equipment cost, including overhead and any call out time, for placement for each occurrence. Permittee shall be responsible for replacement cost of any device damaged or lost. Replacement cost shall be actual cost plus 20%. Placement of any safety devices by City shall not relieve the permittee from any liability.
11. Permittee shall be responsible for preserving and/or replacement of any permanent survey markers, monuments, street ties, etc. disturbed, damaged or lost as a result of construction activities.
12. Permit fees paid after work has commenced shall include a penalty fee in accordance with City regulations.
13. Any work done without proper inspection will be subject to rejection. Permittee shall request inspections as follows: When forms are complete and ready for concrete; when subgrade is compacted and ready for pavement or concrete; when excavation is started; when backfill compaction is in progress; when temporary resurfacing has been placed; when work authorized by the permit has been completed; at any time assistance is needed to assure compliance with City requirements.
14. Reinspections required due to site or work not being ready for inspection when scheduled or for the replacement of defective work may result in additional inspection fees to be paid prior to any further inspections.
15. Requests for inspection that will be made before or after regular office hours shall be made 48 hours in advance and shall be paid entirely by the permittee as follows: Actual cost to the City including overhead and call out time; a deposit in the amount of the estimated cost as determined by the City Engineer shall be made prior to any overtime approval.
16. Cash deposits in excess of costs will be refunded after work is accepted for pavement placements, safety devices, overtime, etc.
17. The permittee shall clean and sweep the project adjacent areas at regular intervals and when requested by the City Engineer as necessary to maintain the project area in a clean and orderly condition at all times to the satisfaction of the City Engineer.
18. Final approval of any work will not be given until construction debris and excess material is removed and parkways are graded to conform to the standard street section.
19. Permittee shall remain responsible for satisfactory workmanship and material for one year after acceptance of improvements authorized by this permit and two years for encroachment on existing improvements.
20. All P.C.C. removals shall be done by saw cutting.
21. All A.C. removal shall be done by cutting a neat, straight and vertical line one-foot minimum beyond and undermining or pavement cracking. Saw cutting may be required.
22. Asphalt pavement, including resurfacing shall be constructed of Type PG-64-16 asphalt concrete conforming to the requirements of Section 203 of the Standard Specifications for Public Works Construction, unless otherwise specified by the City Engineer.
23. Permittee may be required to construct permanent asphalt concrete pavement in the public right-of-way to provide protection to existing improvements which are in danger of being damaged by storm generated waters and/or debris. This protection will be provided within 24 hours, when it is determined by the City Engineer that an unsafe condition exists.
24. Concrete curb, walk, gutters, cross gutters, driveway approaches and alley entrances shall be constructed of Class 560-C-3250 Portland cement concrete conforming to the requirements of Subsection 201-1 of the Standard Specifications for Public Works Construction, which shall be cured with Type II Curing Compound in accordance with the provisions of Subsection 201-4.1 of the Standard Specifications for Public Works Construction, unless otherwise specified by the City Engineer.
25. Permittee shall provide the City Engineer passing compaction test results, taken by a licensed Engineer or testing laboratory, prior to any construction. Test locations shall be reviewed with the inspector, over all utility main lines at intervals not exceeding 300 feet; over a minimum of 1/3 of all utility laterals; 2 minimum under all proposed cross gutters; under curb and gutter at intervals not exceeding 500 feet; under all proposed A.C. surfacing at intervals not exceeding 500 feet. All tests shall be taken at a depth of 3 feet $\pm$ and at 6 inches. Additional test may be required as directed by the City Engineer. All test failure locations shall be recompact and retested near previous test.
26. Permittee shall backfill, densify and repair pavement over all work, including but not limited to all sewer, storm, water, gas, electrical and telephone repair or installation excavations in accordance with Section 306-1.3 of the Standard Specifications for Public Works Construction, unless otherwise specified by the City Engineer.



CITY OF HESPERIA

ENGINEERING DIVISION

9700 SEVENTH AVENUE, HESPERIA, CA 92345 TELEPHONE: (760) 947-1449 FAX: (760) 244-2515

INSTRUCTIONS TO SET A PRE-CONSTRUCTION MEETING FOR OFF-SITE IMPROVEMENTS

1. **Must have all off-site improvement plans approved.**
2. **Submit this written request for Pre-Construction meeting to:**
Jamie Carone, Adm. Analyst
Phone: 760-947-1449 · Email: jcarone@cityofhesperia.us · Fax: 760-244-2515

Developer: _____ Contact: _____
Email: _____ Phone: _____
Project: _____ APN: _____
Address: _____

LIST ALL CONTRACTORS WORKING IN THE CITY RIGHT-OF-WAY

(Provide copy of insurance Certificate for each contractor)

	Name	Contractor's License #
Paving:	_____	_____
Concrete:	_____	_____
Underground (Water & Sewer):	_____	_____
Landscaping (Tracts Only):	_____	_____
_____:	_____	_____
_____:	_____	_____

Insurance Requirements: City of Hesperia, its Officers, Officials, Employees & Volunteers

1. General Liability Certificate with above named as Additional Insured per Endorsement Form
2. Worker's Compensation
3. Commercial Auto Policy

CAL OSHA Excavation Permit: Required for Underground Excavating 5' +

City of Hesperia Business License: Required for all Contractor's & Subcontractor's

City Use Only

Fees to be Determined:

Water	Fire Service	Fire Hydrant	Sewer	Streets
SWPPP				

CITY OF HESPERIA

ENCROACHMENT PERMIT REQUIREMENTS

(Revised August 28, 2014)

Construction within the City's right-of-way without a permit will be required to stop work immediately and obtain a permit. Permit issuance will be based on the following:

RISK EVALUATION

The following factors shall be considered in evaluating the project as being "high risk" or "low risk". High risk jobs will require higher insurance limits. (i.e. Sewer trench across Main St. will require minimum \$2,000,000 General Liability coverage.)

HIGH RISK	LOW RISK
High volume	Off travel way
High accident	Short duration
High speed	Protected by curb or berm
Large construction project	No failures likely
Long duration	Small trench work
Detour off road required	Good traffic conditions
Stability of trench work	High visibility
Method of work to be done	

MINIMUM INSURANCE REQUIREMENT

\$2,000,000	General Aggregate (this is considered a \$1,000,000 policy)	
\$1,000,000	General Liability	
\$1,000,000	Automobile Liability	Any Auto must be checked OR Scheduled Auto must be checked Hired Autos must be checked Non-Owned Autos must be checked
1,000,000	Worker's Compensation and Employer's Liability	

An Endorsement is required on the General Liability policy. It shall include:

1. Insured's name and policy number.
2. Endorsement is to be signed and dated by the insurance agent.
3. The City of Hesperia and its Officers, Officials, Employees and Volunteers as the name of the Additional Insured for the General Liability only.

OTHER REQUIREMENTS

1. Valid Contactor Licenses for work in City right-of-way are:
 - a. **A - General Engineering**
 - b. **C7 - Low Voltage Systems**
 - c. **C8 - Concrete**
 - d. **C12 - Earthwork & Paving**
 - e. **C16 - Fire Protection**
 - f. **C27 - Landscaping**
 - g. **C34 - Pipeline**
 - h. **C42 - Sanitation**
2. Valid Business License – City of Hesperia
3. Cal Osha Permit is required for trenches 5' or deeper



CITY OF HESPERIA

ENCROACHMENT PERMIT FEES

Revised 08-28/2018

Construction within the City's right-of-way requires a permit.

Construction will be required to stop work immediately without a permit.

