



# GRADING AND DRAINAGE PERMIT

Town of Corte Madera, Department of Public Works  
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 Phone: (415) 927-5057 | Fax: (415) 927-5039

<b>PERMIT NUMBER</b>
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## APPLICATION SECTION

<b>SITE ADDRESS</b>		<b>APN</b>	
<b>APPLICANT</b>		<b>CONTRACTOR</b>	
Name		Company Name	
Street Address		Street Address	
City / State / Zip		City / State / Zip	
Phone	Cell	Contact Name	
Email		Phone	Cell
<b>PROPERTY OWNER</b> (if different from Applicant)		State Lic. #	Town Bus. Lic. #
Name		Phone	
<b>DESCRIPTION OF GRADING AND DRAINAGE WORK</b>			<b>ESTIMATED VOLUME IN CUBIC YARDS</b>
<b>START DATE</b>	<b>COMPLETION DATE</b>	<b>PLAN REVIEW #</b>	

**Print Name of Applicant**

Applicant is:  Owner  Agent  Contractor

**Signature of Applicant**

**Date**

## APPROVAL SECTION

In compliance with this application and subject to all of the terms, conditions, and restrictions printed as general provisions (attached), all applicable sections of the Corte Madera Municipal Code, and in accordance with the following special provisions:

A site geotechnical report providing a general description of the earth materials involved in the work as to classification, bedding or other geological features; results of test borings; and reports by a soils engineer as to slide conditions existing or anticipated, and as to the suitability of the material for construction of stable embankments with recommendations for construction procedures to obtain required stability and compaction.

Date of Council Approval (for 1,000 CY or more) \_\_\_\_\_

Grading and Drainage Plan  Other: \_\_\_\_\_

<b>PERMIT APPROVED AND ISSUED</b>	
By: _____ Public Works Representative	
Date Issued: _____	
Permit Expiration: _____	

<b>INSPECTION NOTES</b>	
Inspected by: _____	Date: _____
Notes/Corrections: _____	

<b>FINAL INSPECTION</b>	
By: _____ Public Works Representative	
Date: _____	

<b>FEE SUMMARY</b>	
<u>Over-the-Counter</u>	
1. Less than 100cy (\$375)	\$ _____
<i>(Greater than 20cy requires Planning approval)</i>	
<u>Minor Improvement</u>	
2. 100cy to less than 1,000cy (\$600)	\$ _____
<u>Major Improvement</u>	
3. 1,000-10,000cy (Deposit \$1,500**) **	\$ _____
4. Greater than 10,000cy (Deposit \$2,500**) **	\$ _____
5. Other: _____	\$ _____
Total Fees/Deposits \$ _____	
Date: _____ Receipt # _____ Ck/MC/V # _____	
* Initial deposit amount only. Any remainder will be refunded; additional staff time will be billed per Hourly Rate Schedule.	
** Enter into Cost Based Fee Agreement.	

## **GRADING AND DRAINAGE PERMIT GENERAL PERMIT PROVISIONS**

1. The issuing of this permit is authorized in conformance with the provisions of the Corte Madera Municipal Code. This permit shall be valid for the period specified but shall not exceed one (1) year. Unless work is commenced within the time specified, this permit shall expire; and if work, after being started, shall cease for a period of ninety (90) days, this permit shall expire.
2. It shall be the responsibility of the Permittee to obtain the necessary permission from property owners to do the work shown on the grading plan. The Town assumes no responsibility or liability for work done on these properties, and the Permittee shall hold the Town of Corte Madera harmless of all damages which may arise out of the work herein permitted. Compliance with the requirements and conditions of the Municipal Code shall not be construed to relieve the owner of real property of any legal duties, obligations or liabilities incident to the ownership of the property while the work of grading, excavating or filling is in progress or after the completion thereof.
3. Prior to doing any work in the Town, County or State right-of-way, the Permittee shall file with the Town Engineer a copy of the Town, County or State Encroachment Permit issued therefore. This includes roadway, curb and gutter, and sidewalk.
4. It shall be incumbent upon the Permittee to plan and execute the work so as to cause the least inconvenience to the general public and abutting property owners. The Permittee shall protect adjacent properties from damage caused by his operation. All proposed truck hauling routes must be approved by the Town Engineer prior to start of activities.
5. No natural watercourse shall be filled or restricted until provisions for adequate drainage, approved by the Town Engineer, have been installed. Debris and silt basins shall be constructed as required by the Town Engineer. Seepage water encountered during grading shall be controlled and disposed of by a subdrainage system approved by the Town Engineer.
6. As supervised by the Soils Engineer, the construction of controlled fills shall be in accordance with the standard specifications of the cities of Marin and County of Marin. The Soils Engineer shall inspect the site each day that fills are placed or other pertinent work is accomplished and shall certify that the completed fill meets the compaction requirements. When the work is interrupted by heavy rain, fill operations shall not be resumed until field tests by the Soils Engineer indicate that the moisture content and density of the fill are satisfactory for resumption of the filling operation.
7. The Permittee shall submit written certification by an engineer duly licensed by the state that the proposed work shall function properly, has not and will not impact any other properties, increase surface or subsurface drainage entering any other properties, deprive adjacent land of lateral support, cause slippage or excessive washing of earth or rock onto adjacent land and further that the design minimizes discharge of drainage from the property to the street/right-of-way to the minimum necessary.
8. Prior to acceptance of the work: the Town Engineer will review the Soils Engineer's final report; the Soils Engineer shall submit a final grading map; and the Soils Engineer shall certify to the Town that the grading has been accomplished in accordance with the finished grading plan and all other requirements of the permit.
9. Any damage to existing roadway improvements shall be repaired by the Permittee as directed by the Town Engineer. Contractors shall display company name, address, and phone number at the site.
10. The owner of any property on which an excavation or fill has been made shall maintain all slopes, retaining walls, cribbing, drainage structures and other necessary protective devices. The face of all cut and fill slopes shall be planted in accordance with a plan prepared by the Permittee and approved by the Town Engineer.
11. All work shall be in accordance with The Town of Corte Madera Municipal Code, the Marin Uniform Construction Standards (MUCS), and the Standard Specifications of the Cities and County of Marin, latest edition.
12. Sidewalk underdrains and curb outlets shall be 3" diameter cast iron pipes of sufficient number to handle the flow, or in accordance with MUCS Drawing No. 145. A junction box with a lid for clean out shall be located on the property side of the sidewalk. Sidewalk cuts for the drains shall be from scoremark to scoremark, and every attempt shall be made to match the adjacent sidewalk in both texture and color.
13. Soil, debris, washwater and other construction materials shall not be allowed at any time to enter the storm drain system.
14. Unless waived by the Town Engineer, an erosion and sedimentation control permit is required and must be submitted with this application.
15. Unless special authorization is granted, no grading activity will be allowed October 15 through April 15 [CMMC 15.20.285(h)].
16. The Permittee shall provide for proper drainage if the work shall interfere with the established drainage pattern.
17. The Permittee shall be responsible for any curb ponding or other drainage impacts to the street/right-of-way caused by the Permittee's work.

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Owner/Applicant Signature

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Date