



**CITY OF AZUSA**  
**ENGINEERING DIVISION**  
 213 East Foothill Blvd. Azusa, CA 91702-1395

**GRADING PERMIT APPLICATION**

**Project Location:**

**Type of Grading:**      **Rough Grading**                      **Precise Grading**

**Cut:**                      **Fill:**                      **Over - Excavation:**                      **Total Cubic Yards Handled:**

**Tentative Start Date:**                      **Duration of Work:**                      **Hour(s):**                      **Day(s)**

**Owner:**                      **Phone:**

**Address:**                      **Email:**

**Contractor:**                      **Phone:**

**Address:**                      **Email:**

**State License No.**                      **License Type:**                      **Azusa Business License No.**

**Engineer:**                      **State Register Number:**                      **Expiration Date:**

THIS PERMIT BECOMES NULL AND VOID IF WORK IS NOT COMMENCED WITHIN SIXTY (60) CALENDAR DAYS FROM THE DATE OF ISSUANCE, OR IF WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE HUNDRED OF ONE EIGHTY (180) DAYS AT ANY TIME AFTER THE START OF WORK, OR IF ANY WORK IS DONE IN VIOLATION OF THE CITY ORDINANCE OR STATE LAWS GOVERNING SAME.

Permit shall comply with the Azusa Municipal Code (A.M.C.) & the latest edition of Standard Specifications for Public Works Construction (Green Book)

**PROPOSED USE OF GRADED SITE(S)**

CHECK IF SUPERVISED GRADING

**SURETY BOND AMOUNT:**                      **BOND NO.:**

**SURETY COMPANY:**

**Permit Fee:**

**Plan Check Fee:**

**Inspection Fee:**

**TOTAL PERMIT FEE:**

**Special Conditions/ Requirements:** Permit shall remain at jobsite at all times.

**48 HOUR NOTIFICATION REQUIRED PRIOR TO COMMENCING WORK AND FOR INSPECTIONS  
 PLEASE CALL PUBLIC WORKS INSPECTOR AT (626) 812-5230**

**APPLICANT SHALL NOTIFY POLICE DEPARTMENT AT (626) 812-3200 AND FIRE DEPARTMENT AT (626) 334-0011 OF LANE/STREET CLOSURES 48 HOURS IN ADVANCE.**

**INSPECTION RECORD**

Date	Comment	Inspected By

**Applicant Signature:**

**Date:**



# CITY OF AZUSA

## ENGINEERING DIVISION

213 East Foothill Blvd. Azusa, CA 91702-1395

### GRADING PERMIT APPLICATION

#### LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License No. \_\_\_\_\_ License Class \_\_\_\_\_

Contractor \_\_\_\_\_

Applicant \_\_\_\_\_

I am exempt from the licensing requirements as I am a licensed architect or a registered professional engineer acting in my professional capacity (Section 7051, Business and Professions Code).

License or Reg. No. \_\_\_\_\_ Date \_\_\_\_\_

#### LIABILITY INSURANCE

I hereby affirm that I have a liability insurance policy, covering bodily injury and property damage, with aggregate limits in the amount of \$1,000,000 and my policy is in full force and effect. (Standard Specifications for Public Works Construction, Sec. 7-3)

Policy No. \_\_\_\_\_

Company \_\_\_\_\_

Certified copy is hereby furnished.

#### WORKER'S COMPENSATION DECLARATION

I hereby affirm that I have a certificate of consent to self insure or a certificate of Worker's Compensation Insurance or a certified copy thereof (Sec. 3800, Lab. C).

Policy No. \_\_\_\_\_

Company \_\_\_\_\_

Certified copy is hereby furnished.

**I certify that I have read this application and its attached permit conditions and state that the above information is correct. I understand that incorrect information is cause for revocation of this permit. I agree to comply with all city and state laws, regulations, and ordinances relating to construction and all attached permit conditions.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## SUMMARY OF COMPLIANCE MEASURES

**PROJECT ADDRESS:**  
**PROJECT AREA (ACRE):**  
**PROJECT DESCRIPTION:**

*Please complete table below*

Category <sup>1</sup>	Area Addressed [acres]	Total Design Retention Volume of Project <sup>2</sup> [acre-feet]	Total Design Biofiltration Volume of Project <sup>3</sup> [acre-feet]	Total SWQDv Which Would Have Been Achieved by Retaining SWQDv on-site [acre-feet]
Onsite Biofiltration				
Onsite Infiltration				
Ground Water Replenishment				
Storm Water Quality Design Volume				
Drainage Area				
<b>TOTAL</b>				

I certify that the information given in this form is true, complete, and accurate. I understand that giving false information will result in permit suspension.

ENGINEER (PRINT): \_\_\_\_\_

ENGINEER (SIGNATURE): \_\_\_\_\_

R.C.E. NO.: \_\_\_\_\_

<sup>1</sup> Alternative Compliance Measures refer only to the alternative measures used to comply with Planning and Land Development Program requirements as described in Part VI.D.7.c.iii.(1)-(7) of the MS4 Permit.