Permit Fees will be based on the following:

<u>Fee</u>	<u>8% Sur-Charge</u>	<u>Total Fee</u>	<u>Description</u>
\$26	\$2.08	\$28.08	Encroachment per Permit (Construction or Excavation)
\$86	\$6.88	\$92.88	Inspection Residential Drive Approach
\$172	\$13.76	\$185.76	Inspection Non-Residential Drive Approach
Based on Engineer's Estimate			Inspection Street & Drainage (up to 10 Hours)+ CRB if over
Based on Engineer's Estimate			Inspection for Storm Drains
Based on Engineer's Estimate			Inspection Street & Drainage Residential Tracts
\$172	\$13.76	\$185.76	Inspection per Water Connection Water Lateral, Fire Hydrant, Fire Service. (W/O Civil Plans)*
\$150	\$12.00	\$162.00	Inspection Sewer Connection (W/O Civil Plans)*
\$48	\$3.84	\$51.84	Inspection Utility Cut up to 18 sq. ft. in area*
\$141	\$11.28	\$152.28	Inspection Utility Cut 0 to 300 ft. in length*
\$172	\$13.76	\$185.76	Inspection Utility Cut 301 ft. to 500 ft. in length*
\$203	\$16.24	\$219.24	Inspection Utility Cut 501 to 1000 ft. in length*
\$15	\$1.20	\$16.20	Inspection Utility Cut over 1000 ft. * (per 100 ft. additional)
\$1.25/Ft	\$0.10	\$1.35/Ft.	Inspection Main Water/Sewer Line (W/O Civils)*
\$2,322	\$185.76	\$2,507.76	Inspection SWPPP – Tracts (+CRB)
\$1,548	\$123.84	\$1,671.84	Inspection SWPPP – Com/Ind/Multiple Res. (+CRB)
\$330	\$26.40	\$356.40	Inspection NPDES – Tracts (+CRB)
			(B&S collects with Grading Permit)
\$573	\$45.84	\$618.84	Inspection NPDES – Com/Ind./Multi Res. (+CRB)

***If inspections above are for improvements submitted on Civil Improvement Plans, the fees are 1% of the Engineer's Estimate.**



Building and Safety Table of Contents

A. Forms to be Completed

1. A permit application
2. Letter of intent
3. Application for Certificate of Occupancy
4. Unreasonable Hardship Exception to Disabled Access Requirements
5. Water Department Tenant Improvement Questionnaire
6. Mojave Desert Air Quality Management District Clearance application
7. Mojave Desert Air Quality Management Notification of Demolition/Renovation application

B. New Commercial

1. Commercial Submittal Flow Chart
2. Required Submittals and Approvals for New Commercial

C. Tenant Improvements

1. Tenant Improvement Submittal Flow Chart
2. Required Submittals and Approvals for Tenant Improvements

D. New Residential, Additions & Alterations

1. Residential Submittal Flow Chart

i. Grading

1. Grading Plan Requirements for Residential In-fill Lots
2. Notice to Developers of Single Lots
3. Declaration of Engineer of Record

ii. Single Family Residences

1. Plan Requirements for Single Family Residences

iii. Additions & Alterations

1. Plan Requirements for Additions & Alterations

E. Over the Counter Plan Check Review

Forms to be Completed



City of Hesperia
BUILDING AND SAFETY DIVISION

Building Permit Worksheet

Date: _____ Receipt #: _____
Jobsite Address: _____
Is this a mobile home? ☐ Res ☐ Comm
APN: _____ Lot: _____ Tract: _____
Cross street: _____
Owners: _____
Address: _____
City: _____ Zip: _____ Phone: _____

Contractor Name: _____
Address: _____
City: _____ Zip: _____ Phone: _____
State: _____ Cont. License# _____ Class: _____ Exp. Date: _____
Business License#: _____ Exp. Date: _____
Worker's Comp Carrier and Policy #: _____

Job Description: _____
Estimated Cost of Job: \$ _____
Applicants Name: _____
Contact Phone Number: _____
Dwell Units _____ #Stories _____ #Bedrooms _____ # Bldgs on lot _____
Block Walls: _____ Lineal Feet _____ City Details: ☐ Yes ☐ No
Tenant Improvement/C of O _____ Sq. ft. _____ New sq. ft. _____
Water heater gal. _____ Located in: ☐ Garage ☐ House

Office Use Only

RDA# _____
Setbacks: Front _____ Rear _____ Side _____ Side _____
Street _____ PUE _____ ST _____
Zone _____ General Plan _____ CFD _____
Sewage ☐ Public ☐ Private Sq.ft./100 _____
SQ Ft _____
Livable _____ Patio _____
_____ Portico _____
Garage _____
_____ Porch _____



City of Hesperia
BUILDING AND SAFETY DIVISION

Building Permit #: _____

Business License #: _____

LETTER OF INTENT

Jobsite Address:					
Business Name:					
Business Owner Name:					
Business Owner Mailing Address:					
Business Owner City:		State:		Zip:	
Business Phone No.					
Email Address:					
Description of Business:					
Square Footage:					
Does the building have an Automatic Fire Sprinkler System:	☐ Yes	☐ No	☐ Alarms		
Is there any Class I, II, III-A Liquids,	☐ Used	☐ Stored	☐ Processed		
Is there any	☐ Welders	☐ Torches	☐ Other types of open flame being used:		
Provide Material Safety Data Sheets (MSDS) and quantities of all Class I, II, or III-A liquids and Hazardous Materials attached to the tenant improvement plans submitted					
Type of products or materials being:	☐ Sold	☐ Stored	☐ Manufactured		
Type and number of dust producing equipment being used:					
Type and number of machinery to be used:					
Number of items to be sold or produced monthly:					
Number of employees:					
Number of employees on largest shift:		Number of shifts:			
Number of company vehicles:					
Approximate number of company vehicle trips per day anticipated:					
Any other information that may assist in the process of your project:					



City of Hesperia
BUILDING AND SAFETY DIVISION

☐ Temporary C of O Expires _____ 20__
☐ New Certificate of occupancy

APPLICATION FOR CERTIFICATE OF OCCUPANCY

In order for the Building Department to provide final approval and a Certificate of Occupancy, it is necessary that this form be signed and dated by each of the individual agencies listed below, as applicable to your project. After this form is completed and final approvals have been met, this application will be forwarded to the Building Official for preparation of the Certificate of Occupancy.

TO BE FILLED OUT BY APPLICANT

Business Name _____ Description of Business: _____
Building Address (incl. Unit #'s): _____
Business Owner's Name: _____ Phone No: _____
Business Owner's Mailing Address: _____ City, State, Zip: _____

TO BE COMPLETED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY

Department	Phone	Authorized Signature	Date
Fire Department	760-995-8190	_____	_____
Public Works Department (when applicable)	760-947-1477	_____	_____
Recreation & Park District (when applicable)	760-244-5488	_____	_____
Planning Department	760-947-1224	_____	_____
Fog Application/Fees Paid (when applicable)	760-947-1634	_____	_____
Health Department (when applicable)	800-442-2283	_____	_____
Animal Control (Dispatch for Inspections)	760-947-1705	_____	_____
Conditions Met/Fees Paid (All other departments must sign off first)	760-947-1309	_____	_____

Note: _____

OFFICE USE ONLY

Occ. Group(s) _____ Type(s) of Const. _____ Max. Occupant Load(s) _____
Square Footage _____ Use(s) _____
California Building Code Edition _____ Fire Sprinklers Req. ☐ Yes ☐ No
Special Conditions _____
Building Permit # _____
Business License # _____ Hold for other Professional Certifications ☐ Yes ☐ NA Completed _____
Plan Examiner _____ Date: _____ Inspector _____ Date: _____



City of Hesperia
Building and Safety Division
9700 Seventh Avenue
Hesperia, CA 92345
Phone 760-947-1311 / Fax 760-947-1418

Application for
**Unreasonable Hardship Exception
To Disabled Access Requirements**

Project Address:	Type of Facility:
Project Description:	
Owner:	Phone Number:
Applicant:	Phone Number:

It is requested that this project be granted an exception from the accessibility requirements of the currently adopted California Building Code, Chapter (CBC) 11B, Division IV, as specifically noted below:

Valuation Threshold Amount: \$ 156,162.00			Year: 2017
A.	General Exception, Section 1134B.2.1 Applicable to existing buildings where the total valuation of all construction performed at this building or facility over the last three years does not exceed the valuation threshold amount (listed above). Accessibility features that create a hardship (those exceeding valuation threshold) may be exempted but not all the accessibility features. The area of alteration itself must be fully compliant.		
	Accessible Features: (listed in order of preferred priority)	Feature already meets current edition of CBC?	Is this feature being modified as part of this Tenant Improvement?
	1. Path of travel to entrance	_____	_____
	2. Primary entrance	_____	_____
	3. Path of travel within building / facility to area of remodel	_____	_____
	4. Elevator	_____	_____
	5. At least one accessible restroom for each sex	_____	_____
	6. Public telephones <i>(If provided)</i>	_____	_____
	7. Drinking fountain <i>(If provided)</i>	_____	_____
	8. Other (Parking, storage, alarms, etc.)	_____	_____
Total cost of construction for this tenant improvement <u>without</u> accessible features listed above		(A) \$ _____	
Cost of all other improvements made to this site over the last 3 years (see attached Declaration form)		(B) \$ _____	
Total cost (A + B above) x .20 = Total cost obligation for this T. I. to upgrade the features listed above		(C) \$ _____	
Total cost of accessible features to be provided (must meet or exceed line C above)		(D) \$ _____	

PETITIONER'S DECLARATION: I certify that the information noted above is true and correct.

