



City of Vista

Land Development Department
Private Development Projects

Pre-construction Meeting Grading Permit with Right-of-Way Permit

DATE: _____

Project Name: _____ Grading Permit No: **GP** _____

Developer/Builder: _____

I. Introduction

II. Work Limitations:

1. Grading: Monday through Thursday –7:00 AM to 5:00 PM, every other Friday (see attached schedule) the City of Vista is closed and special inspection may be necessary. Coordinate these days with your assigned inspector.
2. R/W Permits: Monday through Thursday -7:00 AM to 3:30 PM, See Note 1 above for Friday inspection. Or as otherwise approved by the Traffic Control Plan or R/W Permit
3. Sundays/ City Holidays: No work (See attached list of City Holidays)
4. Saturday Work: 8:00AM to 5:00P.M. (Sat. work may require a fee for inspection)
5. Night Work must have approval from the Traffic Engineer and Planning Department

III. Inspection Requirements

1. Telephone 48 hours prior to beginning any work. To schedule a field inspection, please call the 24-hour Engineering Inspection Line at 760-639-6113.
2. Telephone daily when working in the street and upon need when installing under ground utilities, street improvements or as directed by the Project Inspector.
3. A City Inspector will stop by daily for ongoing grading.
4. A fee will be assessed for requested inspections outside normal working hours/days. Current fees are \$375 for a 4 hour minimum and \$750 for 8 hours. The request for an overtime inspection must be submitted, paid for and approved two days prior to requested work day. Approval depends upon Inspector availability.
5. The permittee is responsible to perform all work and conduct all operations per City approved edition of the SSPWC (Greenbook), SDRSD, Permit, City Standards, Municipal and Development Codes, and all applicable requirements.
6. All work must be supervised by a Superintendent or Foreman during all working hours. The assigned City Inspector is not responsible for directing project work forces.
7. The permittee is required to immediately comply with all directives issued by the City Inspector to eliminate dust, mud, erosion problems or other site nuisances.

IV. Grading Requirements

1. Any continuous hauling operation greater than 50 cy will require a City approved Haul Route Permit prior to commencing the haul. Hauling without a permit may subject the work to an immediate Stop Work notice.
2. No excavated material shall be hauled to a site within the City of Vista without City Inspector's knowledge of the haul. Hauling to an unpermitted site may cause you to become a party to illegal grading.
3. During all ongoing grading operations, the street shall be kept broom clean.
4. Dust control shall be maintained throughout the duration of the project.
5. Erosion control will be implemented and maintained during all phases of construction, and shall meet the requirements of Project Plans, VCC Chapter 17.56, Section 330, and as directed by the City. Storm water violations are subject to penalty and fines.

V. Work in the Public Right-of-Way

1. Right-of-way permits are required by the General Contractor for all work within the public right-of-way. It is the General Contractor's responsibility to supervise all subcontractors working under the General Contractor's Right-of-way Permit.
2. 48 hours prior to any work in the public right-of-way, telephone 760-639-6113.
3. Issued with the Right-of-Way Permit are standard conditions addressing specific city requirements for working on City property.
4. Trenching in roadway:
 - b. All structural steel plating in the roadway areas shall have a non-skid surface per Caltrans requirements (minimum coefficient of friction = 0.35) per California test method 342.
 - c. Within any improved area (adjacent surface to trench is either asphalt or concrete), steel plate trenches shall be recessed into the existing paved roadway surface equal to the depth of the plate thickness and to a width and length equal to the dimension of the plate by cold planing. City of Vista standard SRF-11A and 11B.
 - d. Cold mix temporary asphalt must be maintained and replaced by hot mix asphalt no later than five working days from time of original placement.
 - e. The contractor shall submit to the Engineer for approval a procedure for securing the plates prohibiting movement prior to implementation.

VI. Change of Civil or Geotechnical Engineer

1. All work on the project will stop until the City engineer has acknowledged the complete transfer of Engineer responsibilities.
2. The previous Engineer of Record must submit a letter relinquishing responsibility. An original Signature/Seal is required on this letter.
3. The new Engineer of Record must submit a letter to the City, accepting all responsibility, past to present, for the entire responsibility of the previous Engineer. This letter also will need an original Signature/Seal.

