

City of Clovis

# DESIGN GUIDELINES

To Be Used in the Preparation of

## CONSTRUCTION DRAWINGS

and other

## DOCUMENTS

Required in the processing of

## DEVELOPMENT ENTITLEMENTS

Steven White, P.E., City Engineer

Prepared by the Development Review Unit  
Engineering Department, City of Clovis  
Mike Harrison, P.E., DRU Manager  
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# SECTION I

## INTRODUCTION AND OVERVIEW

# 1. INTRODUCTION AND OVERVIEW

## A. Introduction.

The City of Clovis Development Review Unit (DRU) of the Planning and Development Services Department serves many purposes. Several of them are:

- ❖ To assist the Development Community in creating accurate construction documents meeting City requirements;
- ❖ To ensure that development within the Sphere of Influence of the City meets or exceeds established standards and is consistent with the City General Plan;
- ❖ To implement the vision of the Department; and
- ❖ To assist the Development Community in meeting and understanding all of the conditions placed upon, and impact fees levied against, projects through the entitlement processes.

These Design Guidelines focus on the four entitlement processes which typically result in the preparation of improvement plans. These are the Site Plan Review (SPR), Conditional Use Permit (CUP), Parcel Map, and Final Map. The entitlement process typically is accomplished in two phases. The first phase consists of the initial application. In considering an application, the City will develop a set of conditions which, if agreed to by the applicant, will lead to final approval of the proposed development.

The second phase begins once the conditions of approval have been agreed to, and the application is formally approved subject to satisfaction of the applied conditions. The conditions will generally require the construction of certain public improvements, both on-site and possibly off-site, and meeting certain other construction criteria pertaining to private improvements. All of these require submittal of design and/or other drawings, maps, and other related documents required by the conditions of approval.

## B. Purpose.

The purpose of these Design Guidelines is to assist the Development Community, which includes owners, engineers, architects and consultants, with the second phase only. Applicants are referred to other City guidelines for the initial or first phase submittal requirements. Similarly, these Guidelines will not cover the technical details of preparing Parcel Maps or Final Maps. These must conform to the State Subdivision Map Act. Only City requirements will be discussed herein.

These Design Guidelines are, therefore, intended to be used principally in the preparation of design drawings, grading plans, maps, and other related documents usually required by the four entitlement processes mentioned above. They are not intended to replace or supersede any adopted City Standards or Specifications. In the event there are conflicts, the adopted documents shall prevail.

### C. Process and Review Time.

The processes have been individually described herein with a list of the plans and items typically needed for a complete submittal. The types of plans are described more specifically with a checklist of typical items required. In addition, DRU staff will be looking for consistency of information between all the plans for a project and for clarity of intent. The Design Guidelines are not intended to create drafting and presentation standards, but to help the Development Community understand the expectations and design standards of the City of Clovis DRU, as well as help generate design plans that can be approved in a timely manner. Obviously, the more complete that plans and other required documents are at initial submittal, the less time it will take to perform the reviews.

The goal of the DRU staff is to approve a project within 4 submittals or less. The 1<sup>st</sup> submittal will be returned within 4 weeks of the submittal date, and all subsequent submittals will be returned within 2 weeks of the subsequent submittal date. This schedule is not guaranteed, as it is predicated on the completeness of all submittals, including plans, maps and all other required documents. If a project requires more than 4 submittals to obtain approval, staff time will be charged to the applicant at a rate of \$60 per hour for each hour required to review subsequent submittals.

An Express Plan Check service is also offered, provided that staff or an outside consultant is available. The timelines are reduced to 2 weeks for a 1<sup>st</sup> submittal and 1 week for each subsequent submittal. DRU staff time will be billed to the applicant at the hourly rate in effect at the time of the request (currently at \$90 per hour). The consultant charges will be billed to the applicant at the rates determined through separate agreements between the consultant and the City of Clovis. The fee for the Express Plan Check will be collected after each review is completed and prior to release of the plan check package.

**Note to applicants and DRU staff about Title Reports. For each of the entitlement processes described in these guidelines (SPR, CUP, Parcel Map, Final Map), a current Title Report (Preliminary, Pro Forma, etc.) will be required. To more accurately reflect ownerships and encumbrances on the land, this document must be no more than 30 days old. A Report older than 30 days will be rejected, with no further review of the application until an updated document is furnished. The Applicant's Engineer and DRU staff are to review and check the Report against the proposed development of the site to assure there are no proposed uses that would conflict with restrictions or encumbrances contained in the Report.**

***Particular attention shall be paid to the proposed use of abandoned public right of way to assure that all legal processes have been completed. The DRU reviewer shall certify to the file that the Title Report has been reviewed and that the proposed development is consistent with it.***

#### D. About the Appendices

There are a number of useful and informational items such as Standard Plan Sheet formats, Standard Deed formats, and others included in the Appendix to assist the Developer and the Engineer/Architect in preparing the various documents required of an application. A compact disc of these guidelines is available to permit downloading the information. Typical drawings are in AutoCAD format.

#### E. Updates

These Guidelines will continually evolve to address new issues, or to amend old processes. As a result, changes and additions to this booklet can be expected over time, and it will be incumbent on the user to make sure that the latest issue is being used. Initially, updated Guidelines will be available through the printing company utilized by the City (contact the DRU staff for this information, as it may be subject to change). The ultimate goal is to have the Guidelines posted to the City's web site, with updates provided through that source also. Revisions will be posted below on this page.

#### LIST OF REVISIONS

June 14, 2006 Revision No. 1

Appendix D, Construction Notes. Various changes to notes throughout this Appendix. New Appendix D to replace the existing one.

July 5, 2006 Revision No.2

Appendix D, Construction Notes. Changes made to Note Nos. 62, 75, 80, and 87.

See City Website for latest text/copy.

**SECTION 2**

**GENERAL DESCRIPTIONS AND  
REQUIREMENTS**

## 2. GENERAL DESCRIPTIONS AND REQUIREMENTS

Descriptions and requirements for each of the land-use entitlement processes are given below. Details for each of the requirements are provided in Section 3.

Because the requirements may vary with each application, the applicant's engineer/architect is encouraged to contact DRU staff before the first submittal to determine which requirements listed below will be necessary for each specific application, and the number of plan sets that will need to be submitted. In many instances, improvements may be required to be constructed by or for agencies other than the City. These include the Fresno Metropolitan Flood Control District, Fresno Irrigation District, PG&E, and possibly others. Early contact with these agencies, particularly PG&E regarding Rule 15, 16 and Rule 20 work, will facilitate the City's review of the application.

### A. SITE PLAN REVIEW (SPR), CONDITIONAL USE PERMIT (CUP)

#### 1. Description

Many projects are required to use the SPR process. Two of the most common are single lot commercial or multi-family developments, and multi-lot Planned Unit Developments (PUD). Note that PUDs also have to comply with Parcel or Subdivision Map requirements. While CUP applications generally involve commercial developments, the approval requirements are very similar to those of a Site Plan Review process, and are therefore included in this Section.

#### 2. Requirements

- a. Plans (Note: The below listed Civil plans are to be submitted to the DRU separate and apart from structure plans which are to be submitted to Building Plan Check and Inspection Division. Combined plans will not be accepted for processing.)

#### Typical Plans Required:

- \_\_\_ Cover Sheet for multiple-page improvement plans; Include inspection fee schedule (See Appendix C)
- \_\_\_ Grading & Drainage Plan
- \_\_\_ Composite Utility (sewer, water, etc.) Plan
- \_\_\_ Horizontal Control Plan
- \_\_\_ PG&E Plans (if available at the time of first submittal)
- \_\_\_ On-site Landscape and Irrigation Plan
- \_\_\_ Private Street or Parking Lot Light Plan
- \_\_\_ Storm Water Pollution Prevention Plan (SWPPP) for sites 1 acre or greater, or less than 1 acre if part of a larger development; include equip. storage areas

On-site information to be shown on the Horizontal Control Plan for SPRs and CUPs is listed in Section 3.

If the Conditions of Approval of the SPR require construction of improvements within public right-of-way, then in addition to the above, some or all of the following plans may also be required:

- |  |   |
|--|---|
| <input type="checkbox"/> Street Improvement Plan and Profile | <input type="checkbox"/> Traffic Management Plan        |
| <input type="checkbox"/> Utility Plan and Profile            | <input type="checkbox"/> Public Street Lights Plan      |
| <input type="checkbox"/> Rule 15, 16 and Rule 20 Plans*      | <input type="checkbox"/> Landscape and Irrigation Plan  |
| <input type="checkbox"/> Traffic Signal Plan                 | <input type="checkbox"/> Storm Drain Improvement Plan** |
| <input type="checkbox"/> Striping & Signage Plan             |   |

\* Where PG&E or other utilities are to be re-located or new utilities installed, these plans must identify potential conflicts with each other or with City Utilities (water, sewer) and FMFCD storm drains. Notes on other required plans should not only indicate "to be relocated by others" but should reference the Rule 15, 16 or Rule 20 Plans. Details need to be provided in other required plans where new improvements to be installed are in conflict with existing high risk utilities that either need to remain in place or need to be relocated as part of the project.

\*\* If this is required, consult with the Fresno Metropolitan Flood Control District to ascertain that agency's requirements. At a minimum, show these facilities on the Grading and Drainage Plan, Composite Utility Plan, and Utility Plan and Profile if one is required. In most cases, the FMFCD will require a separate set of plans with Cover Sheet. If so, these are to be incorporated into the plan set submitted to the DRU.

#### b. Other Required Documents, Information

- A Preliminary Title Report less than 30 days old \*
- A Proforma Title Report if ownership of the land is expected to change prior to project approval \*
- Copies of all encumbrances listed in the Title Report that were not recorded for the City of Clovis
- Fractional breakdown description of the property if applicable
- Closure calculations for the parcel boundary and/or right-of-way dedications may be required
- Use of any abandoned public right of way verified by agency resolution no.
- Verification from PG&E that the required information has been received to allow their design to proceed
- Notice of Intent (NOI) for SWPPP
- Encroachment Permits and requirements from other affected agencies ( County, Caltrans, City of Fresno)
- Cost estimate for public Improvements, including public landscaping, (for Bonding purposes)

\* The boundary description contained in these reports must be reflected in the boundary to be shown on the Grading and Drainage Plan and the Horizontal Control Plan.

#### NOTES:

B. PARCEL MAP (PM)

1. Description

Projects that can be developed under a PM process are defined by the Subdivision Map Act. These typically include commercial developments and small residential developments. The applicant's Engineer is encouraged to contact DRU staff before the first submittal to determine which requirements listed below will be necessary, and the number of plan sets that will need to be submitted.

2. Requirements

a. Plans

Typical Plans Required (minimum):

- |  |   |
|--|---|
| <input type="checkbox"/> Parcel Map                                  | <input type="checkbox"/> Composite Utility (sewer, water, etc.) Plan  |
| <input type="checkbox"/> Cover sheet for multiple-page project plans | <input type="checkbox"/> PG&E plans (if available at first submittal) |
| <input type="checkbox"/> Grading and Drainage Plan                   | <input type="checkbox"/> Horizontal Control Plan                      |
| <input type="checkbox"/> SWPPP for sites 1 acre or more              |   |

If the PM Conditions of Approval require construction within public right-of-way, then in addition to the above, some or all of the following plans may be required:

- |  |  |
|--|--|
| <input type="checkbox"/> Street Plan and Profile             | <input type="checkbox"/> Striping & Signage Plan           |
| <input type="checkbox"/> Utility Plan and Profile            | <input type="checkbox"/> Public Street Lights Plan         |
| <input type="checkbox"/> PG&E Rule 15, 16, and Rule 20 Plan* | <input type="checkbox"/> Private Street Light Plan, if any |
| <input type="checkbox"/> Storm Drain Improvement Plan**      | <input type="checkbox"/> Traffic Control Plan              |

\*Where PG&E or other utilities are to be re-located or new utilities installed, these plans must identify potential conflicts with each other or with City Utilities (water, sewer) and FMFCD storm drains. Notes on other required plans should not only indicate "to be relocated by others" but should reference the Rule 15, 16, or Rule 20 Plans. Details need to be provided in other required plans where new improvements to be installed are in conflict with existing high risk utilities that either need to remain in place or need to be relocated as part of the project.

\*\*If this is required, consult with the Fresno Metropolitan Flood Control District to ascertain that agency's requirements. At a minimum, show these facilities on the Grading and Drainage Plan and Utility Plan and Profile if one is required. In most cases, the FMFCD will require a separate set of plans with Cover Sheet. If so, these are to be incorporated into the plan set submitted to the DRU.

b. Other required documents, information

- A Preliminary Title Report less than 30 days old \*
- A Proforma Title Report if ownership of the land is expected to change prior to project approval \*
- Closure calculations for the boundary, all lots, all blocks, centerlines, right-of-way
- Fractional breakdown of property, if applicable
- Copies of all encumbrances listed in the Title Report that were not recorded for the City of Clovis
- Use of any abandoned public right of way verified by agency resolution no.
- Verification from PG&E that the required information has been received to allow their design to proceed

- \_\_\_ Notice of Intent (NOI) for SWPPP
- \_\_\_ Encroachment Permits and requirements from other affected agencies ( County, Caltrans, City of Fresno)
- \_\_\_ Cost estimate for public Improvements, including public landscaping, (for Bonding purposes)

\* The boundary description contained in these reports must be reflected in the boundary to be shown on the Grading and Drainage Plan and the Horizontal Control Plan.

**NOTES:**

## C. FINAL MAP

### 1. Description

The projects that can be developed under a Final Map process are defined by the Subdivision Map Act. The majority of projects are residential developments and Planned Unit Developments (PUD). The applicant's Engineer is encouraged to contact DRU staff prior to the first submittal to determine which of the below requirements will apply, and the number of plan sets that will need to be submitted.

### 2. Requirements:

#### a. Typical Plans Required:

- |   |  |
|---|--|
| <input type="checkbox"/> Final Map                                  | <input type="checkbox"/> Public (PG&E-owned) Street                  |
| <input type="checkbox"/> Cover Sheet for Improvement Plans          | <input type="checkbox"/> Lights Plan if available at first submittal |
| <input type="checkbox"/> Utility Plan & Profile                     | <input type="checkbox"/> Street Improvement Plan & Profile           |
| <input type="checkbox"/> Landscape and Irrigation Plans             | <input type="checkbox"/> Striping & Signage Plan                     |
| <input type="checkbox"/> Composite Utility Plan (sewer, water, etc) | <input type="checkbox"/> Grading & Drainage Plan                     |
| <input type="checkbox"/> SWPPP for sites 1 acre or greater          | <input type="checkbox"/> Storm Drain Imp. Plan*                      |
|   | <input type="checkbox"/> PG&E Rule 15, 16, and Rule 20 Plan**        |

\* If these are required, consult with the Fresno Metropolitan Flood Control District to ascertain that agency's requirements. At a minimum, show these facilities on the Grading and Drainage Plan, Composite Utility Plan, and Utility Plan and Profile. In most cases, the FMFCD will require a separate set of plans with Cover Sheet. If so, these are to be incorporated into the plan set submitted to the DRU.

\*\*Where PG&E or other utilities are to be re-located or new utilities installed, these plans must identify potential conflicts with each other or with City Utilities (water, sewer) and FMFCD storm drains. Notes on other required plans should not only indicate "to be relocated by others" but should reference the Rule 15, 16 or Rule 20 Plans. Details need to be provided in other required plans where new improvements to be installed are in conflict with existing high risk utilities that either need to remain in place or need to be relocated as part of the project.

Some of the following additional plans may be required:

- Private Street Lights Plan
- City-owned Street Lights Plan
- Traffic Signal Plan
- Traffic Control Plan

#### b. Other Documents, Information

Required documents and information include:

- |  |   |
|--|---|
| <input type="checkbox"/> A Preliminary Title Report less than 30 days old *  | <input type="checkbox"/> Closure calculations for the boundary, all lots, all blocks, centerlines, right-of-way |
| <input type="checkbox"/> A Proforma Title Report* if ownership of the land is expected to change prior to project approval | <input type="checkbox"/> Fractional breakdown of property, if applicable  |

- \_\_\_ Copies of all encumbrances listed in the Title Report that were not recorded for the City of Clovis
- \_\_\_ Verification from PG&E that the required information has been received that allows their design to proceed
- \_\_\_ Cost estimate for public Improvements, including public landscaping, (for Bonding purposes)
- \_\_\_ NOI for SWPPP
- \_\_\_ Encroachment Permits and requirements from other affected agencies (County, Caltrans, City of Fresno)
- \_\_\_ Use of any abandoned public right of way verified by agency resolution no.

\* The boundary description contained in these reports must be reflected in the boundary to be shown on the Grading and Drainage Plan and the Horizontal Control Plan.

**NOTES:**

**SECTION 3**

**DETAILED PLAN SHEET  
REQUIREMENTS**

### 3. Detailed Plan Sheet Requirements

#### A. GENERAL

All Plan sheets described herein, including the Cover Sheet, shall comply with the following:

- \_\_\_ 24"x36" plan-sheet size, with a 1" border
- \_\_\_ Durable quality paper, except that As-Built plans shall be mylar, reproducible
- \_\_\_ Standard City title block and approval block. Use the Site Plan Review, Final Map or Parcel Map number and name if appropriate
- \_\_\_ Only the final submittal shall be stamped, signed, and dated by the licensed professional registered in the State of California who is in responsible charge of the project design. Intermediate submittals shall not be signed, but dated; stamping is optional

#### B. COVER SHEET

##### 1. Description.

The Cover Sheet is intended to inform the City DRU and the constructor of the identity and location of the proposed project, that it has been approved by all parties having a direct interest in the work, includes notices regarding the conduct of the work, and the location (Sheet No.) of the details of construction. Very small projects may combine information that would otherwise be put on another plan sheet with the Cover Sheet to avoid multiple sheets. However, the applicant's Engineer must consult with the DRU before proceeding on this basis. The Cover Sheet shall be done in City format and logo. See Appendix A. For SPR's, include Appendix C.

##### 2. Typical Plan-Sheet Items Required

- \_\_\_ Completed City of Clovis title block indicating the appropriate number of sheets included in the plan set. See Appendix C. For the City project title and number, use the SPR, PM, or TM number. For sheet description, use "Cover Sheet."
- \_\_\_ The number of City departments that need to indicate their approval within the approval block will depend on the information provided on the cover sheet. DRU staff will indicate the appropriate departments and initial lines needed during the 1st submittal review. As a minimum, Development Review, Construction Management and Fee Administration will be required.
- \_\_\_ Where appropriate, North Arrow(s) and scale(s)
- \_\_\_ Project title in large print at top of sheet. Use SPR, CUP, PM, or FM number and name if appropriate. This is in addition to the title block information.
- \_\_\_ A prominent Standard USA note
- \_\_\_ Basis of Bearings
- \_\_\_ Benchmark information
- \_\_\_ Location Map; if applicable, show City Limits
- \_\_\_ An Inspection Fee Schedule for SPRs
- \_\_\_ Approval signature lines for all applicable agencies and parties including, but not limited to, FMFCD, FID, Fresno County, the City of Fresno and the City Engineer
- \_\_\_ A complete Sheet Index
- \_\_\_ A complete legend of the symbols used
- \_\_\_ Street typical structural sections may be shown on this sheet if space allows. Otherwise, provide a separate sheet(s)

- \_\_\_ For SPRs, include inspection fee schedule (see Appendix C).
- \_\_\_ City of Clovis typical construction notes (obtain from DRU staff)
- \_\_\_ Additional general notes from the engineer or developer may be included on the Cover Sheet as long as they do not conflict with the City of Clovis typical notes
- \_\_\_ Site address
- \_\_\_ Assessor' Parcel Number
- \_\_\_ Entitlement process number
- \_\_\_ Plan check Number
- \_\_\_ Owner name and address
- \_\_\_ Additional information may be provided at the discretion of the design professional(s) and the developer
- \_\_\_ Addresses and telephone numbers of the Engineer of record and, if known, the Applicant's Construction Manager

Notes:

## C. GRADING & DRAINAGE PLAN

### 1. Description.

A Grading & Drainage Plan is required for all development, regardless of the entitlement process. This plan is intended to show all earthwork activities and details on how and where the development will drain, as well as other site details. The exterior boundary of the development must be shown on this plan, and it must be consistent with the legal description contained in the project title report. The Plan shall also, at a minimum, conform to the requirements listed below.

### 2. Grading and Drainage Plan

#### a. Typical Plan-sheet Items Required:

___ Completed Title and Approval Block	___ ADA Signage at parking lot entrance where applicable
___ North Arrow and Graphic Horizontal Scale, not less than 1" = 50'	___ Where required, show Trash Enclosure locations to scale; cite applicable City Standard Drawing.
___ General Notes	___ Show existing ground shots on adjacent property 5' to 10' beyond the site boundaries at 50' stations maximum
___ Abbreviations and Legend	___ Adequate drainage arrows with slopes indicated to show intent
___ Show and dimension the exterior boundary of the development. Must be consistent with the legal description in the Title Report	___ Sufficient proposed elevations such as, but not limited to, grade breaks (GB), beginning of curves (BC), ends of curves (EC), points of reverse curvature (PRC), points of compound curvature (PCC), top of walls (TW), top of footings (TF), gutters (G), pavements (P), flowlines (FL), finished floors (FF), pads, and swales.
___ Show Street RW lines and City Limit line if applicable	___ Section views of proposed retaining walls and other non-City standard improvements
___ Street names and lot numbers	___ Provide supporting calculations by R.C.E. for any retaining walls and pavement sections for the City project file
___ Earthwork quantities	___ Proposed and Existing Right-of-Way Lines
___ Pad Elevations and/or Finished Floor Elevations. (If applicable, show all pertinent information, grades, etc., pertaining to FMFCD flood plain requirements)	___ Proposed Easements
___ Area of pavement in appropriate units	___ Drain Inlet type described i.e. Christy U-21, SD-1, V-9; show gutter FL at the inlet at either side of the inlet throat opening.
___ Pavement cross-slopes = 1% min. for on-site and private streets; 2% min. for City streets (see Section 3-F, Street Improvements Plan & Profile)	___ Drainage pipelines and manholes; show pipe sizes. (Note: Storm Drains, inlets, and laterals must also be shown on the Composite Utility Plan, Section 3-K)
___ Gutter slope = .0015 min.	
___ Drop across Street Valley Gutters = 0.35' (0.1', 0.15', 0.1') min. For on-site valley gutters, use S = 0.0015 min.	
___ Drop around curb returns = 0.2' min.	
___ Cul-de-sac, Knuckle slopes = .0025 min.	
___ Existing Utility Locations (if applicable)	
___ Existing Wells, Septic Tanks and Leach Lines. Note if to be removed, salvaged, abandoned in place, or remain in temporary service	
___ Public Street Lights (show private lights on Horizontal Control Plan)	
___ ADA pavement markings and signage where applicable	

- Match-points to existing shall show both proposed and existing elevations
- The approximate locations of R-value tests by the soils engineer
- Detention/Retention Basins and sizing calculations
- Drainage onto public streets: less than ¼ acre can sheet flow over a drive

- approach; greater than ¼ acre shall be piped through the curb per City Standard Drawing. SD-3
- Show on this plan all SWPPP BMP measures to control site runoff if applicable (1-acre or greater)

**NOTES:**

D. Horizontal Control (Site Dimension) Plan

1. Description.

This plan is generally required for an SPR or CUP process. The information required on this plan may be added to the Grading and Drainage Plan provided it does not result in the plan becoming too cluttered or confusing. It shall indicate the critical dimensions identified in the Conditions of Approval, dimensions along ADA paths of travel and other pertinent site dimension data. This Plan must show and dimension the exterior boundary of the parcel being developed. The boundary must be consistent with the legal description contained in the Title Report. Where any use of abandoned public right of way is proposed, show the agency resolution number effecting the abandonment. Additional dimensions may be added as needed to help clarify the site layout.

2. Typical Plan-Sheet Items Required:

- |  |   |
|--|---|
| ___ Completed title and approval block; use the SPR or CUP number.                               | ___ consistent with the legal description contained in the Title Report   |
| ___ North arrow and graphic horizontal scale of not less than 1" = 50'                           | ___ City Limit line if applicable   |
| ___ Approval lines within the approval block for Development Review and Construction management. | ___ Locations and dimensions of proposed or existing easements for on-site public water mains, fire hydrants, or other public improvements. |
| ___ Show agency resolution no. on RW abandonments  | ___ Locations and dimensions of any other existing or proposed easements  |
| ___ Dimensioned boundary of parcel being developed. The boundary must be                         | ___ Existing Survey Monuments   |

Examples of improvements that must be dimensioned include, but are not limited to:

- |                                     |   |
|-------------------------------------|---|
| ___ Ramps                           | ___ Major features of on-site landscape and irrigation  |
| ___ Loading Zones                   | ___ ADA path of travel; show ADA pavement markings and signage; ADA signage at parking lot entrance |
| ___ Parking Stalls                  |   |
| ___ Drive aisle and driveway widths |   |
| ___ Building locations and setbacks |   |
| ___ On-site lighting                |   |

Locations and sizes, where appropriate, of:

- |   |   |
|---|---|
| ___ Fire hydrants, valves, water service lines          | ___ Water and sewer service lateral connections |
| ___ Fire service lines, detector check valves and boxes | ___ Landscape water service location and size   |
| ___ Water meter location(s)                             | ___ Trash enclosures                            |
| ___ Backflow prevention devices                         | ___ Sidewalk pattern                            |
| ___ Tree locations relative to PUE's                    |   |

NOTES:

E. Clearing & Grubbing / Demolition Plan

1. Description

A Clearing and Grubbing / Demolition Plan is required for all development when there are substantial existing above and/or below ground improvements that are to be demolished and removed. The Plan shall also be used to designate improvements or landscaping, such as trees, which are to be protected and remain. This information may be shown on the Grading & Drainage Plan if it does not result in that Plan becoming too cumbersome or confusing. The boundary of the parcel being cleared shall be shown and dimensioned on the Plan, and must be consistent with the legal description contained in the Title Report for the development.

