



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

PUBLIC WORKS/ENGINEERING DEPARTMENT Grading and Drainage Permit Checklist

Why Do I Need This Permit?

The Town regulates any construction project that requires removal and/or placement of soil or rock at a project site which may alter the existing site drainage. In these cases a **Grading and Drainage Permit** is required.

Purpose of Permit

Corte Madera Municipal Code Section 15.20 sets out the standards and requirements for performing grading and drainage work upon properties within the Town. These standards are applied to ensure appropriate and safe earthwork activities, and promote adequate drainage of improved properties. Section 15.20.030 requires obtaining a permit prior to any grading activity, with the exception of the following cases:

1. Excavation for foundations, basements and swimming pools for which a building permit has been issued;
2. Excavation for trenches if to be backfilled to existing ground surface and where the slope of the surface of the ground is flatter than one vertical to five horizontal;
3. Excavations for installation of underground storage tanks where capacity of the tank does not exceed ten thousand gallons;
4. Excavation for mine shafts, wells, trenches or tunnels for utilities;
5. Earth construction if performed by a governmental agency;
6. Gravel stockpiles for road materials; also stockpiles of construction materials for buildings or structures, or for commercial storage purposes permitted under Title 18; also the removal of gravel or other materials which obstruct natural watercourses;
7. Exploratory excavations or borings performed under the direction of a Registered Geotechnical Engineer;
8. Excavations less than fifty cubic yards;
9. Fills of less than fifty cubic yards that are constructed on slopes less than twenty percent and less than three feet in height and do not support a structure.

Work involving more than one thousand cubic yards of earth will require Town Council approval per Section 15.20.060.

More information can be found in the Corte Madera Municipal Code which is available online here:
https://library.municode.com/ca/corte_madera/codes/municipal_code?nodeId=TIT15BUCO_CH15.20GRDR

Permit Application Requirements

To obtain a Grading and Drainage Permit, an application form must be completed and submitted to Public Works/Engineering Department, accompanied by the following information:

- Completed application form.
- Full description of the proposed work or activity. Note that the scope of your permit will not be extended beyond that which is described in your application.
- Two (2) copies of a grading and drainage plan showing the proposed work. At a minimum, the plan should include the following:
 - Property line for the subject parcel, and delineation of any existing and/or proposed easements.
 - Locations of all existing structures, buildings, and other topographic features, and depiction of existing terrain using contour lines or sufficient spot elevations.
 - Identification of any areas of the site subject to flooding, landslides, mud flows, or springs.
 - Configuration of proposed improvements for the site, including buildings, structures, retaining walls, and paved surfaces.
 - Sufficient spot elevations, contours, and ground slopes to show the proposed grading.
 - Appropriate details and/or cross sections for all proposed retaining walls, paving surfaces, and other key site features.
 - Layout of the surface drainage system (area drains, trench drains, etc...) and subsurface drainage system (foundations, retaining walls, etc...), including pipe sizes, slopes, and materials. Systems shall be conveyed separately to either an existing drainage facility, to the street using sidewalk underdrains, or disbursed on-site using a suitable outlet structure.
 - Locations and elevations of required monuments and benchmarks to complete the work.
 - Estimate of the cut and fill earthwork quantity to achieve the proposed grading.
- A site geotechnical report, if required by the Town, 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.
- Hydrology/hydraulic calculations, if required by the Town, to document the proper conveyance and disposal of increased surface drainage generated by the property.

The Town of Corte Madera uses the Marin County Uniform Construction Standards for work within the public right-of-way. This document is available for review online or at the Marin County Public Work offices.

All construction projects which require a Grading and Drainage Permit will also require an Erosion and Sediment Control Permit. Contact Public Works for more information.

Permit Issuance and Inspection

Once the Public Works/Engineering Department receives the required application and supplementary materials, a review will be performed to ensure that the work conforms to Town ordinances and requirements. Additions or modifications may be required to bring the proposed work into compliance. Specific conditions may also be generated for the project to cover special circumstances affecting the work.

A permit and inspection fee will be charged based upon the scope of the work stated in the application. This fee must be paid prior to the permit being issued.

Inspections by the Public Works/Engineering Department will be required to ensure compliance with this permit. Typically these inspections occur at key points during the construction, and at project completion. Following these inspections, the permit will be approved as final.

NOTE: This publication is intended to be an informal means of informing the public about a Town process. Although it is assumed the information provided is accurate, the document is not intended to create any sort of legal obligation on the Town's part. The actual process is governed by Town ordinances, regulations and procedures, and the reader should make specific inquiry to the Town for specific cases.

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