Name (print): _____ Signature: _____ Date: _____
Address: _____ Title: _____ Phone: _____

FOR DEPARTMENT USE ONLY
☐ The above project has been denied an unreasonable hardship exemption under 2013 CBC Section 11B-202.4 exc. 8
☐ The above project has been granted an unreasonable hardship exemption under 2013 CBC Section 11B-202.4 exc. 8

Building Official (print): _____ Signature: _____ Date: _____

Building Permit #: _____

Business License #: _____



CITY OF HESPERIA – HESPERIA WATER/SEWER DEPARTMENT
9700 Seventh Avenue, Hesperia, CA 92345 Telephone: (760) 947-1449

TENANT IMPROVEMENT FORM

The intent of this form is to calculate sewer connection fees required as a result of additional fixtures to the building. The fees shall be calculated upon approval of the Tenant Improvement plans and are due prior to final inspections by the Building & Safety Department.

Assessor Parcel No: _____ Job Address: _____ Date: _____

Owner's Name: _____

Mailing Address: _____ Tel. No.: (____) _____

PLEASE DESCRIBE PROPOSED PROJECT (Type of Business):

1. If this is a restaurant, what is the seating capacity? _____
2. Are you required to have a grease trap, clarifier or sand trap? ____ yes ____ no
Explain, which type _____
3. Will you need to increase the size of the existing meter? ____ yes ____ no What size? _____
4. Are you required to have a fire service for a fire sprinkler system? ____ yes ____ no What size? _____
5. Has Hesperia Fire District required you to install a fire hydrant for fire protection? ____ yes ____ no
If yes, how many? _____ Are they required offsite? ____ yes ____ no Onsite? ____ yes ____ no

PLEASE INDICATE HOW MANY OF THE FOLLOWING:

EXISTING FIXTURES

Clotheswasher	
Cup Sink (oval 6x3x6)	
Dental Lavatory	
Dental Unit/Cuspidor	
Dishwasher	
Drinking Fountain (each head)	
Floor Drain (for overflow)	
Floor Drain/Floor Sink	
Flushing-Rim/Clinic Sink	
Kitchen Sink/Utility Sink	
Laundry Tub	
Lavy (single)	
Lavy (double)	
Mop Sink	
RV Dump Station	
RV Spaces	
Shower (only if separate from tub)	
Urinal (step-on)	
Urinal (wall)	
Urinal (flush-tank - home style)	
Wash-up Sink, (each set faucets)	
Water Closet (home style)	
Water Closet (flushometer)	

ADDED FIXTURES

Clotheswasher	
Cup Sink (oval 6x3x6)	
Dental Lavatory	
Dental Unit/Cuspidor	
Dishwasher	
Drinking Fountain (each head)	
Floor Drain (for overflow)	
Floor Drain/Floor Sink	
Flushing-Rim/Clinic Sink	
Kitchen Sink/Utility Sink	
Laundry Tub	
Lavy (single)	
Lavy (double)	
Mop Sink	
RV Dump Station	
RV Spaces	
Shower (only if separate from tub)	
Urinal (step-on)	
Urinal (wall)	
Urinal (flush-tank - home style)	
Wash-up Sink, (each set faucets)	
Water Closet (home style)	
Water Closet (flushometer)	

PERSON COMPLETING FORM: _____ DATE: _____

DO NOT WRITE BELOW THIS LINE

BUILDING & SAFETY VERIFICATION FOR METER SIZE(S) AND FIXTURES

VERIFIED BY: _____ DATE: _____

CERTIFICATE OF OCCUPANCY/BUILDING PERMIT

(RESIDENTIAL PROJECTS EXEMPT)

APPLICANT SEEKING CLEARANCE FOR:

☐

Building Permit (not for demolition/renovation or asbestos permits)

☐

Certificate of Occupancy (only if no prior building permit or there is a change in use)

BUSINESS NAME:	CONTACT:	PHONE:	
MAILING ADDRESS:	CITY:	STATE:	ZIP:
FACILITY ADDRESS:	CITY:	STATE:	ZIP:
NATURE OF BUSINESS (i.e., dry cleaner, gasoline dispensing, office, etc.):			

1. Will the subject facility use any of the equipment/processes listed in the air permit categories on the back of this document, or any other process that has the potential to emit or control air contaminants - Rule 201?

☐

YES*

☐

NO

***If YES, you must complete an application for an Authority To Construct (ATC). Applications can be obtained on the internet (www.mdaqmd.ca.gov), at our office 14306 Park Avenue Victorville, or via telephone (760) 245-1661/ facsimile (760) 245-2022.**

2. Will the subject facility be located within 1,000 feet of a school (measured outer boundary to outer boundary) - H&S Code 42301.6?

☐

YES

☐

NO*

***If NO, proceed to Item 5 (you can skip items 3 and 4)**

3. Will the subject facility have the potential to emit hazardous air contaminants, such as solvents, thinners, pesticides, gasoline, dip tank solutions, dust, mist, vapor, resin, or others (complete list available on request)?

☐

YES

☐

NO*

***If NO, proceed to Item 5 (you can skip item 4)**

4. Attach a list of substances to be used at the subject facility and include a plot plan. The plot plan must include the distance from the outer boundary to the outer boundary of the nearest school.

5. I DECLARE UNDER PENALTY OF PERJURY under the laws of the State of California that the foregoing is true and correct to the best of my knowledge.

Signature of owner or authorized agent

Date of signature

FOR OFFICE USE ONLY

DATE RECEIVED

AUTHORIZED DISTRICT SIGNATURE

DATE SIGNED

CONFIRMING STAMP OR INITIALS

☐

BUILDING PERMIT

☐

CERTIFICATE OF OCCUPANCY



LOCAL AGENCY

LISTING OF PERMIT CATEGORIES

Mojave Desert Air Quality Management District

All businesses require clearance from the MDAQMD before obtaining a Certificate of Occupancy or Building Permit

Chemicals

Organic Gas Sterilizers
Acid Chemical Milling
Can and Coil Manufacturing
Evaporators, Dryers, and Stills
Processing Organic Minerals
Dry Chemical Mixing
Detergent Spray Towers
Bulk Dry Chemical Storage

Coatings and Surface Preparation

Abrasive Blasting Equipment
Coating and painting
Plasma Arc and Ceramic Deposition
Spray Booths
Paint, Stain, and Ink Manufacturing

Combustion

Generators
Piston Internal Combustion Engines
Gas Turbines and Turbine Test Cells and Stands
Incinerators and Crematories
Burn Out Ovens
Core Ovens

Food

Smokehouses
Feed and Grain Mills
Coffee Roasters
Bulk Flour and Powdered Sugar Storage

Metal Melting Devices

Oil Quenching and Salt Baths
Hot Dip Galvanizing
Precious Metals Refining
Chrome Plating
Chromic Acid Anodizing

Rock and Mineral

Hot Asphalt and Batch Plants
Sand, Rock, and Aggregate Plant
Concrete Batch, CTB, Concrete Mixers and Silos
Brick Manufacturing

Solvent Use

Vapor and Cold Degreasing
Dry Cleaning
Solvent and Extract Dryers

Other

Asphalt Roofing Tankers
Gasoline and Alcohol Fuel Dispensing
Reverse Osmosis Membrane Manufacturing
Aqueous Waste Neutralization
Brake Debonders
Bulk Grain and Dry Chemical Transfer and Storage
Rubber Mixers
Landfill Gas Fare Recovery Systems
Waste Disposal and Reclamation Units
Asphalt Pavement Heaters
Ceramic Slip Casting
Perlite Processing
Oil Field Production
Storage of Organic Liquids
Organic Compound Marketing (gasoline, etc.)
Gasoline and Alcohol Bulk Plants and Terminals
Intermediate Refuelers

- **NOTE:** Other equipment/processes not listed here may require a District permit if they have the potential of emitting air contaminants. If there are any questions, contact the Mojave Desert AQMD @ 760-245-1661.

IF YOU INSTALL OR OPERATE EQUIPMENT WITHOUT A PERMIT, YOU MAY BE SUBJECT TO LEGAL ACTION AND PENALTIES OF UP TO \$25,000 FOR EACH DAY OF VIOLATION.

Building Permit #: _____

Business License #: _____



City of Hesperia
BUILDING AND SAFETY DIVISION

DEMOLITION/RENOVATION PERMIT ISSUANCE CHECKLIST/QUESTIONNAIRE

Use of this checklist is to determine whether an application for a Demolition/Renovation Permit requires a Notification of Demolition/Renovation form, from the Mojave Desert Air Quality Management District (MDAQMD) prior to permit issuance. If a Demo/Reno form is NOT required, then the applicant and permitting agency with the provisions of Health and Safety Code 19827.5 should retain this form with the permit application to verify compliance.

Will the demolition or renovation permit applied for involve one of the following:

1. ☐ Yes ☐ No Any renovation work that involves the removal or disturbance of any material containing more than 1 percent Asbestos or at least 260 linear feet on pipes or at least 160 square feet on other facility components, or
2. ☐ Yes ☐ No A complete building demolition, or a partial demolition which includes structural load bearing members (wall or structural members), including demolition of buildings which do not contain asbestos. Residential buildings having four or fewer dwelling units are exempt. All demolitions by intentional burning are regulated under NESHAPS

NOTE: If yes is marked for numbers one or two, the applicant must submit a copy of the MDAQMD Notification of Demolition/Renovation form PRIOR to the issuance of a demolition permit.