<sup>2</sup> Design Retention Volume should correspond to the sum of the mitigation volume (Mv) and the volume of stormwater runoff reliably retained on-site (Rv) as noted in Equation 2 of Part VI.D.7.c.iii.(2).(c) and Part VI.D.7.c.iii.(3).(c) of the MS4 Permit.

<sup>3</sup> Design Biofiltration Volume should correspond to the biofiltration volume (Bv) noted in Equation 1 of Part VI.D.7.c.iii.(1).(a) of the MS4 Permit.



**CITY OF AZUSA**  
**ENGINEERING DIVISION**  
213 E. FOOTHILL BLVD  
AZUSA, CA 91702  
(626) 812-5264

## **GRADING GUIDELINES**

Certain minor grading is exempt from a grading permit, including the following:

1. An excavation below finished grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit. This shall not exempt any fill made with the material from such excavation or exempt any excavation having an unsupported height greater than 5 feet after the completion of the structure.
2. Cemetery graves.
3. Refuse disposal sites controlled by other regulations.
4. Excavations for wells, tunnels or utilities.
5. Mining, quarrying, excavating, processing or stockpiling of rock, sand gravel, aggregate or clay where established and provided for by law, provided such operations do not affect the lateral support or increase the stresses in or pressure upon any adjacent or contiguous property.
6. Exploratory excavations under the direction of soil engineers or engineering geologists. This shall not exempt grading of access roads or pads created for exploratory excavations.
7. An excavation that does not exceed 50 cubic yards and (a) is less than 2 feet in depth or (b) does not create a cut slope greater than 5 feet in height and steeper than 2 units horizontal to 1 unit vertical (50% slope).
8. A fill less than 1 foot in depth and placed on natural terrain with a slope flatter than 5 units horizontal to 1 unit vertical (20% slope), or less than 3 feet in depth, not intended to support structures, that does not exceed 50 cubic yards on any one lot and does not obstruct a drainage course.
9. When approved by the City Engineer, grading in an isolated, self-contained area if there is no danger to private or public property.

## **SUBMITTAL REQUIREMENTS**

1. Grading plans (3 sets).
2. Geotechnical report, less than one year old (2 sets, 1 original and 1 copy).
3. Hydrology/Hydraulic Report, stamped and wet signed by a California Registered Civil Engineer (2 sets). Shall conform to the Los Angeles County Department of Public Works Hydrologic Method.
4. Storm Water Pollution Prevention Plans (SWPPP). See the SWPPP Guidelines to determine if your project requires a SWPPP.
5. Standard Urban Stormwater Management Plan (SUSMP), if applicable. See the SUSMP Guidelines to determine if your project requires a SUSMP.
6. Earthwork calculations.
7. Grading cost estimate.
8. A grading bond is required if the earthwork volume (larger of cut and fill, plus over-excavation) exceeds 1,000 cubic yards.
9. A copy of Planning Division's approval.
10. Additional items may be required during the plan review process.

## **GRADING PLAN REQUIREMENTS**

1. Grading Plan Set shall include the following:
  - a. Title Sheet.
  - b. Grading plan sheet(s).
  - c. Detail and cross-section sheet(s), if necessary.
  - d. Horizontal control plan, if necessary.
  - e. Demolition plan, if required for clarity.
  - f. Erosion control plan.
2. All Sheets shall include the following:
  - a. The City of Azusa Standard Title Block shall be used.
  - b. Text shall be legible, 0.1 font size minimum.
  - c. North arrows.
  - d. Minimum horizontal scale shall be 1" = 40'. Provide a scale bar and numeric scale.
  - e. Sheet size shall be 24" by 36".
  - f. Final plans shall include 3 sets on bond. All sheets of the grading plans shall be stamped and wet signed by a California Registered Civil Engineer and Geotechnical Engineer.
3. Title Sheet shall include the following:
  - a. Vicinity Map with a north arrow.
  - b. Benchmark information.
  - c. Index of sheets if more than one sheet.
  - d. Project Information Table per Attachment 1.
  - e. Grading Notes per Attachment 2.
  - f. Dig Alert notification decal.

4. Grading Plan Sheet Content:
  - a. Building pad and finish floor elevations – existing and proposed.
  - b. Construction notes and related call outs.
  - c. Elevations at all changes in horizontal or vertical alignments.
  - d. Cross sections at property boundaries.
  - e. Curve data.
  - f. Drainage devices – identify type, size, slope, top of grate and invert elevations.
  - g. Driveway slopes.
  - h. Existing and proposed contours.
  - i. Label proposed slopes as cut or fill.
  - j. Pavement slopes.
  - k. Boundary lines, tract boundaries, lot lines, county/city boundaries, right of way lines, easements.
  - l. All existing and proposed structures on the proposed site and within 25 feet of the property line on adjacent properties.
  - m. Outline of proposed area to be over-excavated and recompacted. Identify depth of over-excavation.
  - n. Setbacks.
  - o. Wall elevations – top of wall, finish surface (both sides of wall), top of footing, total height.
  - p. Comply with Americans with Disabilities Act (ADA) requirements.
  