VII. Revisions to Plans

- 1. No changes in field construction shall be made from the approved plans prior to a City approved revision, or upon a waiver by the City Inspector.
- 2. The City Inspector shall be kept abreast of all anticipated project revisions.

VIII. Release of Occupancy

- 1. Release of occupancy for a building will require that specific requirements be met prior to release.
- 2. All As-Builts, final soils reports, line and grade certification, must be submitted prior to release of occupancy. See attached forms for proper submittals.

IX. End of Project As-Built Plans

- 1. Project Grading and/or Improvement Bonds will not be released by the City until Project As-Built plans have been submitted and approved by the City Inspector.
- 2. Attached is an Engineering Inspection Procedure for As-Built plan submittal. The permittee is responsible in assuring that the Engineer of Record receives a copy of this procedure and submits all As-Built plans.

X. Other

XI. Emergency Telephone Numbers

| | |
|------------------|----------|
| Superintendent / | Mobile : |
| Foreman: | _____ |
| Project Manager | Mobile : |
| / Other: | _____ |

I acknowledge attending this Pre-Construction meeting and understand items discussed.

| | |
|--------------|-------|
| Owner/Acting | Date: |
| Agent: | _____ |

This form is issued to give you direction throughout the construction of your project. This information will assist you in meeting City of Vista requirements.

CITY OF VISTA
Engineering Inspection Procedure
Rough Grade Approval

General

Upon completion of engineered grading work the following reports shall be submitted to the Engineering Inspection Section.

1. A certification by the civil engineer stating that **all engineered grading, lot drainage and drainage facilities have been completed in substantial conformance with the approved plans and specifications.** One copy with original signature and seal is to be submitted.

2. A soil grading report prepared by the Soils Engineer, including locations and elevations of field density tests, summaries of field and laboratory test results and other substantiating data and comments on any changes made during grading and their effects on the recommendations made in the soil engineering investigation report. **The Soils Engineer shall provide certification as to the adequacy of the site for its intended use.** Three copies with the original signature/seals are to be submitted.



CITY OF VISTA

Request for Rough Grade Approval

To: City of Vista Engineering Inspection

From: _____ Telephone #: _____

OWNER/OWNER'S REPRESENTATIVE TO INITIAL EACH ITEM COMPLETED

- | | |
|--|--|
| _____ Engineer's statement of compliance as required by the grading ordinance 3 copies with original signature/seal | _____ Soils grading report as required by the grading ordinance. 3 copies with original signature/seal |
| _____ All retaining walls installed per plan | _____ Public/Private street are clean |
| _____ Slopes constructed per plan, covered/landscaped | _____ Brow ditches installed |
| _____ Major drainage facilities installed | _____ Earthen swales/berms installed |
| _____ Offsite drainage in place | _____ Erosion control systems installed |
| _____ Plans revised to reflect any changed conditions | |

The certificate letter by the Civil Engineer shall have the wording: **“All engineered grading, lot drainage and drainage facilities have been completed in substantial conformance with the approved plans and specifications, the permit and the City of Vista Grading Ordinance.”**
VCC 17.56.190

The soil grading report shall have the wording: **“The site is adequate for its intended use.”**
VCC 17.56.190

Owner/Owner's Representative Signature

Date

Notice

The following standard conditions shall be considered a part of the City of Vista Right-of-Way Permit