I declare that the notification requirements listed above are not applicable to this project and that this work does not require compliance with the provisions of California Health and Safety Code 19827.5 and Part 61 of Title 40 of the Code of Federal Regulations or any successor regulations. I certify under penalty of perjury under the laws of the State of California that all the foregoing is true and correct.

Signature of Owner or Contractor

Date

Typed or printed name of Owner or Contractor

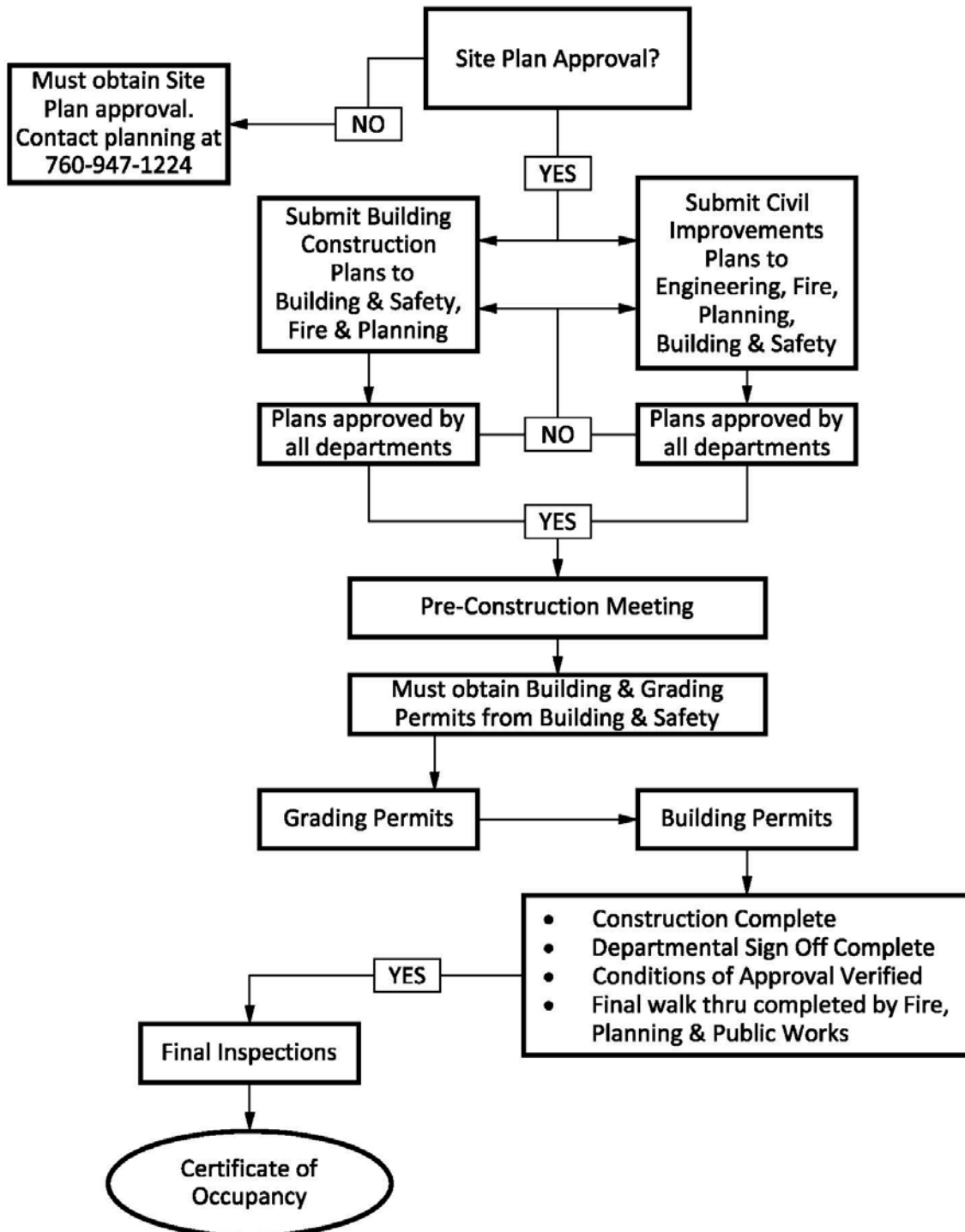
Job Address

NOTE: Asbestos of any amount or type is not allowed in the landfills of San Bernardino County

New Commercial



Building and Safety New Commercial Submittal Flow Chart





Building and Safety Required Submittals and Approvals for New Commercial Developments

A. General Requirements

- Commercial improvements require approved plans and a permit **prior** to starting the work.
- Complete sets of plans shall be submitted for review and approved prior to permit issuance. Plans shall be clear, legible, and of sufficient size (suggested size, 24 in x 36 in., suggested scale, ¼ in. = 1 ft.).
- Plans are to be professionally prepared by an Architect, Engineer or Building Designer. Plans are to be drawn in ink and signed by the person who prepared them (digital stamps and signatures are allowed).
- Plans shall comply with the current code requirements per the California Building Codes.
- Food Service type businesses need one set of approved EHS plans for submittal.

B. Plans – (5 Sets of Plans)

1. Specific Requirements

- a. Plot Plan
 - Check with Planning staff for the type of plot plan needed for your project. Major on-site changes or changes in use may require the submittal of a formal Site Plan. Minor changes may only need a plot plan.
 - Plan to include: lot dimensions, size and location of all structures with respect to property lines and each other; identification of the tenant uses in units adjacent to the subject unit(s); locations of gas, water, sewer, and electrical lines, vaults and equipment, septic system components (if any); fire hydrants; parking spaces, driveways and accessibility features.
- b. Complete Architectural Plans:
 - Floor Plans
 - Building Sections
 - Interior Elevations
 - Roof Plans
 - Exterior Elevations
 - Accessible Compliance
 - Finish Schedules
 - Architectural Details
- c. Complete Structural Plans:
 - Foundation Plans
 - Roof Framing Plans
 - Structural Details
 - Framing Plans
 - Floor Framing Plans
 - Structural Calculations (attachment)
- d. Electrical Plans:
 - Lighting & Power Plans
 - Single or Three Line Wire Diagram
 - Lighting Schedules
 - Panel Schedules
 - Load Calculations
- e. Mechanical Plans:
 - Mechanical duct layout with sizes
 - Equipment Locations
 - Equipment Schedules
 - Register Locations with sizes and CFM
- f. Plumbing Plans:
 - Hot and Cold & Gas Piping Plan
 - Waste and Vent Piping Plan
 - Isometric Plans for: hot, cold, waste, vent and gas lines
 - Location of Private or Public sewer
 - Location of grease traps & interceptors

- g. Energy Compliance
 - Provide prescriptive or performance energy forms for the following, but not limited to; Building Envelope, Fenestration, Lighting, HVAC, Water Heating.
- h. Additional Items:
 - Material Safety Data Sheets (if applicable)
 - For food service type businesses, submit County of San Bernardino Environmental Health Services approved plan (required for comparison to building plans prior to issuance of permit.)
 - Additional submittals may be required for special projects (Such as pools, underground tanks, etc.)

2. Plan Attachments:

- Geotechnical (Soils) Report
- Structural Calculations
- Manufactured Truss Designs and Calc's

3. Required Separate Submittal:

- Fire Sprinkler Plans
- Trash Enclosures
- Solar Systems
- Light Standards
 - Structural Calculations
 - Energy Compliance forms
- Grading Plans
- Garden & Retaining Walls
- Pools & Spas
- Building & Site Signage
 - Structural Calculations (as needed)
 - Energy Compliance Forms (lighted signs only)

C. Forms to be Completed

1. A permit application
2. Letter of intent (on form provided)
3. Water Department Tenant Improvement Questionnaire (on form provided)
4. Mojave Desert Air Quality Management District Clearance application (on form provided.)
5. Hazardous Materials Inventory Statement (HMIS) and/or Hazardous Materials Management Plan (HMMP) from the San Bernardino County Fire Department. (if applicable, form available upon request). 909-386-8401

D. Permit Issuance

1. Permits can only be issued to the building owner or a licensed contractor
2. Prior to issuance of the permit, or starting any work, approvals will be necessary from some or all of the following:
 - i. Building and Safety (760) 947-1311
 - ii. Planning (760) 947-1224
 - iii. San Bernardino County Fire Prevention Bureau (760) 995-8201
 - iv. Water/Sewer (760) 947-1840
 - v. Environmental Health Services (760) 995-8154
 - vi. Mojave Desert Air Quality Management District (760) 245-1661

