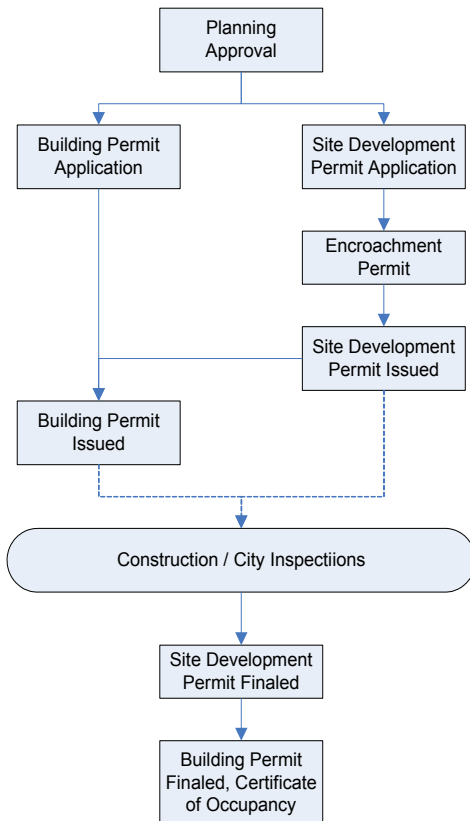


# Site Development Permits

## New Developments in the City of Walnut Creek



All development or improvement of any site or property in Walnut Creek is subject to review by the City and permit(s) may be required to construct the improvements. The **Planning Department** is the first point of contact for development applications, to determine if a Design Review application is required. **The Engineering Department reviews and comments on Design Review applications and issues Site Development Permits.** Depending on the size of a development or site improvement, planning approvals, building permits and encroachment permits may also be required.

### Site Development Permit (SDP)

Required for any grading, drainage, retaining walls, parking lots, landscaping and other site improvements on private property outside of a building structure

(See page 2 for more details)

### Building Permit

Required for the construction of any habitable structures and any structures exceeding 6 feet in height.

Contact the Building Department for additional information and requirements

(925) 943-2247

[CDD-BldgPR@walnut-creek.org](mailto:CDD-BldgPR@walnut-creek.org)

### Encroachment Permit

Required for any construction or staging that occurs within the public right-of-way.

(See page 4 for more details)

### Inside This Guidebook

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Applications for the Building, Site Development, and Encroachment permits may be submitted and will be reviewed concurrently for any project. The permits, however, will be issued in the following order: Encroachment Permit (where required), Site Development Permit, and lastly any Building Permits.

Construction may commence following permit issuance and is subject to City inspection. All work associated with the Site Development Permit must be complete before the Engineering Department will sign-off a related Building Permit final inspection and allow occupancy.

# Site Development Permit

## Projects Requiring a Site Development Permit

- Any **Grading and Drainage** over 50 cubic yards, fill over 1-ft deep beneath a structure, fill over 3-ft deep outside structure or cuts over 3-ft in vertical height
- **Retaining Walls** over 3 feet in height above the lowest adjacent grade or retaining walls supporting a surcharge
- Alteration of any **Drainage Course**
- New or modified **Commercial Parking Lots**, including paving, curb, sidewalk, drainage facilities, lighting, signing and striping
- **Landscape / Hardscape and Irrigation** improvements as required by the Design Review Commission
- **Subdivisions** Commercial and Single Residential Developments

*If you plan to install a new swimming pool, you may be required to obtain a **Site Development Permit** for any retaining walls or other site improvements in addition to a Pool Permit.*