2. Typical Plan-Sheet Items Required

___ Completed Title and Approval Block	___ Existing gas, electric or other utility locations, above and below ground
___ North arrow and graphical scale no less than 1" = 50'	___ Existing improvements above and below ground such as, but not limited to, buildings, foundations, walls, fences, water wells, septic tanks, leach fields, irrigation pipelines, etc.,
___ Abbreviations and legend	___ Existing vegetation/landscaping/trees
___ Parcel boundary dimensioned and consistent with legal description in Title Report	___ Any other pertinent improvements that are to be removed or remain
___ General notes	

NOTES:

## F. STREET IMPROVEMENTS PLAN AND PROFILE & TYP. X-SECTIONS

### 1. Description

These improvement plans will be required whenever construction of public street improvements, including curb and gutter and sidewalk, are required by the Conditions of Approval of any of the entitlement processes. They will also be required for private streets in any Planned Unit Developments, Condominium Projects, Commercial or Multi-family projects. See Appendix B for a Plan and Profile Sheet template.

### 2. General Design Requirements

- Vertical curves shall be considered on major streets (collectors, arterials, expressways) whenever the difference in slope is greater than 0.5. Use AASHTO or Caltrans Standards
- The pavement cross- slope shall be 2% from the high-side gutter lip. The pavement slope from the low side gutter lip, therefore, will be greater than 2%.
- R-value tests for calculating street structural sections are to be taken from within the street area and not on-site. For new streets or street reconstructions, tests shall be taken at or near the design centerline. For street widening, tests are to be taken in the area to be widened. Intervals of tests shall be sufficient to adequately describe soil conditions for the entire reach of each street.
- Curb and gutter minimum slope is 0.0015.
- Cul-de-sac and knuckle minimum gutter slope shall be 0.0025. Cul-de-sac maximum length is 500'
- Cul-de-sac center pavement crossfall shall be 1.5 % minimum, as measured from the center of the cul-de-sac to the highest gutter lip
- Elevation difference (drop) at the ends of curb returns from end to end shall be 0.2' minimum.
- The elevation change (drop) across V-gutters at intersections shall be at least 0.35' between the opposite ends of the two returns. In the direction of flow there should be 0.10' min. fall from the far end of the return to the intersection of flowlines; 0.15' min. fall from the far side intersection of flowlines to the nearside intersection of flowlines; and 0.10' fall from the nearside intersection of flowlines to the nearside return end. The minimum drop is 0.25', and can be used only under special circumstances with the approval of the DRU. Refer to City Standard Drawing No. ST-10.
- Curb return radii shall be per City Standard Drawing ST-31.
- Pressure-treated Header Boards shall be placed at the ends of pavement that will be extended or widened in the future; show proposed pavement elevations on the Plan View.
- Temporary timber barricades per City Standard Drawing No. ST-13 are required at the ends of stub streets
- Stub streets in cut or fill will require a retaining wall and header board as above described at the temporary barricade
- The angle of transitions from new roadways to existing shall follow the following formulas:  
  
Design speeds less than 45 mph:  
$$L = WS^2 / 60$$
  
Where L = length of transition  
W = width of transition  
S = design speed in mph
- Design speeds 45 mph or greater:  
$$L = W X S$$
- Structural sections for transitions are to be determined by the DRU
- Irrigation pipelines to be installed within the street right-of-way shall be rubber gasket reinforced concrete, unless otherwise specified by the FID and approved by the DRU. Shallow storm drain pipes under constant head shall also be rubber gasket unless otherwise specified by the FMFCD and approved by the DRU. Strength class of these pipes shall be determined by the owner-agency.

- Retaining walls or slopes are required at locations with more than 0.5' difference in grade between the roadway and adjacent areas. Slopes or retaining walls to be constructed on adjacent property not owned by the applicant will require an easement.
- Sidewalk as a general rule will be full width from the back of curb to the right-of-way line. On residential streets, this width will

be 7' as measured from the face of curb (FOC) to the property line. Variations of this will occur depending on location, land use, and other factors. In all new construction, regardless of width, ADA requires that sidewalks shall have a clear width of 48". The only permitted exception is that where existing obstructions in the right-of-way makes this impossible, there shall be 36" min. clear.

**Important:**

*For the full width sidewalk case, street furniture such as fire hydrants, street lights, and signs shall be placed so as to provide the ADA-required 48" clear path around the improvement. Hydrants and street lights are to be placed with their centerlines 30" from the FOC. Use City Standard Drawing No. W-2 for fire hydrants as a guide.*

*In some instances, a 5' wide residential sidewalk (measured from FOC to the back of walk (BOW) may be required, leaving a 2' space between the BOW and the property line. Along side-yards, this will require that the property owner's fence be placed 5' inside the property to allow a 7' space between the BOW and the fence. The 5' setback space shall be protected by a landscape easement, and is to be landscaped and maintained by the property owner. In this case, street furniture shall be placed in the landscape area, or alternatively, placed as in the case of full width sidewalk, and the sidewalk widened to the property line around the facility to provide the required 48" clear path.*

*At some locations, a park strip will be required between the curb and sidewalk. Street furniture shall be placed in this park strip, again, using Standard Drawing No. W-2 as a guide.*

*The applicant's Engineer is strongly advised to contact the DRU staff in advance of preparing plans to determine specifically the sidewalk patterns to be used for the development.*

- Street Names: Names for new streets are normally determined by DRU staff. Everything north of Sierra Ave. and west of Minnewawa Avenue is: North for north-south streets and West for east-west
- Show section lines and center lines with their associated bearings and distances or arc data. This data shall match the data shown on the Parcel or Final Map.
- Street lights to be located at future traffic signal pole locations shall be installed on traffic signal poles

**3. Typical Plan Sheet Items Required:**

- Completed title and approval block. Use the street name for sheet description
- North arrow and graphic horizontal scale; plan view shall be either 1" = 30' or 1" = 40'. Profile view shall be no smaller than 1" = 2'.
- Legend
- Construction Notes

#### 4. Plan View

- \_\_\_ Plan views shall be placed at the top ½ of the sheet
- \_\_\_ Horizontal stationing shall be at 100' intervals
- \_\_\_ At curb and gutter match points both the top of curb and flowline of the existing curb and gutter are to be noted on both Plan and Profile views
- \_\_\_ Show bearings and curve data on all centerlines of streets. Include any other data necessary for the accurate construction of the improvements.
- \_\_\_ For multiple sheets, use equations for match points
- \_\_\_ Street lights should be located at the property line between adjacent lots.
- \_\_\_ Show the locations of all storm drain inlets and fencing for temporary storm drainage retention basins on the Plan View.
- \_\_\_ Centerline pavement grades: Show at unique intersections, all curb return ends approaching a valley gutter, knuckles, cul-de-sacs, and where tops of curbs differ by more than 0.15'
- \_\_\_ Curb and gutter curve data shall be consistent with the Final or Parcel Map data.

#### 5. Profile View:

- \_\_\_ Profile view shall align with Plan View
- \_\_\_ Vertical elevations at 2' intervals shall be shown on the right and left sides of the Profile View. Vertical elevations shall be on U.S.G.S. datum. This shall also be noted on the right and left sides of the Profile View.
- \_\_\_ Centerline pavement grades: Show at unique intersections, curb return ends approaching a valley gutter, knuckles, cul-de-sacs, and where tops of curbs differ by more than 0.15'
- \_\_\_ Show profiles of gutter and centerline slopes in decimal form
- \_\_\_ Show centerline and gutter elevations at ends of any lines and at slope changes
- \_\_\_ Show Top of Curb elevations at curb returns, grade breaks, and at storm drain inlet locations
- \_\_\_ Where curb and gutter is to be constructed adjacent to existing streets, show the profile of the existing street pavement edge or other pavement location where the tie-in will be made.

#### 6. Construction Details Sheet

- \_\_\_ If not shown on Cover Sheet, provide a Details Sheet illustrating typical cross sections of all proposed roadway construction. Provide separate details for each structural section and wherever pavement width changes. Show T.I. and R-value used to determine each structural section.
- \_\_\_ Provide typical cross sections for roadway transition areas. The DRU will determine transition structural sections
- \_\_\_ Title cross sections by station numbers
- \_\_\_ Provide a separate detail for other unique features to be constructed.

#### NOTES:

## G. STRIPING AND SIGNAGE PLAN

### 1. Description

A Striping and Signage Plan may be required, depending on the location and size of the proposed development. If not specified in the Conditions of Approval, the applicant or his engineer/architect is advised to contact the DRU for a determination. If a Traffic Signal is to be installed, coordinate the Striping and Signage Plan with the Traffic Signal Plans. If a Striping and Signage Plan is required, the following documents are to be used as references for their preparation:

- \_\_\_ California Supplement of MUTCD 2003 or latest edition (for signage)
- \_\_\_ City of Clovis Standard Construction Notes and applicable Standard Drawings (obtain from DRU)
- \_\_\_ State of California Standard Plans, July 2002 or latest edition (for striping and pavement markers)

### 2. Typical Plan Sheet Items Required:

- \_\_\_ Completed Title and Approval Block. Use Plan name for sheet description
- \_\_\_ North Arrow and horizontal scale of not less than 1" = 40'
- \_\_\_ Use MUTCD nomenclature for sign call-outs
- \_\_\_ Show existing striping and signage 200' to 300' beyond both ends of the new striping
- \_\_\_ Use California Standard Plans nomenclature for striping, stenciling, and pavement marker call-outs
- \_\_\_ Show existing striping and signage on the opposite side of an existing street to be widened
- \_\_\_ Consult w/City Street Maintenance staff for coordination of markings and stencils for Bike Lanes. Indicate on plan sheet and construction notes accordingly.

NOTES:

## H. PUBLIC (PG&E) STREET LIGHTS (See also Section 3-J, City-owned Decorative Street Lights).

### 1. Description.

For purposes of this manual, public street lights are the typical cobra-style overhead lights installed, owned, and maintained by PG&E. PG&E now offers a thematic street light similar to the City- owned and approved thematic light. Early-on in the first phase of application review, City staff shall determine which type of light is to be furnished by the applicant. For PG&E-owned lights, a separate plan is not required from the applicant. However, plans submitted by PG&E shall include all the details pertaining to public street lighting proposed for the development. Information from the PG&E Street Light Plans must be transferred to the applicable City-required plans indicated below.

### 2. General Design Requirements

#### a. Street Light Layout Criteria (this information shall be given to PG&E by the applicant):

##### 1. Location

Design control street lights are to be located first. The intermediate lights are then spaced per the procedure outlined below.

##### 2. Spacing

S = Maximum spacing between intermediate lights

S = 275' for Local Streets

S = 165' for Collector and Arterial Streets

D = distance between design control lights

K = Number of street lights required =  $D/S$ ; round up to the next whole number, i.e.,  $2.18 = 3$

X = actual spacing to be used between lights =  $D/K$

##### 3. Placement

\_\_\_ Local Street: Either side of street, preferably at property lines.

\_\_\_ Collector Street: Stagger on both sides if possible; if not, all on one side.

\_\_\_ Arterial - Both sides

\_\_\_ Street lights to be placed at future traffic signal locations shall be placed on traffic signal poles. Consult with the DRU for design.

3. Typical Items Required.

a. The locations of public street lights, and all points of electrical service, need to be shown by the applicant on the following plans:

- |   |   |
|---|---|
| <input type="checkbox"/> Grading and Drainage Plan            | <input type="checkbox"/> Composite Utility Plan         |
| <input type="checkbox"/> Street Improvements Plan and Profile | <input type="checkbox"/> Utility Plan and Profile       |
| <input type="checkbox"/> Street Signage and Striping Plan     | <input type="checkbox"/> Landscape and Irrigation Plans |

b. DRU staff will look for and comment on the following items:

- |  |  |
|--|--|
| <input type="checkbox"/> Conflicts with and proximity to other improvements, utilities and landscaping | <input type="checkbox"/> Trench composite  |
| <input type="checkbox"/> Spacing and light wattage according to the City of Clovis standards           | <input type="checkbox"/> Light location relative to the curb (see Street Improvement Plan and Profile Section 3-F) |

NOTES:

## I. PRIVATE STREET LIGHTS

### 1. Description

Street lights within a PUD or Condominium Complex, and on-site lighting of commercial or multi-family developments, are to be privately owned.

### 2. Items Typically Required

a. The locations of the private streetlights are to be shown on the:

- |  |  |
|--|--|
| <input type="checkbox"/> Grading and Drainage Plan           | <input type="checkbox"/> Composite Utility Plan        |
| <input type="checkbox"/> Street Improvement Plan and Profile | <input type="checkbox"/> Utility Plan and Profile      |
| <input type="checkbox"/> Street Signage and Striping Plan    | <input type="checkbox"/> Landscape and Irrigation Plan |

b. DRU staff will look for and comment on the following items:

- |   |   |
|---|---|
| <input type="checkbox"/> Conflicts with and proximity to other improvements, utilities, and landscaping       | <input type="checkbox"/> Trench composite   |
| <input type="checkbox"/> Suggestions on pole spacing and light wattage according to City of Clovis Standards. | <input type="checkbox"/> Light locations relative to curbs.                       |
|   | <input type="checkbox"/> Structural calculations for pole bases and design detail |

NOTES:

## J. CITY-OWNED DECORATIVE (THEMATIC) STREET LIGHT PLAN

### 1. Description.

City-owned decorative street lights can be proposed with any development. The proposed street light style and model must be approved by the City Engineer, and a separate Street Light Plan must be submitted. A copy of the approval shall be included with the 1st submittal of plans. The identification number of the street lights will be provided by DRU staff during the 1st review, provided the street lights are properly placed.

### 2. General Design Requirements

- \_\_\_ Wiring line diagram indicating the placement of the bypass switches
- \_\_\_ The load on the individual circuits shall be balanced and the photocell shall be placed in the first street light of each circuit. Show placement on the Plan
- \_\_\_ Each street light shall have a pullbox separate from the pole. The street light circuit shall run through the pullbox, and the street light shall be connected to it by a separate conduit. A detail indicating this configuration and the relative location of the street light and pullbox shall be shown on the Plan.
- \_\_\_ Lights shall be spaced to provide the same illumination as that provided by the spacing in Section 3-H.

In addition to the Street Light Plan herein required, the locations of the City-owned decorative streetlights are to be shown on the:

- \_\_\_ Grading and Drainage Plan
- \_\_\_ Street Improvement Plan and Profile
- \_\_\_ Street Signage and Striping Plan
- \_\_\_ Composite Utility Plan
- \_\_\_ Utility Plan and Profile
- \_\_\_ Landscape and Irrigation Plan

### 3. Typical Plan Sheet Items Required

- \_\_\_ Completed Title and Approval block. Use plan sheet name for project description.
- \_\_\_ Approval lines within the approval block for Development Review, Construction Management, and Public Utilities Department.
- \_\_\_ North arrow, graphical scale of 1" = 40'.
- \_\_\_ Plan view of the project indicating the location of the street lights, their wattage, identification number, and the conduit locations.
- \_\_\_ Location of the electrical point(s) of service.
- \_\_\_ A detail of the street light approved by the City Engineer.
- \_\_\_ The location of the street light, the identification number plate, and the design of the foundation shall be shown.
- \_\_\_ Details shall be provided to indicate the location of the street lights relative to adjacent curbs. The standards indicated in Section 3-H shall be used.
- \_\_\_ An inventory table by street or block

4. DRU staff will look for and comment on the following items:

- \_\_\_ Conflicts with and proximity to other improvements, utilities and landscaping
- \_\_\_ Spacing and light wattage according to the City of Clovis standards
- \_\_\_ Trench composite
- \_\_\_ Light location relative to curb
- \_\_\_ Consistency of street lights with adjacent developments

Note: The City may consider approval of a PG&E decorative street light which is installed and maintained by that agency. Special approval by the City Engineer will be required for this light. If approved by the City, a separate plan will not be required, but the requirements outlined in Section 3-H will apply, and locations must be shown on the above noted Plans. Spacing will be based on providing the same illumination as in Section 3-H.

NOTES:

## K. COMPOSITE UTILITY PLAN

### 1. Description.

The purpose of the Composite Utility Plan is to concisely show in one place all above and below ground utilities. The intent is to expose and mitigate potential conflicts at the plan preparation stage. It is intended to show municipal utilities which include potable and non-potable water, sewer, storm drain and irrigation pipelines, fiber optic conduit, and street lights. Unless otherwise noted, PG&E, telephone, and cable TV facilities are to be shown on company plans. This Plan is to be prepared in Plan View only. Profile views are to be shown on the Utility Plan and Profile, Section 3-L.

### 2. Typical Items Required:

- \_\_\_ Completed Title and Approval Block. Use Plan name for title
- \_\_\_ North Arrow and graphical horizontal scale; scale to be no less than 1" = 40'
- \_\_\_ Legend
- \_\_\_ Typical Construction Notes (see Appendix D)

### 3. Locations:

City Standard Drawings S-8 and S-9, or the State Department of Health Services memo dated April 14, 2003 (Revised October 16, 2003), whichever is more restrictive, shall be followed for horizontal and vertical separation of sewer and water mains. Horizontal locations of utilities shall also conform to City Standard Drawing M-5, except as noted in the following paragraph. The 10' distance between water and sewer mains shown on Standard Drawing M-5 refers to the horizontal clearance as measured in the clear space between the pipe exteriors.

Except as noted above for clearance between water and sewer mains, the horizontal locations of sewer and water mains shown on Standard Drawing M-5 are guidelines. For multi-lane roadways, every attempt shall be made by the designer to place sewer and water mains and storm drains such that manholes and valves will be located in the center of travel lanes.

### 4. Typical Plan-Sheet Requirements:

Show all of the following:

- |   |   |
|---|---|
| ___ Street names  | and private irrigation pipelines, fiber optic conduit, and street lights  |
| ___ Lot numbers or Assessor's Parcel Numbers (APNs)   | ___ As necessary, clearly show and identify future utilities and their locations. The design shall mitigate any conflicts |
| ___ Existing and proposed street lights   | ___ Identify all tie-in locations   |
| ___ All existing, proposed and, if necessary, future easements  | ___ For Public PG&E Street Lights and City-owned Decorative Street Lights, show electrical points of service              |
| ___ Existing and proposed utilities, including potable and non-potable water, sewer, storm drain, FID |   |

- Main pipeline sizes and type (e.g. “8” w” for water, “8” s” for sewer, “24” sd” for storm drain, etc.)
- Graphically denote fittings, valves, blow-offs, cleanouts, fire hydrants, manholes, etc.
- Water meters, backflow prevention devices, fire service detector check valves, and Fire Dept. connections
- Pipe invert and rim elevations at manholes; pipe invert and TC elevations at SD inlet locations
- Slope of pipes in decimal form
- Show all laterals (sewer, water, storm drain, landscaping irrigation, fire service, etc)
- Show boring and jacking locations. Denote conformity to City Standard Drawing S-10 for sewer and water; FMFCD Standards for storm drain. If no FMFCD standard, use City Standard S-10. Casing size, length and thickness shall be denoted on the plan
- Landscape Irrigation Controller point(s) of electrical service(s).
- Fiber optic conduit and boxes

## NOTES:

## L. UTILITY PLAN AND PROFILE (Onsite and Offsite)

### 1. Description

Utility Plan and Profile sheets are to be prepared for all sewer and water mains (potable and non-potable). Separate Plan and Profile sheets for Storm Drains are also to be prepared but incorporated as stand-alone plans for the FMFCD (see Section 3-Q. However, to mitigate potential conflicts with water and sewer mains, storm drains are to be shown on the Utility Plan and Profile sheets in half-tone.

### 2. General Design Requirements for Water and Sewer Improvements:

- a. Horizontal and Vertical separation between sewer and potable water mains shall conform to City Standards S-8 and S-9, State Health Department Standards dated April 14, 2003 (Rev.10-16-03) and the California Waterworks Standards of the California Administrative Code, whichever is more restrictive. These standards also apply to laterals and non-potable water mains.
- b. Horizontal locations of utilities shall conform to City Standard Drawing M-5, except as noted in the following paragraph. The 10' distance between water and sewer mains shown on Standard Drawing M-5 refers to the horizontal clearance as measured in the clear space between the pipe exteriors.

Except as noted above for clearance between water and sewer mains, the horizontal locations of sewer and water mains shown on Standard Drawing M-5 are minimum guidelines to be used as follows: For multi-lane roadways, every attempt shall be made by the designer to place sewer and water mains and storm drains such that manholes and valves will be located in the center of travel lanes.

- c. Temporary and permanent trench resurfacing within streets shall conform to City Standard ST-20. Incorporate this as a construction note on the Cover Sheet and on the Utility Plan and Profile Sheets.

### 3. General Design Requirements for Water Improvements:

- a. Installation. All pipe installation and materials must conform to the City Standard Specifications, Section 21, and Standard Plans, dated January 2000 or as amended.
- b. Materials. Typically, pipe material for water mains up to and including 12" diameter are to be PVC, AWWA C-900, Class 150. Diameters larger than 12" shall be PVC, AWWA C-905, Class 165, or Ductile Iron Pipe conforming to Section 21 of the City Standard

Specifications. Special circumstances requiring other pipe classes or materials are to be discussed with, and approved by, the City Engineer.

- c. Cover. Minimum Cover Over Water Mains and Non-Potable Water Mains as follows:

Pipe Size	Cover Over Main
6" or Smaller	3'
8"	3.5'
10"	3.5'
12"	4'
14" or Larger	4.5'

- d. Hot Taps. Indicate all hot taps. Hot taps are not allowed on lines of the same size without approval of the City Engineer.
- e. Valves:
1. For water mains up to and including 12" diameter – use Gate Valves.
  2. For water mains larger than 12" diameter – use Butterfly Valves.
  3. Valves are to be flanged to all legs of tees and crosses unless otherwise approved by the City Engineer.
- f. Blowoff. A temporary blow-off shall be installed at the ends of water mains. These shall be extended to the surface and terminate in a concrete box with a lid. If a fire hydrant is located within 20' of the end of the main and no water services are connected between the hydrant and the end, the blowoff will not be required.
1. Existing water main blow-offs to be removed shall be salvaged and taken to the City Corporation Yard located at 155 N. Sunnyside Avenue in the City of Clovis.

4. General Design Requirements for Sewer Improvements

- a. Installation. All pipe installations, materials, and manholes must conform with the City Standard Specifications, Section 19, and Standard Plans dated January 2000 or as amended.
- b. Materials. Typically, pipe material for sewer mains up to and including 15" diameter is to be PVC, ASTM D3034, SDR35. For sewer mains 18" and greater, up to and including 30" diameter, pipe material shall be PVC, conforming to ASTM F679 for wall

thickness designation T-1. Vitrified Clay pipe conforming to Section 19 of the City Standard Specifications is also permitted. Special circumstances may require other pipe materials; the proposed use of any other materials, and materials for sewers greater than 30" diameter, shall be discussed with and approved by the City Engineer.

- c. Cover. The minimum cover over sewer pipelines shall be 4'. Special circumstances may warrant less cover, but only with the approval of the City Engineer.
- d. Slope. Minimum and maximum sewer slopes are as follows:

Pipe Size	Minimum V = 2 fps	Maximum V = 10 fps
6"	0.00400	0.105
8"	0.00240	0.073
10"	0.00200	0.054
12"	0.00140	0.041
15"	0.00120	0.031
18"	0.00100	0.024

Note: based on Manning's "n" of 0.012.

- e. Manholes:
  1. Maximum spacing for manholes on straight alignment is 500'.
  2. A manhole is required at all pipe junctions and at horizontal or vertical changes in alignment.
  3. If the approved cut to the top of any pipe is less than 4 feet, a flat top manhole is required.
  4. A 60" manhole is required when 3 pipes enter the manhole and two of the flows oppose one another.
  5. "Drop" manholes should be avoided in the design. In rare instances where the feeder main will not be extended in the future, as in cul-de-sacs, the drop manhole may be justified to minimize excessive cuts.
- f. Sewer mains in curved streets may be constructed on a curved alignment, but shall be kept a minimum of 10' from the nearest curb line. The pipe manufacturer's recommended maximum curvature shall not be exceeded without the approval of the City Engineer.
- g. Grade permitting, smaller sewer mains connecting into larger mains should match soffits (top of inside of pipe).

- h. Except at cul-de-sacs, no sewer lateral or service shall be allowed to connect directly into manholes (“thimbles”).

## 5. Typical Utility Plan and Profile Sheet Requirements

### a. General (See Appendix B for a Plan and Profile Sheet template)

- Completed City Standard Title and Approval Block. Show the horizontal limits of each sheet in the title.
- North Arrow and graphical horizontal scale no smaller than 1" = 40'
- Vertical scale shall be no smaller than 1" = 4'
- Legend
- Street name shall be placed directly below the Plan View
- City Utility Construction Notes shall be shown on this Plan if not shown on the Overall Utility Plan Sheet or Cover Sheet.
- For multiple sheets, use match lines or equations at match points.