E. Other Agencies

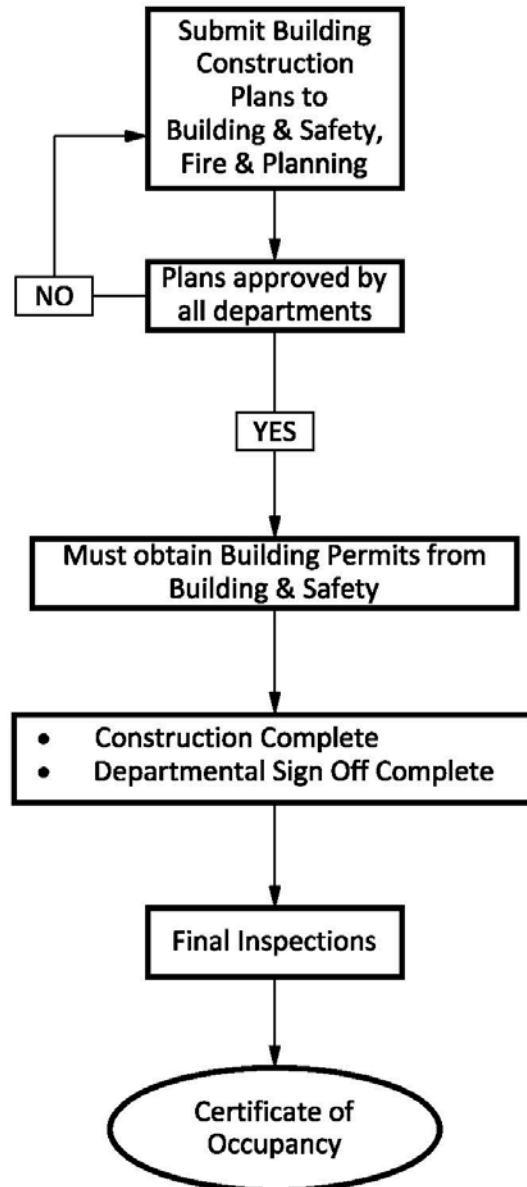
If your project involves alteration/addition of utility services, contact the appropriate utility company representative for requirements:

- i. Southwest Gas (natural gas) - (760) 241-9321
- ii. Edison International (electricity) - (800) 684-8123
- iii. Verizon (phone) - (800) 483-3000

Tenant Improvements



Building and Safety Tenant Improvement Submittal Flow Chart





Building and Safety Required Submittals and Approvals for Tenant Improvements

A. General Requirements

- Commercial improvements require approved plans and a permit **prior** to starting the work.
- Complete sets of plans shall be submitted for review and approved prior to permit issuance. Plans shall be clear, legible, and of sufficient size (suggested size, 24 in x 36 in., suggested scale, ¼ in. = 1 ft.).
- Plans are to be professionally prepared by an Architect, Engineer or Building Designer. Plans are to be drawn in ink and signed by the person who prepared them (digital stamps and signatures are allowed).
- Plans shall comply with the current code requirements per the California Building Codes.
- Food Service type businesses need one set of approved EHS plans for submittal.

B. Plans – (3-5 Sets of Plans)

1. Specific Requirements

- a. Plot Plan
 - Check with Planning staff for the type of plot plan needed for your project. Major on-site changes or changes in use may require the submittal of a formal Site Plan. Minor changes may only need a plot plan.
 - Plan to include: lot dimensions, size and location of all structures with respect to property lines and each other; identification of the tenant uses in units adjacent to the subject unit(s); locations of gas, water, sewer, and electrical lines, vaults and equipment, septic system components (if any); fire hydrants; parking spaces, driveways and accessibility features.
- b. Complete Architectural Plans:
 - Floor Plans
 - Architectural Details
 - Building Sections (as needed)
 - Roof Plan (as needed)
 - Exterior Elevations (as needed)
 - Accessible Compliance (Parking, Path of Travel, Signage etc...)
 - Interior Elevations (as needed)
 - Finish Schedules (as needed)
- c. Complete Structural Plans (as needed):
 - Foundation Plans
 - Roof Framing Plans
 - Structural Calculations
 - Framing Plans
 - Structural Details
- d. Electrical Plans:
 - Lighting & Power Plans
 - Single or Three Line Wire Diagram
 - Panel Schedules
 - Load Calculation (as needed)
- e. Mechanical Plans: (as needed)
 - Schematic of the duct layout, to include trunk lines, branch lines and registers with sizes.
 - Provide manufactures specs on all equipment being used.
 - Locations of all equipment.

- f. Plumbing Plans: (as needed)
 - Dimensioned isometric drawing showing supply lines, pipe sizes, and piping materials.
 - Dimensioned isometric drawing showing, drain, waste, and venting (DWV), traps, pipe sizes, cleanouts, piping materials and location of public or private sewer system.
 - Dimensioned isometric drawing for gas lines: layout of the piping including all gas appliances with BTU ratings, regulators, manifolds and, valves.
- g. Energy Compliance: (as needed)
 - Provide prescriptive or performance energy forms for the following, but not limited to; Building Envelope, Fenestration, Lighting, HVAC, Water Heating.
- h. Additional Items:
 - Material Safety Data Sheets (if applicable)
 - For food service type businesses, submit County of San Bernardino Environmental Health Services approved plan (required for comparison to building plans prior to issuance of permit.)
 - Additional submittals may be required for special projects (Such as pools, underground tanks, etc.)

2. Required Separate Submittal:

- a. Building & Site Signage
 - Structural Calculations (as necessary)
 - Energy Compliance Forms (for lighted signs only)
- b. Fire Sprinkler Plans (Separate submittal to the County of San Bernardino)

C. Forms to be Completed

1. A permit application
2. Letter of intent (on form provided)
3. Unreasonable Hardship Exception to Disabled Access Requirements (if applicable)
4. Water Department Tenant Improvement Questionnaire (on form provided)
5. Mojave Desert Air Quality Management District Clearance application (on form provided.)
6. Mojave Desert Air Quality Management Notification of Demolition/Renovation application (if applicable, form available on request)
7. Hazardous Materials Inventory Statement (HMIS) and/or Hazardous Materials Management Plan (HMMP) from the San Bernardino County Fire Department. (if applicable, form available upon request). 909-386-8401

D. Permit Issuance

1. Permits can only be issued to the building owner or a licensed contractor
2. Prior to issuance of the permit, or starting any work, approvals will be necessary from some or all of the following:
 - i. Building and Safety (760) 947-1311
 - ii. Planning (760) 947-1224
 - iii. San Bernardino County Fire Prevention Bureau (760) 995-8201
 - iv. Water/Sewer (760) 947-1840
 - v. Environmental Health Services (760) 995-8154
 - vi. Mojave Desert Air Quality Management District (760) 245-1661

E. Other Agencies

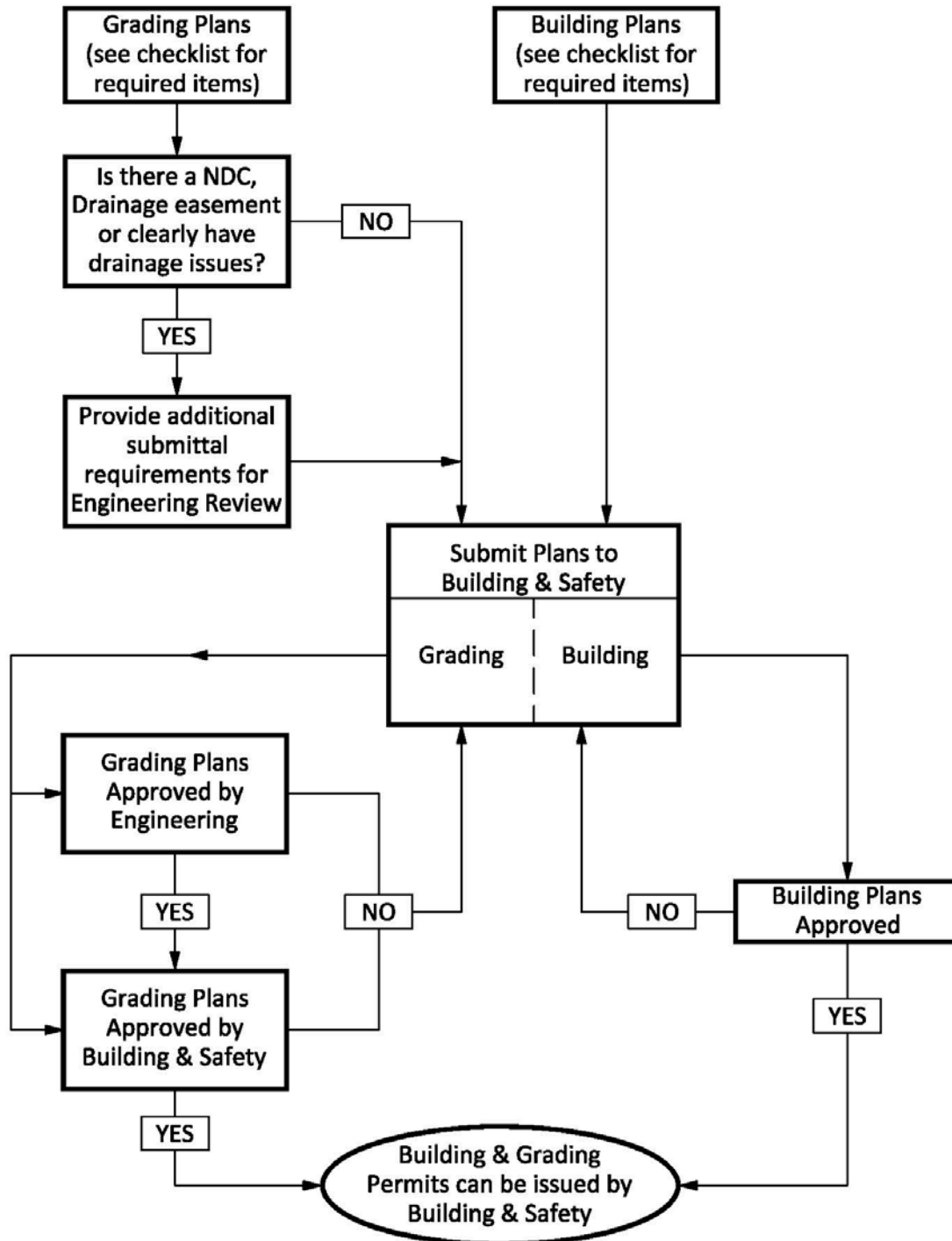
If your project involves alteration/addition of utility services, contact the appropriate utility company representative for requirements:

- i. Southwest Gas (natural gas) - (760) 241-9321
- ii. Edison International (electricity) - (800) 684-8123
- iii. Verizon (phone) - (800) 483-3000

***New Residential,
Additions, and
Alterations***



Building and Safety Residential Submittal Flow Chart



Grading



Building and Safety Grading Plan Requirements for Residential Single Family In-fill Lots

A. General Requirements

- At the time of plan submittal the job site must be posted with a sign bearing the site address. Property corners are to be clearly marked. Failure to post the site may result in delays obtaining plan approval.
- Grading requires approved plans and a permit **prior** to starting the work. Provide the following:
 - Grading Plan (see section B)
 - Erosion Control Plan (see section D)
 - W.Q.M.P. Report (see section C)
 - E.C.S.P. Report (see section C)
- Complete sets of plans shall be submitted for review and approved prior to permit issuance. Plans shall be clear, legible, and of sufficient size (suggested size, 24 in x 36 in.; suggested scale, 1in. = 20 ft.).
- Plans are to be professionally prepared and drawn in ink and signed by the person who prepared them. Anyone can prepare plans for single-family in-fill lots, provided that all the requirements are followed per the City of Hesperia's Municipal Code and the California Residential Code. Any portion that will be designed must be stamped by a California registered professional (Civil or Structural Engineer).
- Projects with Natural Drainage Courses (NDC), Drainage Easements (DE) or clearly have drainage issues will require a separate Engineering review and fee.

B. Grading Plans

1. Grading Plan Required items:

☐	Applicant's Name	☐	Jobsite Assessor's Parcel Number
☐	Vicinity Map	☐	Jobsite Address
☐	North Arrow	☐	Drawing Scale
☐	Street Names	☐	Distance to center line(s)
☐	Lot Dimensions	☐	Building Setbacks
☐	Show any and all Easements and Drainage Courses	☐	Building Pad and Finish Floor Elevations
☐	Show original contours in 1 foot intervals. Where possible, contours are to continue 15 feet beyond property limits.	☐	Show amounts in cubic yards, estimated for cut and Fills
☐	Show Finish contours in 1 foot intervals	☐	Show general grading notes
☐	Location of all proposed buildings, existing buildings, septic systems (including proposed size), paving, any structures, and wells on the property, and where possible, on adjacent property within 15 feet of property.	☐	Type and location of protected native plants. (Joshua trees, yucca, nolas, century plants, cactus including cholla and creosote rings larger than 10 ft. in diameter.
☐	Show details of terrain	☐	Show retention areas. Size areas per the WQMP.
☐	Show elevations for each side of the driveway at the street ☐ , The street flow line ☐ and the property line	☐	Indicate location of cut/fill contact (daylight) line(s) across building pad, if any. Note pad as (All Fill) if applicable
☐	Locations of all berms and swales	☐	Show slope setbacks from property lines
☐	Show standard swale detail on plan and provide specific swale detail(s) when necessary	☐	Benching details where fill is being placed on native slopes steeper than five to one (5:1)

2. Grading General Information:

- a. All grading shall conform to chapter 15.06 of the City of Hesperia's Municipal Code
- b. Building pads should be made to drain to the street at a minimum of 1% fall, and shall not drain across adjacent property lines.
- c. The high point of the drainage swales is to be 0.3 foot, minimum, below pad elevation.
- d. Provide compacted berms along flow line to protect any property on the down-hill side. Berms are to be one (1) foot minimum above the drainage flow line.
- e. See typical swale cross section detail at the end of this handout.
- f. All building setbacks from slopes shall be in accordance with Hesperia's Municipal Code.
- g. Any walls required on the grading plan to support surcharges or slopes require a separate permit.
- h. Where benching is required for placement of fills (fills placed on slopes steeper than 5:1), or the grading is required to be engineered grading (exceeds 5000 cubic of earthwork), or unusual conditions apply, a soils report by a licensed soils engineer is required.
- i. Where building pads and other areas that are to be covered with impervious surfaces (roofs, driveways, etc.) they shall follow the City of Hesperia's Residential WQMP requirements and shall be incorporated in the design. See section 3 below.

3. Onsite Retention & Drainage:

- a. Retention Formulas:
 - I. When draining to the side or rear yards, use the standard city formula of 13.5 cubic feet capacity per 100 square feet of impervious surfaces added.
 - II. When draining to the street, use the standard city formula of 25 cubic feet capacity per 1,000 square feet of impervious surfaces added.
- b. If a readily identifiable drainage course crosses through the property and the proposed additional flows will not detrimentally affect downstream property, the drainage courses may, upon prior approval, be used for site drainage without the onsite retention requirement.

☐	Drainage swales are to be 1 foot in depth, minimum. See swale detail below for example and requirements.	☐	High point of drainage swales(s) to be one foot minimum below any habitable finish floor. Highpoint of swales running in front of garage are to be 0.5 below finish floor of garage.
☐	Retention spillways to rear or side yards shall be designed to sheet flow. The spillways are to be hard surfaced with concrete, pavement etc., to prevent erosion. The minimum level width of this hard surface is to be 15 feet. Each end of the spillway must rise 0.2 feet, minimum, and no other portion of the ponds rim can be lower than the spillway's elevated ends. See end of this handout for detail.	☐	Retention spillways to the street yards shall be designed to sheet flow. The spillways are to have 0.33' thick by 3' wide coarse gravel to prevent erosion. The minimum level width of this surface is to be 15 feet. Each end of the spillway must rise 0.2 feet, minimum, and no other portion of the ponds rim can be lower than the spillway's elevated ends. See end of this handout for detail.

C. Single Family Residence WQMP and ESCP

The City of Hesperia (City) is subject to requirements of the Municipal Separate Storm Sewer System Permit, General permit NPDES No.CAS000004 (MS4 Permit) issued by the State Water Resources Control Board. The MS4 Permit requires the City to impose requirements on New Development and Redevelopment Projects to implement post-construction best management practices (BMPs) to mitigate potential adverse impacts to water quality and downstream channels.

To comply with MS4 Permit provisions for post-construction BMPs. The City must require Single Family Residential (SFR) development projects to prepare a Water Quality Management Plan (WQMP). The WQMP describes the required post-construction BMPs that will be implemented to minimize the discharge of pollutants and excess stormwater runoff. The MS4 Permit also requires all construction projects to prepare and submit an Erosion and Sediment Control Plan (ESCP) before issuing grading or building permits. The City has prepared a SFR WQMP Template, and an ESCP Template to ensure that these projects comply with the MS4 Permit before City permits are issued.

