

**County of Santa Clara**  
**Department of Planning and Development**  
County Government Center, East Wing  
70 West Hedding Street, 7<sup>th</sup> Floor  
San Jose, California 95110



<b>Administration</b>	<b>Building Inspection</b>	<b>Fire Marshal</b>	<b>Land Development Engineering</b>	<b>Planning</b>
Ph: (408) 299-6740	(408) 299-5700	(408) 299-5760	(408) 299-5730	(408) 299-5770
Fax: (408) 299-6757	(408) 279-8537	(408) 299-6757	(408) 279-8537	(408) 288-9198

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TO: Cons. Co. Name  
Consultant Name

FROM: Christopher Freitas, P.E.  
Land Development Office

SUBJECT: Street Name Improvements  
File No.: File No.  
Applicant's Name

DATE: October 21, 2014

**PRELIMINARY COMMENTS**

**MAKING CORRECTIONS**

In order to expedite the engineering plan check on the project, we recommend that a full response be provided to all review comments. We suggest you use the following procedures:

- On the marked-up prints, highlight or put a check mark by the review comments, using a "Hi-liter" or similar marking pen, to indicate that you have responded to the plan mark-ups/review comment. If the plan check comment requires a written response, or clarification regarding the response, if there is room you can write the response on the plan, next to the comment. If there is not room, provide a number reference and provide the response on a separate sheet. The written responses to markups should be adequately referenced, so that it is clear as to which markup comment a response applies.
- Respond to the Plan Check Comments herein by providing a written description of your response. The written response may be very simple. For example, a response may consist of "Item 7. Done." In some instances you may find it necessary to provide a detailed response.
- In some cases you may wish to take exception to the review comment or plan mark-up. If that is the case, you should call me so that we can discuss and resolve the issue. **Please do not ignore a comment or mark-up, because that may result in project delay.**
- In some instances it may not be clear as to technically how to respond to a plan mark-up or review comment. If that is the case, please call me so that we can discuss the issue, or perhaps even meet if that will be helpful to you.

**Make corrections and/or respond to all comments noted on the plans.**

**REPORTS / CALCULATIONS NECESSARY FOR FINAL REVIEW**

- Evidence of Existing Lot Stakes and Recorded Maps in accordance with the Professional Land Surveyor's Act per Condition #\_\_.
- Evidence of legal access from the nearest publicly maintained road and other off-site easements with noted recorder's book and page shown on the plan per Condition #\_\_.
- Amended Hydrology and Hydraulic Study per the criteria set out in the Santa Clara County Drainage Manual, and Santa Clara County Standards and Policies Manual. Please provide

drainage map including overland flow locations. Please provide ditch velocity calculations per Santa Clara County Standard Detail SD8.

- Geotechnical Report per Condition #\_\_.
- Letter Report stating the size and type of tree to be removed.
- Pursuant to Condition #\_\_, please provide a copy of a preliminary title report to ensure all easements on the property are shown on the plans.
- National Pollution Discharge Elimination System General Permit for Storm Water Discharges Associated with Construction and Land Disturbance Activities per Condition #\_\_ per State Water Resources Control Board Order No. 2009-0009-DWQ and amended by Order Nos. 2010-00014-DWQ and 2012-0006-DWQ.
- Earthwork Sections and Calculations supporting quantities stated on sheet 1.

### **CLEARANCE LETTERS REQUIRED PRIOR TO THREE-STEP PLAN ACCEPTANCE**

**Please note that if clearance has not been granted from the following agencies, additional revisions may be required.**

1. Santa Clara County Environmental Health Department.
2. Santa Clara County Planning Department.
3. Santa Clara County Fire Marshal's Office.
4. Santa Clara County Roads and Airports Department.
5. Santa Clara Valley Water District.
6. Pacific Gas and Electric Company.
7. Santa Clara County Geologist Office – Pending following required review letters.
8. San Martin County Water District.
9. Great Oaks Water Company.
10. San Jose Water Company.
11. Pacific Bell
12. GTE Telephone Company
13. West Valley Sanitation District.
14. Cupertino Sanitary District
15. The City of \_\_\_\_\_.
16. California Department of Fish and Game.
17. California Department of Transportation.
18. Regional Water Quality Control Board.

19. Plan review letter by the Geotechnical Engineer that prepared the geotechnical report that states the plans are prepared in accordance with the recommendations in said report.

### **PRELIMINARY STATUS ITEMS**

Preliminary Status Items are items that directly effect the Engineering Cost Estimate. Once the Design Engineer has addressed these specific issues, the clearance of these items can be addressed in a separate submittal to this office. This will allow the review of the Cost Estimate to be completed, and Plan Check and Inspection Fees and Bond Values to be established.