### b. Plan View Requirements:

- Plan views shall be located at the top ½ of the sheet
- Plan view shall be aligned with profile view
- Horizontal locations shall conform to Section L-2.a. & b. above
- Horizontal stationing shall be shown at 100' intervals
- Bearing(s) and distance(s) of street centerline(s) and main(s) if the main is not parallel with the street center line. Stations and offsets are permissible.
- Curve data of street center line and mains
- Existing, proposed and, if necessary, future utilities and their locations shall be clearly identified. This includes, but is not limited to, FID pipelines, private irrigation lines, FMFCD lines, PG&E facilities (above and/or underground), telephone facilities, cable TV facilities, sewer mains, fiber optics, non-potable and potable water mains. Proposed design shall mitigate any conflicts.
- Identify all tie-in locations in Plan and Profile views
- Street names of connecting streets with corresponding sheet number, if applicable, of any adjacent drawings for cross-reference
- Adjacent lot numbers or APNs along streets
- Dimensioning shall include, but not be limited to, locations of utility mains with respect to face of curb (and median curb for multi-lane roadways), street width (curb to curb), right-of-way width, and dimensions of connector streets (see Section L-2. a & b).
- Main sizes and type (e.g. “8” w” for water or “8” s” for sewer).
- Denote graphically and call out fittings, valves, blow-offs, fire hydrants, manholes, etc., including stationing
- All laterals (sewer, water, landscaping, fire service, etc)
- Stationing or dimensions to all laterals, if not per a typical detail.
- Boring and jacking shall conform to City Standard S-10; boring pit location and casing size, length and thickness shall be denoted on plans.
- All existing, proposed and, if necessary, future easements.
- Existing street lights and/or proposed street lights with stationing.

c. Profile View Requirements:

- \_\_\_ Profile view shall be aligned with plan view
- \_\_\_ Horizontal stationing shall be shown at 100' intervals
- \_\_\_ Vertical scales shall be at an interval that clearly shows the facilities to be constructed, and are to be identified on the right and left side of the profile view. Vertical elevations shall be on U.S.G.S. datum and the scales so noted on the Plan.
- \_\_\_ Existing ground level, proposed and future finished street grade
- \_\_\_ Existing utilities and their locations shall be clearly identified. These include, but are not limited to, FID, private irrigation, and FMFCD pipelines, sewer mains, non-potable and potable water mains, gas, electric, telephone, cable and fiber optic conduits. The proposed design shall mitigate any conflicts.
- \_\_\_ Identify all tie-in locations in the Plan and Profile views.
- \_\_\_ Call-out notes shall state main sizes, type, and linear feet (e.g. "Install 100 LF of 8" PVC C-900 water main" for water or "Install 100 LF of 8" PVC SDR-35 sewer main" for sewer).
- \_\_\_ Stationing of each manhole
- \_\_\_ Invert elevations at manholes
- \_\_\_ Cut to the nearest one-tenth of a foot at each manhole, as measured from the manhole rim to the lowest invert (bottom of inside of pipe) elevation
- \_\_\_ Slope of sewer pipe as a decimal
- \_\_\_ Identify minimum cover over sewer main at critical locations..
- \_\_\_ Boring and jacking shall conform to City Standard S-10; casing size, length and thickness shall be denoted on plans if not shown in plan view.

NOTES:

## M. LANDSCAPE AND IRRIGATION PLANS

### 1. Description

Landscape and irrigation plans will be required for proposed public parks, greenbelts, trails and other open space amenities. Plans will also be required for landscaping within street rights-of-way, including median islands and park strips. These plans must be prepared by a registered landscape architect, a certified irrigation designer, or other design professional determined to be competent by the City. The City has a Landscape Review Committee (LRC) composed of staff from the Engineering DRU, the Planning Department and the Parks Division. They meet as needed to review and coordinate all projects within the City, and have created separate design guidelines for landscape and irrigation plans. The LRC will review all proposed projects, whether they will be privately owned and maintained or publicly owned and maintained improvements. Soils receiving plantings will require amendment per the standards given below.

### 2. Typical Plan Sheet Items Required - Public Improvements:

- Completed City of Clovis title block indicating the appropriate sheet numbers included in the plan set and the City project number or Tract Number. If plans are for a park, verify from the DRU whether a name for the park has been determined. Use this name in the title.
- Landscape plans shall have approval lines within the approval block for Development Review, Construction Management, Planning Department, and Parks Division.
- Irrigation plans shall have approval lines within the approval block for Development Review, Construction Management and Parks Division.
- North arrow, graphical scale (no less than 1"=40'), legend and relevant notes.
- Landscaping material shall be selected from the list of City-approved trees, shrubs and plants. This list is available through the Planning Department or DRU.
- Quantities table showing:
  - No. of trees by name
  - Sq. ft. of turf
  - Sq. ft. of shrub bed
  - Sq. ft. of sidewalk (for parks)
- Landscaping and Irrigation systems shall be designed and constructed in conformity with Sections 25 and 26 of the City Standard Specifications and Standard Drawings P-1 through P-13. Reference to the specifications and drawings shall be included on the plans.
- Dimensions showing placement of all plant material, root barriers, valves, nozzles, backflow preventers, meters, controllers, sleeves and irrigation pipe relative to other proposed or existing improvements, such as curbs, sidewalks, walls, structures, streetlights, fire hydrants, electrical facilities, etc.
- Existing and proposed easements.

3. Typical Plan Sheet Items Required - Private Projects:

- \_\_\_ Plans stamped by the licensed professional(s) responsible for the project design
- \_\_\_ North arrow, graphical horizontal scale, legend and relevant notes.
- \_\_\_ Dimensions showing the placement of all plant material, root barriers, valves, nozzles, backflow preventers, meters, controllers, sleeves and irrigation pipe relative to other proposed or existing improvements, such as curbs, sidewalks, walls, structures, streetlights, fire hydrants, electrical facilities, etc.
- \_\_\_ Separate meters may be utilized for the domestic service and the irrigation service.

4. DRU staff will look for and comment on the following items on all plans:

- \_\_\_ Conflicts with and proximity to other improvements and utilities;
- \_\_\_ Potential line of sight and ADA path of travel issues;
- \_\_\_ Suggestions on locations and plant materials according to City of Clovis Standards
- \_\_\_ Quantities table (public only).
- \_\_\_ Controller specifications and sprinkler types (public only)
- \_\_\_ Spacing of trees relative to public hardscape improvements (10 ft) and streetlights (20 ft). Consult with DRU for setback requirements
- \_\_\_ City approved RP type backflow prevention device(s).

5. Soil Amendment Standards to be incorporated into landscape contract and/or as construction note on the Cover Sheet of Plans.

OPTION 1.

1. Rototill soil amendment mix into the soil to a depth of 8 to 12 inches. Apply to all soil types.
2. Soil amendment components/Application rates:
  - Black Humus – 20 cubic yards per acre;
  - Powdered Agricultural Grade Gypsum (15% Calcium Min.) – 2000 pounds per acre;
  - Nutrismart 0-5-0 (150 SGN) – 400 pounds per acre (available at Wilbur/Ellis Co);
  - M-Roots (Roots, Inc.) – 435 pounds per acre.
3. Pre-mix all soil amendments prior to application and tilling.
4. Notify City Inspector for observation of application and incorporation of soil amendment.

OPTION 2.

1. Collect representative soil samples (approved by City Inspector).
2. Perform analysis on samples by certified Soil Testing Lab:
  - Chemical Analysis and Percent Organics Analysis.
3. Submit soil amendment recommendation based on Soils Lab results from certified Crop Advisor to the Public Utilities Department Parks Manager for approval prior to application.

4. Notify City Inspector for observation of application and incorporation of soil amendment.

NOTES:

## N. STREET TREE PLANTING PLAN

### 1. Description

The standard conditions of approval for residential subdivisions require the developer to provide and plant in the front yard of each lot two 15-gallon trees selected by the lot owner from the approved City Street Tree List. In some developments, all or parts may have a park strip between the sidewalk and curb, as opposed to sidewalks contiguous to curbs. For locations where park strips are to be provided, the condition of approval is modified to require one tree per adjacent lot be planted in the park strip, and the second tree planted in the front yard of the same lot. In such cases, a separate Street Tree Planting Plan will be required to indicate the types and locations of trees to be planted in the strip. This plan must be prepared by a registered landscape architect or other design professional determined to be competent by the City. Soils receiving tree plantings will require amendment per the standards given below. The circumference of area around trees to receive amendment will be determined by the City Public Utilities Department Parks Manager.

Special tree planting requirements will be placed on commercial, industrial, and multi-family developments. The applicant's Engineer shall consult with the DRU for these requirements

### 2. Typical Plan Sheet Items Required:

- \_\_\_ Completed City of Clovis title block indicating the appropriate sheet numbers included in the plan set and the City project number or Tract Number. Use the street name(s) in the title.
- \_\_\_ North arrow, graphical scale no smaller than 1" = 100'
- \_\_\_ Legend and Construction Notes
- \_\_\_ Tree Planting plans shall have approval lines within the approval block for Development Review, Construction Management, Planning Department, and Parks Division
- \_\_\_ Trees shall be selected from the list of City Street Tree List. This list is available through the Planning Department or DRU. The homeowner selects the tree type to be planted in the front yard. The City shall approve trees selected by the Developer for the planter strip.
- \_\_\_ Quantities table showing number of trees by name
- \_\_\_ Trees shall be furnished and planted in conformity with Sections 25 and 26 of the City Standard Specifications and Standard Drawings P-1 through P-13. Reference to the specifications and drawings shall be included on the plans.
- \_\_\_ Dimensions showing placement of all trees and root barriers relative to other proposed or existing improvements, such as drive approaches, curbs, sidewalks, walls, structures, streetlights, fire hydrants, utility boxes, electrical facilities, etc. Trees shall be located a minimum of 10' from drive approaches and street furniture such as above listed, and at least 20' from street lights. Street trees shall be spaced as uniformly as possible along the street. This information may also be included in a Street Tree Note.
- \_\_\_ Existing and proposed easements, including Public Utilities Easements

3. Soil Amendment Standard to be incorporated into landscape contract and/or as construction note on the Cover Sheet of Plans.

OPTION 1.

1. Rototill soil amendment mix into the soil to a depth of 8 to 12 inches. Apply to all soil types.
2. Soil amendment components/Application rate:
  - Black Humus – 20 cubic yards per acre;
  - Powdered Agricultural Grade Gypsum (15% Calcium Min.) – 2000 pounds per acre;
  - Nutrismart 0-5-0 (150 SGN) – 400 pounds per acre (available at Wilbur/Ellis Co);
  - M-Roots (Roots, Inc.) – 435 pounds per acre.
3. Pre-mix all soil amendments prior to application and tilling.
4. Notify City Inspector for observation of application and incorporation of soil amendment.

OPTION 2.

1. Collect representative soil samples (approved by City Inspector).
2. Perform analysis on samples by certified Soil Testing Lab:
  - Chemical Analysis and Percent Organics Analysis.
3. Submit soil amendment recommendation based on Soils Lab results from certified Crop Advisor to the Public Utilities Department Parks Manager for approval prior to application.
4. Notify City Inspector for observation of application and incorporation of soil amendment.

NOTES:

## O. BRIDGE PLAN

### 1. Description

Generally, separate Bridge Plans are required for road crossings of irrigation or natural stream channels. Crossings are typically reinforced concrete box structures, and are constructed at the site. Pre-cast members may be considered in non-pressure applications, but require the review and approval of the applicable agency and the City Engineer. Integral parts of the structure include headwalls, wing walls, and cutoff walls.

Many, if not most, of the structures will be owned, operated, and maintained by an agency other than the City, typically the Fresno Irrigation District or the Fresno Metropolitan Flood Control District. Other requirements relating to habitat protection and/or restoration may result from an environmental review of the project, whether the channel is natural or man-made. Some structures may require a permit from State and/or Federal agencies such as the State Reclamation Board and the U.S. Corps of Engineers. As such, plan review and approval will involve a multi-agency process. The applicant's Engineer shall thoroughly research this matter with the appropriate agencies before preparing the Plan for submittal.

### 2. General Design Requirements:

Since the structures are principally hydraulic in nature, the size or hydraulic capacity of the structure, as well as other design features, may be determined by the ultimate owner. In some cases, however, the Engineer may be required to perform field studies, calculate design flow rates, size the structure to accommodate flows, and determine other hydraulic or structural aspects of design. In addition, the Engineer may be required to determine traffic and dead loads for structural requirements, as well as the overall length of the structure.

In order to assure efficient and timely review of the plans, it is imperative that at the earliest possible time before design begins, the Engineer consult with all affected agencies to determine all the design parameters and requirements.

- \_\_\_ Prior to design, consult with all affected agencies to determine design requirements, including hydraulic as well as structural. Determine channel flow schedule (i.e. period when water will and will not be flowing).
- \_\_\_ Soils tests will be required in the immediate vicinity of the proposed structure, and shall be sufficient in number to determine soil conditions likely to be encountered during construction and to provide design parameters.
- \_\_\_ Most channels have a limited window for construction, when water is not flowing in the channel. The designer must be aware of this and must plan around it. Construction special provisions and contract time limits must address this. Channel soils during non-flow periods can still be saturated, and special construction methods may be required. The Engineer must account for this in the design.
- \_\_\_ Determine channel erosion control requirements of the responsible agency.

- \_\_\_ Type of proposed structure for the bridge shall be addressed.
- \_\_\_ The structure shall be designed in accordance with the latest edition of the Caltrans Standard Plans.
- \_\_\_ Soffit and flowline elevations of bridge shall be approved by the responsible agency.
- \_\_\_ Determine if the top of the structure will act as the deck or whether a pavement structural section will be installed on top of the bridge.
- \_\_\_ If the top of the bridge is to act as the deck, a thicker AC section shall be used at the roadway approaches to the bridge deck in order to help mitigate any distortion of AC pavement by traffic use. A shelf to support the roadway section shall be constructed as part of the bridge structure per Caltrans Standard Plans to help support the pavement structural section. The thickness of the AC shall reach down to the shelf, and taper back to the thickness required for the roadway a minimum distance of 4 feet back from the bridge. The aggregate base section should follow the taper of the AC.
- \_\_\_ Plans shall address how the curb (including median), gutter, sidewalk, headwalls, wing walls, traffic railings, etc. will fit the bridge.
- \_\_\_ Place headwalls to conform with American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide, latest edition.
- \_\_\_ Provide a bridge footing scour analysis from given anticipated flow rates and site soil conditions performed in accordance with Federal Highway Administration or U.S. Geological Survey (USGS) Standards, whichever is most applicable
- \_\_\_ Casings and conduits may be required to be installed to accommodate a number of facilities including, but not limited to, electrical facilities, fiber optics, telephone, cable TV, sewer mains, potable and non-potable water mains. Some may be longitudinal along the structure, some may be crossing the structure either underneath or in the sidewalk or deck portion, or combinations thereof.
- \_\_\_ Storm water break-over elevation(s) on or near the deck of the structure shall be approved by the FMFCD.
- \_\_\_ Required right-of-way for the structure shall be determined and reported to the DRU at the earliest time possible.
- \_\_\_ Any necessary pavement transition and right-of-way needs therefore shall be determined and reported to the DRU at the earliest time possible.
- \_\_\_ Channel maintenance vehicles require access across the roadway on either or both sides of, and generally parallel with, the structure. This typically requires commercial-standard driveways across sidewalks at both ends of the structure, and where applicable, depressed median island curbs. The area between median curbs in the depressed curb area shall be PCC at commercial vehicle thickness. Widths and locations of access shall be determined and approved by the applicable agencies.
- \_\_\_ If an existing structure is to be extended, plans shall address how the proposed bridge extension will tie into the existing structure. This shall include, but not be limited to, dowel sizes, spacing, etc. Furthermore, the responsible engineer shall provide to the City Engineer a letter report addressing the maintenance history of the existing bridge, personal field inspection of the structure, a report of its condition, and recommendations for connecting to the existing bridge. Bridge extensions shall be designed in accordance with CalTrans Standard Plans.
- \_\_\_ Temporary and permanent pavement resurfacing of streets relating to the construction of (or extension to an existing) structure shall conform to City Standard ST-20.

### 3. Typical Plan Sheet Items Required:

- \_\_\_ Completed City Standard Title and Approval block. If the channel crossing has a common name, use it in the title.
- \_\_\_ Provide approval signature spaces in the approval block for approving agencies, or outside of the block if required by the agencies.
- \_\_\_ North Arrow and graphical horizontal scale no smaller than 1"=40'
- \_\_\_ Legend and Construction Notes.
- \_\_\_ Determine if the responsible agency requires separate Cover Sheet and provide as necessary.

### 4. Plan View Requirements:

- \_\_\_ The Plan View shall show a complete topographic background of the construction site, using contours and spot elevations, including the channel and channel banks upstream and downstream of the proposed structure.
- \_\_\_ Plan view shall be aligned with profile view.
- \_\_\_ Show street names on Plan View
- \_\_\_ Horizontal stationing shall be shown at 50' intervals.
- \_\_\_ Bearing(s) and curve data of street center line(s).
- \_\_\_ Bearing(s) of structure centerline and appurtenant features such as wingwalls.
- \_\_\_ Type and location of guard railing if required
- \_\_\_ Existing, proposed, and where applicable, future utilities and their locations shall be clearly identified. These include, but are not limited to, FID, private irrigation, and FMFCD pipelines, PG&E facilities (above and below ground), telephone and cable TV facilities, sewer mains, fiber optic conduit, potable and non-potable water mains. The proposed design shall mitigate any conflicts.
- \_\_\_ The locations of any utility tie-ins required as a result of structure construction must be identified on the Plan and Profile Views.
- \_\_\_ Show intersecting streets or driveways in the vicinity of the structure; note street names and indicate any line-of sight problems caused by structure barrier walls, wing walls, or guard rails.
- \_\_\_ Show all existing, proposed and, if applicable, future easements.

### 5. Profile View Requirements:

- \_\_\_ Profile View shall align with the Plan View
- \_\_\_ Horizontal stationing shall be shown at 50' intervals
- \_\_\_ Vertical elevations at 2' intervals shall be identified on the right and left side of the Profile View. Vertical elevations shall be on U.S.G.S. datum, which shall be noted on the Profile View.
- \_\_\_ Existing ground level at channel bottom, tops of banks, and proposed finished structure and street grades
- \_\_\_ Show structure on the Street Improvement Plan and Profile Sheets
- \_\_\_ Existing utilities and their locations shall be clearly identified. These include, but are not limited to, FID, private irrigation, and FMFCD pipelines, sewer mains, potable and non-potable water mains, gas and electric facilities, telephone and cable TV facilities, and fiber-optic conduit. The proposed design shall mitigate any conflicts.
- \_\_\_ Where applicable, identify all utility tie-in locations horizontally and vertically
- \_\_\_ Invert and soffit elevations at entrance, at any change in slope, and outlet
- \_\_\_ Slope(s) of invert as a decimal

6. Detail Sheet shall include the following:

- \_\_\_ Weir Board Guide and Placement detail
- \_\_\_ Pier Nose detail
- \_\_\_ Bridge Structural detail
- \_\_\_ Concrete Barrier detail.
- \_\_\_ Wing Wall Reinforcement detail
- \_\_\_ Exterior Wall detail
- \_\_\_ Pier/Trash Rider detail
- \_\_\_ End elevations
- \_\_\_ Cut-off wall detail
- \_\_\_ Erosion control details
- \_\_\_ Bridge cross section
- \_\_\_ Roof-of-Culvert cross section
- \_\_\_ All other necessary cross-sections including, but not limited to, a longitudinal cross-section of bridge, cross sections of the existing and proposed channel, and a cross section of the street section over the bridge
- \_\_\_ All necessary notes and standard details from all applicable agencies

NOTES:

## P. TRAFFIC SIGNAL PLAN

### 1. Description

Separate design drawings are required for new traffic signal installations or modifications to existing signals, and are to be included in the overall plan set for the development.

### 2. General Design Requirements

The latest edition (unless otherwise determined by the City) of the following documents are to be used as references for the preparation of Traffic Signal Plans:

- \_\_\_ Caltrans Traffic Manual, Chapter 9
- \_\_\_ City of Clovis Standard Specifications, Chapter 28
- \_\_\_ California Supplement of MUTCD 2003
- \_\_\_ Design Guidelines available from the City Traffic Engineering Section
- \_\_\_ Prior to beginning design, consult with City staff to determine design parameters such as:
- \_\_\_ Present and future intersection geometrics.
- \_\_\_ Whether the signal will be constructed in phases.
- \_\_\_ Special features or equipment.
- \_\_\_ Plan sheet format.
- \_\_\_ Exterior limits of project. Coordinate this with the Striping and Signage Plan
- \_\_\_ Prior to beginning design, consult with PG&E for service location.
- \_\_\_ Where existing signals are to be modified, include a separate plan for the existing system as well as a plan showing the modifications. Any signal modification project shall include adequate consideration for keeping the existing signal in operation while the modifications are being performed.

### 3. Typical Plan Sheet Items Required

- \_\_\_ Completed City Standard Title and Approval block. Use Intersection name for title. Provide approval signature space in the approval block for Engineering Traffic Operations Section.
- \_\_\_ North Arrow and graphical horizontal scale at 1"=20'.
- \_\_\_ Legend and Construction notes
- \_\_\_ Street names
- \_\_\_ Street Right of Way, including corner cutoffs
- \_\_\_ Street centerline in relation to Section Line if applicable
- \_\_\_ All curb return radii
- \_\_\_ Curb and gutters, sidewalks, median curbs, any other improvements affecting signal design/operation or intersection geometrics.
- \_\_\_ PG&E Rule 16 information
- \_\_\_ If the signal is not to be constructed to its ultimate configuration and design, show the future construction on the plans with light line.

NOTES:

## Q. STORM DRAIN IMPROVEMENTS

### 1. Description

Separate drawings are required for storm drain improvements to be owned and operated by the Fresno Metropolitan Flood Control District (FMFCD) including a separate Cover Sheet. These drawings, or reproducibles of them, are to be prepared in accordance with the FMFCD Design Manual, and will become the property of the District after the conclusion of construction. Construction of all FMFCD facilities shall comply with FMFCD's Standard Plans and Specifications dated November 17, 1975, as amended. The FMFCD Development Review Process is included in Appendix M.

### 2. General Design Requirements for Storm Drain Improvements:

Before beginning design, the engineer shall consult with the FMFCD staff for all design requirements, plan sheet format, signature requirements, and any other special conditions to assure reimbursements (if any) to the developer. The DRU does not administer this. Coordination of FMFCD/City plan review shall also be the responsibility of the applicant's Engineer. The following design requirements are City requirements only.

- Horizontal and Vertical separation between storm water and water mains shall conform to City Standard S-8, S-9 and M-5, and State Health Dept. Memo dated 4-14-03 (Rev. 10-16-03), whichever is more restrictive. Storm drains are to be considered as sewers.

EXCEPTION: parallel mains shall be separated by a minimum of 4' rather than 10', as measured in the space between the exteriors of the pipelines. This also pertains to laterals and non-potable water mains to ensure State Health Department requirements are met.

- Existing, proposed, and, if necessary, future utilities and their locations shall be clearly identified. These include, but are not limited to, FID, private irrigation, and FMFCD pipelines, PG&E facilities (above and/or underground), telephone facilities, cable TV facilities, sewer mains, fiber optics conduits, potable and non-potable water mains. The proposed design shall mitigate any conflicts.
- Proposed drain inlet curb elevations shall be checked to see that they are not so low as to adversely affect the high-water elevation of a permanent or temporary retention basin. This must be approved by the FMFCD, and by City in the case of temporary basins.
- Temporary retention basins shall be designed per City Standard SD- 2.
- Temporary retention basin pipe outlet design shall be per City Standard SD-1 and SD-1a.
- Temporary retention basins will require a maintenance covenant. The City prepares the document and the engineer provides the legal description and exhibit map of the proposed basin.
- PVC pipe may be allowed for temporary storm drain pipe to temporary retention basins with City Engineer approval. All other storm drain pipeline materials shall be approved by the FMFCD.
- Shallow pipelines under constant head shall be rubber-gasket to prevent saturation of the street structural sections due to pipe leakage.
- Temporary and permanent trench resurfacing within streets shall conform to City Standard Drawing ST-20.

### 3. Cover Sheet (consult with FMFCD)

- \_\_\_ Title at top center of sheet.
- \_\_\_ Include FMFCD Contract Number
- \_\_\_ Vicinity Map with north arrow, Horizontal scale and Scale Bar
- \_\_\_ Location Map with north arrow, Graphical horizontal scale. All scales are to be determined by FMFCD
- \_\_\_ Benchmark
- \_\_\_ Basis of Bearings
- \_\_\_ Legend
- \_\_\_ Table of Contents
- \_\_\_ FMFCD General Notes with City of Clovis identified within
- \_\_\_ FMFCD title block at bottom of sheet
- \_\_\_ Approval Line for City Engineer

### 4. Typical Plan Sheet Requirements

- \_\_\_ FMFCD title block at bottom of sheet
- \_\_\_ North Arrow
- \_\_\_ Horizontal and Vertical scales, to be determined by FMFCD
- \_\_\_ Street name directly below plan view

### 5. Plan View Requirements

- \_\_\_ Horizontal stationing at FMFCD intervals
- \_\_\_ Existing, proposed and, if necessary, future utilities and their locations shall be clearly identified. These include, but are not limited to, FID, private irrigation, and FMFCD pipelines, PG&E facilities (above and/or underground), telephone facilities, cable TV facilities, sewer mains, fiber optic conduits, non-potable and potable water mains. The proposed design shall mitigate any conflicts.
- \_\_\_ Identify all tie-in locations to existing facilities in plan and profile views
- \_\_\_ Street names of connecting streets with corresponding sheet number, if applicable, of any adjacent drawings for cross-reference. Use equations.
- \_\_\_ Adjacent lot numbers or APNs along street.
- \_\_\_ Dimensioning shall include, but not be limited to, locations of utility mains with respect to face of curb and right-of-way, street width, and right-of-way width.
- \_\_\_ Main sizes and type (e.g. "8" w" for water or "8" s" for sewer)
- \_\_\_ In the absence of FMFCD Standards, boring and jacking shall conform to City Standard S-10; casing size, length and thickness shall be noted on the plans.
- \_\_\_ Show all existing, proposed and, if applicable, future easements.

### 6. Profile View Requirements

- \_\_\_ Horizontal stationing at FMFCD interval
- \_\_\_ Vertical elevation intervals to be determined by the FMFCD shall be identified on the right and left side of the Profile View. Vertical elevations shall be on U.S.G.S. datum and noted on the right and left side of the Profile View.
- \_\_\_ Existing ground level, proposed and future finished street grade.
- \_\_\_ Existing utilities and their locations shall be clearly identified. These include, but are not limited to, FID, private irrigation, and FMFCD pipelines, sewer mains, non-potable and potable water mains. The proposed design shall mitigate any conflicts.
- \_\_\_ Identify all tie-in to existing facilities locations in Plan and Profile views.
- \_\_\_ Main sizes and type (e.g. "8" w" for water or "8" s" for sewer).
- \_\_\_ Stationing of manholes.

\_\_\_ Pipe invert elevations at manholes; show elevations at all slope changes.

\_\_\_ Slope of pipe as a decimal.  
\_\_\_ Boring and jacking: same as Plan View.

### City / FMFCD Easement

In some instances, FMFCD improvements may have to be located on City property other than a public street right of way. When this occurs, it is necessary that an easement be dedicated by the City to the FMFCD. A standard form of City / FMFCD easement deed is included in Appendix K, and is to be used for this purpose.

NOTES:

## R. FID IMPROVEMENTS

### 1. Description

Separate drawings are required for irrigation improvements to be owned and operated by the Fresno Irrigation District, including a separate Cover Sheet. These drawings, or reproducibles of them, will become the property of the District after the conclusion of construction. Construction of all FID facilities shall comply with the District's Standard Plans and Specifications and all revisions thereto.