- **All detached SFR projects that create and/or replace 2,500 square feet or more of impervious surface must submit a SFR WQMP and an ESCP as part of their permit application materials.**
- **All detached SFR projects must use the City's SFR WQMP template and ESCP Template for the required submittals.**

The SFR WQMP Template and the ESCP Template are available on the City website at:

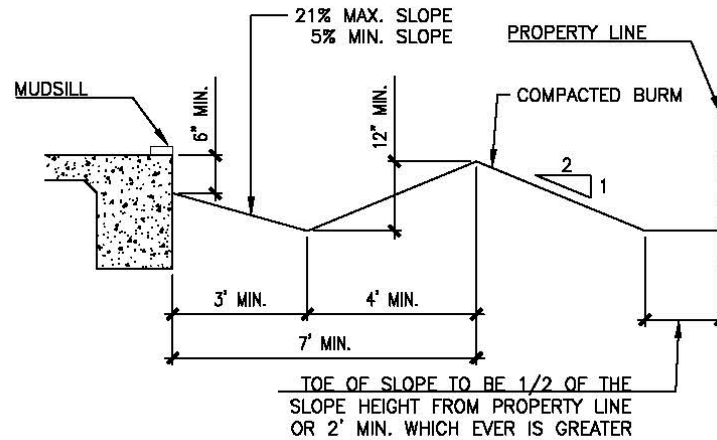
<http://www.cityofhesperia.us/122/Storm-Water-Management-Program>

D. Erosion Control Plans

1. Erosion Control and Sediment Required items:

☐	Applicant's Name	☐	Jobsite Assessor's Parcel Number
☐	Vicinity Map	☐	Jobsite Address
☐	North Arrow	☐	Drawing Scale
☐	Street Names	☐	Distance to center line(s)
☐	Lot Dimensions	☐	Building Setbacks
☐	Show any and all Easements and Drainage Courses	☐	Building Pad and Finish Floor Elevations
☐	Show general erosion control notes	☐	Show slope setbacks from property lines
☐	Show retention areas. Size areas per the WQMP.	☐	Show general erosion control notes
☐	Location of all proposed buildings, existing buildings, septic systems (including proposed size), paving, any structures, and wells on the property, and where possible, on adjacent property within 15 feet of property.	☐	Show location of the residential construction entrance per the City of Hesperia's requirements. Provide detail on plan. Construction entrances are not required when the project is on a dirt road.
☐	Show location(s) for the onsite erosion control items ☐ Fiber Rolls ☐ Silt Fencing ☐ Other Provide detail for all items on plans	☐	Show location on plan for the concrete wash out area. Provide detail on plan.
☐	Show locations for the waste collection area	☐	Show location for the portable restroom area

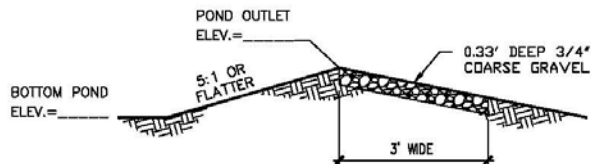
TYPICAL SWALE DETAIL



Notes on Swales:

1. Berm and slopes are to be compacted.
2. Top of berm to be 1 foot, minimum, above the flowline throughout.
3. Berm slope angles are not to exceed 2 units horizontal to 1 unit vertical.
4. Swales to be cut in to drain away at 1% at rough grading and prior to building construction.
5. Swales steeper than 8.3% to 20% (12"1 to 5:1) are to be lined with minimum $\frac{3}{4}$ to 2 inch rock. 20% to 33% (5:1 to 3:1) are to be lined with 2 to 6 inch rock, steeper than 33% must be concrete lined pavement.

SPILLWAY DETAIL TO STREET

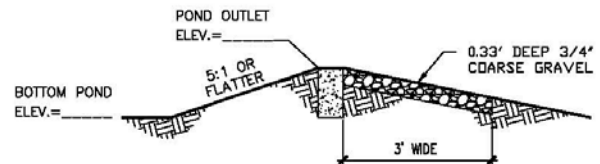


RETENTION POND SPILLWAYS ARE TO BE :

1. LEVEL AND 15' MINIMUM IN LENGTH
2. TO HAVE THE ENDS RISE AT LEAST 0.2' FEET (ABOUT 2-3/8")
3. NO POINT OF THE POND PERIMETER MAP DROP BELOW THE ELEVATED ENDS OF THE SPILLWAY
4. DIRT FORMING POND PERIMETER IS TO BE COMPACTED.
5. DEPTH FROM POND BOTTOM TO POND OUTLET IS NOT TO EXCEED 0.5' MAXIMUM

THE PURPOSE OF THE SPILLWAY IS TO HELP ENSURE SHEET FLOW FOR STORMWATER OVERFLOWS.

SPILLWAY DETAIL



RETENTION POND SPILLWAYS ARE TO BE :

1. MADE OF CONCRETE, CONCRETE BLOCK OR OTHER APPROVED MATERIAL
2. LEVEL AND 15' MINIMUM IN LENGTH
3. TO HAVE THE ENDS RISE AT LEAST 0.2' FEET (ABOUT 2-3/8")
4. NO POINT OF THE POND PERIMETER MAP DROP BELOW THE ELEVATED ENDS OF THE SPILLWAY
5. DIRT FORMING POND PERIMETER IS TO BE COMPACTED.
6. DEPTH FROM POND BOTTOM TO POND OUTLET IS NOT TO EXCEED 0.5' MAXIMUM

THE PURPOSE OF THE SPILLWAY IS TO HELP ENSURE SHEET FLOW FOR STORMWATER OVERFLOWS.



Building and Safety Notice to Developers of Single Lots

If you are developing a residential lot which is impacted by:

- A recorded Natural Drainage Course (N.D.C)
- A recorded Drainage Easement (D.E.)
- A proposed alignment of the City's Master Plan of Drainage (M.P.D)
- Any perceived drainage impact from adjacent lots or street right-of-way

Your grading plan WILL be reviewed by Engineering. Under most circumstances, the following will be required for review by Engineering.

- A Hydrology/Drainage Report prepared by a registered Civil Engineer and licensed by the State of California.
- A Declaration of Engineer of Record (attached) shall be added to the grading plan and signed and stamped by the Engineer of Record shall be the Engineer responsible for the preparation of the Hydrology Study and Grading Plan.
- A sufficient review period to allow for field investigations, review of the Hydrology Study and review of the grading plan. This is typically 4 to 6 weeks for first check and 2 to 4 weeks for second check.
- A drainage review fee based upon the actual time spent reviewing the submittals will be added to the standard grading permit fee.

Upon review of the Hydrology Study and the Grading Plan, the following MAY be required:

- Drainage improvements required to protect the proposed site and adjacent properties, either upstream or downstream.
- Street improvements required to protect the City's infrastructure.
- A drainage acceptance letter signed and notarized by the property owner. This letter will be recorded against the property.
- A drainage easement dedicated to the City of Hesperia that shall be kept clear of any and all development by the property owner.



Building and Safety Declaration of Engineer of Record

I hereby declare that in my professional opinion, the design of the improvements as shown on these plans complies with the current Professional Engineer Standards and Practices. As the Engineer in responsible charge of the design of these improvements, I accept full responsibility for such design. I understand and acknowledge that the plan check of these plans by the City of Hesperia is a review for the limited purpose of ensuring that these plans comply with City procedures and other applicable codes and ordinances. The plan review process is not a determination of the technical adequacy of the design of the improvements. Such plan check does not therefore relieve me of my design responsibility.

Signature _____ Date _____

License No. _____ Exp. _____

(Stamp and Sign)

Single Family Residences



Building and Safety Plan Requirements for Single Family Residences

A. General Requirements – (3 Sets of Plans)

- Single-family residence requires approved plans and a permit **prior** to starting the work.
- Complete sets of plans shall be submitted for review and approved prior to permit issuance. Plans shall be clear, legible, and of sufficient size (suggested size, 24 in x 36 in.; suggested scale, ¼ in. = 1 ft.).
- Plans are to be drawn in ink and signed by the person who prepared them. Anyone can prepare plans for one and two story, single-family residential structures, provided that all the prescriptive requirements are followed per the California Residential Code. Any portion that does not meet the prescriptive standards must be designed and stamped by a California registered professional (Architect or Engineer).

B. Specific Requirements

- Plot Plan:
 - Indicate the size and location of the proposed Single Family Residence. The plan is to include: lot dimensions; street name(s); the distance from the property lines; septic system location; overhead or under-ground utility lines; existing or proposed accessory structures; and a North arrow. Dimensions should be as accurate as possible.
- Foundation Plan:
 - Size and placement of anchor bolts, reinforcing steel, and when used, the model number and manufacture of all required hold-down devices.
 - Dimensioned plan of the foundations and pad footings.
 - Extent and thickness of concrete slab.
- Wood Floor Framing Plan:
 - Dimensioned floor plan of foundations, pad footings, and piers.
 - Size, location, direction and spacing of girders, joists and posts (brace posts over 30" long in two directions).
 - Location of crawl holes and screened vents, location and size of under floor furnace, passageway to the furnace, and switched light at the furnace.
- Floor Plan:
 - Dimensioned floor plan for each floor showing use of room(s).
 - Door and window sizes, locations and types; size of headers over the openings.
 - Locations of heating fireplace and wood stove locations.
 - Plumbing Items:
 - Location of plumbing fixtures and public or private sewer system.
 - Dimensioned isometric drawing for gas lines: layout of the piping including all gas appliances with BTU ratings, regulators, manifolds and, valves.
 - HVAC/ Mechanical Items
 - Show location of mechanical equipment.
 - Indicate exhaust fan types and locations.
 - Electrical Items:
 - Show location of electrical outlets, fixtures and panels.
 - Show compliance for future electrical vehicle charging
 - Show lighting compliance with current energy codes.
 - Load schedule when 400 amp panel or larger is to be used.