- PSI 1) The plan submitted does not provide adequate information to construct the proposed driveway, grading and drainage improvements. Please see the attached example of a Santa Clara County Grading Plan. Most format questions are answered on the example.
- PSI 2) Please provide plans, details, specifications, and calculations for the construction of the retaining wall consistent with the recommendations in the Geotechnical Report. This is a primary reason for Preliminary Status.
- PSI 3) Please provide the Temporary and Permanent Landscaping plans as well as the Erosion Control Plan as outlined in § C12-519 of the *Santa Clara County Grading Ordinance*.
- PSI 4) Please revise the overall lettering size and font associated with the plan set. The size and font chosen are generally too small and are difficult to read. The minimum acceptable letter size is 1/8 inch.

### **1 of ? – TITLE SHEET**

1. Please provide the stamps attached to the sizes provided.
2. Please provide the shown notations along the bottom of the sheet with the assessors parcel number in the title block.
3. As a reminder, please have the engineer in responsible charge of the project sign and stamp the Engineer's Statement and provide the date of the Conditions of Approval.
4. Please note that the signature for Santa Clara County will be by Christopher L. Freitas, R.C.E. No. 42107, Registration Expires 3/31/16.
5. Please use a County Standard Cover Sheet for the First Page of the plan set as this sheet has all the county standard notes or revise to bring into conformance. To access the information online, go to <http://www.sccbuilding.org/>, click on Land Development Engineering on the left side of the page. In the middle of the page, click on Plan Review and Processing. At the bottom of the page, click on LDE Improvement Plan Cover Sheet (either PDF or Autocad version) to download the appropriate sheet.
6. Please note the phone number for Underground Service Alert (USA) has changed to 1-800-227-2600. Please note the phone numbers for County Inspection and Land Development Engineering have changed to 299-6868 and 299-5730, respectively.
7. Please provide a Basis of Bearing for the project.
8. Please provide a Basis of Elevation for the project. If assumed, please note.
9. Please provide a Basis of Elevation for the project. Is the TBM tied to the Santa Clara Valley Water District Datum? If so, please note. If assumed, please note.
10. Please provide earthwork calculations supporting quantities stated on sheet 1.

11. Please provide a Tree Protection Detail.
12. Please provide a legend of all notations and symbols included in these plans.
13. Please add the following note:  
*"Prior to grading completion and release of bond, all graded areas shall be reseeded in conformance with the County Grading Ordinance to minimize the visual impacts of the graded slopes and reduce the potential for erosion on the subject site."*
14. Please add an item into the scope of work as follows:  
*"A construction observation letter from the responsible Geotechnical Engineer and Certified Engineering Geologist detailing construction observations and certifying that the work was done in accordance with the recommendations in the Geotechnical and Geological reports shall be submitted prior to grading completion and release of bond".*
15. Please add the following note:  
*"Roadways designated as not County maintained roads as shown upon this plan will not be eligible for County maintenance until the roadways are improved (at no cost to the County) to public maintenance road standards approved by the board of supervisors and in effect at such time that the roadways are considered for acceptance into the County's road system."*
16. In the Sheet Index, please include the attached Erosion Control sheets.
17. Per the recommendations of the geotechnical report, please provide a keying and benching detail.
18. Please revise the Typical Sections to indicate 2.5% in conformance with County Standard Details SD2 and SD5.
19. On the Typical Sections, please indicate the approximate location and elevation of the existing grade.
20. On the Typical Sections, please indicate depth of the proposed ditches.
21. On the Typical Sections, please locate the profile elevation and other noted relative elevations.

## **2, 3, ? of ? – SHEET TITLE**

### **General**

1. Please provide the shown notations along the bottom of the sheet.
2. Please provide the stamps attached.
3. As a reminder, please have the engineer in responsible charge of the project sign and stamp each sheet.
4. Please provide evidence of legal access from the nearest publicly maintained road and other off-site easements with noted recorder's book and page shown on the plan per Condition #\_\_.
5. Please add the following note: "A separate permit from the Building Inspection Office is required for the retaining walls exceeding 4.0 feet in height."
6. Please note the proposed pool and add the following note: "A separate permit from the Building Inspection Office is required for the pool."

7. Per § C12-412 of the Santa Clara County Grading Ordinance, please revise these plans to 24 x 36 inch sheets.
8. Per § C12-412.a of the Santa Clara County Grading Ordinance, please provide Title Blocks on all sheets entitled "Grading Plan" and state the purpose of the proposed grading, the name of the party for whom the plan is prepared, and the name of the engineering firm by whom the plan is prepared.