### 2. General Design Requirements

Before beginning design, the engineer shall consult with the FID staff for all District design requirements, plan sheet format, signature requirements, and any special conditions. The DRU does not administer this. Coordination of District/City plan review shall also be the responsibility of the Developer's Engineer. The following design requirements are City requirements only:

- \_\_\_ Horizontal and Vertical separation between irrigation and water mains shall conform to City Standard S-8, S-9, and M-5, and State Health Dept. dated 4-14-03 (Rev 10-16-03), whichever is more restrictive. FID pipelines shall be treated as sewers

EXCEPTION: parallel mains shall be separated by a minimum of 4' rather than 10', as measured in the space between the pipelines from the outside diameters of the mains. This also pertains to laterals and non-potable water mains to ensure State Health Department requirements are met.

- \_\_\_ Existing, proposed and, if applicable, future utilities and their locations shall be clearly identified. These include, but are not limited to, FID, private irrigation, and FMFCD pipelines, PG&E facilities (above and/or underground), telephone facilities, cable TV facilities, sewer mains, fiber optic conduits, potable and non-potable water mains. The proposed design shall mitigate any conflicts.
- \_\_\_ Shallow pipelines under constant head shall be rubber-gasket to prevent saturation of the street structural sections pipe leakage.
- \_\_\_ Temporary and permanent trench resurfacing within streets shall conform to City Standard ST-20.

### 3. Cover Sheet,:

- |   |   |
|---|---|
| ___ Title at top center of sheet  | ___ Legend and Table of Contents                            |
| ___ Vicinity Map with north arrow, graphical horizontal scale                               | ___ Approval Blocks   |
| ___ Location Map with north arrow, horizontal scale. All scales are to be determined by FID | ___ FID General Notes with City of Clovis identified within |
| ___ Benchmark   | ___ FID title block at bottom of sheet                      |
| ___ Basis of Bearings   | ___ Approval Line for City Engineer if required by FID      |

#### 4. Typical Plan Sheet Format:

- \_\_\_ North Arrow
- \_\_\_ Horizontal and Vertical scales. Scale to be determined by FID
- \_\_\_ Street name directly below Plan View
- \_\_\_ FID title block at bottom of sheet

#### 5. Plan View Requirements:

- \_\_\_ Horizontal stationing at FID intervals
- \_\_\_ Existing, proposed and, if necessary, future utilities and their locations shall be clearly identified. These include, but are not limited to, FID, private irrigation, and FMFCD pipelines, PG&E facilities (above and/or underground), telephone facilities, Cable TV facilities, sewer mains, fiber optic conduit, non-potable and potable water mains. The proposed design shall mitigate any conflicts.
- \_\_\_ Identify all tie-in locations to existing facilities in Plan and Profile views
- \_\_\_ Street names of connecting streets with corresponding sheet number, if applicable, of any adjacent drawings for cross-reference. Use equations.
- \_\_\_ Adjacent lot numbers or APNs along street
- \_\_\_ Dimensioning shall include, but not be limited to, locations of utility mains with respect to face of curb and right-of-way, street width and right-of-way width
- \_\_\_ Main sizes and type (e.g. "8" w" for water or "8" s" for sewer)
- \_\_\_ In the absence of FID Standards, boring and jacking shall conform to City Standard S-10 and casing size, length and thickness shall be denoted on plans
- \_\_\_ Show all existing, proposed and, if necessary, future easements

#### 6. Profile View Requirements

- \_\_\_ Horizontal stationing at FID intervals.
- \_\_\_ Vertical elevation intervals determined by the FID shall be identified on the right and left side of the profile view. Vertical elevations shall be on U.S.G.S. datum and noted on the right and left side of the Profile View.
- \_\_\_ Existing ground level, proposed and future finished street grade.
- \_\_\_ Main sizes and type (e.g. "8 w" for water or "8 s" for sewer).
- \_\_\_ Identify all tie-in to existing facilities locations in the Plan and Profile views.
- \_\_\_ Existing utilities and their locations shall be clearly identified. These include, but are not limited to, FID, private irrigation, and FMFCD pipelines, sewer mains, non-potable and potable water mains. The proposed design shall mitigate any conflicts.
- \_\_\_ Stationing of junction structures and air vent structures.
- \_\_\_ Invert elevations at junction boxes and air vent structures, and at any slope change
- \_\_\_ Slope of pipe as a decimal.
- \_\_\_ Boring and jacking: same as plan view.
- \_\_\_ Vents and junction boxes shall be located outside of sidewalk areas and away from P.G.&E. facilities.

#### City / FID Common Use Easement

In some instances, it may be necessary to locate City facilities in FID Right of Way. When this occurs, it is necessary that an agreement for common use of easements be executed by the agencies. A standard form of agreement is included in Appendix L and is to be used for this purpose.

## S. PG&E PLANS

### 1. Description

Separate drawings are required for all gas and electrical improvements to be owned and operated by PG&E. It is incumbent upon the engineer to consult with PG&E staff on all improvements and the plans required. Construction of all PG&E facilities shall comply with Company Standards, and all work, particularly Rule 15, 16, and Rule 20, shall be coordinated with the City.

### 2. General Design Requirements

These are determined by PG&E. However, it is critical to the proper coordination of construction activities that important information regarding conflicts between existing utilities, particularly those designated as "High Risk," and proposed construction be properly shown on the appropriate construction plans for the proposed development.

### 3. Typical Plan-Sheet Format:

- |  |   |
|--|---|
| ___ Title Block  | ___ Street names  |
| ___ North Arrow, horizontal and vertical scales. Scales to be determined by PG&E | ___ Lot numbers or APNs   |
| ___ Street name directly below plan view   | ___ Rule 15, 16, Rule 20 and Composite Plans                      |
| ___ Vicinity Map   | ___ Existing, proposed and, where necessary, future street lights |
| ___ Legend   |   |

### NOTES:

## T. FINAL AND PARCEL MAPS

### 1. Description

These guidelines pertain only to final maps (Final and Parcel). Tentative maps are a part of the entitlement process and are covered by the Clovis Municipal Code.

The professionals licensed in the State of California responsible for producing Final or Parcel Maps shall refer to the current Subdivision Map Act and comply with all the requirements contained therein when preparing a final map. DRU staff looks for compliance with the Subdivision Map Act, and they remain current with the requirements of the Fresno County Recorder's Office and the Clerk to the Board of Supervisors. The Developer's Engineer shall consult with these County Offices to familiarize themselves with County requirements.

### 2. Typical Items Required for Final Maps

- \_\_\_ 18"x26" map stamped and signed by the professional licensed in the State of California responsible for the production of the map
- \_\_\_ A north arrow, scale, legend and appropriate notes
- \_\_\_ Appropriate number of certificates, acknowledgements and statements to allow the appropriate agency representatives to approve the map, and all parties with title interest in the land to sign and be notarized
- \_\_\_ A legal description that accurately describes the boundary of the land being mapped. This description must be consistent with the Title Report, Subdivision Guarantee and Tax Certification
- \_\_\_ Reference made to all existing exceptions to title on the land as indicated the Title Report
- \_\_\_ Reference made to the proposed easements and dedications associated with the project and within the map boundary
- \_\_\_ Closure calculations shall be submitted to support the information represented on the map. The calculations shall be to the nearest 0.01' in length and the nearest 00°00'01" in bearing. Each calculation shall have an error of closure less than 0.01' in each of the easting and northing directions
- \_\_\_ The summation of the lengths of parts of a line segment shall equal the total length of the line segment to the nearest 0.01'. Data shall not be shown to the nearest 0.001' to eliminate rounding errors.
- \_\_\_ The summation of the arc lengths and the internal angles of parts of an arc shall equal the total arc length and the total internal angle of the arc to the nearest 0.01' and the nearest 00°00'01". Data shall not be shown to the nearest 0.001' or the nearest 00°00'00.1" to eliminate rounding errors.
- \_\_\_ Radial bearings shall, by definition, be indicated from the center of the arc to a point on the arc, and are to be shown on non-tangent curves
- \_\_\_ Negative tangent lengths shall be represented as a positive length
- \_\_\_ Proposed Public Utility Easements (PUEs) less than 10 feet in width shall be approved by the appropriate utility companies. A written copy of their approval is required prior to map approval by Council.
- \_\_\_ The map shall be in substantial compliance with the approved tentative map. Alterations to circulation or lot patterns may require the Planning Department to provide a ruling on compliance
- \_\_\_ Provide a 2" x 2" space for the City Engineer's and City Surveyor's stamp
- \_\_\_ The overall boundary is to be denoted by a distinctive symbol and clearly designated. This may be done with a blue or other acceptable colored boundary.

NOTES:

## U. GRANT OF EASEMENT AND GRANT DEED

### 1. Description

A Grant of Easement document must be prepared for easements to be dedicated to the City. A Grant Deed is required for property to be dedicated to or purchased by the City in Fee Title. All documents are to be prepared on 8 ½" X 11" paper. Sample Easement and Grant Deeds are included in the Appendix.

### 2. Cover Sheet Requirements

The upper right corner (4" wide by 2½" tall) shall be reserved for use by the Fresno County Recorder's Office.

The upper left corner (4" wide by 2 ½ " tall) shall indicate:

- \_\_\_ Who benefits from the recordation of the document
- \_\_\_ Who is requesting the recording of the map
- \_\_\_ Who shall receive the original of the document once it records and their address
- \_\_\_ To whom tax bills should be sent
- \_\_\_ The APN(s) and street address(es) of the affected parcel(s).

The lower 6" portion of the cover sheet shall indicate:

- \_\_\_ The Grantor(s) and Grantee(s)
- \_\_\_ The purpose of the grant
- \_\_\_ The legal description of the grant
- \_\_\_ The signature of the Grantor(s)
- \_\_\_ The typed name of the Grantor(s) under the signature line; and
- \_\_\_ A reference to the number of attached exhibits.
- \_\_\_ If the signature(s) of the grantor(s) require(s) a sheet in addition to the cover, or a sheet separate from the cover, it shall be identified as an attached exhibit.

- \_\_\_ If the foregoing requires multiple sheets, each sheet shall be identified as a separate exhibit or as the appropriate page of a multiple sheet exhibit.
- \_\_\_ If the legal description is on a sheet separate from the cover, it shall be identified as an attached exhibit. If it requires multiple sheets, each sheet shall be identified as a separate exhibit or as the appropriate page of a multiple sheet exhibit. Legal descriptions that are not of record shall be stamped and signed by an appropriate professional licensed in the State of California.
- \_\_\_ The Assessor Parcel Numbers of the subject parcels shall not be indicated in the legal description.
- \_\_\_ Attached exhibits shall include a graphical representation (plat) of the grant. If it requires multiple sheets, each sheet shall be identified as a separate exhibit or as the appropriate page of a multiple sheet exhibit. These shall be stamped and signed by an appropriate professional licensed in the State of California.

### 3. Plat Requirements

- Reference shall be made to all existing entitlements on the land as indicated within the Title Report.
- Closure calculations shall be provided to support the information represented on the grant. The calculations shall be to the nearest 0.01' in length and the nearest 00°00'01" in bearing. Each calculation shall have an error of closure less than 0.01' in each of the easting and northing directions.
- The summation of the lengths of parts of a line segment shall equal the total length of the line segment to the nearest 0.01'. Data shall not be shown to the nearest 0.001' to eliminate rounding errors.
- The summation of the arc lengths and the internal angles of parts of an arc shall equal the total arc length and the total internal angle of the arc to the nearest 0.01' and the nearest 00°00'01". Data shall not be shown to the nearest 0.001' or the nearest 00°00'00.1" to eliminate rounding errors.
- Radial bearings shall, by definition, be indicated from the center of the arc of a point on the arc and are to be shown on all non-tangent curves.
- Negative tangent lengths, if indicated on the grant, are understood and shall be represented as a positive length.
- The APN(s) of the affected parcel(s).
- The purpose of the grant and the square footage of the grant.
- The grant area shall be clearly indicated by a hatch pattern, a unique line type or a unique line weight.
- The point of commencement and the true point of beginning of a description shall be indicated as appropriate.

The Engineer and/or Surveyor shall provide a separate dimensioned scalable exhibit indicating existing wells, septic tanks and septic lines. This exhibit is to be provided to the DRU but not recorded. A sample Plat Format is included in the Appendix.

NOTES:

## V. RECORD DRAWINGS

### 1. Description

Record Drawings are essential to provide the City an accurate record of the actual placement, elevation, and configuration of public improvements. Without this information, reliance must be placed on the design drawings, which very often are changed to reflect differing field conditions or design errors. The absence of actual information can prove very costly to future design, construction, and maintenance activities in, around, or connected with the prior construction.

**NOTE: NO CHANGES IN THE ORIGINAL PLANS ARE TO BE MADE IN CONSTRUCTION WITHOUT THE EXPRESS APPROVAL OF THE CITY ENGINEER PRIOR TO INSTITUTING ANY PROPOSED CHANGE.**

### 2. Responsibility

Acting in concert with his Engineer and Contractor(s), it is the Developer's responsibility to prepare and submit to the City a complete set of certified Record Drawings for public improvements constructed in conjunction with a development prior to final acceptance of the improvements by the City Council, or occupancy permit in the case of commercial or multi-family developments. Failure to submit the required drawings may result in withholding final acceptance or occupancy.

### 3. Typical Requirements

- \_\_\_ No changes are to be made without the express approval of the City.
- \_\_\_ Original drawings are to be modified to reflect all changes by placing a line through the original information in such a way as not to obscure it. The actual information shall then be entered next to the original in such a way as to make it clear and understandable what the change involved. Changes must include, but is not limited to, lines, elevations, sizes, slopes, types (such as manholes, water valves, etc.) materials, structural changes, and any other changes from the original design.

Any bench mark disturbed or newly placed shall be properly stamped by the Developer's Engineer and noted on the plans.

- \_\_\_ At the conclusion of each segment or portion of the work responsible to a particular contractor, that contractor shall note all changes in red on a field copy of the plans.
- \_\_\_ The red-lined drawings are to be given to the Developer and his Engineer for marking the original plans.
- \_\_\_ The above steps shall be followed to the conclusion of construction of public improvements.
- \_\_\_ At the conclusion of all construction, the Developer's Engineer shall submit to the City the complete original reproducible (Mylar) plan-set marked to reflect all changes in the manner noted above. Each sheet shall be stamped "Record Drawing" and certified thereto by the Engineer.
- \_\_\_ Disturbed or newly set Benchmarks shall be certified to the City on forms furnished by the City for this purpose. This shall be in addition to noting this on the Record Drawings.

— Upon submittal of all required Plans and Documents, and completion of all construction to the satisfaction of the City Engineer, the City will request City Council acceptance of the improvements and release of the appropriate bonds.

— Failure to submit Record Drawings as above described will constitute grounds for denial of acceptance of the public improvements (which requires retention of the applicable bonds) or denial of occupancy in the case of commercial or multi-family projects not involving a subdivision.

**NOTES:**

## W. TRAFFIC CONTROL PLAN

### 1. Description

This plan may be required during the plan review stage of a development whenever closure of an existing street(s) is anticipated to occur in conjunction with or as a result of the development, or, when due to unanticipated circumstances, the necessity for short and long term road closure becomes known after development plans have been approved. In the latter case, the Plan may be required through the encroachment permit process. The Plan's purpose is to provide a well thought out traffic circulation plan to minimize the impacts of the closure(s) on not just the local nearby roads and traffic, but also on the regional system. In some cases, a public notice and outreach element may be required to be included in the plan.

### 2. Requirements

- \_\_\_ The Plan must comply with Part 6 of the MUTCD 2003 and California Supplement or latest editions
- \_\_\_ Plan shall be prepared under the direction of, and signed and stamped by, a Civil or Traffic Engineer licensed in the State of California
- \_\_\_ An Encroachment Permit will be required for road closures. Liquidated damages will be assessed in an amount determined at the time of permit issuance for each day the closed roads remain unopened beyond the prescribed closure period.

### 3. Plan Sheet Items Required

- \_\_\_ Completed Title and Approval Block. Use Plan name for sheet description
- \_\_\_ North Arrow and horizontal scale of not less than 1" = 100'; 1" = 200" may be acceptable depending on the nature and scope of detours and advance warning locations
- \_\_\_ Use MUTCD nomenclature for temporary sign call-outs
- \_\_\_ Use California Standard Plans nomenclature for temporary striping, stenciling, and pavement marker call-outs
- \_\_\_ Show clearly all detours; if detours are to be staged, show staging with applicable dates; use multiple plan sheets if necessary to clarify staging.
- \_\_\_ Show clearly the locations of message boards; show message to be included on the boards

### 4. Other Items Required

- \_\_\_ Provide a report that indicates or includes the following:
  - \_\_\_ The Engineer has contacted all applicable agencies and organizations that could be impacted by the proposed road closures and detours, and has incorporated features or timing that eliminates or minimizes the impact. These include, but are not limited to, the Clovis Unified School District, City and County of Fresno, Caltrans, Fresno Metropolitan Flood Control District, Clovis Police and Fire Departments, and Clovis Chamber of Commerce.
  - \_\_\_ A schedule showing the various sequences of work with a time line to when the road will be reopened. If done in segments and/or phases, include all segments and/or phases in the schedule
  - \_\_\_ A public notification plan indicating when and how residences and businesses within the closure area will be provided advance notification and access.

Notes:

## X. FIRE FACILITIES PLAN

### 1. Description

This plan may be required by the Fire Department for developments processed as an SPR or CUP. The purpose of the Plan is to consolidate and show all fire-related facilities on one or more plan sheets dedicated solely to this purpose. This will assist in the review of the application to assure that the development complies with all State and Local Fire Codes, and that all requirements are met. "Facilities" include, but are not limited to, all exterior improvements such as hydrants, fire protection systems, fire lanes, signage, pavement markings, and any other facilities related to fire protection.

### 2. Requirements

- \_\_\_ The Fire Facilities Plan shall be prepared under the direction of the responsible Engineer for the overall project.
- \_\_\_ The applicable City of Clovis Standard Drawings shall be referenced.

### 3. Plan Sheet Items Required

- \_\_\_ Completed Title and Approval Block. Use Plan name for sheet description
- \_\_\_ North Arrow and horizontal scale of not less than 1" = 40'
- \_\_\_ Use Clovis Fire Department nomenclature for signs and curb stenciling
- \_\_\_ Use California Standard Plans nomenclature for pavement marker call-outs
- \_\_\_ Show clearly, dimension and label on an overall site plan all fire lanes, typical curb stenciling, signage, hydrant and pavement marker locations, size and location of fire service lines, including Post Indicator Valve and Fire Department connection points.

### 4. Other Items Required

- \_\_\_ Consult with the Clovis Fire Department by or before the first plan submittal to determine whether a separate Fire Facilities Plan will be required, and any special requirements for the exterior improvements to be constructed or installed.

Notes

## APPENDICES

APPENDIX A  
COVER SHEET



APPENDIX B  
PLAN & PROFILE SHEET



## APPENDIX C

### ENCROACHMENT PERMIT & SPR INSPECTION FEES

(Include this on the Cover Sheet of construction drawings for SPRs)

ENCROACHMENT PERMIT FEES			
Item	Unit	Fee	Justification
PERMIT PROCESSING FEE	EA	\$125.00	1.5 hrs @ \$85/hr
MINIMUM INSPECTION FEE (includes processing)	EA	\$350.00	2.5 hrs @ \$85/hr + processing fee
"AT-RISK" PERMIT PROCESSING FEE	EA	\$1,000.00	10 hrs. research @ \$85 + processing
REINSPECTION FEE (PER OCCUR.)	EA	\$125.00	1.5 hrs @ \$85/hr
<del>WORKING IN R-O-W WITHOUT PERMIT</del>	<del>DAY</del>	<del>\$500.00</del>	
TRAFFIC CONTROL PLAN REVIEW (Lane Closure)	EA	\$250.00	1.5 hrs @ \$85/hr + processing fee
TRAFFIC CONTROL PLAN REVIEW (Road Closure)	EA	\$500.00	4.5 hrs (for mtg & research) @ \$85/hr
TRAFFIC CONTROL INPECTION FEE	DAY	\$125.00	+ processing fee 1.5 hrs @ \$85/hr
SPR INSPECTION FEES			
Item	Unit	Fee	Justification
<b><u>STREETWORK</u></b>			
CURB AND GUTTER	LF	\$0.50	
CURB	LF	\$0.20	
SIDEWALK	LF	\$0.25	
MISC. CONCRETE	SF	\$0.20	
DRIVE APPROACH	SF	\$0.20	
A/C PAVEMENT	SY	\$0.60	
BRICK PAVERS (Vehicle/Ped)	SF	\$0.25	
TRAFFIC MARKING / SIGNING	EA	\$50.00	
STREET LIGHTS	EA	\$10.00	
VALLEY GUTTER	LF	\$1.00	
FIBER OPTIC CONDUIT	LF	\$0.25	
FIBER OPTIC BOX	EA	\$35.00	
FIBER	LF	\$0.20	
<b><u>SEWER FACILITIES</u></b>			
SEWER LATERAL	EA	\$15.00	
SEWER MAIN	LF	\$1.00	
MANHOLES	EA	\$45.00	
<b><u>WATER FACILITIES</u></b>			
WATER SERVICE	EA	\$35.00	
WATER MAIN	LF	\$0.75	
FIRE HYDRANTS	EA	\$35.00	
BLOW-OFF	EA	\$35.00	
<b><u>DRAINAGE FACILITIES</u></b>			
MANHOLES	EA	\$45.00	
SIDEWALK DRAINS	EA	\$45.00	
DRAIN INLETS	EA	\$30.00	
<b><u>LANDSCAPE FACILITIES</u></b>			
LANDSCAPE	SF	\$0.01	
IRRIGATION*	EA	\$25.00	
CHAIN LINK FENCE	LF	\$0.25	
Per each component (controller, service cabinet, control valve, backflow device, etc.)			
<b>TOTAL INSPECTION FEE</b>	<b>MINIMUM</b>	<b>\$350.00</b>	

## APPENDIX C – ENCROACHMENT PERMIT & SPR FEES

APPENDIX D  
TYPICAL CONSTRUCTION NOTES

(Revised June 14, 2006)

## Appendix D – Construction Notes (Revised June 14, 2006)

### CONSTRUCTION NOTES

#### **Permits**

General: All permits shall be obtained by the contractor prior to commencement of any work for which a permit is required.

1. An Encroachment Permit is required for any traffic control measures or work within existing City, County, or State right-of-way. City permits may be obtained at Clovis Planning and Development Services Department, Construction Management Division at (559) 324-2379. Contact the applicable Permits Division of the County of Fresno or Caltrans for the applicable permit.
2. For traffic signal installation or modification, a separate encroachment permit is required from the City.
3. A Grading Permit is required from the City of Clovis Planning and Development Services Department for any grading. The Contractor shall contact the City Building Inspection Division at (559) 324-2390 for necessary permit and requirements. (See “*Grading*” Section)
4. A Building Permit is required for the construction of any masonry wall, wood fence, trash enclosure, retaining wall, wrought iron fence or any combination thereof. The Contractor shall contact the City Building Inspection Division at (559) 324-2390 for necessary permit and requirements. Retaining walls or fences constructed within the public right of way shall be masonry construction.
5. A Building Permit is required from the City of Clovis, Planning and Development Services Department for any well and septic tank to be abandoned. The Contractor shall contact the City Building Inspection Division at (559) 324-2390 for necessary permit and requirements. (See “*Grading*”)

#### **Procedures**

6. Prior to beginning construction, advance warning signs shall be placed 7 days prior to commencing work in order to notify the public of the imminence of construction and of possible delays. See “*Traffic Control*” section.
7. All existing mains, utilities, signs, striping, etc., found to be in conflict with this plan, whether specifically identified on the plans and project specifications or not, shall be considered as part of the required work to be performed.
8. Before commencing work, the Contractor shall notify all utility authorities or utility companies having possible interest in the work of the Contractor's intention to excavate proximate to existing facilities. The Contractor shall verify the location of any utilities in the work area. The Contractor shall notify U.S.A. two (2) working days prior to beginning any excavation.

9. The Contractor shall notify the City Public Utilities Department Streets Manager at (559) 324-2639 at least forty-eight (48) hours prior to pouring sidewalks, and/or installing any signs, markings, striping or stenciling such as directional arrows, stops, cross walks, etc. The City Street Manager shall be informed of all locations, types, dates and schedule of installation. Any changes proposed to the plans shall be approved by the City Engineer prior to installation.
10. The Contractor shall obtain written authorization from any adjacent property owner giving him permission to enter his property for purposes of constructing the improvements delineated on these plans and transitions thereto. The Contractor shall provide the City with a copy prior to start of work.
11. Any dirt or debris tracked onto any city street from this project shall be cleaned off at the end of each working day to the satisfaction of the City. In the event of Contractor's non-performance and the City is required to provide clean up of dirt or debris, the Contractor shall be billed at three (3) times the actual cost.
12. During the site construction, any public streets fronting the project shall be kept clear of any construction or landscaping debris and shall not be used as storage area for equipment, materials or other items.

### **Liabilities**

13. Any existing Section Corner, Quarter Section Corner, Property Corner, Street Centerline Monument, or any Official Bench Mark damaged by the Contractor in the course of the work covered by these construction plans, shall be reset to the satisfaction of the City Engineer. A Licensed Land Surveyor or Civil Engineer licensed to perform land surveying shall certify the placement or replacement of all monuments and benchmarks in accordance with all laws, rules and regulations governing such placements or replacements. Placement/replacement and certification shall be completed before final acceptance of the project/work by the City. Brass caps required for the installation of new or replacement monuments shall be furnished by the Contractor per City Standard Drawing No. ST-32, and approved by the City prior to installation.
14. Any existing signing, striping, and stenciling and/or improvement shown on the plans to remain but are damaged, disturbed or faded by construction activities shall be replaced in-kind in accordance with the City of Clovis Standard and as directed by the City Engineer. The Contractor shall notify the City Streets Manager at (559) 324-2639 at least forty-eight (48) hours prior to installing or reinstalling any signs, markings, striping or stenciling such as directional arrows, stops, cross walks, etc. damaged or faded by the work. The City Street Manager shall be informed of all locations, types, dates and schedule of work. (See "*Striping*").
15. It shall be the responsibility of the Contractor to remove all existing structures, trees, shrubs, etc., that are on existing or proposed right-of-way lines, encroaching on existing or proposed street easements or encroaching on existing or proposed utility easements. No tree six inches in diameter or larger shall be removed without the written approval of the City Planner or as shown on the approved improvement plans.
16. For City projects and subdivision improvements installed in conjunction with a Parcel Map or Final Map, the cost of initial tests (compaction, etc.) will be paid by the City; the costs of all repeat testing required for acceptance of any work shall be fully borne by the Contractor. For all other projects, the costs for both initial and repeat tests are the responsibility of the Contractor.