## Submittal Requirements for Site Development and Encroachment Permit

1. **Design Review**, if required, must be completed prior to applying for a Site Development Permit
  2. Complete a **Site Development Permit Application, Cost Recovery Agreement** and submit with a **Plan Check Deposit** (Page 3)
  3. Submit a minimum of **two sets** of wet signed plans and electronic plans in CAD or PDF formats for plan checking
  4. Plans must be prepared according to and include all items listed in the **Improvement Plan Submittal Requirements Checklist** (Page 5)
  5. Items to be included with the plan submittal are: **soils report, structural calculations for retaining walls, hydrology and hydraulics for all storm drain lines, engineer's estimate** for all items, and a **signed deed** for any required right-of-way or easement dedications
  6. Submit a **Storm Water Control Plan** for all projects subject to **Provision C.3** requirements
  7. An **Arborist Report** and **Tree Bond** may be required if trees will be affected by the development. Show all trees on the site plan
  8. An **Erosion Control Plan** is required for all projects with construction occurring between Oct. 1 and April 15
  9. **Survey** of existing 50 feet beyond the property boundary while Subdivisions require 100 feet beyond the property boundary. (All surveying must be in STATE PLANE Coordinates)
- Additional Information:**
1. **Engineering, Planning and Transportation** Division staff review and approve the plans prior to issuance of the Site Development Permit
  2. An **Encroachment Permit** may be required if the scope of work affects the public right-of-way. The applicant must meet the City's insurance requirements. A **Traffic Control plan** may also be required
  3. The Site Development permit must be issued prior to issuance of a related **Building permit**

**Provision C.3** in the City's municipal NPDES permit requires some developments to treat stormwater before it may be discharged to creeks or municipal storm drains. Projects that create or replace 2,500 sq ft or more of impervious surface must submit a [Stormwater Control Plan](#). Refer to the [Stormwater C.3 Guidebook](#) for more information.

# Site Development Permit Fees and Security

**Plan Check** for Site Development permit applications are completed on an **hourly basis**. Note that more complete and technically correct plans and applications typically require less effort (cost) to review. The applicant should anticipate depositing the following amount with the City for plan checking:

Value of work	Plan Checking Deposit*
< \$50,000	\$ 2,500
\$50,000+	\$ 5,000

\*Additional amounts may be required subject to the determination of the City Engineer

### Plan Checking Fee\*\*:

Project Engineer	\$195/hour
Inspector	\$175/hour

\*\* (subject to change per the current City Council approved Fee Schedule)

The **Site Development Permit Fee** is a percentage of the engineer's or contractor's cost estimate for the project

- For residential projects the fee is 4% of the construction cost
- For commercial projects and subdivisions the fee is 8% of the construction cost

A refundable **security deposit** is required for all Site Development Permits. The deposit amount is \$3,000 for new residences, \$5,000 for subdivisions, or an additional amount determined by the City Engineer

**Any unexpended plan check funds and the security deposit will be refunded to the applicant at project closeout**

# Permit Issuance

After the Site Development Permit **application and fees** have been submitted and the **plans** approved:

1. The City Project Engineer schedules a pre-construction conference with the applicant, prime contractors and project inspector
2. All outstanding balances, fees, security deposits, and bonds are collected
3. Permit is signed by the City Project Engineer and issued to the applicant
4. The applicant must notify the Engineering Inspector 48-hour in advance of beginning of construction
5. Refer to the **Engineering Inspection** handout for additional information

To schedule an Engineering inspection, contact  
925-943-5839  
[dutyengineer@walnut-creek.org](mailto:dutyengineer@walnut-creek.org)

# Encroachment Permit

An Encroachment Permit is required for all work within a public right-of-way (public street) or easement, such as a storm drain easement. The types of projects requiring an Encroachment permit include:

- **Street Improvements:** New construction or replacement of street improvements including curb, gutter, sidewalk, driveway approaches, and paving
- **Storm Drainage:** New construction, replacement, or connection to the public storm drain system, whether in a public street or easement

- **Utilities:** New construction or repair of any utility within the public right-of-way or easement including water, sewer, gas, and underground electric. Includes any work on the mainline (typically owned by the utility company) and on the service or lateral (typically owned by the customer)
- **Traffic Control:** Any lane closures or traffic control on a public street or sidewalk requires an encroachment permit and approved traffic control plan

To obtain an Encroachment Permit, you will need the following:

- Site Plan and Scope of Work\*
- Encroachment Permit Application
- Insurance Certificate and Endorsement
- City Business License for all Contractors and Sub-Contractors
- Permit fee and Security Amount\*\*

\*Improvement Plans (p. 4) may be required depending on the scope of work

\*\*Permit Fees and Security are based on the Scope of Work as determined by the City's Construction Coordinator. Permit Fees may be waived if the work is associated with an approved Site Development Permit

**Work Hours:** Encroachment Permit hours are Monday thru Friday 7:00am to 6:00pm or as specified on the Approved Traffic Control Plans.