5. Erosion Control Sheet Content:
  - a. Wet Weather Erosion Control Plan (WWECP) General Notes per Attachment 3.
  - b. Vicinity Map with a north arrow.
  - c. Erosion control devices designed to prevent debris flows onto adjacent properties, public right of way, and into natural drainage courses.
  - d. Tracking control at site entrance(s).
  - e. Details of selected Best Management Practices (BMPs).
  - f. Vehicle equipment area(s) for cleaning, fueling, and maintenance.
  - g. Material storage area(s).
  - h. Concrete truck washout area, minimum 50 ft from a storm drain.
  - i. Protection of drainage inlets.

## **DESIGN STANDARDS**

1. Graded slopes shall have a maximum 2:1 (H:V) slope.
2. Fill placed over existing terrain steeper than 5:1 slope and fill exceeding 5 feet in depth shall be properly keyed and benched into bedrock or other competent material. Provide a keying and benching detail.
3. Drainage terraces at least 8 feet in width shall be established on all cut or fill slopes steeper than 3:1 at not more than 30-foot vertical intervals.
4. Comply with slope setbacks per Attachment 4.

5. Drainage across property lines shall not exceed that which existed prior to grading or construction. Excess or concentrated drainage shall be contained on site or directed to an approved drainage facility.
6. Pavement structural section for parking lots, drive isles, and private streets shall be a minimum of 3" AC over 4" CAB.
7. Cleanouts shall be provided every 100 feet and at every horizontal or vertical change.
8. Drainage pipes shall have a minimum 0.5% slope.
9. Concrete gutters, swales, and ditches shall have a minimum 0.5% slope.
10. Paved (concrete) surfaces shall have a minimum 0.5% slope.
11. Grass or earth swales shall have a minimum 1% slope.
12. Wheelchair ramps shall have a maximum 12:1 (H:V) slope.
13. Walkway surfaces shall have a maximum 2% cross slope.
14. Swales behind retaining walls shall be a minimum 1 ft wide.
15. Retaining walls shall be waterproofed.

## ATTACHMENT 1

### PROJECT INFORMATION TABLE:

#### PROPERTY INFORMATION

- Owner \_\_\_\_\_
- Address \_\_\_\_\_
- Phone No. \_\_\_\_\_
- Tract / Parcel Map No. \_\_\_\_\_ Lot / Parcel No. \_\_\_\_\_
- Assessors Parcel Number \_\_\_\_\_

#### GENERAL INFORMATION

- Earthwork Volumes
  - Cut \_\_\_\_\_ (cy)
  - Fill \_\_\_\_\_ (cy)
  - Over-excavation & Recompaction \_\_\_\_\_ (cy)
- Total Disturbed Area \_\_\_\_\_ (acres)
- Waste Discharger Identification Number (WDID) \_\_\_\_\_

#### CONSULTANT INFORMATION

- Civil Engineer
  - Name \_\_\_\_\_
  - Address \_\_\_\_\_
  - Phone No. \_\_\_\_\_
  
- Geotechnical Engineer
  - Name \_\_\_\_\_
  - Address \_\_\_\_\_
  - Phone No. \_\_\_\_\_

The Project Information Table shall be located on the bottom-right section of the Title Sheet, just above the Title Block.



## ATTACHMENT 2

### CITY OF AZUSA GENERAL GRADING NOTES:

1. All grading and construction shall conform to the latest edition of the California Building Code unless specifically noted on these plans.
2. Any modifications of or changes to the approved grading plans shall be approved by the City Engineer.
3. No foundation or building construction shall begin until rough grade is approved by the Public Works Inspector and a building permit is obtained from the Building Official.
4. Approval of these plans reflect solely the review of plans in accordance with the California Building Code and does not reflect any position by the City of Azusa regarding the status of any title issues relating to the land on which improvements may be constructed. Any disputes relating to title are solely a private matter not involving the City of Azusa.
5. An encroachment permit from the City of Azusa is required for any work within or affecting the City's public right of way. All work performed in the public right of way shall be performed in accordance with the City of Azusa Standard Plans For Public Works Construction, The Work Area Traffic Control Handbook (WATCH), and the latest edition of the American Public Works Association Standards.
6. The owner shall submit a performance bond for all improvements within the public right of way in the amount of 100% of the improvement costs. The bond amount shall be based on an estimate prepared by the Civil Engineer and approved by the City Engineer.
7. The contractor shall submit an insurance certificate indemnifying and naming the City of Azusa as an additional insured for all work in the public right of way.
8. All grading and construction activities shall comply with the City of Azusa Noise Standards, Section 88.31.020, which establishes allowable construction hours from 7:00 am to 6:00 pm Monday through Saturday. Grading and construction activities are not permitted on Sundays or Holidays.
9. The location and protection of all utilities is the responsibility of the Permittee.
10. Slopes shall be a maximum 2:1, unless otherwise approved and certified by the Geotechnical Engineer.
11. Slopes shall be straight grade from contours to elevations shown.