### **Standards/Specifications**

17. All work shall be done in accordance with the City of Clovis Standard Drawings and Specifications, January 2000, and/or any referenced applicable sections of the CALTRANS Standard Specifications and Standard Plans dated July 2002 or latest publication thereof.
18. All storm drainage facilities are to be constructed in accordance with the Fresno Metropolitan Flood Control District Standard Specifications and Standard Plans, November 17, 1975 edition.

### **Traffic Control**

19. Traffic Control shall conform to the provisions of Subsection 7.15 of the Clovis Standard Specifications and, for City projects, the Project Special Provisions. Traffic Control shall also conform to the latest version of the Manual on Uniform Traffic Control Devices and the California Supplement thereto, Part 6, Temporary Traffic Control. Compliance with the requirements of said manual shall be considered as a minimum requirement and it shall be the responsibility of the Contractor to provide additional safety devices when necessary to maintain a safe condition.
20. An approved Traffic Control Plan is required prior to beginning construction. Unless otherwise prescribed in the Plan, as a minimum on major streets, at least one twelve (12) foot wide lane in each direction of travel shall be maintained at all times. Prior to completion of work each day, the Contractor shall backfill and provides temporary trench resurfacing before leaving the site.

### **Grading**

#### *General (applies to all grading work)*

21. All trash, concrete, asphalt concrete, vegetable matter, and debris of any kind shall be removed from the site and shall not be incorporated into any fill.
22. All utility poles in the street right-of-way are to be removed or relocated prior to any paving.
23. All facilities such as sewer, storm drain and other utility manholes, water valve boxes including cap and lid, etc., whether existing or newly installed by this project shall be adjusted to final grade as necessary prior to final acceptance of the work by the City. EXECPTION: Water valve boxes, new or existing, shall be brought to surface grade within 5 days of installation or having been covered by construction.
24. Any wells located in areas to be graded, unless otherwise directed by the Plans, are to be abandoned per City Standard M-10. A City Building Permit will be required for this work, and fees therefore shall be paid for by the contractor.
25. Any septic tank, leach field, or related facilities located in areas to be graded, unless otherwise directed by the Plans, shall be abandoned per County of Fresno Health Department Standards. A Building Permit will be required for this work, and the fees therefore shall be paid by the Contractor.
26. Relative Compaction tests must be within 2% of optimum moisture content to be considered as passing.
27. All fill to be compacted to a minimum of 90% relative compaction, except fill under curbs, curb and gutter, valley gutters, and pavement areas, shall be compacted to a minimum of 95% relative compaction. See "Liabilities" for cost responsibility.
28. The Contractor shall provide soil compaction test reports prepared by an approved testing agency for all areas where fill is placed.

**Grading/ Buildings on Site**

29. All grading shall comply with California Building Code, current edition.
30. The contractor shall obtain a Grading Permit from the City Building Division prior to any work and abide by all conditions thereof and pay permit fees. For permit purposes only:
- Estimated grading area = \_\_\_\_\_ Acre(s)  
Estimated excavation = \_\_\_\_\_ CY  
Estimated embankment = \_\_\_\_\_ CY
31. Unless otherwise designated on the Plans, no on-site retention of drainage or other water is permitted.
32. Drainage slopes on sites being graded shall be a minimum 0.5% to an approved drainage facility or a public street, and shall have a 2% slope away from building pads for at least five (5) feet or as otherwise noted on the Plans. No drainage shall be allowed onto adjacent property.
33. Grading next to adjacent properties, where differences exceed one (1) foot in elevation, shall conform to City of Clovis Standard M-4, or a recorded slope easement from adjoining property owners affected shall be provided. Differences in elevation less than one (1) foot shall require, at a minimum, a retaining board 1”X12”, made of redwood or approved equal, to be used to retain all soil on the property being developed or adjacent to the development depending on which property has higher grades. Retaining walls constructed within City right of way shall be masonry.
34. Upon completion of grading operations, but in no case later than a request for a final building inspection, the Contractor or Developer shall provide the City with “As-Graded” Plans. A letter from the responsible Civil Engineer or Land Surveyor shall also be submitted certifying that grading conformed to the approved Grading Plan except as noted on the “As-Graded” Plan.
35. The Contractor shall have the compaction report filed with the City of Clovis Building Division for any lot with six (6) inch or more of fill prior to issuance of a building permit.
36. All fire hydrants are to be in place and working before building construction begins.
37. Buildings shall have the foundation wall or concrete floor slab constructed at least 6 inches above the crown of the adjoining street.
38. All fill used to support the foundations of any building or structure shall be placed under the direction of a geo-technical engineer, and the fill shall be observed by the geo-technical engineer or his qualified representative. A soils investigative report and a report of satisfactory placement of fill, both acceptable to the building official, shall be submitted, per 2001 CBC, section 1804.
39. Temporary Signs: Prior to commencing work on any homes beyond the tract models, or as soon as aggregate base (base rock) is placed on streets, whichever comes first, at all intersections the Developer/Contractor shall install temporary street name signs to the following specifications:
- a) Temporary signs shall be of steel or aluminum backing, with thickness between 0.060” and 0.125”.
  - b) Sign backing material shall be 6” in height.
  - c) Signs shall be reflectorized with black letters on white background.

- d) Signs shall include the street name and block number. Letter height shall be 4" minimum; block numbers shall be 2" minimum height.

The Developer/Contractor shall obtain the sign pole and mounting brackets from the City Public Utilities Street Maintenance Section. The sign fees paid by the Developer covers the initial cost of the post and mounting hardware. The Developer/Contractor will be required to purchase from the City any additional poles or hardware needed to replace those damaged or stolen prior to the time of final acceptance of improvements by the City. If a street name sign is damaged, stolen or otherwise removed, the Developer/Contractor shall replace it with a new sign/pole within 4 working days.

#### ***Hazardous Materials***

40. Existing temporary storm drainage retention basins may accumulate contaminants, hazardous materials and/or chemicals, which may adversely affect existing soil conditions or aquifers. The contractor or property owner, by applying for and receiving a building/grading permit on any lot previously used as a temporary basin, hereby acknowledges he/she is responsible for any removal or clean up of the site required by governing agencies locally or regionally.
41. The Contractor/Owner acknowledges that the City's approval of a grading plan does not express or imply the site is free of contaminants or hazardous materials, or that the City is responsible or liable, in any way, for the cleanup of this site.

#### ***Utilities***

42. All existing overhead and any new utility facilities located onsite or within the public right-of-way on or adjacent to a development site shall be placed underground unless otherwise designated on the Plans or approved by the City Engineer in writing.
43. Electrical power supply lines are to be placed within Schedule-80 PVC conduits except under pavement, where PVC conduits shall be placed in galvanized steel sleeves.
44. All streetlights shall be 70 watts unless otherwise noted. Streetlights shall be installed behind the sidewalk except where full width sidewalk, park strip or meandering sidewalk is to be installed. At those locations, lights are to be installed thirty (30) inches behind face of curb. It shall be the contractor's responsibility to assure that all street lights are numbered correctly.
45. All utility vaults (PMH boxes) required to be installed shall be sited and approved by the City. Any retaining structures required with the installation of these PMH boxes shall be a masonry design and material used shall be of the same type/lot as wall installed with this development. The tops of all slabs and foundations shall be installed flush with the ground finish grade at the lowest common boundary. Masonry retaining structures shall be constructed on boundaries where a cut condition exists.

#### ***Trench Backfill and Resurfacing***

46. Trench cuts in existing streets that are not to be reconstructed or overlaid shall have permanent trench resurfacing installed within seven (7) days after initial street cut.
47. Trench backfill and permanent trench resurfacing to be per City Standard ST-20.
48. Temporary trench resurfacing to be a minimum four (4) inch thick cold mix and continuously maintained by the contractor until the trench is permanently repaved. Repairs performed by City forces due to un-maintained temporary pavement will be charged to the contractor at 3X actual cost.

### **Street Improvements**

49. For City or Developer projects on major streets (arterials, collectors, expressways), whether new or reconstruction, the Contractor or the Developer shall be responsible to set monuments at centerline intersection points, angle points, and beginning and end of curves (BC & EC). Where manholes or other obstructions prevent the installation of monuments at the prescribed locations, monument ties shall be furnished sufficient in number to re-create the appropriate point. For City projects, setting monuments will be paid for at the price bid therefor. If there is no bid item, the cost will be considered as included in the various bid items, and no separate payment will be made therefore.

For new development projects involving the construction of new interior minor streets and/or bordering major streets, in addition to the above requirements, the Developer shall set monuments at all property corners, angle points, BCs and ECs along the properties fronting on the major and minor streets.

For all of the above, a Licensed Land Surveyor or Civil Engineer licensed to perform land surveying shall certify the placement of all monuments in accordance with all laws, rules and regulations governing such placements or replacements. Placement/replacement and certification shall be completed before final acceptance of the project/work by the City. Brass caps required for the installation of new or replacement monuments shall be furnished per City Standard Drawing No. ST-32, and approved by the City prior to installation.

50. All Street Improvements shall be constructed in accordance with the approved Plans therefor. No deviations are permitted without the express approval of the City Engineer or his designee
51. Sidewalks shall not be poured until all water meter boxes and services have been inspected by the City.
52. All curb and gutter and valley gutters shall be water tested under the direction and in the presence of the City Inspector prior to any street operation. All sags or humps shall be removed and replaced to the satisfaction of the City.

### **Water Mains**

53. Water mains are to be installed and tested per City of Clovis Standard Specifications Section 21, "Water Distribution Facilities".
54. Any salvageable water valves and blow-offs removed from existing water mains shall be salvaged to the City Corporation Yard located at 155 Sunnyside Avenue.
55. No water main valves shall be closed by the Contractor except in the case of an emergency such as a broken main. The Contractor shall notify the City Water Division immediately whenever a valve is closed or after a line is broken. In all other cases, such as making connections to existing mains, arrangements shall be made a minimum of 24 hours in advance with the City Water Division for closure of any valves.
56. Water mains shall be installed to the lines and grades established in the approved Plans. In cases where obstructions are encountered and a change in vertical alignment is required, the minimum cover allowable shall be: 6" pipe – 3'; 8" pipe – 3.5'; 12" pipe – 4'; 14" or larger pipe, - 4.5'. No change in grade shall be made without the approval of the City.
57. Tracer wire shall be installed with all water mains and fire hydrant runs. Tracer wire shall be #10 solid bare or #12 solid insulated.

58. Connections made to existing water mains shall be performed with a tapping saddle, where possible.
59. When Polyvinyl Chloride (PVC) C900 pipe is used for water mains, a coring cutter is required for each tapping. A City Water Department representative must be on site during all work on existing City water mains.
60. Physical separation/gaps between water mains will be required on new water mains at connections to existing mains until the new water main is tested and approved for connection to any existing water mains. City Public Utilities Water Division staff shall be present at all water main tie ins.
61. All water main blow-offs shall be installed per City of Clovis Standard Drawing W-11, "Temporary Blow-Off Installation."
62. All fire hydrants required for this project shall be identified and installed per City of Clovis Standard W-2, "Fire Hydrant". Install "Blue Dot" pavement marker in the street pavement at all fire hydrant locations per Fire Department Standard 7. Fire service lines without hydrants at the end shall be equipped with blow-offs. Hydrants shall be painted yellow, with all caps painted blue. Curbs shall be painted red 7.5" either side of hydrant unless interrupted by a driveway or corner curb return.
63. In the case of new building/homes construction, all fire hydrants shall be in working order before construction begins.
64. Any backflow prevention assembly installed shall be of an approved type and be installed downstream and adjacent to water meters. The backflow prevention assembly shall be tested and approved by an approved AWWA certified tester within five (5) days of installation with the results sent to the City Public Utilities Water Division.
65. A separate Building Permit is required for the installation of fire sprinkler systems in buildings. Such installations are not a part of these Plans

### ***Sewer Mains***

66. Sewer mains are to be installed and tested per City of Clovis Standard Specifications Section 19, "Sanitary Sewer Facilities".
67. Prior to the installation of, and/or connection to, any sewers, the Contractor shall field verify and compare all existing flowlines with those indicated on the approved construction plans prior to connecting to any existing sewer mains. Any discrepancies and/or conflicts with the approved plans shall immediately be brought to the attention of the City and the design engineer. An alternate design shall be prepared and submitted to the City for approval prior to commencement of work.
68. Except at Cul-de-sacs, no sewer lateral or services shall be allowed to connect directly into sanitary sewer manholes (thimbles).
69. Manholes shall be installed at the locations shown on the Plans. No changes shall be made in location without the approval of the City.
70. Except at cul-de-sac locations, no sewer lateral or service line shall be connected directly into manholes.

## **Striping**

71. A Striping Plan approved by the City Engineer is required prior to any signing or striping installation. The Contractor shall notify the Public Utilities Street Division at least 48 hours in advance of any work. The Streets Division shall be informed of all locations and types and dates of installations. Any changes to the approved Plan shall be approved by the City Engineer prior to any work thereon.
72. Any existing signing and/or barricades to be removed shall be salvaged to the City corporation yard located at 155 Sunnyside Avenue.
73. Striping to be removed shall be ground off completely and the surface slurry sealed with a type "II" slurry prior to re-striping. Any voids created by grinding shall be filled by using a type "II" slurry.
74. All stenciling (arrows included) to be removed by grinding shall be done in a manner to provide a rectangular shape encompassing the area to be removed. No grinding shall "shadow" the shape of the stenciling to be removed.
75. City stencils shall be used when painting directional arrows and bike lane markings. The Contractor shall notify the City Public Utilities Street Division at least 48 hours in advance of the time stencils will be needed. The Contractor shall return all stencils in the same condition the stencils are received or better.
76. All crosswalks to be installed shall meet the requirements of City Standard ST-30 unless otherwise noted on these plans. Provide yellow crosswalks at intersections within 600' of any school facility. Crosswalks shall be installed using extruded type Alkyd binder thermoplastic material applied at a thickness of 125 mils ( $\pm 15$  mils). Type 1 glass beads shall be 25-30 percent of material before application and shall be applied to the extruded material immediately after application.
77. Type of markers shall be as stated in section 85-1.02 "Type of markers" of the State Standard Specifications and as shown on the striping plan(s). All pavement markers and road signs installed shall conform to the provisions in the latest edition of the California Supplement to the Manual of Uniform Traffic Control Devices (MUTCD), Section 85 of the State Standard Specifications, State Standard Plans, pages A20-A through D and pages A73-A through C along with the City of Clovis Standard Specifications.
78. All detail-9 striping shall be provided with type "C" markers.
79. All concrete median nose faces shall be painted for a distance of three (3) feet along both sides with reflective yellow paint.
80. "K" markers installed on median noses shall be placed 3'-5' back from the nose curb face. Where pedestrian push button poles are to be placed on median noses, install the "K" marker on the push button pole.
81. "H" markers shall be installed with a space at twenty-four (24) feet O.C. along both sides of the median curb face.
82. Signs shall be placed a minimum of four (4) feet from the edge of pavement when installing along streets where curb and gutter are not present.
83. Street sign installation on metal street light or signal poles shall require the use of stainless steel banding material. No hose clamps are allowed.

84. Where signs are to be installed, light poles should be used, in lieu of posts, whenever possible. Wood and round pipe posts are not allowed. Galvanized "Y" channel or square 2"x2"x14 gage galvanized posts are to be used. Signs should be installed at a height of ten (10) feet and shall be minimum of seven (7) feet above finished grade.

### ***Landscaping***

85. All plant material shall be approved by the City's's authorized representative prior to installation. Prior to any planting, a soils analysis shall be prepared by a certified Soils Testing Lab and submitted to the City's Public Utilities Department Parks Manager. The Soils Report shall include a Chemical and Percent Organics analysis.
86. Final location of all plant materials shall be subject to the approval of the City's authorized representative. For residential subdivisions, the Developer/Contractor shall furnish and plant two 15-gallon trees for each front yard, selected by the lot owner from the City's approved Street Tree List. Where park strips exist, one of the trees shall be located in the strip; trees are to be spaced as uniformly as possible.
87. Street trees shall be located a minimum of 10 feet from drive approaches, water and sewer services, street furniture such as fire hydrants and utility boxes, and 20 feet from street lights. Street trees shall be spaced along streets as uniformly as possible.
88. No planting shall be done until installation of the irrigation system is completed, final grades have been established, planting areas have been properly graded and soil prepared, and the work approved by the City of Clovis.
89. The Contractor shall notify the City's authorized representative one week prior to commencement of work to coordinate project observation schedules.
90. The Contractor shall take note of existing underground utilities in conflict and shall take all precautions necessary during tree planting operations so as not to damage said utilities. Coordinate underground utility inspection prior to tree planting.
91. The Contractor shall be responsible for any coordination with Sub-contractors as required to accomplish planting operations.
92. The Contractor shall not willfully proceed with construction as designed when it is obvious that unknown obstructions and/or grade differences exist that may not have been known during design. Such condition shall be immediately brought to the attention of the City. The Contractor shall assume full responsibility for all necessary revisions due to failure to give such notification.
93. If conflicts arise between size of areas and plans, the Contractor shall contact the City for resolution. Failure to make such conflicts known to the City will result in Contractor's liability to relocate any materials as directed.
94. The Contractor shall conform to the City Standard Specifications for planting requirements, materials and execution, staking method, plant pit dimension and backfill requirements.
95. All ground cover shall extend beneath taller plant material.
96. Provide root barriers for all proposed trees indicated on the Plans.
97. All trees shall be planted three (3) feet away from the center of swales
98. All trees in turf areas shall receive arbor guards upon installation. Refer to the Standard Specifications, Standard Plans, and the Project Plans.
99. Quantities are landscape estimates only. The Contractor shall be responsible for the installation of all material appearing on plan.

100. Soil Amendment. Unless otherwise noted on the Plans or Specifications, the following soil amendment standards shall apply:

OPTION 1.

1. Rototill soil amendment mix into the soil to a depth of 8 to 12 inches. Apply to all soil types.
2. Soil amendment components/application rate:
  - Black Humus – 20 cubic yards per acre;
  - Powdered Agricultural Grade Gypsum (15% Calcium Min.) – 2000 pound per acre.
  - Nutrismart 0-5-0 (150 SGN) – 400 pounds per acre (available at Wilbur/Ellis Co);
  - M-Roots (Roots, Inc.) – 435 pounds per acre.
3. Pre-mix all soil amendments prior to application and tilling.
4. Notify City Inspector for observation of application and incorporation of soil amendment.

OPTION 2.

1. Collect representative soil samples (approved by City Inspector).
2. Perform analysis on samples by certified Soil Testing Lab:
  - Chemical Analysis and Percent Organics Analysis.
3. Based on Soils Lab results, submit Soil Amendment recommendation from certified Crop Advisor to the Public Utilities Department Parks Maintenance Manager for approval prior to application.
4. Notify City Inspector for observation of application and incorporation of soil amendment.

***Irrigation System***

101. Irrigation drawings are diagrammatic. The Contractor shall not place irrigation lines where they will be located underneath tree-root balls.
102. Controllers shall be installed in stainless steel enclosures and shall be equipped with the City of Clovis specified radio and antennae equipment per manufacturer's specifications.
103. Valve wire shall be AWG14GA direct burial.
104. Irrigation wire shall be UF-AWG14GA direct burial install and in galvanized steel sleeve under pavement.

APPENDIX E  
EASEMENT DEED

FOR THE BENEFIT OF THE CITY OF CLOVIS

RECORDING REQUESTED BY:

And When Recorded Mail This Deed To:

ENGINEERING DIVISION - CIP  
CITY OF CLOVIS  
1033 FIFTH STREET  
CLOVIS, CALIFORNIA 93612

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN:

PROPERTY ADDRESS:

## EASEMENT

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

hereby GRANT(S) to the CITY OF CLOVIS, A California Municipal Corporation, **an Easement for utility purposes, over, under** across and through the following described Real Property in the City of Clovis, County of Fresno, State of California, to wit:

SEE EXHIBIT "A" & "B" ATTACHED HERETO  
AND HEREBY MADE A PART HEREOF

Dated: \_\_\_\_\_

ATTACH NOTARY ACKNOWLEDGEMENT

### Appendix E – Easement Deed

APPENDIX F  
GRANT DEED

FOR THE BENEFIT OF THE CITY OF CLOVIS

RECORDING REQUESTED BY:

And When Recorded Mail This Deed To:

ENGINEERING DIVISION  
CITY OF CLOVIS  
1033 FIFTH STREET  
CLOVIS, CALIFORNIA 93612

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN:

PROPERTY ADDRESS:

## GRANT DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

Hereby GRANT(S) to the CITY OF CLOVIS, A California Municipal Corporation, the following described real property in the City of Clovis, County of Fresno, State of California, to wit:

SEE EXHIBIT "A" & "B" ATTACHED HERETO  
AND HEREBY MADE A PART HEREOF

Dated: \_\_\_\_\_

ATTACH NOTARY ACKNOWLEDGEMENT

### Appendix F – Grant Deed

APPENDIX G  
TYPICAL PLAT

EXHIBIT "B"



CITY OF CLOVIS - ENGINEERING

Firm name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Engineer: \_\_\_\_\_  
RCE No. \_\_\_\_\_  
Telephone No. \_\_\_\_\_



Dr. by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Rev. \_\_\_\_\_  
SCALE AS SHOWN  
SHEET \_\_\_\_\_ OF \_\_\_\_\_

## Appendix G – Typical Plat

## APPENDIX H

### POLICY ON PRE-PAYMENT OF DEVELOPMENT IMPACT FEES

**APPENDIX H**  
**CITY OF CLOVIS**  
**POLICY**  
**FOR PRE-PAYMENT OF**  
**DEVELOPMENT IMPACT FEES**

March 21, 2006

**PURPOSE**

The purpose of this policy document is to provide direction and guidance to staff with regard to the issue of applying new or revised Development Impact Fees to developments which had entered the review process prior to the effective date of the new or revised fees. Since fees typically increase, it can be financially advantageous to such applicants to be permitted to pre-pay the fees at the rate in effect prior to the change.

This policy sets forth the conditions under which it is appropriate that an applicant be permitted to “pre-pay” the applicable Development Impact Fees at the rates currently in effect prior to the change. It also prescribes conditions under which deferred fees will be permitted to be paid at current rates.

**POLICY**

1. Final Maps

To be eligible to pre-pay Development Impact Fees, the Final Map must be ready for submittal by City staff to the City Council by the close of business on the last working day prior to the fee change date. To be deemed ready for submittal, the following shall have been provided to City Development Review staff:

- A. 1. An original map that satisfies all the technical requirements of the Subdivision Map Act, with all staff comments addressed.
2. The map signed and stamped by the appropriate professional licensed in the State of California.
3. The map signed by all the property owners.
4. The required number of copies of the map for the City Council Agenda Report.
- B. All documents including the Subdivision Agreement, Covenants, Subordinations, Easement or Right of Way Deeds, and any other required documents, signed and notarized. If Easement or Right of Way Deeds have not as yet been obtained, the Applicant may

submit a cash deposit, in an amount determined by the City, to satisfy this requirement.

- C. All required Improvement Security.
- D. Substantially complete Improvement Plans. This means the plans shall have progressed to at least the third submittal, and except for a few minor changes, have been determined by the City Engineer to be substantially complete. Third submittal plans still in need of significant revision will be deemed not substantially complete, which will be grounds for denial by the City Engineer for pre-payment of fees.
- E. Certification that all Conditions of Approval have been met or are addressed in the Subdivision Agreement to the satisfaction of the City Engineer.
- F. All non-deferred fees are paid. See Sections 4, 5, and 6 herein on deferred fees. The required Deferment Agreement must be executed by the applicant, notarized and submitted with all other required documents. No partial payment of non-deferred fees will be allowed, except those for which time-payment is permitted by the various chapters of the Municipal Code. If this alternative is used, the required Time-payment Agreement must be executed by the applicant, notarized, and submitted with all other herein-required documents.

If DRU staff determines the foregoing requirements have not been met in all respects, the request to pre-pay the Development Impact Fees will be denied in writing to the Applicant (see Section 7, Appeals).

## 2. Parcel Maps

To be eligible to pre-pay Development Impact Fees, the Parcel Map, accompanied by all required documents, shall have been submitted to the City Engineer for approval and signature by the close of business on the last working day prior to the fee change date. To be deemed ready for approval and signature, the following shall have been provided to City Development Review staff:

- A.
  - 1. A map that satisfies all the technical requirements of the Subdivision Map Act, with all staff comments addressed.
  - 2. The map signed and stamped by the appropriate professional licensed in the State of California.
  - 3. The map signed by all the property owners.
- B. All documents including the Parcel Map Agreement, Covenants, Easement or Right of Way Deeds, and any other required documents, signed and notarized. If Easement or Right of Way

Deeds have not as yet been obtained, the Applicant may submit a cash deposit, in an amount determined by the City, to satisfy this requirement.

- C. All required Improvement Security.
- D. Substantially complete Improvement Plans. This means the plans shall have progressed to at least the third submittal, and except for a few minor changes, have been determined by the City Engineer to be substantially complete. Third submittal plans still in need of significant revision will be deemed not substantially complete, which will be grounds for denial by the City Engineer for pre-payment of fees.
- E. Certification that all Conditions of Approval have been met or are addressed in the Parcel Map Agreement to the satisfaction of the City Engineer.
- F. All non-deferred fees are paid. See Sections 4, 5, and 6 herein on deferred fees. The Deferment Agreement must be executed by the applicant, notarized, and submitted with all other required documents. No partial payment of non-deferred fees will be allowed, except those for which time-payment is permitted by various chapters of the Municipal Code. If this alternative is used, the required Time-payment Agreement must be executed by the applicant, notarized, and submitted with all other herein-required documents.