General

1. Telephone Engineering Inspection at 760-639-6113, 48 hours prior to any work in the City right-of-way.
2. The Right-of-Way Permit shall be kept on the worksite during all ongoing work.
3. Traffic control shall be set and maintained per Plan and/or CalTrans standard. Barricades shall be Type II Flashing, with reflectorized Delineators and Signs if required for night operations. Minimum lane width is 11 feet.
4. Flagmen shall have a safety vest with a Stop/Slow paddle.
5. No street shall be closed without the approval of the Traffic Engineer.
6. Pedestrian walkway shall be left open or detoured using a minimum four-foot wide safe passage way. Ref. SSPWC 7-10.1
7. No work shall begin prior to 7:00AM or continue after 3:30PM or as otherwise approved by the Traffic Control Plan or Permit.
8. Work in the public right-of-way shall be Monday through Thursday, and Fridays with approval by your inspector. No work is allowed on Saturday, Sunday or City Holidays without prior City approval.
9. Upon permit expiration and/or completion of work the permit is considered closed. Extensions will not be permitted for changes in scope or location of work outside the original permit. A new permit and fees must be applied for and approved.
10. No construction vehicles shall be parked upon public sidewalks. VCC 10.24.040.
11. Prior to obstructing the ingress/egress of any residential, commercial or industrial site, permittee is required to give property owner and the City, 24 hour notice, whenever the permittee's operations hinders vehicular or pedestrian traffic, whether public or private. The permittee shall construct and maintain such structures as required to provide safe ingress/egress through a construction site.
12. It is the permittee's responsibility to protect against any dirt or debris from being deposited within the City storm drain system.
13. The permittee is required to immediately comply with all directives issued by the City Inspector to eliminate dust, mud or other site nuisance.

Materials and Standards

1. The permittee is responsible to perform all work and conduct operations per City approved editions of the SSPWC, SDRSD, CITY STDS, CODES, this PERMIT, and all other applicable requirements.
2. No trenches shall be left open overnight. Trenches shall either be plated with temporary AC seal, or backfilled, and have a minimum of 1½" of compacted temporary AC Cold Mix placed. Trench plates must be recessed flush with the existing surface and have an anti-skid

surface. Temporary cold mix must be replaced with permanent hot mix asphalt within 5 working days of original installation

3. Sidewalk, driveways, wheelchair ramps shall be sawcut to an even line and be removed joint to joint.
4. Curb and gutter and cross gutter shall be removed as directed by the City Inspector. Concrete removal will require a 1' asphalt sawcut and repave.
5. Permanent asphalt placement shall be per City of Vista Std. SRF 8A and 8B. Cold Planing for Final Cap required for all trenches.
6. All damaged roadway striping shall be replaced in kind.
7. All concrete placed shall be transit mix with a weight master certificate unless waived by the City Inspector.
8. Two sack slurry backfill is required when tunneling under curb and gutter and for street repairs.
9. All subgrade (12" depth) and basegrade material shall be compacted to 95 percent density. Sidewalk sub/base material shall be compacted to 90 percent density. Certification, including compaction testing, shall be provided by the Permittee unless waived by the City Inspector.
10. No excavated material shall be hauled to a site within the City of Vista, without City Inspector knowledge of the end haul location.
11. Any continuous hauling operation will require a City approved Haul Rout Permit, prior to commencing the haul. Hauling or dirt/rock etc. without this permit may subject this haul to an immediate Stop Work Notice.
12. Approved City materials for construction include:
 - a. Asphalt: Surface – ½" Med. Performance Grade 64-10, Min. 1 ½" thick
Base – ¾" Med. Performance Grade 64-10
Berm – C2-AR-8000
 - b. Concrete for structures – 6/sack 3250 PSI min.
 - c. Concrete for curb and gutters, sidewalks, driveways – 520-C-2500 min.
 - d. Base material for wheelchair ramps – 6" Class II/Caltrans 26-1.02B
 - e. Street base material – Class II
 - f. Sidewalk base material – SSPWC 400-2.3 or Class II
 - g. Curing compound on all concrete – Type I SSPWC 303-5.6

All standards are considered minimum and may be revised by the City depending upon field considerations, standards and materials approved on a signed City plan, supercede above materials and standards. It is the permittee's responsibility to understand and implement all Standards, Codes and other applicable requirements.



City of Vista

Land Development Department
Private Development Projects

Engineering Inspection Procedure **Sewer Testing and Acceptance**

The following standard conditions shall be considered a part of the City of Vista Right-of-Way Permit

General

All new sewer main lines and service laterals shall be tested in the presence of an Engineering Inspector. Please telephone the Project Inspector to schedule the monitoring of testing 48 hours prior to testing.