### Surveying

9. Please note either the Civil Engineer's or Land Surveyor's registration number found on the iron pipes or note the pipes as "open" if no identification was found. Please note the sizes of the pipes shown.
10. Please locate the Basis of Elevations. If assumed, please note.
11. Is the TBM tied to the Santa Clara Valley Water District Datum? If so, please note. If assumed, please note.
12. Please locate the Basis of Bearings.
13. Please show the distance from the found monuments along \_\_\_\_\_ to the projected driveway centerlines. Please annotate the right-of-way width and locate the centerline of \_\_\_\_\_.
14. Please provide a stationing line with bearings, distances, radii, curve lengths, and included angles for the driveway.
15. Please show the proposed additional right-of-way along \_\_\_\_\_.
16. Please revise the driveway profile such that the above widening of \_\_\_\_\_ can be accomplished with a minimum of regrading at the driveway approach.
17. Please show all setbacks from the property lines for buildings, slopes, graded berms, and detention ponds including the \_\_\_\_\_ dedication.
18. Please provide Recorder's Book and Page or Document Number for all easements shown.

### Grading and Drainage Design

19. Per § C12-412.b of the Santa Clara County Grading Ordinance, please provide proposed contours consistent with the base map, with tops and toes of slopes to the daylight lines provided. That which is shown is incomplete.
20. Per § C12-412.c of the Santa Clara County Grading Ordinance, please provide the location, extent, and finished surface slopes of all proposed grading and final cut and fill lines.
21. Per § C12-490 of the Santa Clara County Grading Ordinance and Standard Detail SD6, drainage terraces are required on all **cut** slopes exceeding thirty feet (30') in vertical height. Please provide terraces per the above latter noted detail.
22. Per § C12-499 of the Santa Clara County Grading Ordinance and Standard Detail SD6, drainage terraces are required on all **fill** slopes exceeding thirty feet (30') in vertical height. Please provide terraces per the above latter noted detail.
23. Please demonstrate how the proposed grading complies property line setbacks shown in both § C12-505 of the Santa Clara County Grading Ordinance and Standard Detail SD6.

24. Please annotate all existing and proposed ditches and swales. Please provide slopes and elevations on all existing and proposed ditches and swales. In separate calculations, please provide velocity and flow rate calculations and coordinate with County Standard Detail SD8 for proposed linings.
25. Please provide drainage swales as necessary.
26. Please provide a brow ditch above the daylight line for all cut sections, or provide a recommendation from the geotechnical engineer that one is not needed.
27. Please annotate all existing and proposed ditches.
28. Please provide a profile of the driveway.
29. Please provide existing pavement elevations at the driveway pavement conform on the plan.
30. Per County policy, sheet flowing of drainage onto the street in an uncontrolled manner is not acceptable. Please review and revise.
31. Please provide the trunk size and type of all trees shown as tree canopies. Please distinguish between trees that are to be removed and trees that are to remain and be protected.
32. Please provide energy dissipaters at the ends of culverts. Please provide details of energy dissipaters. Please provide inlet and outlet elevations and profiles as needed.
33. Please provide stations and offsets for all drainage inlet structures and energy dissipaters.
34. Please provide finish floor, pad, and garage slab elevations associated with the structure. Please provide top and toe elevations of all proposed cut and fill slopes.
35. Please provide a detail for the house that shows the relationship between the finish floor elevation and the finish grade elevation along the building foundation. Please show positive drainage away from the foundation.
36. In the house pad area, please provide a daylight line indicating the approximate location where the cut transitions to fill.

### **Driveway Design**

37. Please note stations and offsets for the transitions from the existing driveway to the proposed driveway. Please provide adequate profiles to ensure smooth transitions between the existing and proposed driveways. How are the existing drainage ditches incorporated in the design?
38. Please provide Standard Fire Turnout per Detail SD 16 at station \_\_+\_\_.
39. Please provide Standard Fire Turnaround per Detail SD 16 at station \_\_+\_\_.
40. Please provide all horizontal dimensions and vertical elevations required to layout the Fire Turnaround at station \_\_+\_\_. Please locate all BC, EC, radii, deltas, bearings and distances to layout.
41. On all grade breaks with algebraic grade changes that exceed 1%, please provide vertical curves.
42. On the profile, please review and revise the slopes noted.
43. At the end of the profile, please locate the garage slab. It appears that the transition between the driveway and the garage slab will be awkward.

44. Per direction from the Fire Marshal, when driveways meet or exceed 15% in longitudinal slope, pavement is required. Please provide pavement as noted.
45. Please locate all high points and low points along the profile.
46. Please include a County standard culvert associated with Detail B/4. Please provide flow line elevations at the inlet and outlet. Please locate with respect to the \_\_\_\_\_ \_\_\_\_\_ dedication.

#### **Retaining Walls**

47. Please adjust the locations of the retaining walls outside of the proposed \_\_\_\_\_ \_\_\_\_\_ dedication.
48. Please locate horizontally and vertically the beginnings, endings, and any other critical points along the retaining walls.
49. Please show the drainage improvements located behind the retaining walls and tie into the drainage system.