If DRU staff determines the foregoing requirements have not been met in all respects, the request to pre-pay the Development Impact Fees will be denied in writing to the Applicant (see Section 7, Appeals).

### 3. Site Plan Review and CUP

To be eligible to pre-pay Development Impact Fees, all documents must be complete in a form sufficient to permit the issuance of a Building Permit by the close of business on the last working day prior to the fee change date. To be deemed sufficient for issuance of a Building Permit, the following conditions shall apply:

- A. The City Building Official has certified to the City Engineer that all plans, terms and conditions of the Building Division have been completed or met and that a Building Permit is issuable subject to payment of the fee therefore and furnishing other information required to complete the issuance.
- B. Engineering improvement plans are substantially complete. This means the plans shall have progressed to at least the third submittal, and except for a few minor changes, have been

determined by the City Engineer to be substantially complete. Third submittal plans still in need of significant revision will be deemed not substantially complete, which will be grounds for denial by the City Engineer for pre-payment of fees.

- C. All documents including the Development Agreement (if applicable), Covenants, Easement or Right of Way Deeds, and any other required documents, signed and notarized, have been submitted to the City Development Review staff. If Easement or Right of Way Deeds have not as yet been obtained, the Applicant may submit a cash deposit, in an amount determined by the City, to satisfy this requirement.
- D. All non-deferred fees are paid. See Sections 4, 5, and 6 herein on deferred fees. The required Deferment Agreement must be executed by the applicant and notarized with all other required documents. No partial payment of non-deferred fees will be allowed, except those for which time-payment is permitted by various chapters of the Municipal Code. If this alternative is used, the required Time-payment Agreement must be executed by the Applicant, notarized, and submitted with all other herein-required documents.

If DRU staff determines the foregoing requirements have not been met in all respects, the request to pre-pay the Development Impact Fees will be denied in writing to the Applicant (see Section 7, Appeals).

If the request to prepay the Development Impact Fees is approved, and if within 30 days after the effective date of the revised and/or new Development Impact Fee(s), the Applicant has not paid the required Building Permit fee and/or has not submitted the required information to the Building Official to allow issuance of a Building Permit, the revised and/or new Development Impact Fee(s) shall apply thereafter. In conjunction with issuance of a Building Permit subsequent to the 30-day period, the Applicant shall pay the difference between the new/revised Development Impact Fee(s) and any amounts previously pre-paid.

#### 4. Fees Subject To Deferment

Subject to the terms and conditions of Chapter 3.6.05, Title 3, of the Clovis Municipal Code, as may be amended from time to time, the following fees are subject to deferment. As provided above, deferred fees shall be paid at the rate in effect at the time of payment as defined in Section 6 herein. The fees listed below are those contained in the Municipal code as of the date of this policy. This list is therefore subject to change, and shall not be taken as a complete list.

- a) Oversize Sewer Charges
- b) Sewer Connection Charges
- c) Housebranch Sewer Charges
- d) Gross Acreage Charge (water)
- e) Water Meter
- f) Lateral Installation Fee (City- installed water services)
- g) Capital Outlay Charges (Community Sanitation)
- h) Park Acquisition and Development Fee
- i) Utility Underground Fee
- j) Underground Administration Charge
- k) Street Fee Administration Charge
- l) Outside Travel Lane Fee
- m) Center Travel Lane Fee
- n) Traffic Signal Fee
- o) Bridges Fee
- p) General Plan Fee
- q) Fire Department Fee
- r) Water Tender Fee
- s) Police Department Fee
- t) Nonpotable Water System Fee

5. Deferment of Parcel Map and Tract Map Fees for Commercial, Professional, Industrial, and Multifamily Zoned Property

Subject to the terms and conditions of Chapter 3.6.06, Title 3, of the Clovis Municipal Code, as may be amended from time to time, the development fees associated with the development of a Parcel Map or Tract Map with Commercial, Professional, Industrial or Multifamily zoning, (including churches, schools, and public facilities) may be deferred at the time the Parcel Map or Tract Map is recorded on all unimproved lots. The deferred fees and any new fees in effect shall be paid prior to the issuance of any other development entitlements on the unimproved parcels at the fee rate in effect at the time of payment as defined in Section 6 herein. The developer/owner shall enter into a Deferment Agreement with the City.

The following fees are subject to deferment with the Tract or Parcel Map, in accordance with the provisions of this Section and the above-cited Clovis Municipal Code sections. The fees listed below are those

contained in the Municipal code as of the date of this policy. This list is therefore subject to change, and shall not be taken as a complete list.

- a) Oversize Sewer Charges
- b) Sewer Connection Charges
- c) Housebranch Sewer Charges
- d) Gross Acreage Charge (water)
- e) Water Meter
- f) Lateral Installation Fee (City-installed Water Services)
- g) Capital Outlay Charges (Community Sanitation)
- h) Park Acquisition and Development Fee
- i) Utility Underground Fee
- j) Underground Administration Charge
- k) Street Fee Administration Charge
- l) Outside Travel Lane Fee
- m) Center Travel Lane Fee
- n) Traffic Signal Fee
- o) Bridges Fee
- p) General Plan Fee
- q) Fire Department Fee
- r) Major Facilities Sewer
- s) Northwest Area Sewer Surcharge
- t) Front Footage Sewer
- u) Major Facilities Water
- v) Front Footage Water
- w) Water Tender Fee
- x) Police Department Fee
- y) Nonpotable Water System Fee

## 6. Pre-payment of Deferred Fees

Certain Development Impact Fees may be deferred pursuant to Chapter 3.6, Title 3, of the Clovis Municipal Code. To defer payment of any fee, a Deferment Agreement must be executed.

The Municipal Code allows that a deferred fee can be paid prior to the time that it is actually required to be paid pursuant to the Code, but must be paid at the rate in effect when the payment is made ("Time of Payment").

If, therefore, a new/revised fee will become effective prior to the time that a deferred fee must be paid under the terms of the Municipal Code and the Deferment Agreement, an applicant is permitted to pre-pay the fee at the rate in effect at the time of payment.

"Time of payment" is hereby defined as the time when a payment, including any mailed payment, is actually received at the office of the City Engineer. Therefore, to be permitted to pre-pay a deferred fee at the current rate, the time of payment shall be no later than the close of the work day preceding the effective date of the new/revised fee(s).

When deferred fees have been prorated among the various lots of a subdivision or parcel map, or among buildings or structures within a commercial, industrial, professional or institutional development, and an applicant elects to pay a portion of the fees in advance of the time they are due as prescribed in the Municipal Code, the applicant will have the option of: a) Paying the total amount of all the prorated fees due on a particular lot, building, or structure; or, b) Paying the total amount of any one or more of the deferred fees due on the entire subdivision, parcel map, or commercial, industrial, professional, or institutional development.

## 7. Appeals

Application of this policy shall be the responsibility of the City Development Review Unit (DRU) staff. If an Applicant disagrees with a decision made by the DRU staff to deny the eligibility for pre-payment of fees, an appeal may be filed with the City Engineer. Such an appeal must be made in writing and within thirty (30) calendar days of the date of written notification by DRU staff that the request to pre-pay fees was denied. The appeal shall clearly and fully state the nature of the disagreement, and the justification upon which the appeal is based.

If the appeal is denied by the City Engineer, the denial will be made in writing. The Applicant may then file an appeal with the City Manager. Such appeal must be in writing and within thirty (30) calendar days of the date of written notification by the City Engineer that the request to pre-pay fees was denied. The appeal shall clearly and fully state the nature of the disagreement, and the justification upon which the appeal is based.

The decision by either the City Engineer or the City Manager will be based upon the information contained in the written appeal. In arriving at a decision, a hearing will only be conducted if it is determined by the City Engineer or the City Manager that it will aid in the process. All decisions will be made in writing to the Applicant.

Filing of an appeal will not in and of itself alter any of the requirements presented in this policy. The development will continue to be processed provided that all fees shall be paid at the revised/new rate. If the appeal is subsequently upheld, the difference between the old and revised/new fees will be refunded to the Applicant.

End

## APPENDIX I

### POLICY ON CITY PUBLIC UTILITIES LOCATED IN/ON PRIVATE PROPERTY

# **APPENDIX I**

CITY OF CLOVIS

## **UTILITIES OWNERSHIP, OPERATION AND MAINTENANCE POLICY FOR PRIVATE DEVELOPMENT**

Prepared by: Planning and Development Services Department  
Engineering Division  
Steven E. White, P.E., City Engineer

APRIL 4, 2006



## CITY OF CLOVIS

### UTILITIES OWNERSHIP, OPERATION AND MAINTENANCE POLICY FOR PRIVATE DEVELOPMENT

#### **PURPOSE**

As used in this policy, utilities are defined as sewer systems, potable water systems, recycled water systems, and traffic signals. Other utilities such as storm drains, irrigation pipelines, electric, gas, street lights, cable, and telephone, are not included in this policy except as they may affect the defined utilities. Also as used in this policy, the term “Commercial” or “Other Private Development” shall mean all developments that are private and/or commercial in nature including, but not limited to, Commercial, Industrial, Office Professional, and Manufacturing.

This policy replaces two existing policies regarding water and sewer facilities to be located within Private Development. The first is dated July 27, 1994, published by the Engineering Division. The second is dated January 2, 1998, published by the Public Utilities Department. This policy has been expanded to include traffic signals that are constructed solely to control traffic into and out of Private Developments.

The purpose of this policy is to provide clear and uniform guidance to City staff responsible for authoring the conditions of approval for Private Developments where utilities are not likely to be located in public rights-of-way (public streets), or may be partially located on private property. The policy is also a statement of responsibility as to who will own, operate, and maintain the facilities once they are constructed and approved. Upon adoption of this policy, all existing policies will be automatically superseded.

#### **POLICY**

##### **SECTION I. ESTABLISHMENT OF OWNERSHIP, OPERATION, AND MAINTENANCE RESPONSIBILITY**

###### **A. GENERAL**

The City’s responsibility to own, operate and maintain those improvements indicated in this policy document is dependent upon and will begin with the acceptance of the public improvements by the City Council after construction is completed. Those public improvements not accepted by the City for reasons of non-compliance with the approved plans, specifications, and City Standards, or those still under warranty by the builder, shall be the responsibility of the builder or the property owner served by that improvement until the improvements are brought into compliance and accepted by the City, or the expiration of the warranty period. Final approval of developments may be withheld by the City until all improvements are brought into compliance.

For those improvements that are indicated in this policy document to be privately owned, operated and maintained, the City will inspect the designated improvements to assure they are constructed or installed in compliance with the approved plans, City of Clovis specifications, and standards. Improvements failing to comply will remain the responsibility of the builder to maintain until such time as the improvements are brought into compliance. Final approval of developments may be withheld by the City until the designated improvements are brought into compliance.

## B. WATER AND RECYCLED WATER FACILITIES OWNERSHIP, OPERATION & MAINTENANCE

### 1. Water and Recycled Water Mains.

Water and Recycled Water Mains located within Private Developments, if there are metered water services and/or fire hydrants connected to them, will remain under the ownership, operation, and maintenance by the City. "Water and Recycled Water Mains" include the distribution pipeline, fittings, valves, valve boxes, blowoffs, and any appurtenant or ancillary structures thereto.

### 2. Water and Recycled Water Services

Water and Recycled Water Services are defined as those connections to the municipal water or recycled water system that are metered (except in Tarpey Village) and are not for fire protection. Fire service connections are treated separately below.

Water and Recycled Water Services located within Private Developments will remain under the ownership, operation and maintenance by the City, from the service connection point at the water main to and including the water meter. "Water or Recycled Water Service" includes the supply pipe, fittings, valves, meter, electronic transmitting device, and meter box. The portion of the service line beginning with the elbow on the downstream side of the water meter to the building, or point-of-use, shall be the property owner's responsibility, including all water losses resulting from leakage.

### 3. Fire Hydrants

Fire hydrants located within Private Developments, if not located behind a metered connection, will remain under the ownership, operation and maintenance by the City, from the hydrant's supply line connection point at the water main to and including the hydrant body. "Fire hydrant" includes the supply pipe, fittings, valves, breakaway fitting and hydrant body.

### 4. Fire Service Lines

Fire service lines for Private Development shall be the responsibility of the property owner to maintain, from its connection point at the City's distribution main, to its downstream terminus on private property. Although they will be privately owned and maintained, the City will inspect the installation of this improvement for conformance with the applicable City Standard Drawings.

## C. SANITARY SEWER FACILITIES OWNERSHIP, OPERATION AND MAINTENANCE

### 1. Sewer Mains

Sanitary Sewer mains located within Private Developments will remain under the ownership, operation, and maintenance by the property owner, property management firm, homeowners association, or other entity responsible for care and maintenance of the private property, from the point of connection of the private sewer at a City manhole in public right-of-way or easement to the terminus of the private sewer main within the property. "Sewer main" includes pipeline, manholes, cleanouts, or any appurtenant or ancillary structures thereto. Although these facilities will be privately owned and maintained, their construction will be required by the City to conform to City Standard Specifications, Section 19, Sanitary Sewer Facilities, and applicable City Standard Drawings. The City will inspect the installation of these facilities.

**Exception.** In single family residential Planned Unit Developments or in situations where a sanitary sewer main does not terminate within a Private Development, but traverses through and continues beyond it, or is planned to continue beyond it to serve other properties, some portions or all of the sewer within the private development, to be determined by the City, may remain under the ownership, operations, and maintenance by the City. The determination by the City to maintain the sewer main will depend on the above conditions and the adequacy of the access to the sewer main for maintenance purposes.

### 2. Sewer Service Laterals

Sewer service laterals connecting a user, whether a Private Development or a single family residence, to a City-owned sewer main located in public right of way or easement will remain under the ownership, operation and maintenance by the owner of the property being served, from the lateral's connection point at the City sewer main to the building or other point-of-use.

## D. TRAFFIC SIGNAL FACILITIES OWNERSHIP, OPERATION, AND MAINTENANCE

Traffic signals constructed to control traffic into and/or out of a private development from or to a public street will remain under the ownership and operation by the City. The City will retain maintenance responsibility, except that the annual cost thereof, including power costs, will be the responsibility of the property owner and will be billed by the City (see Section II-B-3).

Traffic signals located entirely within a private development and intended to regulate traffic only on private streets and no part of which controls traffic on a public street, will remain under the ownership, operation, and maintenance by the property owner on whose property the signal is located.

## SECTION II. ENTITLEMENT ACTION CONDITIONS OF APPROVAL

### A. GENERAL

It is essential that the foregoing roles and responsibilities are clearly delineated early-on in the development approval process. Well written, concise Conditions of Approval are therefore required. The following conditions of approval deal only with implementation of the foregoing policies, and are meant to augment those usually applied to the facilities included in this document.

### B. CONDITIONS OF APPROVAL

#### 1. Water and Recycled Water Facilities

For water and recycled water facilities to be located within Private Development, the Conditions of Approval of the entitlement action shall include the following:

- a. In the case of Commercial and Multi-family developments, minimum 15'- wide easements are required for all water and recycled water mains, water and recycled water services up to the downstream side of the meter box, blowoffs, and hydrants. The hydrant easement shall extend 7.5' beyond the hydrant.

Fire Service lines are to be privately owned, operated, and maintained, and no easement is required. However, a certificate shall be executed by the owner of the development and submitted to the City Engineering Development Review Unit, prior to approval of any plans, stipulating that the fire service is private and is to be owned, operated, and maintained up to the point of connection to the City's water main by the owner and his assigns.

- b. In the case of PUDs and Condo Complexes where streets are private, a separate easement for water facilities is not required. Instead, a non-exclusive Public Utilities Easement shall be required for the width of the street, or additional width as required for PG&E or other utilities to be located behind the curb or sidewalk. See Section II(B)-2(b)2. for special easement wording requirements regarding sewer mains.
- c. For all water and recycled water facilities noted in this policy, whether public or private, the City shall determine all sizes, types, classes, makes, models and types.
- d. Plan check and inspection fees are required to be paid for all water and recycled water facilities, including those portions to become privately owned, operated, and maintained.
- e. Surety (Performance, Payment & 1-Year Guarantee) bonds are not required for water or recycled water facilities within Commercial and Multi-family developments, but **are** required for Planned Unit Development and Condominium projects.

## 2. Sanitary Sewer Facilities

### a. Sanitary Sewers **terminating** in Commercial and Multi-family Developments

No easements are required for sanitary sewers if the sewer does not traverse and go beyond, nor is it planned to go beyond, the proposed development.

For commercial developments, if it is anticipated that property lines may be created within the development in the future to separate structures, or the sewer serves multiple structures and crosses a planned property line within the development, the Conditions of Approval shall require a reciprocal access and maintenance agreement be executed by and between the various owners within the development.

The Conditions of Approval shall also include the following:

1. A certificate shall be executed by the owner of the development and submitted to the City Engineering Development Review Unit, prior to approval of any plans, stipulating that the on-site sewer is private and is to be owned, operated, and maintained up to the point of connection to the City's main by the owner and his assigns.
2. Require the payment of plan check and inspection fees to assure the sewer facilities are designed and constructed to City Standards.
3. Surety (Performance, Payment, and 1-Year Guarantee) bonds are not required for sewer facilities within commercial and multi-family developments.
4. For all sewer facilities noted in this policy, whether public or private, the City shall determine all sizes, types, classes, makes, models and types.

### b. Sanitary sewers **terminating** in Planned Unit Developments, Condominium Projects

For Planned Unit Developments and Condominium projects, a separate easement for sewer facilities is not required. Instead, a non-exclusive Public Utilities Easement shall be required for the width of the private streets, or additional width as required for PG&E or other utilities to be located behind the curb or sidewalk.

The Conditions of Approval shall include the following:

1. For Condominium Complexes, and in Planned Unit Developments where the City has determined the sewer is to be private because of maintenance access restrictions, require the developer to include in the Conditions, Covenants, and Restrictions (CC&Rs) that are to be recorded, that a Homeowners' Association or similar body is to be established to retain ownership, operation, and maintenance of all sewers within the development and up to the connection points to the City's sewer system. A City

encroachment permit will be required for any work conducted within City right of way. The CC&Rs including the above requirements shall also be included in all sales contracts.

2. Easements that are offered for dedication for non-exclusive use as above required shall generally be worded as follows: "Outlot 'X' is now offered for dedication as a non-exclusive public utility easement. It is the City's intent that private sewer facilities (in the case of condominium complexes) may be located in the area of the public utility easement."
3. Require the payment of plan check and inspection fees to assure the sewer facilities are designed and constructed to City standards.
4. Surety bonds are required for private sewer facilities within Planned Unit Developments and Condominium projects in the following amounts:  
Performance Bond in the amount of 100% of the estimated cost of the improvements; Payment Bond in the amount of 50% of the estimated cost of the improvements; and, 1-year Guarantee Bond in the amount of 10% of the estimated cost of the improvements.
5. For all sanitary sewer facilities noted in this policy, whether public or private, the City shall determine all sizes, types, classes, makes, models and types.

c. Sanitary Sewers **not terminating** in Private Developments

In cases where a sewer main located within a Private Development, that would otherwise be determined to be privately owned, operated and maintained by this policy, is to be extended, or is planned to be extended, through and beyond the proposed development for the purpose of serving additional properties, then some portion or all of the sewer main (to be determined by the City) traversing the development may be owned, operated and maintained by the City. Any sewer main(s) or portions thereof determined to remain private shall conform to Section II.B(2) (a) or (b). As in the case of all other City-owned sewer mains, sewer service laterals connected to such mains are to be owned and maintained by the owner of the property being served by the lateral as in Section I-C(2).

The Conditions of Approval shall include the following:

1. A minimum 15' wide easement is required for the sanitary sewer main to be owned and maintained by the City. The easement width may be required to be larger depending on the depth and location of the main. In addition, adequate access to the sewer and manholes is required for maintenance purposes. This will be determined on a case by case basis by the Public Utilities Department and will be site specific.
2. All sewer service laterals within this easement are to remain under the ownership of and maintenance by the owner of the property being served.

3. Require the payment of plan check and inspection fees to assure the sewer facilities are designed and constructed to City Standards.
4. Surety bonds as in Section II-B(2)-b(4) are required for sewer facilities within all Private Developments.
5. For all sanitary sewer facilities noted in this policy, the City shall determine all sizes, types, classes, makes, models and types.

3. Traffic Signals Constructed on a Public Street to Control Traffic into or out of Private Developments

Traffic signals constructed on a public street to control traffic into and/or out of a private development are to remain under the ownership, operation, and maintenance control by the City. The Conditions of Approval shall include the following:

- a. The traffic signal is to be constructed and entirely paid for by the developer.
- b. The City will retain maintenance responsibility, except that the annual cost thereof, including power costs, will be the responsibility of the property owner. The annual cost will be billed by the City to the owner and will be payable within 30 days.
  1. For Commercial and Multi-Family developments, a recordable covenant shall be executed by the owner of the development and submitted to the City Engineering Development Review Unit prior to approval of any plans stipulating that the owner and his assigns shall be responsible for the annual maintenance costs of the signal.
  2. For Planned Unit Development and Condominium projects, the developer shall include in CC&Rs that are to be recorded, that a Homeowners' Association or similar body is to be established to pay the annual maintenance cost of the traffic signal within 30 days of billing by the City. The CC&Rs shall require the Association or other body to provide annually to the City Public Utilities Department the name and address of the individual representing the association or other body. The CC&Rs shall also be included in all sales contracts.
- c. Portions of such a signal may be located within Private Property. For signal poles, controllers, or other "hard" improvements located within private property, an easement will be required. For detectors or sensors such as loop detectors located within private property, easements are not required but a covenant or other device to allow entry to perform maintenance will be required.
- d. Plan check and inspection fees are to be paid.
- e. Surety bonds as in Section II-B(2)-b(4) are required.

#### 4. Traffic Signals Located Entirely Within Private Development

Traffic signals located entirely within a private development and intended to regulate traffic only on private streets and no part of which controls traffic on a public street, will remain under the ownership, operation, and maintenance by the property owner on whose property the signal is located. The Conditions of Approval shall include the following:

- a. The signal shall be constructed and paid for entirely at the developer's expense.
- b. For Commercial and Multi-Family developments, a certificate shall be executed by the owner of the development and submitted to the City Engineering Development Review Unit prior to approval of any plans stipulating that the owner and his assigns shall be responsible for the annual operations and maintenance costs of the signal. The certificate shall also stipulate that if the City deems that the on-site signal is having an adverse effect on the public street system, the City reserves the right to review timing programs and direct any necessary changes to relieve the adverse effect. The cost shall be borne by the property owner.
- c. For Planned Unit Development and Condominium projects, the developer shall include in CC&Rs that are to be recorded, that a Homeowners' Association or similar body is to be established to pay the annual operations and maintenance cost of the traffic signal. The CC&Rs shall also stipulate that if the City deems that the on-site signal(s) is (are) having an adverse effect on the public street system, the City reserves the right to review timing programs and direct any necessary changes to relieve the adverse effect. The cost shall be borne by the Association or other body. The CC&Rs shall also be included in all sales contracts.
- d. Plan check and inspection fees are to be paid.
- e. Surety (Performance, Payment, and 1-year Guarantee) bonds are not required.

## SUMMARY - UTILITIES OWNERSHIP, OPERATION & MAINTENANCE POLICY

Summary of conditions under which the **City will assume ownership, operation and maintenance.**

For any conditions not listed, the utility will remain privately owned, operated and maintained. ***See policy document for details.***

Utility	Land Use			
	Commercial	Multi-family	Planned Unit Development	Condominium
<b>Water</b>				
Mains	If metered services and/or fire hydrants are connected to main.	If metered services and/or fire hydrants are connected to main.	If metered services and/or fire hydrants are connected to main.	If metered services and/or fire hydrants are connected to main.
Water Services	From main to downstream side of meter, not including elbow.	From main to downstream side of meter, not including elbow.	From main to downstream side of meter, not including elbow.	From main to downstream side of meter, not including elbow.
Fire Hydrants	If not located behind a metered connection.	If not located behind a metered connection.	N.A.	If not located behind a metered connection.
Fire Service Lines	None. Privately owned to point of connection to City water main.	None. Privately owned to point of connection to City water main.	N.A.	None. Privately owned to point of connection to City water main.
<b>Recycled Water</b>				
Mains	If metered services and/or fire hydrants are connected to main.	If metered services and/or fire hydrants are connected to main.	If metered services and/or fire hydrants are connected to main.	If metered services and/or fire hydrants are connected to main.
Water Services	From main to downstream side of meter, not including elbow.	From main to downstream side of meter, not including elbow.	From main to downstream side of meter, not including elbow.	From main to downstream side of meter, not including elbow.
<b>Sanitary Sewer</b>				
Main	If main does not terminate in, and passes through, the development to serve other properties, and is accessible for maintenance purposes.	If main does not terminate in, and passes through, the development to serve other properties, and is accessible for maintenance purposes.	Main is located within private street public utilities easement, and is accessible for maintenance purposes.	If Main does not terminate in & passes through to serve other properties, and is accessible for maintenance purposes; main is located within private street public utilities easement.
Service Lateral	None. Privately owned to point of connection to City sewer main	None. Privately owned to point of connection to City sewer main	None. Privately owned to point of connection to City sewer main	None. Privately owned to point of connection to City sewer main

**SUMMARY – UTILITIES OWNERSHIP, OPERATION & MAINTENANCE POLICY (cont'd)**

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Summary of conditions under which the **City will assume ownership, operation and maintenance.**

For any conditions not listed, the utility will remain privately owned, operated and maintained. ***See policy document for details.***

Utility	Land Use			
	Commercial	Multi-family	Planned Unit Development	Condominium

Traffic Signal

If the purpose of the traffic signal is to control traffic into or out of a private development from or to a public street.  
 Developer/property owner to pay City for annual cost of maintenance, including power costs.

For privately owned signals located on and controlling traffic within private interior streets, the City reserves the right to require timing/coordination changes to the private signal if traffic on public streets is being affected.