- **Roof Plan:**
 - Show and label all ridges, hips and valleys.
 - Show locations of chimney or other roof elements.
 - Show roof diaphragm specifications.
 - Show locations of vaulted or raised ceiling areas.
 - Show rafter and truss spans.
- **Framing Plan:**
 - Locations of all shear panels with shear panel schedule.
 - Size of all beams and headers over the openings.
 - Show locations, size and spacing of rafters, ridge boards, ridge beam, rafter ties, ceiling joists and points of bearing.
 - Size, spacing and directions of floor joists or floor truss layout and details, and ceiling joists.
- **Cross-sections, with dimension (suggested scale ½ inch = 1 foot):**
 - For the various footings, under floor conditions and construction.
 - Show the typical construction to be used. Size, spacing and lumber species and grades, nail and bolt size, spacing. Roof purlins and supporting members. Detail connections.
 - Framing elevations of shear walls including hold down details, plywood thickness, and nailing schedules.
 - On two story buildings, include floor and roof framing cross-sections and layouts.
- **Elevations (all directions):**
 - Exterior wall finishes and locations and extent of all shear walls and/or bracing.
 - Type of roofing and pitch of the roof.
 - Complete set of vertical dimensions, including basements or cellars.
 - Elevations shall show the true site conditions with respect to grade elevations at all sides.
 - Location of all windows and doors in the perimeter.

C. Plan Attachments:

- **Energy Compliance:**
 - Provide two complete sets of registered Title 24 Energy Calculations.
- **Manufacturer Truss Calculations (when required):**
 - Two complete, clear and legible sets of truss details, which include a truss layout and details for each truss to be used.
- **Structural Calculations (when required):**
 - Two complete, clear and legible sets of calculations, which include:
 - Seismic and Wind requirements.
 - Lateral analysis.
 - Foundation design
 - Beam and Header calculations
 - Floor and Roof Diaphragm calculations
 - Stamped & signed by licensed Engineer or Architect

D. Required Separate Submittal:

- **Fire Sprinkler Plans :**
Residential fire sprinklers shall be in accordance with NFPA 13D or Section R313.3 of the California Residential Code.
- **Grading Plans :**
See grading plan requirement handout.

Additions and Alterations



Building and Safety Plan Requirements for Single Family Residential Additions & Alterations

A. General Requirements – (3 Sets of Plans)

- Alterations and Additions to a single family residence require approved plans and a permit **prior** to starting the work.
- Complete sets of plans shall be submitted for review and approved prior to permit issuance. Plans shall be clear, legible, and of sufficient size (suggested size, 18 in x 24 in.; suggested scale, ¼ in. = 1 ft.).
- Plans are to be drawn in ink and signed by the person who prepared them. Anyone can prepare plans for one and two story, single-family residential structures, provided that all the prescriptive requirements are followed per the California Residential Code. Any portion that does not meet the prescriptive standards must be designed and stamped by a California registered professional (Architect or Engineer).

B. Specific Requirements

- Plot Plan:
 - Indicate the size and location of the proposed Single Family Residence. The plan is to include: lot dimensions; street name(s); the distance from the property lines; septic system location; overhead or under-ground utility lines; existing or proposed accessory structures; and a North arrow. Dimensions should be as accurate as possible.
- Foundation Plan:
 - Size and placement of anchor bolts, reinforcing steel, and when used, the model number and manufacture of all required hold-down devices.
 - Dimensioned plan of the foundations and pad footings.
 - Extent and thickness of concrete slab.
- Wood Floor Framing Plan:
 - Dimensioned floor plan of foundations, pad footings, and piers.
 - Size, location, direction and spacing of girders, joists and posts (brace posts over 30" long in two directions).
 - Location of crawl holes and screened vents, location and size of under floor furnace, passageway to the furnace, and switched light at the furnace.
- Floor Plan:
 - Dimensioned floor plan for each floor showing use of room(s). **Include rooms adjacent to the proposed addition.**
 - Door and window sizes, locations and types; size of headers over the openings.
 - Locations of heating fireplace and wood stove locations.
 - Location of plumbing fixtures and public or private sewer system.
 - Location of heating equipment and return air openings and exhaust fans.
 - Location of electrical outlets, fixtures and panels.
 - Show lighting compliance with current energy codes.

- **Roof Plan:**
 - Show and label all ridges, hips and valleys.
 - Show locations of chimney or other roof elements.
 - Show roof diaphragm specifications.
 - Show locations of vaulted or raised ceiling areas.
 - Show rafter and truss spans.
- **Framing Plan:**
 - Locations of all shear panels with shear panel schedule.
 - Size of all beams and headers over the openings.
 - Show locations, size and spacing of rafters, ridge boards, ridge beam, rafter ties, ceiling joists and points of bearing.
 - Size, spacing and directions of floor joists or floor truss layout and details, and ceiling joists.
- **Cross-sections, with dimension (suggested scale ½ inch = 1 foot):**
 - For the various footings, under floor conditions and construction.
 - Show the typical construction to be used. Size, spacing and lumber species and grades, nail and bolt size, spacing. Roof purlins and supporting members. Detail connections.
 - Framing elevations of shear walls including hold down details, plywood thickness, and nailing schedules.
 - On two story buildings, include floor and roof framing cross-sections and layouts.
- **Elevations (all directions):**
 - Exterior wall finishes and locations and extent of all shear walls and/or bracing.
 - Type of roofing and pitch of the roof.
 - Complete set of vertical dimensions, including basements or cellars.
 - Elevations shall show the true site conditions with respect to grade elevations at all sides.
 - Location of all windows and doors in the perimeter.

C. Plan Attachments:

- **Energy Compliance:**
 - Provide two complete sets of prescriptive or performance Title 24 Energy Calculations
- **Manufacturer Truss Calculations (when required):**
 - Two complete, clear and legible sets of truss details, which include a truss layout and details for each truss to be used.
- **Structural Calculations (when required):**
 - Two complete, clear and legible sets of calculations, which include:
 - Seismic and Wind requirements.
 - Lateral analysis.
 - Foundation design
 - Beam and Header calculations
 - Floor and Roof Diaphragm calculations
 - Stamped & signed by licensed Engineer or Architect

D. Required Separate Submittal:

- **Fire Sprinkler Plans :** (Only required when existing residence currently has sprinklers or the new total structure will exceed 5,000 sq. under roof roof)
Residential fire sprinklers shall be in accordance with NFPA 13D or Section R313.3 of the California Residential Code.

Over the Counter Plan Check Review



Building and Safety Over-the-Counter (OTC) Plan Review Request

An expedited plan review fee will be assessed to projects that obtain approval

Over-the-Counter General Information

For minor non-structural modifications of single-family and tenant improvement projects, applicants may request an “over-the-counter” plan review. An over-the-counter plan review means your plans can be reviewed and, if approved, your permit can be issued to you immediately. The plans examiner will determine if the submittal is complete and if the proposed work is minor enough in nature that a plan review can be completed within about 20 minutes and an over-the-counter plan review is warranted.

OTC plan reviews are performed, by appointment, Tuesday afternoons from 1:15 pm to 4:45 pm and are offered on a first come, first served basis. You must sign in and be present to retain your place in line.

Projects that May Qualify:

- Residential rooftop solar
- ICC patio covers, patio enclosures and carports
- Swimming pools and/or spas
- HVAC Change-outs (limited to five submittals per appointment)
- One-story accessory structures, (storage buildings, carports, and garages less than 500 sq ft)
- Manufactured Home set-downs
- Minor revisions to approved plans for projects under construction
- Minor tenant improvements (mechanical, electrical, plumbing (MEPs))

Projects that Do Not Qualify:

- Room additions / New square footage
- Projects requiring approvals from other depts. (Planning, Engineering, Fire, EHS)
- Existing modifications that were constructed without valid permits or inspections
- Violations or Code Enforcement Cases

I understand that this is a request and not a guarantee that my project will be reviewed over the counter. I understand that receiving an OTC review depends on the availability of plan review staff and number of requests. **I understand that an expedited plan review fee will be applied if my plans are approved.**

Jobsite Address: _____

Phone Number: _____

Applicant's Signature: _____

Date: _____