12. Trenches and slopes with a vertical height greater than 4 ft shall be properly protected per Occupational Safety and Health Administration (OSHA) standards.
13. All export material from the site shall be hauled to a legal landfill with a haul permit from the City of Azusa. A copy of the landfill receipt shall be provided to the inspector upon request.
14. A copy of the grading permit and approved grading plans shall be available at the site at all times.
15. Prior to grading, site boundaries, easements, drainage devices, and restricted use areas shall be located per construction staking by the Civil Engineer or Licensed Surveyor.
16. Retaining walls are not checked, permitted, or inspected per the Grading Permit. A separate retaining wall permit from the Community Development Department, Building Division is required for all retaining walls.
17. A Wet Weather Erosion Control Plan, to be reviewed and approved by the City Engineer, is required for all grading permits. For sites with a disturbed area of one acre or greater, a Local Stormwater Pollution Prevention Plan (LSWPPP) shall be developed and submitted to the City of Azusa in addition to the WVECP. Furthermore, the applicant shall file a Notice of Intent for a State SWPPP with the State Water Resources Control Board and obtain a Waste Discharge Identification Number (WDID).
18. Transfer of Responsibility: If the Civil Engineer, the Geotechnical Engineer, or the Engineering Geologist of record is changed during grading, all grading activities shall stop until the replacement agrees in writing to accept responsibility within the area of technical competence for approval upon completion of work. The permittee shall be responsible to notify the City Engineer in writing of such change prior to recommencing any grading.

#### INSPECTION NOTES

19. The permittee or his agent shall notify the Public Works Inspector at least two working days in advance of required inspections at the following stages of work.
  - (a) Pre-grade: Before the start of any earth disturbing activity or construction.
  - (b) Initial: When the site has been cleared of vegetation and unapproved fill has been mitigated per the approved geotechnical report. Fill shall not be placed prior to this inspection. Prior to any construction activities, including grading, all storm water pollution prevention measures shall be installed.

(c) Rough: When approximate final elevations have been established; drainage terraces, swales and berms have been installed at the top of the slope; and rough grading has been certified by the Civil Engineer and the Geotechnical Engineer.

(d) Final: When grading has been completed; all drainage devices installed; slope planting established; irrigation systems installed; As-Built plans submitted and approved; and final grading has been certified by the Civil Engineer and the Geotechnical Engineer.

- 20. All graded sites shall have drainage swales, berms, and other drainage devices installed prior to rough grade approval.
- 21. The Civil Engineer and Geotechnical Engineer shall certify the rough grading and final grading prior to each respective inspection.
- 22. Final grading must be approved before occupancy of building will be allowed.

**DRAINAGE NOTES**

- 23. Drainage across property lines shall not exceed that which existed prior to grading or construction. Excess or concentrated drainage shall be contained on site or directed to an approved drainage facility.
- 24. Roof drainage shall be diverted from graded slopes.
- 25. Provisions shall be made for contributory drainage at all times.
- 26. A 2 percent minimum drainage slope away from proposed structures and property lines shall be provided.
- 27. Drainage swales shall have a 1 percent minimum drainage slope.

**GEOTECHNICAL NOTES**

- 28. All work shall comply with the recommendations included in the Geotechnical Engineer's report(s) and the approved grading plans and specifications.

Geotechnical Engineer: \_\_\_\_\_  
Report / Project No.: \_\_\_\_\_  
Date of Report(s): \_\_\_\_\_  
Addenda: \_\_\_\_\_

29. The Geotechnical Engineer shall provide sufficient inspections during the preparation of the natural ground and the placement and compaction of the fill to certify the work is being performed in accordance with the approved grading plans and reports.
30. Building pads located in cut/fill transition areas shall be over-excavated \_\_\_\_\_feet as recommended in the geotechnical engineer's report.
31. The ground surface shall be prepared to receive fill by removing vegetation, topsoil, and other unsuitable materials, and scarifying the ground to provide a bond with the fill material.
32. All fill material shall be compacted to 90 percent of maximum density as determined by ASTM D 1557, Modified Proctor, in lifts as recommended in the geotechnical engineer's report, not to exceed 8 inches in depth.
33. Rock(s) or similar material(s) greater than 8 inches in diameter shall not be placed in the fill unless approved by the Geotechnical Engineer.

#### PLANTING AND IRRIGATION

34. Planting and irrigation on graded slopes shall be installed to prevent erosion. The planting and irrigation systems shall be installed as soon as practical after rough grading. All slope planting must be well established prior to final grading approval.