SUMMARY - UTILITIES OWNERSHIP, OPERATION & MAINTENANCE POLICY (cont'd)

A brief summary of **Conditions of Approval to be included with the various Entitlement Actions** (SPR,CUP, Parcel and Final Maps).  
**Refer to the policy document for details on plan check and inspection fees, surety, and other requirements**

Utility	Land Use			
	Commercial	Multi-family	Planned Unit Development	Condominium
<u>Water</u>				
Mains	Dedicate 15' wide easement.	Dedicate 15' wide easement.	Dedicate Public Utility Easement over width of private street.	Dedicate Public Utility Easement over width of private street.
Water Services	Dedicate 15' wide easement to downstream side of meter.	Dedicate 15' wide easement to downstream side of meter.	In above P.U.E.	In above P.U.E.
Fire Hydrants	Dedicate 15' wide easement, 7.5' beyond hydrant body	Dedicate 15' wide easement, 7.5' beyond hydrant body	In above P.U.E.	In above P.U.E.
Fire Services	Private; no esmnt. Certificate of O&M responsibility req'd.	Private; no esmnt. Certificate of O&M responsibility req'd.	N.A.	Private; no esmnt. Certificate of O&M responsibility req'd.
<u>Recycled Water</u>				
Mains	Dedicate 15' wide easement.	Dedicate 15' wide easement.	Dedicate Public Utility Easement Over width of private street.	Dedicate Public Utility Easement over width of private street.
Water Services	Dedicate 15' wide easement to downstream side of meter.	Dedicate 15' wide easement to downstream side of meter.	In above P.U.E.	In above P.U.E.
<u>Sanitary Sewers</u>				
Mains	Private; no esmnt. Certificate of O&M responsibility req'd. -or- Dedicate min. 15' wide esmnt. for public traversing sewer.	Private; no esmnt. Certificate of O&M responsibility req'd. -or- Dedicate min. 15' wide esmnt. for public traversing sewer.	In above P.U.E.	Private; no esmnt. Certificate of O&M responsibility req'd. -or- Public traversing sewer located in above P.U.E.
Service Laterals	Private; no easement req'd.	Private; no easement req'd.	Private; no easement req'd.	Private; no easement req'd.

SUMMARY – UTILITIES OWNERSHIP, OPERATIONS & MAINTENANCE POLICY (cont'd)

A brief summary of **Conditions of Approval to be included with the various Entitlement Actions** (SPR,CUP, Parcel and Final Maps).  
***Refer to the policy document for details on plan check and inspection fees, surety, and other requirements***

Utility	Land Use			
	Commercial	Multi-family	Planned Unit Development	Condominium
Traffic Signal	<p>For all land uses, if the signal controls traffic into or out of a private development to or from a public street,</p> <ul style="list-style-type: none"> <li>a) the signal is to be paid for by the developer with no reimbursement.</li> <li>b) the signal will be owned, operated and maintained by the City.</li> <li>c) the signal annual operating costs, including power, are to be paid by the developer/property owner to the City                             <ul style="list-style-type: none"> <li>1. For commercial &amp; multi-family, a recorded covenant of property owner responsibility for maintenance costs is req'd.</li> <li>2. For PUD and Condo, recorded CC&amp;Rs requiring Homeowner Association responsibility for annual maintenance costs is req'd.</li> </ul> </li> <li>d) Easement may be req'd for portions of signal on private property.</li> </ul> <p>For privately owned signals located and controlling traffic solely on private interior streets, the City reserves the right to require changes in the private signal timing/coordination if traffic on public streets is being affected.</p>			

## APPENDIX J

### DEVELOPER REIMBURSEMENT PROCEDURES

## **APPENDIX J**

December 10, 2003

### **DEVELOPER REIMBURSEMENT PROCEDURES**

**PURPOSE:** To promote equitable, accurate and timely development reimbursements in accordance with the City of Clovis Municipal Code.

**BACKGROUND:** In accordance with the City's development ordinances, developers are entitled to be reimbursed for expenses incurred to complete the construction of specific improvements required for the efficient development of their project. These reimbursements are funded from Development Trust Funds generated by development fees and administered by the City. The primary intent of the Trust Funds is to equitably spread the cost of the necessary infrastructure to all developments that benefit from its construction.

To determine if a reimbursement is warranted, and if so how much the appropriate reimbursement should be, the developer must provide the City with an accurate accounting of the actual costs incurred for the acquisition of required right-of-way and construction of the specific improvements.

Also, to promote fiscal responsibility and equity to all developers, when requesting a reimbursement, the developer must submit a breakdown of the awarded construction bid for the project and a copy of the title transfer documents indicating the cost of the right-of-way in the format stated herein. If the awarded bid is lump sum, the developer must obtain and submit a breakdown of the lump sum showing unit prices. The developer/engineer shall segregate the bid information into the various phases of the project (i.e. OTL, CTL, underground, street, and landscaping). Additionally, the developer/engineer shall submit a detailed quantity take-off in the form shown herein, by individual street (including station information), demonstrating how the unit quantities were calculated. The bid information will be reviewed by staff for conformity with customary unit costs for the type of work specified. If the awarded bid is higher than the customary unit cost for that type of improvement and three bids were not obtained, the developer shall submit a narrative discussion justifying why the City should reimburse at a rate higher than the customary unit cost for that type of improvement.

**POLICY IMPLEMENTATION:** The policy was updated December 10, 2003, and applies, in its entirety, to all developments.

## DESCRIPTION OF POLICY:

1. The City notices the developer of the reimbursement policy in the conditions of approval for new developments.
2. The City will provide a copy of the Reimbursement Policy (including the sample formats for the financial statement, bid and certification) to the developer with the return of the first improvement plan and map submittal following the City's initial review.
3. All reimbursement requests shall be prepared and submitted in accordance with the requirements of the City's reimbursement program. Upon completion of the improvements eligible for reimbursement, the developer shall submit a reimbursement request that contains the following:
  - A. One complete copy of the awarded bid and contract, change orders, and any other pertinent information documenting actual unit costs and final costs.
  - B. A copy of all other bids received by the developer (the developer is encouraged, but not required, to obtain three bids) and documentation sufficient to demonstrate that the unit costs for both reimbursable and non-reimbursable work items of similar scope are identical;
  - C. Completed Reimbursement Request Form;
  - D. Completed, reproducible as-built drawings; and
  - E. Certification, signed by the developer, engineer, and contractor attesting that the work is complete and that no future reimbursement claims will be forthcoming.
4. Within five working days of receipt of the reimbursement request, the City will evaluate the request to determine if the awarded unit bid costs are within customary industry norms and to determine if the request is complete. If a unit bid cost is found to be above industry norms, the City will request the developer submit a narrative summary which explains why the higher costs are appropriate and why the City should reimburse at the higher rate. The narrative shall be submitted within five working days of receipt of a written request from the City. Failure to submit the narrative within the stated time will result in the request being determined to be incomplete and the request will be returned to the developer for further processing. If a narrative is requested, it must be submitted and approved by the City prior to the reimbursement request being considered complete.

If the reimbursement request is determined to be incomplete, or if the improvements for which reimbursement is being requested have not been completed satisfactorily, the reimbursement request will be immediately returned to the developer together with a detailed notice of deficiencies without further processing.

When the reimbursement request is complete and determined to be accurate, it will be processed and entered on the reimbursement priority list within 30 days of receipt of the completed request. The effective date of the request will be the date the last item was received. All requests will be reimbursed on a priority basis that is established following a first in, first paid priority, as funds become available. The reimbursement priority date, for requests determined to be complete and approved by the City, shall be the date the final item of the request was submitted to the City for review.

When the request has been approved by the City, an Initial Notice of Account Form will be mailed to the developer and engineer indicating that the reimbursement request was approved, entered on the reimbursement priority list and the request's current priority ranking (Exhibit "A"). The Initial Notice of Account Form will include a complete accounting identifying the requested amounts, the disapproved amounts, and the approved reimbursement amounts. If the reimbursement request includes all of the required information but is not approved because it is not in conformance with the City ordinance, it shall be returned within 30 days of submittal with a written statement of the deficiencies found and actions required to resubmit.

5. Each reimbursement payment will be accompanied with an updated accounting of the development's remaining reimbursements in a form similar to Exhibit "B".

**INSTRUCTIONS FOR THE COMPLETION OF THE REIMBURSEMENT REQUEST FORM:**

1. Provide the requested biographical information (DATE OF REQUEST, PROJECT, DEVELOPER, ENGINEER, & CONTRACTOR)
2. When preparing the financial statement for Center Travel Lane or Outside Travel Lane, please provide separate individual calculations for every typical section.

For example, if the Center Travel Lane section is 3"AC/6"AB/6"CNS between stations 1+00 and 10+00 but is 5"AC/8"AB/6"CNS elsewhere, then two separate sheets with two sets of calculations will be required, one for each section area. A separate set of calculations will be required for each area where the typical section changes (i.e. changes in width, structural section, type of improvements constructed, etc.).

3. The allowable engineering fees for design and construction shall be determined as the reimbursable item's proportional share of the total project design and construction engineering costs, not to exceed the following percentages.

COST OF IMPROVEMENTS	DESIGN	CONSTRUCTION
\$0 TO \$500,000	8.5%	1.5%
\$500,001 TO \$1,000,000	6.5%	1.5%
\$1,000,001 AND UP	5%	1%

4. At the bottom of the sheet, provide a simple sketch showing the stationing, width, depth, and type of improvements for each individual set of calculations.
5. Provide a take map showing the property acquisition claimed.

REQUIRED REIMBURSEMENT CERTIFICATION FORM

CERTIFICATION  
of  
REIMBURSEMENT REQUEST

The undersigned do hereby declare that they have personally reviewed and approved the attached reimbursement request (pages \_\_\_ to \_\_\_) and that said request accurately indicates the complete expense incurred for the construction of the herein listed items. Further, the undersigned attest that the project is complete and that no additional reimbursement request for the herein listed items is warranted now or at any time in the future.

**DEVELOPER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name

**ENGINEER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name

**CONTRACTOR(s)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name

REIMBURSEMENT SCHEDULE FORM "A"

DEVELOPMENT FEE CALCULATION SHEET

DATE: \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_
PROJECT: \_\_\_\_\_
PROJECT LOCATION: \_\_\_\_\_
DEVELOPER: \_\_\_\_\_
ENGINEER: \_\_\_\_\_
TOTAL DESIGN FEE FOR PROJECT: \_\_\_\_\_
CONTRACTOR: \_\_\_\_\_
TOTAL CONSTRUCTION COST FOR ENTIRE PROJECT: \_\_\_\_\_
(including both reimbursable and non-reimbursable items of work)

For \_\_\_\_\_ Avenue

Oversize Sewer

Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_
Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_
Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_
Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_

TOTAL OVERSIZE SEWER:
\$ \_\_\_\_\_

Overdepth Sewer 8 - 12 feet

Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_
Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_
Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_
Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_

Overdepth Sewer 12 - 16 feet

Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_
Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_
Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_
Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_

Overdepth Sewer 16 feet and over

Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_
Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_
Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_
Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_

Manholes: Sta \_\_\_\_\_ " Diam. @ \$ \_\_\_\_\_ Ea = \$ \_\_\_\_\_

Manholes: Sta \_\_\_\_\_ " Diam @ \$ \_\_\_\_\_ Ea = \$ \_\_\_\_\_

**TOTAL OVERDEPTH SEWER:**  
\$ \_\_\_\_\_

**For \_\_\_\_\_ Avenue**

**Center Travel Lane Station \_\_\_\_\_ to Station \_\_\_\_\_ Street Section: \_\_\_\_\_ "AC  
over \_\_\_\_\_ " AB**

Asphalt Paving:\* \_\_\_\_\_ = \_\_\_\_\_ tons @ \$ \_\_\_\_\_ /ton = \$ \_\_\_\_\_

Asphalt Paving = \$ \_\_\_\_\_ /SF

Aggregate Base:\* \_\_\_\_\_ = \_\_\_\_\_ tons @ \$ \_\_\_\_\_ /ton = \$ \_\_\_\_\_

Aggregate Base = \$ \_\_\_\_\_ /SF

Excavation:\*\* \_\_\_\_\_ = \_\_\_\_\_ CY @ \$ \_\_\_\_\_ /CY = \$ \_\_\_\_\_

Subgrade Preparation \$ \_\_\_\_\_ /SF

Concrete Curb \_\_\_\_\_ LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_

Curb & Gutter \_\_\_\_\_ LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_

Med. Isl. Cap \_\_\_\_\_ SF @ \$ \_\_\_\_\_ /SF = \$ \_\_\_\_\_

Land. & Irrig. \_\_\_\_\_ SF @ \$ \_\_\_\_\_ /SF = \$ \_\_\_\_\_

Striping \_\_\_\_\_ LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_

Fog Seal \_\_\_\_\_ ton @ \$ \_\_\_\_\_ /ton = \$ \_\_\_\_\_

Fog Seal = \$ \_\_\_\_\_ /SF

Clear & Grub \_\_\_\_\_ SF @ \$ \_\_\_\_\_ /SF = \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

Engineering Design ( %) \$ \_\_\_\_\_

Inspection ( %) \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL CTL:** \$ \_\_\_\_\_

\* (Length x Width x Depth x pcf/2000)tons

\*\* (Length x Width x Depth / 27cf / cy) cy

**For \_\_\_\_\_ Avenue \_\_\_\_\_ Side**

**Outside Travel Lane Station \_\_\_\_\_ to Station \_\_\_\_\_ Street Section: \_\_\_\_\_ "AC  
over \_\_\_\_\_ " AB**

Asphalt Paving:\* \_\_\_\_\_ = \_\_\_\_\_ tons @ \$ \_\_\_\_\_ /ton = \$ \_\_\_\_\_

Asphalt Paving = \$ \_\_\_\_\_ /SF

Aggregate Base:\* \_\_\_\_\_ = \_\_\_\_\_ tons @ \$ \_\_\_\_\_ /ton = \$ \_\_\_\_\_

Aggregate Base = \$ \_\_\_\_\_ /SF

Excavation:\*\* \_\_\_\_\_ = \_\_\_\_\_ CY @ \$ \_\_\_\_\_ /CY = \$ \_\_\_\_\_

Subgrade Preparation = \$ \_\_\_\_\_ /SF

Curb & Gutter \_\_\_\_\_ LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_

Land. & Irrig. \_\_\_\_\_ SF @ \$ \_\_\_\_\_ /SF = \$ \_\_\_\_\_

Striping \_\_\_\_\_ LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_

Fog Seal \_\_\_\_\_ ton @ \$ \_\_\_\_\_ /ton = \$ \_\_\_\_\_

Fog Seal = \$ \_\_\_\_\_ /SF

Clear & Grub \_\_\_\_\_ SF @ \$ \_\_\_\_\_ /SF = \$ \_\_\_\_\_

Street Lights \_\_\_\_\_ EA @ \$ \_\_\_\_\_ /EA = \$ \_\_\_\_\_

Sidewalk \_\_\_\_\_ SF @ \$ \_\_\_\_\_ /SF = \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

Engineering Design ( %) \$ \_\_\_\_\_

Inspection ( %) \$ \_\_\_\_\_

Right-of-way Land Value: \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL OTL:** \$ \_\_\_\_\_

\* (Length x Width x Depth x pcf/2000)tons

\*\* (Length x Width x Depth / 27cf / cy) cy

**Oversize Water**

Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " \_\_\_\_\_ LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_

Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " \_\_\_\_\_ LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_

Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " \_\_\_\_\_ LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_

Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " \_\_\_\_\_ LF @ \$ \_\_\_\_\_ /LF = \$ \_\_\_\_\_

Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " Water Valves @ \$ \_\_\_\_\_ /EA = \$ \_\_\_\_\_

Sta \_\_\_\_\_ to Sta \_\_\_\_\_ " Water Valves @ \$ \_\_\_\_\_ /EA = \$ \_\_\_\_\_

**TOTAL OVERSIZE WATER:**

\$ \_\_\_\_\_

**Bridges:** Location \_\_\_\_\_

Box Culvert: Size: \_\_\_\_ X \_\_\_\_ EA @ \$ \_\_\_\_\_ /EA = \$ \_\_\_\_\_

Head Wall \_\_\_\_\_ EA @ \$ \_\_\_\_\_ /EA = \$ \_\_\_\_\_

Other \_\_\_\_\_ EA @ \$ \_\_\_\_\_ /EA = \$ \_\_\_\_\_

Engineering Design ( %) \$ \_\_\_\_\_

Inspection ( %) \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL BRIDGES:** \$ \_\_\_\_\_

**Traffic Signal Installation: Location** \_\_\_\_\_

Installation	Lump Sum	@ \$ _____ /LS	= \$ _____
Engineering	Design	(   %)	\$ _____
	Inspection	(   %)	\$ _____
Other:	_____		\$ _____

**TOTAL TRAFFIC SIGNAL:** \$ \_\_\_\_\_

**Parks**

Site Land Value	_____ SF @ \$ _____ /SF	= \$ _____
Play Equipment (Lump Sum)	@ \$ _____ /LS	= \$ _____
Paving	_____ ton @ \$ _____ /ton	= \$ _____
Curb & Gutter	_____ LF @ \$ _____ /LF	= \$ _____
Water Meter	_____ EA @ \$ _____ /EA	= \$ _____
Street Lights	_____ EA @ \$ _____ /EA	= \$ _____
Rule 16 PG&E costs (lump sum)	@ \$ _____ /LS	= \$ _____
Onsite Hardscape	_____ SF @ \$ _____ /SF	= \$ _____
Fencing/Wall	_____ LF @ \$ _____ /LF	= \$ _____
Restrooms (Lump Sum)	@ \$ _____ /LS	= \$ _____
Landscaping (Lump Sum)	@ \$ _____ /LS	= \$ _____
Irrigation (Lump Sum)	@ \$ _____ /LS	= \$ _____
Design (Lump Sum)	@ \$ _____ /LS	= \$ _____
Misc. - Water Fountains, Benches, Trash Bins, Barbecues, etc. (Lump Sum)	@ \$ _____ /LS	= \$ _____
Park Lights	_____ EA @ \$ _____ /EA	= \$ _____

**TOTAL PARKS:** \$ \_\_\_\_\_

**Undergrounding of Overhead Utilities**

Rule 21 PG&E costs (lump sum)	@ \$ _____ /LS	= \$ _____
Trenching	_____ "wide _____ LF @ \$ _____ /LF	= \$ _____
Conduit	_____ "wide _____ LF @ \$ _____ /LF	= \$ _____
Splice Boxes	_____ Size _____ @ \$ _____ /EA	= \$ _____

**TOTAL UG/OH:** \$ \_\_\_\_\_

**Miscellaneous Facilities**

- 1.
- 2.
- 3.

**APPENDIX K**  
**CITY / FMFCD EASEMENT DEED**

Recording Requested by:  
Fresno Metropolitan Flood  
Control District

And when Recorded, Mail to:

Fresno Metropolitan Flood  
Control District  
5469 East Olive Avenue  
Fresno, CA 93727

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*GRANT OF NON-EXCLUSIVE EASEMENT AND RIGHT-OF-WAY*

THIS INDENTURE, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 200\_, By and between City of Clovis as Grantors, and Fresno Metropolitan Flood Control District, a public corporation in the County of Fresno, State of California, as Grantee;

WITNESSETH

That Grantor, for good and valuable consideration does hereby grant to Grantee a non-exclusive easement (the "Easement") and perpetual right to construct, install, operate, maintain, repair, and reconstruct a pipeline, and to flow and conduct water through said pipeline, across, over, through, and under that real property owned by Grantor in the County of Fresno, State of California, described in Exhibits "A & B" attached hereto, together with all rights necessary, convenient or incidental thereto including the right of ingress to and egress from said right-of-way and easement.

Grantor may construct improvements consisting of \_\_\_\_ (e.g. asphalt concrete, concrete curb and gutter, concrete gutters, landscaping and irrigation improvements) \_\_\_\_\_ for (name of project) \_\_\_\_\_, said improvements requiring approval of Grantee, such improvements hereafter referred to as the "Initial Improvements". In the event that Grantor or any other entity desires to construct or place other improvements within the Easement which are not identified as part of the Initial Improvements, such other improvements hereafter referred to as "Subsequent Improvements", including but not limited to, structures, block or concrete walls, underground utilities, or trees which will mature to a height of more than fifteen (15) feet, Grantor shall notify Grantee in writing of Grantor's intention to construct Subsequent Improvements and provide Grantee opportunity to comment on and approve any proposed Subsequent Improvements prior to any such placement of Subsequent Improvements within the Easement.

Grantor shall pay Grantee any costs incurred by Grantee associated with relocation of, or extraordinary expenses resulting from, any Initial or Subsequent Improvements within the Easement, which costs arise out of Grantee's construction, installation, operation, maintenance, repair, or reconstruction of Grantee's facilities located within the Easement. Such payment shall be made to Grantee within thirty (30) days of billing of any such expenses by Grantee.

Grantee shall not be responsible for replacement, reconstruction, or damage to the Initial or Subsequent Improvements, placed within the Easement, which may arise out of Grantee's construction, installation, operation, maintenance, repair, or reconstruction of Grantee's facilities located within the Easement.

IN WITNESS WHEREOF, Grantors have executed this grant the day and year first above written.

"GRANTOR"

\_\_\_\_\_  
Steven E. White  
City Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

**APPENDIX L**

**FID / City**

**AGREEMENT FOR COMMON USE OF EASEMENTS**

Documentary Transfer Tax - \$0.00

For the Benefit of:

**FRESNO IRRIGATION DISTRICT  
2907 SOUTH MAPLE AVENUE  
FRESNO CA 93725-2218**

Recording Information

**AGREEMENT FOR COMMON USE OF EASEMENTS**

LOCATION: \_\_\_\_\_

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, by and between FRESNO IRRIGATION DISTRICT, hereinafter referred to as "FID," and CITY OF CLOVIS hereinafter referred to as PUBLIC AGENCY,

WITNESSETH:

WHEREAS, FID is the owner of an easement and right-of-way, located, \_\_\_\_\_ recorded on (mo/day/yr) as Document Number \_\_\_\_\_, in Book \_\_\_\_\_, Page \_\_\_\_\_, Official Records of Fresno County and recorded on \_\_\_\_\_ as Document Number \_\_\_\_\_, Official Records of Fresno County, for its use in connection with the construction, maintenance, operation and use of an irrigation canal and/or pipeline and incidental appurtenances, known as the (name of facility), and

WHEREAS, PUBLIC AGENCY is to acquire an interest by dedication in certain lands in the same area for its construction, maintenance, and operation of a (e.g. street, landscape area, etc.) \_\_\_\_\_, and a portion of said right-of-way will overlap FID's pre-existing easement, and will be subject to said easement, which said overlapping portion is hereby designated as the area of common use by FID and PUBLIC AGENCY for their respective purposes; and

WHEREAS, said area of common use is more particularly described as the (legal description) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

WHEREAS FID and PUBLIC AGENCY wish to establish certain conditions under which said area of common use shall be used by said Parties.

NOW, THEREFORE, it is agreed as follows:

I

FID hereby consents to PUBLIC AGENCY obtaining said easement and right-of-way for \_\_\_\_\_ purposes and to the construction, maintenance and use by PUBLIC AGENCY along the land occupied by FID's pre-existing easement and its right to use said area of common use, subject to FID's easement and its right to use said area of common use for all its purposes, and to the terms and conditions herein contained. FID does not by this Agreement subordinate any rights it may have in the area of common use to any use which PUBLIC AGENCY shall make of said land.

II

All appurtenances and facilities installed and constructed within said area of common use by PUBLIC AGENCY for \_\_\_\_\_ purposes shall be property of PUBLIC AGENCY, and all appurtenances and facilities installed or existing in said area of common use which are related to FID's pipeline shall be the property of FID. Except as herein otherwise provided, neither FID nor PUBLIC AGENCY shall have any right, title, or control over the other's said property other than it already has under applicable law.

III

Except as expressly set forth herein, this Agreement shall not in any way alter, modify, or terminate FID's easement in said area of common use. Both FID and PUBLIC AGENCY shall use said area of common use in such a manner as not to unreasonably interfere with the rights of one another and nothing herein shall be construed as a release or waiver of any claim for compensation or damages which FID or PUBLIC AGENCY may now have, or may hereafter acquire, resulting from the construction or alteration of existing facilities or the construction or alteration of additional facilities by either FID or PUBLIC AGENCY, which causes damage to or unreasonable interference with the use of said area of common use by the other Party.

IV

Except as otherwise provided herein, FID and PUBLIC AGENCY shall be responsible for the maintenance, repair, alteration, improvement or relocation of their respective facilities within the area of common use. If any portion of FID's facilities in the area of common use shall require repair, replacement, alteration, improvement, or relocation for the primary benefit of PUBLIC AGENCY, then, upon PUBLIC AGENCY's concurrence that such work is for its benefit, said work shall be done by PUBLIC AGENCY, at its expense and to FID's satisfaction, except by agreement to the contrary. If any portion of PUBLIC AGENCY's facilities in the area of common use shall require repair, replacement, alteration, or improvement for the primary benefit of FID, then upon FID's concurrence that such work is for its benefit, said work shall be done by FID, at its expense and to PUBLIC AGENCY's satisfaction, except by agreement to the contrary.

V

Nothing in the above paragraph shall relieve the Parties from any responsibility to one another for damage to one another's property located outside of the common use area.

VI

Except in the event of any emergency, or as necessary to maintain the flow of water in FID's canal or pipeline, each Party shall give the other reasonable notice before performing or permitting any work affecting the other's facilities in said area of common use, and shall furnish the other Party with plans and specifications describing the work to be done beforehand. Neither Party shall permit installation of facilities by others in said area of common use without the written consent of the other Party. The reviewing Party shall have the right to specify reasonable conditions on, or changes in, the proposed work and schedule when necessary to prevent damage to its facilities or interference with its operations in the common use area. Where such changes shall result in additional expense, such expense shall be borne by PUBLIC AGENCY. Each Party agrees to repair any damage to the other Party's facilities caused by work permitted, directed or performed by it within said area of common use, except that where PUBLIC AGENCY's facilities within the area of common use must necessarily be damaged, destroyed or removed by FID to accommodate repair, maintenance, modification, or replacement of FID's facilities. FID shall have no obligation to restore PUBLIC AGENCY's affected facilities. In the event of an emergency, no such notice shall be required and either Party may proceed to do what is reasonably necessary to prevent serious loss or damage, and to protect the public health and safety. An emergency shall be deemed to exist if immediate action is reasonably required to prevent serious loss or damage to life or property, or to protect the public health and safety.