Reference

SSPWC 306-1.2.12 Deflection Testing
SSPWC 306-1.4.4 Air Pressure Test
SSPWC 500-1.1.5 Televising Inspection

Testing Procedure

- A. Sewer main lines should be pre-tested prior to scheduling City inspection.
- B. All materials and equipment shall be in place and ready to begin the testing process at the time the Project Inspector arrives on site.
- C. Each section of main line shall be flush cleaned/balled prior to any other testing proceeding. Sewer laterals shall be hosed flushed during this same process. Traps shall be set prior to entering a main in service to trap all dirt and debris from entering an active main line.
- D. All plastic sewer main pipe shall be mandreled, using the correct size mandrel, as required per SSPWC 306-1.2.12. Mandrel must have the size stamped on it.
- E. Following the completion of mandrel testing, sewer main lines and connecting laterals shall be securely plugged and air testing begun per SSPWC 306-1.4.4.
- F. Upon completion and acceptance of all testing by the Project Inspector, the sewer main and laterals should be secured to assure that the line is kept clean.
- G. After specific release by the Project Inspector, the sewer main line(s) may be scheduled for video televising.
- H. A private televising service, familiar with SSPWC and City requirements, shall be scheduled to video all new sewer mains or other lines as required. Lines shall have water flowing through them during the televising test. For information regarding the fee and specific Sanitation Division requirements, please contact Tony Tirado at 760-726-1340 ext. 1372 tirado@cityofvista.com or Roger Brenzel at 760-726-1340 ext. 1374 rbrenzel@cityofvista.com.

- I. Upon completion of video taping, please deliver the video, with logs, to Roger Brenzel, Sanitation Engineering, 200 Civic Center Drive, Vista, CA. Be prepared to allow a minimum of five working days for City review of the video tape.
- J. After City review and acceptance of the video tape, the Sanitation Division will give final approval and release of the sewer system.
- K. On larger projects additional video televising may be necessary when occupancy is requested to be released. The land development inspector will determine if any additional televising or testing is necessary.

Note: All other wet/dry utilities which are near or cross the sewer main/laterals, will need to be installed and backfill/compacted, prior to scheduling any sewer testing.

(Date)

City of Vista - Engineering Department
Attn: Mr. Greg Mayer, Land Development Engineer
200 Civic Center Drive
Vista, California 92084-6275

Subject: Finished Grade Certification
(Project Name, Address)
Precise Grading Plan/Grading Permit No. GP ____ - ____

Owner: (Insert Name, Address, Phone No.)

Dear Mr. Mayer

Please be advised that on (date), (Firm Name) completed a field inspection of (lot #'s, parcel #'s or building #'s) at the subject (type of project) project that have street addresses of (street #'s and names), respectively.

In my professional opinion, finished grading of the area surrounding each building has been completed in substantial conformance with the lines and grades shown on the approved Precise Grading Plan. The area inspected is color-coded on the attached 8½" x 11" exhibit.

The Post-Construction Best Management Practices (BMPs) have been installed and are functioning as designed. The drainage swales have been graded to a minimum of 1% gradient and the provisions of the City's Grading Ordinance have been met.

All of Americans with Disability Act (ADA) features have been inspected by me and meet current ADA Standards.

The as-built finished bottom floor elevation of each two-story building is as follows:

(INSERT TABLE SHOWING DESCRIPTION AND SURVEY ELEVATION)

The structures constructed with this development are/are not located within a mapped FEMA floodplain. Attached is a FEMA Elevation Certificate for each building located within the FEMA floodplain.



Sincerely,

(Name and Registration No.) (DATE)



City of Vista

Land Development Department
Private Development Projects

As-Built Print Package Submittal Requirements

The following is a list of items that shall be submitted for the “As-Built” print package to the Engineering Inspector prior to occupancy being granted, or prior to bond release if no structures are constructed:

1. _____ Transmittal Letter from Engineer of Work, listing all items being submitted.
2. _____ One (2) set of full size prints of the approved “As-Built” engineering plan set, folded to 8.5” x 11” in size. (To: City of Vista, Land Development Department)
3. _____ One (1) set plus digital of Final Compaction Soils Report
4. _____ One (1) set plus digital of Line and Grade Certification Letter, signed and sealed by the Engineer of work for each parcel.