No work on City Holidays

# Permit and Approval from Other Agencies

The Applicant must obtain all necessary permits and approvals from other regulatory agencies including but not limited to:

- **Regional Water Quality Control Board, the Department of Fish and Wildlife, and the Army Corps of Engineers** may require permits for projects within **environmentally sensitive** areas such as creeks, wetlands, or which have significant stormwater pollution potential
- A **California Division of Occupational Safety and Health (CAL/OSHA)** permit is required if trenches or excavations are over 5 feet deep, or buildings are over 3 stories (36 feet)
- A **Contra Costa County Dept. of Environmental Health** permit is required to drill, repair or abandon a well or septic tank
- The **Central Contra Costa Sanitary District** must review plans including retaining walls
- Contact the following **utilities** for permit and connection requirements:
  - ⇒ **Water service** is provided by either **EBMUD** or the **Contra Costa Water District**. You may contact the Current Engineering Division to assist in determining your water supplier
  - ⇒ **Sanitary Sewer** service is provided by the **Central Contra Costa Sanitary District (CCCSD)**
  - ⇒ **Gas and Electric** service is provided by **PG&E**

**Building Permits will not be issued prior to issuance of a Site Development Permit**

City of Walnut Creek	943-5839
Encroachment Permit	943-5839
Engineering Inspection	943-5839
Clean Water Program	256-3511

# Improvement Plan Requirements

All improvement, grading and landscape plans for subdivisions, land divisions and site development shall conform to the following minimum requirements. All improvement plans are to be prepared by or under the direction of a Registered Civil Engineer.

All landscape plans are to be signed by a Registered Landscape Architect. For subdivisions and land division, plans are to be signed by the City Engineer prior to approval of the final/parcel map. A **Site Development permit** is required for commercial and single parcel residential development.

## General Requirements:

- 24"x36" max. sheet size with 2" border and 1-1/2" at left side
- 1/8" min. height lettering, 1"=50' min. scale
- North arrow and scale. North oriented to top or left side of sheets
- Title block lower right hand corner and revision block with space for approval and date next to title block. Location of title block to be the same on all sheets. Include SDP Permit numbers on title block
- Vicinity map
- List of Standard Details used on first sheet or cover sheet. Reference may be made to the City, County and State Standards
- All final plans to be submitted electronically in CAD or PDF format, and 2 copies wet-signed prior to approval by the City Engineer.
- Plans must be in Mylar, of a quality that will reproduce clear prints
- All surveys need to be in State Plane coordinates submitted electronically in CAD or PDF plus 2 copies wet-signed

## Street Improvement Plans:

- [General Notes \(See City Web site or Ask Engineering Staff\)](#)
- Street alignment plan – lot and street right-of-way data, curb location
- Street profile – TC elevations.
- Curb return data and profile incl. transition points for accessible ramps
- Profile along curb line on cul-de-sacs
- Storm drainage lines and structure location.
- Drainage line profiles, structure location, slope, quantity of flow, and hydraulic grade line elevations at each structure based on a 10-year frequency storm
- Grade elevation at center of cul-de-sacs
- Typical street section (public and private) with slopes to existing grade
- Street structural section chart if 2 or more streets are shown
- Cross-sections every 50' minimum when matching existing improvements
- Details for:
  - Retaining walls
  - Special drainage structures
  - Non-standard curbs and gutter