### ATTACHMENT 3

#### WET WEATHER EROSION CONTRAL PLAN GENERAL NOTES:

1. In case of emergency, call \_\_\_\_\_ at \_\_\_\_\_.  
(Responsible person) (24-hour telephone)
2. A stand-by crew for emergency work shall be available at all times during the rainy season (November 1 to April 15). Necessary materials shall be available on-site and stockpiled at convenient locations to facilitate rapid construction of emergency devices when rain is imminent.
3. Erosion control devices shown on this plan may be removed when approved by the City Engineer if the grading operation has progressed to the point where they are no longer required.
4. Graded areas adjacent to fill slopes located at the site perimeter must drain away from the top of slope at the conclusion of each working day. All loose soils and debris that may create a potential hazard to off-site property shall be stabilized or removed from the site on a daily basis.
5. All silt and debris shall be removed from all devices within 24 hours after each rainstorm and be disposed of properly
6. Standing water in any device shall be drained or pumped dry within 24 hours after each rainstorm.
7. Additional devices as needed shall be installed to reduce erosion damage and retain sediments and other pollutants on site.
8. Storm Water Pollution and Erosion Control devices shall be modified as the project progresses. The design and placement of these devices is the responsibility of the Civil Engineer. Plans representing changes shall be submitted for approval by the City Engineer.
9. Every effort should be made to eliminate the discharge of non-stormwater from the project site at all times.
10. Eroded sediments and other pollutants must be retained on-site and may not be transported from the site via sheet flow, swales, area drains, natural drainage courses, or wind.
11. Stockpiles of earth and other construction related materials must be protected from being transported from the site by the forces of wind or water.

12. Fuels, oils, solvents, and other toxic materials must be stored in accordance with their listing and are not to contaminate the soil and surface waters. All approved storage containers are to be protected from the weather. Spills must be cleaned up immediately and disposed of in a proper manner. Spills may not be washed into the drainage system.
13. Excess or waste concrete may not be washed into the public right of way or any other drainage system. Provisions shall be made to retain concrete wastes on-site until they can be disposed of as solid waste.
14. Trash and construction related solid wastes must be deposited into a covered receptacle to prevent contamination of rainwater and dispersal by wind.
15. Sediments and other materials may not be tracked from the site by vehicle traffic. The construction entrance roadways must be stabilized so as to inhibit sediments from being deposited into the public way. Accidental depositions must be swept up immediately and may not be washed down by rain or other means.
16. Any slopes with disturbed soils or denuded of vegetation must be stabilized so as to inhibit erosion by wind and water.
17. As the Civil Engineer of record, I have selected appropriate Best Management Practices (BMPs) to effectively minimize the negative impacts of this project's construction activities on storm water quality. The project owner and contractor are aware that the selected BMPs must be installed, monitored, and maintained to ensure their effectiveness.

Print Name \_\_\_\_\_  
(Civil Engineer)

Signature \_\_\_\_\_  
(Civil Engineer)

Date \_\_\_\_\_

18. As the project owner or authorized agent of the owner, I have read and understand the requirements listed above, necessary to control storm water pollution from sediments, erosion, and construction materials, and I certify that I will comply with these requirements.

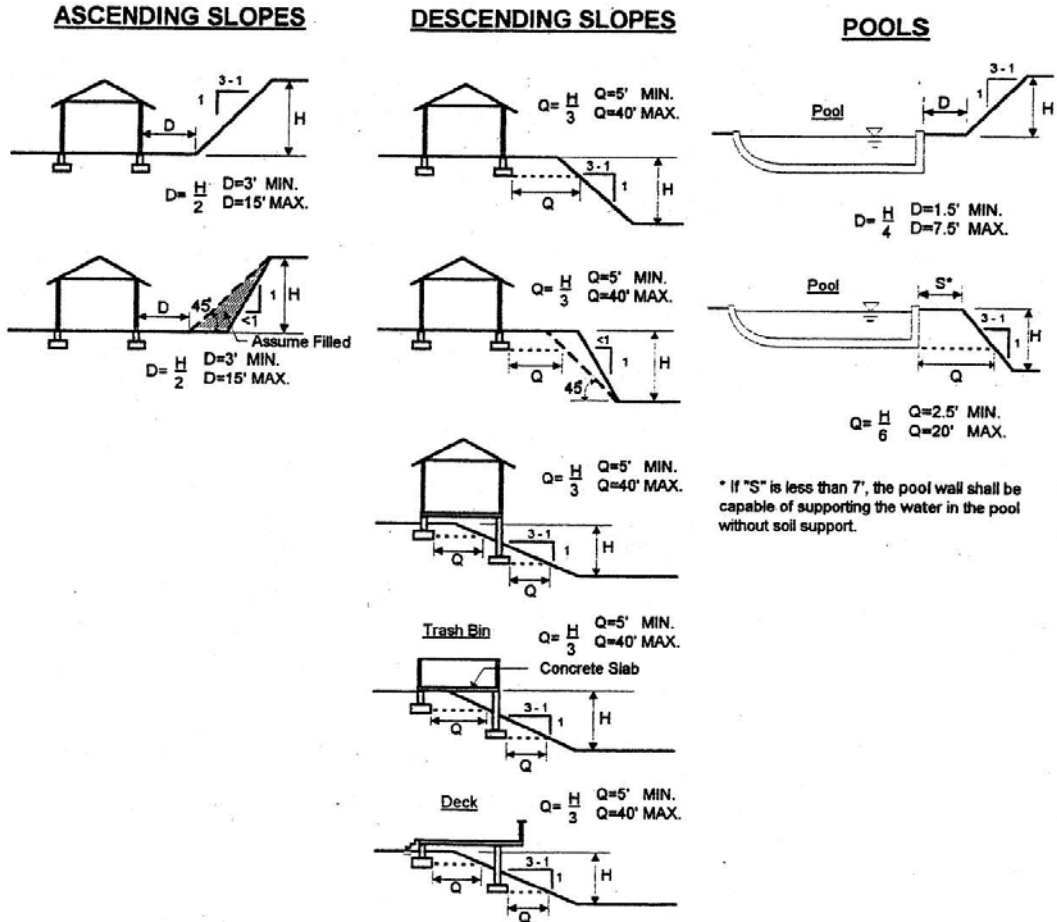
Print Name \_\_\_\_\_  
(Owner or authorized agent of the owner)