VII

This Agreement shall apply to and bind successors and assigns of the respective Parties hereto.

VIII

ARBITRATION CLAUSE

A. General:

In the event of any dispute, claim or controversy arising out of relating to this Agreement, whether in contract, tort, equity or otherwise, and whether relating to the meaning, interpretation, effect, validity, performance or enforcement of this agreement, this dispute, claim or controversy shall be resolved by and through an arbitration proceeding. The arbitrability of this dispute, claim or controversy shall likewise be determined in this arbitration. Both the forgoing agreement of the Parties to arbitrate any and all such disputes, claims and controversies, and the results, determinations, findings, decrees, judgments and/or awards rendered through arbitration shall be final and binding on the Parties, and may be specifically enforced by legal proceedings to confirm that award pursuant to California Code of Civil Procedure Sections 1285 et seq., as may be amended, or any successor of those provisions. Notwithstanding the foregoing, the Court shall retain jurisdiction pending an award of the Arbitrator to order

provisional remedies, including, but not limited to, appointment of a receiver and issuance of a preliminary injunction.

B. Procedure:

The arbitration may be initiated by written notice from any Party to the other setting forth a demand for arbitration and detailing with specificity the nature of the dispute, claim or controversy to be arbitrated. The Arbitrator shall be selected within thirty (30) days of the date of the written notice demanding arbitration. Except as is otherwise expressly provided in this Paragraph, the arbitration shall be subject to the rules of procedure set forth in California Code of Civil Procedure Sections 1282.6, 1283, subdivisions (a)-(d) of 1283.05, 1283.2, 1283.6, 1283.8 and 1284, and California Rules of Court subdivision (a) of Rule 1615. Any reference to the court, judge or presiding judge in any of such sections and rules shall be deemed to refer to the Arbitrator. Any original papers which should be filed with the court shall be filed with the Arbitrator. Any procedural questions not covered by the rules shall be determined by the Arbitrator with the understanding that the Parties intend that any disputes be resolved quickly, but resolved on the merits. Time is of the essence in these arbitration procedures and the Arbitrator shall be instructed and required to render a decision as quickly as is reasonably possible following completion of the arbitration.

C. Discovery Disputes:

The Arbitrator shall hear any discovery disputes and may issue protective orders and impose sanctions upon hearing after no less than five (5) days notice. The hearing may, in the discretion of the Arbitrator, be by telephone conference call arranged by the moving party.

D. Qualifications of Arbitrator:

The arbitration shall be conducted by one Arbitrator. The Arbitrator in any arbitration shall be a retired judge selected by unanimous written agreement of the Parties. If the parties are unable to agree on the Arbitrator, then the presiding Judge of the Fresno County Superior Court shall select the Arbitrator.

E. Governing Law:

Disputes shall be determined by the Arbitrator in accordance with the laws of the State of California.

F. Costs of Arbitration:

The cost of the arbitration proceeding, and any proceeding in court to enforce the provisions of this Paragraph against a Party's refusal to arbitrate a dispute, or to confirm or to vacate any arbitration award as applicable (including, without limitation, attorney's fees and costs), shall be borne by

the unsuccessful Party or, at the discretion of the Arbitrator, may be prorated among the Parties in such proportion as the Arbitrator determines to be equitable and shall be awarded as part of the Arbitrator's judgment. Attorney's fees shall also be recoverable as costs awarded to the prevailing party.

G. Indemnification of Arbitrator:

The Parties agree to indemnify the Arbitrator and to hold the Arbitrator harmless from and against any claim or demand arising out of any arbitration under this Agreement, unless resulting from the willful misconduct of the Arbitrator.

H. Venue and Jurisdiction:

Any arbitration under this Agreement shall be conducted in Fresno, California. Any and all legal proceedings to enforce this Agreement (including any action to compel arbitration under this Agreement or to enforce any award or judgment rendered under this Agreement) shall be commenced in Fresno, California.

I. Exclusive Remedy:

The Parties agree that arbitration as set forth above shall be the sole means of resolving any disputes, claims and controversies among them arising out of this Agreement.

J. Survival:

This Paragraph shall survive the termination of this Agreement.

K. Arbitration Disclosure:

By executing this Agreement, the Parties agree to have any dispute arising out of the matters included in this Agreement decided by a neutral arbitrator as provided by California law. The Parties are giving up any rights they might possess to have the dispute litigated in a court or by jury trial. By executing this Agreement, the Parties are giving up their judicial rights to discovery and appeal, except as to those discovery rights specifically included in this paragraph. If any party refuses to submit to arbitration after agreeing to the provisions of this agreement, he may be compelled to arbitrate under the authority of the California Code of Civil Procedure. The Parties' agreement to arbitrate as provided in this paragraph is voluntary. The Parties hereby acknowledge that they have read and do understand the forgoing provisions, and agree to submit disputes arising out of the matters included in this agreement to neutral arbitration.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written.

CITY OF CLOVIS

FRESNO IRRIGATION DISTRICT

\_\_\_\_\_  
STEVE WHITE, City Engineer

BY: \_\_\_\_\_  
Jacob C. Andresen, President

ATTEST: \_\_\_\_\_  
GARY SERRATO, Secretary

**APPENDIX M**  
**FMFCD DEVELOPMENT REVIEW PROCESS**

# MEMORANDUM

File 180.32

BOARD MEETING: April 26, 2006  
AGENDA ITEM NO.: 16a(2)

FROM: Bob Van Wyk   
General Manager-Secretary

SUBJECT: **Report from Policy Committee:**  
**(2) Report of FMFCD Development Review Process**

## Summary

The Board of Directors recently addressed a development project that raised questions about the District's Development Review Process. This memorandum provides background information for the Board regarding the current process and is intended to help guide the discussion for possible improvements.

In summary, the Development Review Process is divided into two steps; first is the project requirements phase where the District evaluates the proposed project and imposes requirements, and second, the project design phase, which includes the detailed review of construction plans. During both phases, there is ongoing interaction between District staff, the project applicant, and the applicant's Engineer.

Significant development activity within the community has increased the demand for development review services. As well, the residential development industry is modifying the type and style of product offered to better address customer needs and to meet a changing consumer market. The new product tends to increase the density of the development, increases runoff, and, therefore, requires additional staff time studying the impacts on the Master Plan.

While communication with the development community occurs on a daily basis, staff is pursuing an ongoing regular scheduled "open meeting" with the development community. The meeting will be facilitated by the Building Industry Association (BIA). The BIA is supportive of this concept.

Consideration of this "open meeting" and other improvements within development review will be discussed at the Policy Committee meeting.

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FRESNO METROPOLITAN FLOOD CONTROL DISTRICT



**BOARD MEETING: April 26, 2006**  
**AGENDA ITEM NO.: 16a(2)**

Recommendation

This memorandum is for informational purposes only. Since the Policy Committee is scheduled to consider the District's Development Review Process on Tuesday, April 25, 2006, the day before the District's Board Meeting, the Policy Committee's direction and/or recommendation will be presented to the Board at the Board Meeting.

Discussion

The following is a description of the existing development review process followed by a discussion of staffing issues and current program activities.

**Project Requirements Phase**

The development review process begins with a land use entitlement application being filed with the local planning department.<sup>1</sup> The planning department will circulate the application to other agencies and departments for review and comment. Comments will be collected by the local planning department, and the project applicant will be sent a comprehensive list of project requirements. The Fresno Metropolitan Flood Control District imposes requirements on an entitlement in a document called a Notice of Requirements. When an entitlement is circulated, the lead agency will establish a timeline for comments, typically two weeks. The types of applications reviewed during this phase of the project include the following:

**Tentative Tract Map (TT):** The Tentative Tract Map (TT) is one process used to subdivide real property into smaller lots. Generally, a TT map is used to create five or more lots. The subdivision design and necessary improvements related to roads, curb, gutter, sewer, water, and drainage are addressed during the processing of the application.

As required by State Law, a licensed land surveyor or registered civil engineer will submit the application on behalf of the sub-divider. Approval of a tentative tract map requires a public hearing by the planning agency.

**Tentative Parcel Maps (TPM):** A Tentative Parcel Map is the process used to subdivide real property into four (or fewer) smaller lots.

**Site Plan Reviews:** Most projects require the planning agency to review and approve a Site Plan Review to determine the manner in which the applicant intends to make use of the property. A Site Plan Review application includes a comprehensive set of plans that provide enough information about a project for the agencies to determine impacts and establish development conditions.

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<sup>1</sup> Location of the project will determine which planning agency oversees the entitlement process. FMFCD works with three, City of Fresno Planning and, City of Clovis Planning and Development Department, and the County of Fresno  
board\memo\perm\2006-04-26-16a(2)

**BOARD MEETING:** April 26, 2006  
**AGENDA ITEM NO.:** 16a(2)

**Rezone Applications:** Rezone applications are used to change the zoning of one or more parcels of land. The District reviews zoning changes to determine if the requested zoning will increase runoff and impact the Master Plan.

**Conditional Use Permits (CUP):** The Zoning Ordinance for a City or County will require a Conditional Use Permit for certain uses of land or types of businesses which are not allowed as a matter of right in a particular zone district. Approval of a CUP requires a public hearing before the local Planning Commission.

**Director Review and Approvals (DRA):** The Zoning Ordinance for a City or County will require the planning agency Director to review and approve certain uses of land or types of businesses which are not allowed as a matter of right nor are considered to be as intensive as to require a Conditional Use Permit.

**Variance Applications (VA):** The Zoning Ordinance for a City or County sets forth the minimum property development standards for each zone district. A property owner may request a variance, if a proposed land division or development will result in a deviation from the development standards. Common examples of variances include applications related to building setbacks, building height, structural coverage, parcel size, road frontage, and parking requirements.

In 2004, the District received and responded to 619 entitlement applications through the Notice of Requirements process. In 2005, the number was 566<sup>2</sup>. The following table shows the distribution by month and type. This work activity included processing approximately 140 developer agreements from January 1, 2004 through December 31, 2005.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2005	53	31	42	56	42	46	62	53	36	45	42	58	566
2004	29	40	63	52	70	76	50	87	38	32	41	41	619

<sup>2</sup> In some cases, the District review process begins with an Environmental Impact Report that may be circulated for comments. The District reviews the project for significant impacts that may be caused by the project and the lead agency is required to address those concerns as part of the final EIR.

**BOARD MEETING:** April 26, 2006  
**AGENDA ITEM NO.:** 16a(2)

	2004	2005
Tracts	84	90
Parcel Maps	48	61
SPR	249	226
CUP	181	145
DRA	22	17
VAR	35	27
Total	619	566

Each application is reviewed by staff and the following determinations are made.

1. Drainage fee obligation of the entitlement in accordance with the Drainage Fee Ordinance.
2. Is the project consistent with the Master Plan? Is mitigation required?
3. The property's flood prone status based on FEMA maps.
4. Does the project have permanent drainage service?
5. Will construction of Master Plan facilities be required and if so, what will be the cost?
6. If Master Planned facilities are to be constructed, then an agreement to construct facilities needs to be prepared.
7. Will on-site drainage be required until permanent facilities are available?
8. What improvement plans require District review?
9. How is the project and surrounding property improvements impacted by major storm events (sometimes this must be addressed with plans)?

District staff compiles the above information into a Notice of Requirements document for review by the Development Review Manager and the Assistant District Engineer. If Master Plan facilities are required, then in accordance with the Ordinance, the Notice must be signed by the General Manager or District Engineer. If Master Plan facilities are not required, the Notice is signed by Assistant District Engineer. Once complete, the signed Notice of Requirements is sent to the Lead Agency for the project (City of Fresno, Clovis or the County). The process is detailed on Chart No. 1.

One of the common delays in processing a project occurs when a proposed project does not conform to the Master Plan. In these situations, special studies need to be conducted to determine how the Master Plan will be impacted. Common situations that trigger the need for a special study include the following:

- Land uses proposed by the project are inconsistent with what is on the Master Plan
- Pipeline alignments are proposed to be changed

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- Extensions to the pipeline collection system are needed – The Master Plan assumes that projects will be graded to drain to the location of the inlet reflected on the Master Plan. This will often require importing of fill material to eliminate low spots. In many cases, the developer may prefer to extend pipelines, rather than grade the project to drain to the Master Planned inlet location and elevation. This is typically a cost consideration for the Developer.<sup>3</sup>
- Proposed street patterns do not include the ability to pass major storm flows. This is more common as subdivision streets do not connect from one to another.

Special studies require District staff to conduct extensive analysis of modifications that may be required to accommodate the project.

Additionally, the type of housing projects are changing to include higher densities, narrower streets, zero lot lines, private access, and smaller lots, all which affect drainage. We are also seeing larger more complex residential development projects, examples include Cooper River Ranch (890 lots, plus 800-1000 multiple family units), Running Horse (758 lots), Harlan Ranch (1,336 lots), and Fancher Creek. To date, the Cooper River Ranch project alone has required eighteen special studies.

**Project Design Phase**

The second part of the Development Review process is the project design phase. At this point, the developer's engineer will submit plans to the District. Depending on the type of project, one or several types of plans may have been required by the Notice, including the following:

- a. Site Grading Plans
- b. Street Plans
- c. Sewer and Water Plans
- d. Storm Drain Plans
- e. Mitigation, channel calculations
- f. Major Storm Breakover (MSBO) path and calculations
- g. Easements

The outcome of the project design (or plan check) phase is:

- a. A set of plans signed by the District that meets District standards.

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<sup>3</sup> When developers are grading their project, the source of fill material is often the District's Basin Excavation Program. If the developer chooses to extend pipelines rather than grade to the project to drain to the inlet, we often lose the benefit of additional basin excavation.

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- b. Executed flowage easements (if necessary). In some projects, a flowage easement is necessary to ensure that water will flow overland to Master Plan facilities or other conveyance system.
- c. Executed storm drain easements (if necessary). In cases where Master Plan pipes are to be constructed or located on private property within the project, the developer is required to obtain or describe storm drain easements.
- d. Executed flood easement and release (if necessary). In cases where the project design will cause water to accumulate on the property below the top of curb or another surface outlet point, a flood easement and release of liability is required. This is typically used only in situations where the flood water is not easily mitigated or owner desires to accept risk rather than comply with FMFCD conditions of approval.
- e. Executed Development Agreement - If Master Plan facilities are to be constructed by the Developer, a Developer Agreement must be executed.

The process begins by reviewing a copy of the Notice of Requirements (NOR) for the entitlement to determine if the plans address what the District requested in the Requirements Phase. Plans are reviewed against a checklist and comments are prepared and sent to the Consultant Engineer for resolution. The Consultant Engineer will make corrections and resubmit the plans (second check set). District staff will conduct the second and subsequent reviews until the plans are ready for signing by the Assistant District Engineer/Design Engineer or District Engineer and General Manager. The process is detailed on Chart No. 2. The District has established a four-week turn around for the first review of a set of plans, and two-weeks for subsequent review.

#### **Staffing Considerations**

Balancing staffing needs with the service demand is always a factor in the Development Review Program. The following discussion provides a summary of staffing issues over the past two years.

**2004 Staffing** – In 2004, the Development review team was comprised of three Engineers, three Design Technicians and the Development Services Manger. An additional engineer was assigned from the Rural Streams Program for nearly all of 2004. During this year, approximately 584-hours of overtime was worked in support of the Development Review Process.

**2005 Staffing** – Beginning in 2005, the Development Review team was comprised of three Engineers, three Design Technicians and the Development Services Manger. In July of 2005, as part of the 2005/2006 budget an additional Design Technician was added, the temporary assignment of the Rural Streams Engineer was

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permanently assigned to the Development Review Team, and a Staff Analyst position was added to write agreements.

1- Development Review Manager  
4 – Engineers  
4 – Design Technicians  
1 – Staff Analyst

In June of 2005, two Design Technicians and one engineer were hired away from the District. Two were hired by local engineering firms and one went to Caltrans. This significantly impacted the experience level of the Development Review team. The District's ability to keep up with development process was significantly effected, however, through hard work and the use of overtime we were able to keep projects moving through the process. While the experience level is increasing, we have not yet reached the efficiencies of a fully trained team. In 2005, staff worked 591 overtime hours in support of the Development Review Process.

**2006 Staffing** – The same staffing levels exist in 2006. One Design Technician position hired in August of 2005 left District employment in January of 2006. Staff has been recruiting to fill this position and the position was filled March 14, 2006. On April 4, 2006, one newly hired staff member resigned to pursue another career opportunity outside of the Fresno Area. The challenges in 2006, is to train and increase the experience level of the Team. Ongoing training and coordination meetings have been established to help address the training issue.

**Discussion of Recent Activities**

District staff has been working to develop program improvements and the following actions are currently underway:

1. Staff participates at the monthly City of Clovis/Building Industry Association Liaison Committee meeting. The committee was established to help facilitate communication and problem solving in the Clovis development community.
2. Staff has initiated discussions with representatives of the building community to help shape program improvements.
3. Staff proposed to host a quarterly (more often if needed) meeting with the Development Community through the Building Industry Association. The purpose will be to review proposed changes that may affect the industry and discuss issues of interest as proposed by the industry. The meeting is to be chaired by a BIA representative.

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4. A pre-plan submittal process was established. The initial submittals of plans are reviewed within two working days of receipt by the District for consistency with a list of plan requirements. If plans are incomplete, the project engineer is notified of the need for modification before the plans can be reviewed.
5. Staff has initiated an internal review of existing procedures and resources to help insure consistency and timely review of projects.
6. Staff has initiated a review of the existing Development Review Process and has begun analysis for a comprehensive workflow automation and information tracking system.
7. Development Review training sessions have been initiated for new employees. The training sessions will continue as long as they are needed to assure consistency and accuracy of project review.



David Pomaville  
Administrative Services Manager

DJP/sgb

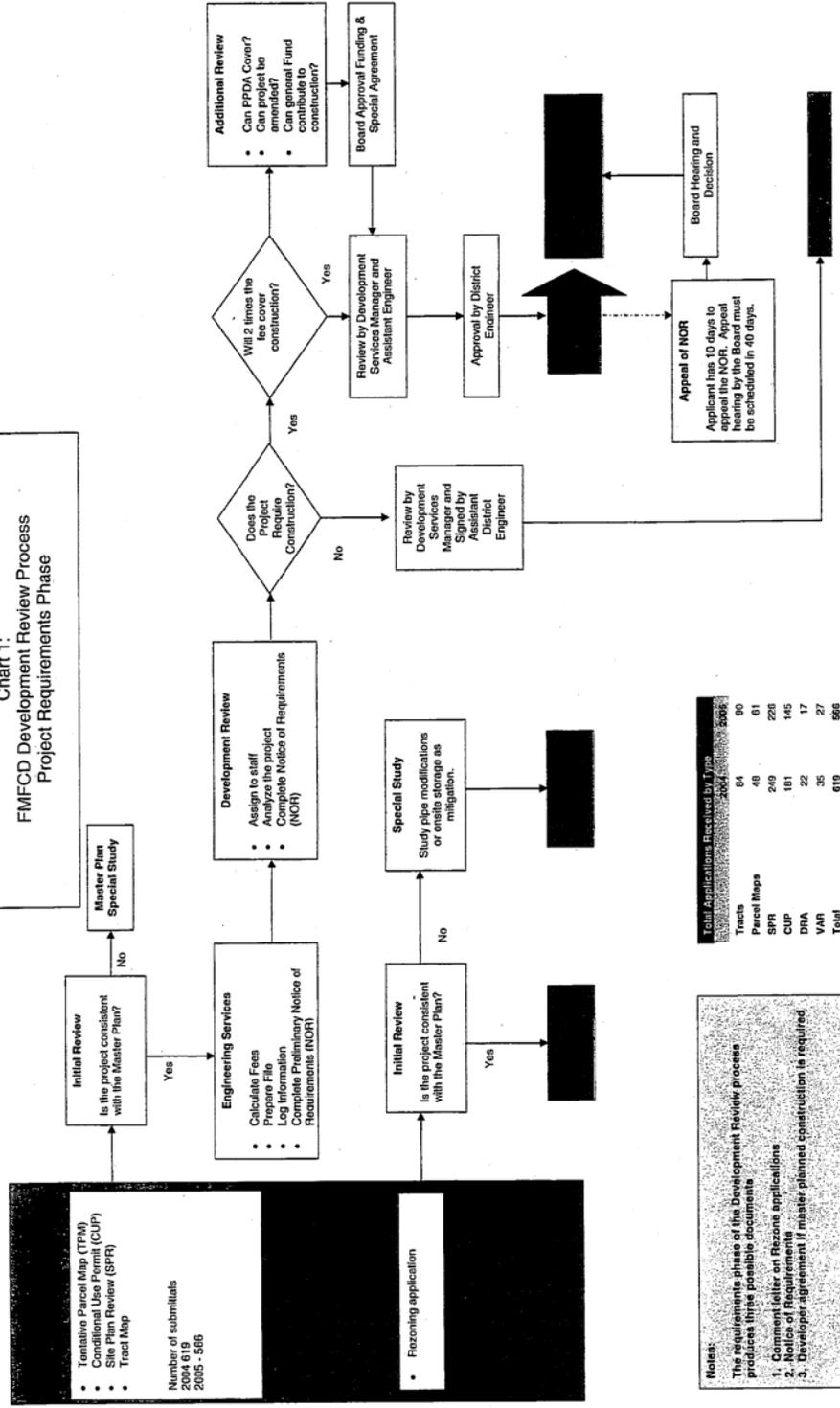
Attachment(s)



Alan Hofmann  
Assistant District Engineer/Design

AH/sgb

# Chart 1: FMFCD Development Review Process Project Requirements Phase



- Tentative Parcel Map (TPM)
- Conditional Use Permit (CUP)
- Site Plan Review (SPR)
- Tract Map

Number of submittals  
 2004 619  
 2005 - 566

- Rezoning application

**Notes:**

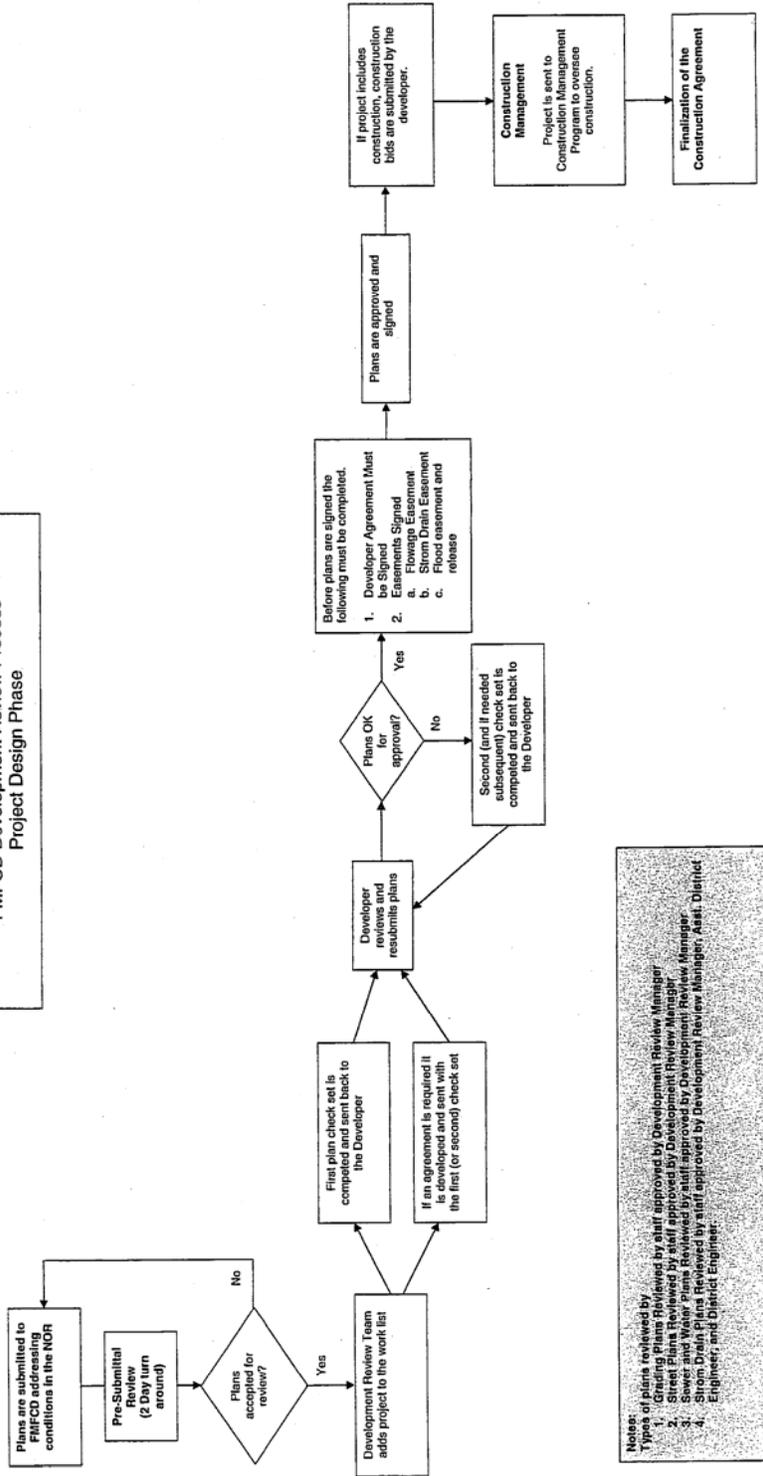
The requirements phase of the Development Review process produces three possible outcomes

1. Comment letter on Reasons applications
2. Notice of Requirements
3. Developer agreement if master-planned construction is required

**Total Applications Received by Type**

Tracts	Parcel Maps	SFR	CUP	DRA	VAR	Total
84	48	249	181	22	35	619
90	61	228	145	17	27	566

**Chart 2**  
**FMFCD Development Review Process**  
**Project Design Phase**



**Notes:**  
 Types of plans reviewed by:  
 1. Grading Plans Reviewed by staff approved by Development Review Manager  
 2. Street Plans Reviewed by staff approved by Development Review Manager  
 3. Sewer Drain Plans Reviewed by staff approved by Development Review Manager  
 4. Storm Drain Plans Reviewed by staff approved by Development Review Manager, Asst. District Engineer, and District Engineer.