## Grading Plans:

- [General Notes \(See City Web site or Ask Engineering Staff\)](#)
- Original contours by dashed or screened lines extended 50' beyond boundary
- Finish contours by solid lines
- Structures, wells, existing utilities to remain, be removed or relocated

- Location, size and species of tree to be removed or relocated. Show location of required 6' chain link fencing around protected trees
- Tree Protection Notes
- Slope locations. Typical section of top and toe of slopes
- Pad, finish floor and garage floor elevations
- TC elevations at returns, lot lines and catch basins
- Catch basin locations
- Location of lined or unlined ditches and typical section
- Retaining wall locations, top of wall, bottom of wall and finish grade elevations
- Structural calculations for retaining walls over 3 feet in height above the lowest adjacent grade or for any wall that supports a surcharge load
- Typical lot drainage pattern
- Location of stockpiled material
- Quantity of cut and fill

## Parking Lot Plans:

- [General Notes \(See City Web site or Ask Engineering Staff\)](#)
- Curb and sidewalk location
- Curb, sidewalk and pavement grades
- Pavement slope in percent and location of swales by arrows
- Typical pavement and curb section
- Striping, wheel stops, pavement markings and signs
- Accessible parking space designation
- Accessible ramp location
- Light location and type
- Drainage pipe and structures by size and type
- Pipe flow lines and grade in percent

## Improvement Plan Requirements (Cont.)

- Quantity of flow for pipes 8" to 15" in diameter. Quantity and hydraulic grade line for 15" dia. and larger
- Top of grate elevations
- Location of underground utilities

### Landscape Plans:

- General requirements**
- Two copies plus electronic submission (CAD or PDF)** of all plans and specifications, stapled, bound in sets, planting plants and staking/lighting plans to have proposed topography superimposed on plans at 2' or max. 5' intervals. Submitted package to including the following:
  - **Planting Plan and/or street tree plan** with legend showing: quantity and sizes of plant Location of underground utilities species, botanical and common names of all plants, % of shrubs at 5-gal. size and % of trees at 15-gal. size
  - **Irrigation Plan** with legend showing all irrigation lines and irrigation heads with sizing noted on piping main lines 24" deep/ laterals 18" deep. Irrigation system to con-form to City's Standard Specifications
  - **Hardscape and/or Lighting Plan** showing: paving and proposed surface material showing score lines/type and height of materials for all steps, retaining walls, walls, fences. Location and type of all lights with lights keyed to detail
  - **Grading and Drainage Plan** with legend showing: existing contours (dotted

lines) at 2' or 5' intervals and proposed contours (solid lines) at 2' or 5' intervals spot elevations of critical points/all existing and manmade features (ridges, rock outcroppings, swales, etc.) and surface drainage from all paved and ground cover areas

- **Tree Survey Plans:** location, species and diameter of all trees covered under Tree Preservation Ordinance to remain, be transplanted or removed. Can be included with planting plan if feasible without causing confusion
- Construction/planting details shall be included on 1 sheet or on sheets to which they pertain including details, tree and shrub planting, steps, walls, mounds, trenches, ditches, fences, arbors, erosion controls, slope serration, vacuum breakers

### Erosion Control Plan:

- Erosion Control Notes (See City Web site or Ask Engineering Staff)
- Construction Entrance/Gravel Driveway location
- Appropriate sediment control at downstream project perimeter
- Catch Basin Protection
- Hydroseeding/Slope Stabilization
- Concrete Washout location
- Waste Storage location and containment method
- Stockpile/Material Storage Area location and containment method
- Construction toilet location and containment method

- If project requires a Stormwater Pollution Prevention Plan (SWPPP), provide the Waste Discharge Identification Number (WDIN) and Contact Person's name, address and telephone number
- Details

### Additional Information:

- [Stormwater Control Plan](#)
- Soils Report**
- Hydrologic and Hydraulic Studies**
- Structural Calculations**
- Engineer's Estimate**
- Waste Management Plan**

*Use these checklists to ensure that you have a complete application package to avoid any delays in permit processing.*