Signature \_\_\_\_\_  
(Owner or authorized agent of the owner)

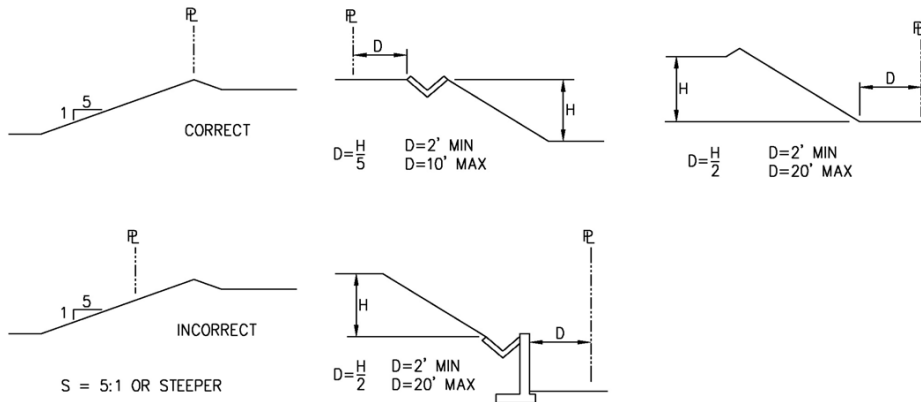
Date \_\_\_\_\_

# ATTACHMENT 4

## SLOPE SETBACK REQUIREMENTS FROM STRUCTURES



## SLOPE SETBACK REQUIREMENTS FROM PROPERTY LINES

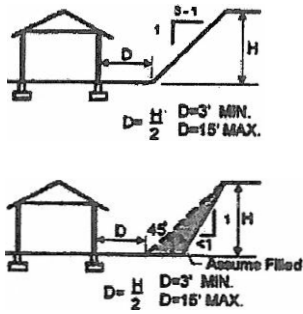


Source: County of Los Angeles Building Code

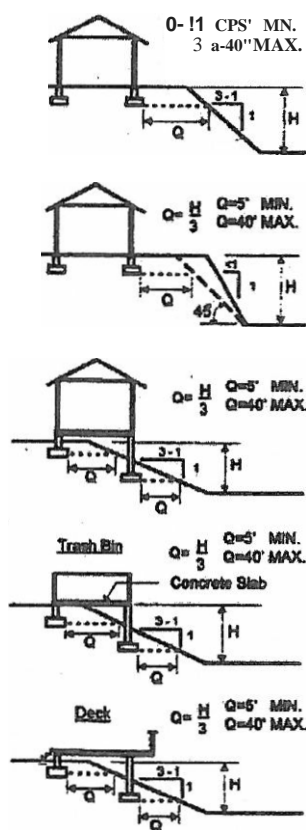
## ATTACHMENT 5

### SLOPE SETBACK REQUIREMENTS FROM STRUCTURES

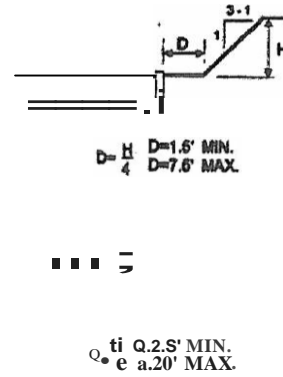
#### ASCENDING SLOPES



#### DESCENDING SLOPES

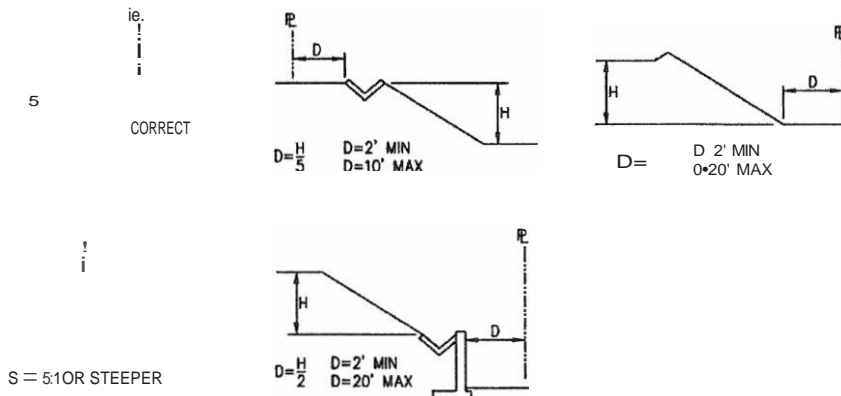


#### PQQLS



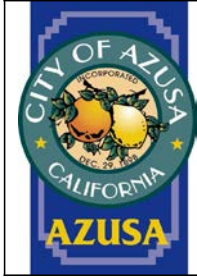
\* If "S" is less than 7', the pool wall shall be capable of supporting the water in the pool without soil support.