#### **Underground Utilities**

50. Please provide proposed lengths, slopes, and pipe material of proposed storm drains noted. As smaller pipes have a tendency to clog in rural areas, it is recommended that all pipes connected to area drains and head walls be 12-inch pipes.
51. Please show proposed service lines for both the sanitary sewer and water to the proposed structures.
52. Where is the proposed water system? Where are the proposed fire hydrants? Where is the proposed point of connection and water meter? This is a reference item only. Separate permits from the Fire Marshal's Office and Environmental Health Department are required prior to construction.
53. Where is the proposed septic system? Where are the proposed Leach lines or laterals? Where is the proposed point of connection? This is a reference item only. A separate permit from the Environmental Health Department is required prior to construction.

#### **Erosion Control Plan**

54. Per § C12-412.f of the *Santa Clara County Grading Ordinance*, please provide an Erosion Control Plan that outlines appropriate sediment control during the construction period and until such time as the temporary ground cover has become established.
55. Use of straw wattles and/or silt fence as perimeter control is not recommended by either industry unless the wattles and /or silt fence are installed at the same base elevation. In order for these materials to work, water is to flow through them at a constant elevation. That shown on the plan has a varying base elevation, where water will flow along the base but not through the material. Please review and revise the perimeter control.
56. Recent experience with wattle products indicates that these products alone on a site of this size may not be adequate to keep the erodible materials on the slopes. It is recommended that silt fences, hay bales, and/or sedimentation ponds be considered for incorporation in the design. Waddles and silt fences are to be installed on contour with approximately five to ten feet of vertical fall between barriers. Please review and revise.
57. Please include the attached County Approved Erosion Control Templates with the plan set.

58. Please provide a detail for the installation of the fiber rolls or hay bales at the drainage inlets.
59. Please provide rain attenuation (i.e. hydroseed, straw mulch, jute netting and planting, etc.) specifications for all exposed cut, fill, and native slopes.
60. Please locate on the plan and provide details of the following elements needed during construction and demonstrate best management practices are to be maintained during construction:
  - a. Port-o-let and associated erosion control around said facilities,
  - b. Stabilized Construction Entrance
  - c. Concrete Washout Basin,
  - d. Drainage Inlet Protection details for all open end pipes and inlet boxes.
  - e. Construction water to wash down trucks leaving the site,
  - f. Material Storage and Laydown Area,
  - g. Hazardous Material Storage Areas,
  - h. Construction Trailer and Parking Area.
61. Per § C12-520 of the Santa Clara County Grading Ordinance, please provide shrubs and/or trees required on slopes greater than 15 feet in vertical height on the Erosion Control Plan.

62. Please note on the plan that grading work between October 15 and April 15 is at the discretion of the Santa Clara County Building Official.

### Right-of-Way

63. Please locate horizontally and vertically all existing improvements and trees along \_\_\_\_\_ in the area of construction. Please locate all trees greater than 12" diameter measured 4.5 feet above the base **on-site** and in the **right-of-way**. Please provide the trunk size and canopies and type of all trees shown. Please distinguish between trees that are to be removed and trees that are to remain and be protected. **Any trees to be removed in the County right-of-way require a separate permit from the Roads and Airports Division.**

### DRAINAGE REPORT

1. Please amend the drainage report to include the following:
  - a. Whether or not the existing drainage system on Bon Vista Court and Rose View Drive have adequate capacity to handle the increased flows from this development.
  - b. Demonstrate that the outlet pipes do not exceed 6 fps in velocity prior to exiting the pipe.
  - c. Verify that the proposed ditch linings are in the appropriate velocity range shown in County Standard Detail SD8.
  - d. Please justify the following assumptions in the report:
    - i) Rainfall intensity
    - ii) Runoff coefficient

iii) Tributary Drainage Areas

2. Please have the engineer in responsible charge of the project sign and stamp the report.

**GEOTECHNICAL REPORT**

1. Please have the engineer in responsible charge of the project sign and stamp the report.
2. Please provide maximum slope recommendations for both cut and fill.
3. Please provide maximum height recommendations for slopes including intermediate debris bench for both cut and fill.
4. Please provide landslide repair recommendations. Is additional site drainage to be allowed on the landslide areas?
5. Please provide keyway slope and maximum keyway bench width recommendations.
6. After revision, please submit six copies of the report to this office.

**OTHER**

1. Please provide a copy of the signed acceptance of the Conditions of Approval.
2. After revision, please submit original drawings and provide responses to the comments herein. This will enable our office to complete the review of the issues described above.
3. Fees and bond values are based on the scope of work provided on the plans and the Santa Clara County Grading Ordinance. Should additional mitigations be required by subsequent investigations, fees and bond values will be adjusted.