### SLOPE SETBACK REQUIREMENTS FROM PROPERTY LINES



Source: County of Los Angeles Building Code





## GUIDELINES FOR PREPARING STANDARD URBAN STORMWATER MITIGATION PLANS (SUSMP)

### I. Summary

The Los Angeles County Municipal NPDES Permit requires certain categories of development projects to implement best management practices (BMPs) that reduce runoff pollution once the project is completed. They include the following:

- Single family hillside homes on a 25% slope under one acre (do not require post-construction runoff infiltration or treatment controls)
- Single family hillside homes on a 25% slope over one acre
- Housing developments 10 units or more
- Industrial or commercial developments that add one acre or more of impervious surface area
- Automotive repair facilities 5,000 square feet or more of surface that fall under standard industrial classification codes 5013, 5014, 5541, 7532-7534 and 7536-7539)
- Restaurants, 5,000 square feet or more of surface area
- Retail and Gasoline outlets
- Parking lots 5,000 square feet or more of surface area or with 25 or more parking space
- Infill projects that are expected to result in the addition of 5,000 square feet of new impervious area or the replacement of 5,000

square feet of existing impervious surface area but only if original line and grade are disturbed

- Projects situated in or adjacent to an environmentally sensitive area
- Any project that the City deems to be subject to post-construction infiltration and/or treatment controls.

## II. Post-Construction Runoff Mitigation

The above-mentioned project categories (also known as planning priority projects) require non-structural and structural BMPs. Examples of non-structural control includes “no dumping” messages on catch basins and proper storage of pollutant materials. Structural controls, on the other hand, prevent runoff contact with pollutants materials, infiltrate pollutants in runoff to the subsurface, or treat such runoff before it is released to the storm drain system (streets, alleys, gutters, curbs, catch basins, or storm drains that convey runoff to rivers, lakes, oceans, and other water bodies).

All planning priority projects: (1) require “no dumping” signage on catch basins; and (2) may require a reduction in post-construction peak flow – if the project drains into an unlined conveyance. Additional BMPs specific to project use will be required of automotive repair facilities, retail gasoline outlets, restaurants, and industrial/commercial facilities. Planning priority projects will also require post-construction infiltration and/or treatment controls, with a preference for infiltration, to the extent practicable.

Infiltration controls include: various types of vegetation; dry wells/french drains; stormwater chambers; pervious concrete/asphalt; unit pavers; and retention basins/ponds. Treatment controls include: detention basins or any device that detains and releases clarified runoff to the storm drain system; stormwater interceptors; and catch basin inserts (controls that filter runoff through filtration before releasing it to the storm drain system). The City may also require pollutant-specific structural controls that minimize or eliminate the discharge of trash from the project site to the storm drain system.

### III. CITY IS RESPONSIBLE FOR ASSIGNING SUSMP CONDITIONS

Once a project that appears to fall under one of the SUSMP planning priority categories is brought to the City's attention, the developer shall be informed of SUSMP requirements. The Los Angeles Regional Water Quality Control Board (Regional Board), which regulates the SUSMP program, has instructed the City and other municipal permittees to prefer infiltration post-construction BMPs. It is imperative, therefore, that the exact type of post-construction infiltration control be discussed with the City for approval **BEFORE GRADING PLANS ARE PREPARED**. This is because infiltration controls are dependent on grading. In some instances infiltration may not be feasible in which case the City shall prescribe alternative post-construction runoff pollution mitigation measures.

### IV. . SUSMP FORMAT

Developers are required to prepare SUSMPs in accordance with a specific format required by the City. The SUSMP is a stand alone document and, therefore, may not be included in a Storm Water Pollution Prevent Plan (SWPPP). This is to assure that the two documents are not confused and that the SUSMP can be easily retrieved by the City for future use. SUSMPs include narrative and site plan information that must compliment each other.

Narrative information includes:

1. Applicant information (name, address, contact telephone number).
2. Name, address, and telephone of individual and firm responsible for preparing SUSMP, address, and telephone number.
3. Name of project contact person, address, and telephone number.
4. Project description in terms of (a) SUSMP category (in this case a commercial re-development expected to add one acre or more impervious surface); (b) total project area; (c) amount of soil expected to be disturbed by grading, clearing, and excavating; (d) pre-construction peak flow/post-construction peak flow; (e) depth to

groundwater; (f) general soil conditions; and (g) total pervious and total impervious area before and after construction.

5. Previous use to determine if hazardous materials/waste were used, stored, or disposed at the site (e.g., a gas station or a metal plating facility).
6. Specific uses for the development (industrial and commercial).
7. Expected date to begin grading.
8. Expected date of project completion.
9. An identification of the pollutants that the project is expected to generate (as provided by the City).
10. A narrative explanation of structural<sup>1</sup> (mechanical treatment and infiltration controls) and non-structural controls (e.g., catch basin signage, trash enclosures and other BMPs that are not structural infiltration or treatment controls). If infiltration and/or treatment required, an explanation of why the controls are proposed (pretreatment controls are required for infiltration). The explanation must take into consideration the performance of the control(s) selected in mitigating targeted pollutants, cost, site considerations (space, depth to groundwater, soil conditions, vector breeding, etc.)

SUSMP plan must also include:

1. A vicinity map showing project location and a north arrow.
2. The receiving water that will receive runoff from the project area (a specific reach of a river or any tributary thereof, or ocean water).
3. A site plan containing the following information: (a) project area and boundaries; (b) impervious areas; (c) pervious areas (including all vegetation and permeable surface areas including roof-tops); (d)

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<sup>1</sup>If an infiltration control is proposed the distance between the bottom of the device to ground water must be provided because of the potential for contributing to groundwater contamination.

location of drainage controls (catch basins, drains, pipes, and storm drains); (e) location of trash enclosures; (f) direction of flows originating from both hardscaped and non-hardscaped areas to its end point (either to the control, catch basin, alley, or driveway); (g) location of all points of discharge (e.g., catch basins and driveways); (h) location of use-specific structural and non-structural controls prescribed by the City; and (j) location of no dumping signage on catch basins or other specified devices or locations.

4. Details/schematics of the proposed structural controls attached to the SUSMP site plan.
5. A grading/drainage plan.
6. Provide calculations to determine sizing for each of the proposed structural controls (in this case the retention boxes and pre-treatment filters). Refer to Appendix A of the Los Angeles County SUSMP guidelines which can be downloaded from:

[http://ladpw.org/wmd/NPDES/SUSMP\\_MANUAL.pdf](http://ladpw.org/wmd/NPDES/SUSMP_MANUAL.pdf)

7. Soils and hydrology reports (if infiltration is required)
8. An Engineer's stamp.

#### V. MAINTENANCE AGREEMENT

Any priority planning project that requires post-construction structural controls that infiltrate or treat stormwater is required to enter into a maintenance agreement. The purpose of the maintenance agreement is to assure that the prescribed controls perform properly.

#### VI. CERTIFICATE OF OCCUPANCY

The City may not issue a certificate of occupancy until SUSMP conditions are met. The City will also perform an inspection of the project to verify compliance with the prescribed conditions.



**CITY OF AZUSA**  
ENGINEERING DIVISION  
213 E. Foothill Blvd.  
Azusa, CA 91702-1395

**SUPERVISED GRADING INSPECTION VERIFICATION**

Job Address or Tract No. \_\_\_\_\_ Permit No. \_\_\_\_\_

FILL TOE INSPECTION: I verify that, where required, ground was prepared to receive fill and all required benching was cut in.

Engineer: \_\_\_\_\_ Reg. No. \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

CUT SLOPE INSPECTION: Based upon current state of the art analysis, I verify the stability of all slopes as constructed.

Engineer or Geologist: \_\_\_\_\_ Reg. No. \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

FILL INSPECTION: Fills have been placed and compacted in accordance with the approved plans and specifications.

Engineer: \_\_\_\_\_ Reg. No. \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

DRAINAGE DEVICE INSPECTION: I verify that all pipes, forms and reinforcing steel were placed and located in accordance with the approved plans and specifications.

Engineer: \_\_\_\_\_ Reg. No. \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

ROUGH GRADING VERIFICATION BY SOILS ENGINEER: I verify that earth fills, buttresses, stabilization measures, fill slope surfaces and subdrains placed or constructed on the following lots were installed under my supervision in compliance with requirements of Building Code Section 7010 and in accordance with the approved grading plans.

Lot No's. \_\_\_\_\_

Remarks: \_\_\_\_\_

Soils Engineer: \_\_\_\_\_ Reg. No. \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

ROUGH GRADING VERIFICATION BY SUPERVISING GRADING ENGINEER: I verify that rough grading of the lots listed below has been completed under my supervision in conformance with the grading plans approved on \_\_\_\_\_  
Date

Lot No's. \_\_\_\_\_

Remarks: \_\_\_\_\_

Engineer: \_\_\_\_\_ Reg. No. \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

FINAL GRADING VERIFICATION BY SUPERVISING GRADING ENGINEER: I verify that all work to be done under this permit has been completed in accordance with the approved plans and specifications.

Engineer: \_\_\_\_\_ Reg. No. \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

FINAL GRADING VERIFICATION BY GRADING CONTRACTOR: I verify that all work done under this permit at my direction was done in accordance with the Building Code and the approved plans and specifications with the following exception(s). (Describe fully or write "NONE" ---- attach additional sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_ License No. \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**DEPARTMENT USE ONLY**

Tract No. \_\_\_\_\_

Permit No. \_\_\_\_\_

Date: \_\_\_\_\_

Report Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Items Approved:

A	=	Lot	Numbers _
B =		Lot	Numbers _
C = Lot Numbers _____			

Soils Report Dated: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_