

**Development Approval Checklist  
Santa Clara City  
LAND DISTURBANCE PERMIT CHECKLIST**

**Project Name:** \_\_\_\_\_

**I. REQUIRED DOCUMENTS (13.24)**

**1. Accompanying Documents (if required) (13.24.030):**

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|---|---|-----|---|
| Y | N | N/A | a. Written approval from any state, county, or municipality to allow any proposed direct runoff to properties outside of Santa Clara City boundaries. |
| Y | N | N/A | b. Written approval from any canal owners and applicable governing agencies for any proposed discharges or modifications to canals.                   |
| Y | N | N/A | c. Written approvals from any state or federal agencies for any appropriate environmental permits that pertain to the property.                       |
| Y | N | N/A | d. Land development permit and stormwater management fees paid.   |

**2. Stormwater Management Plan Mapping Requirements (13.24.40.5)**

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|---|---|-----|--|
| Y | N | N/A | 1 Topographic base map with vicinity map.  |
| Y | N | N/A | a. Existing surface water drainage shown on the topographic base map.  |
| Y | N | N/A | b. Current land uses shown on the topographic base map   |
| Y | N | N/A | c. All significant natural and artificial features shown on the topographic base map.  |
| Y | N | N/A | d. Proposed land use with tabulation of percentage of surface area to be adapted to various uses; drainage patterns; location of utilities, roads and easements; the limits of clearing and grading. |
| Y | N | N/A | e. Proposed structural best management practices (BMPs).   |
| Y | N | N/A | f. Written description of the site plan and justification of proposed changes in natural conditions (if required).   |

**3. Stormwater Management Plan Calculation Requirements (13.24.40.5):**

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|---|---|-----|---|
| Y | N | N/A | 2 Hydrologic and hydraulic design calculations for the pre-development and post-development condition for the design storms specified in the Santa Clara Construction Design Standards. |
| Y | N | N/A | a. Description of the design storm frequency, duration, and intensity where applicable.   |
| Y | N | N/A | b. Time of concentration.   |
| Y | N | N/A | c. Soil curve numbers or runoff coefficients including assumed soil moisture conditions.  |
| Y | N | N/A | d. Peak runoff rates and total runoff volumes for each watershed area.  |
| Y | N | N/A | e. Infiltration rates, where applicable.  |
| Y | N | N/A | f. Culvert, stormwater sewer, ditch and/or other stormwater conveyance capacities.  |

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|---|---|-----|---|
| Y | N | N/A | g. Flow velocities.   |
| Y | N | N/A | h. Data on increase in rate and volume of runoff for the design storms referenced in the Santa Clara Construction Design Standards. |
| Y | N | N/A | i. Documentation of sources for all computation methods and field test results.   |

**4. Stormwater Management Plan Miscellaneous Requirements (13.24.40.5):**

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| Y | N | N/A | a. Soils Information: If a stormwater management control measure depends on the hydrologic properties of soils (e.g. infiltration basins), then a soils report shall be submitted. The soils report shall be based on on-site boring logs or soil pit profiles and soil survey reports. The number and location of required soil borings or soil pits shall be determined based on what is needed to determine the suitability and distribution of soil types present at the location of the control measure.  |
| Y | N | N/A | b. Maintenance and Repair Plan: The design and planning of all stormwater management facilities shall include detailed maintenance and repair procedures to ensure their continued performance. These plans will identify the parts or components of a stormwater management facility that need to be maintained and the equipment and skills or training necessary. Provisions for the periodic review and evaluation of the effectiveness of the maintenance program and the need for revisions or additional maintenance procedures shall be included in the plan. A permanent elevation benchmark shall be identified in the plans to assist in the periodic inspection of the facility. |
| Y | N | N/A | c. Landscaping Plan: The applicant must present a detailed plan for management of vegetation at the site after construction is finished, including who will be responsible for the maintenance of vegetation at the site and what practices will be employed to ensure that adequate vegetative cover is preserved.  |
| Y | N | N/A | d. Maintenance Easements: The applicant must ensure access to the site for the purpose of inspection and repair by securing all the maintenance easements needed. These easements must be binding on the current property owner and all subsequent owners of the property and must be properly recorded in the land record.  |
| Y | N | N/A | e. Maintenance Agreement: The owner of property to be served by an on-site stormwater management facility must execute an inspection and maintenance agreement that shall operate as a deed restriction binding on the current property owner and all subsequent property owners. See ordinance for requirements of the maintenance agreement.   |
| Y | N | N/A | f. Incorporate low impact design (LID) and green infrastructure when opportunity exists and incorporate into site design.  |

**5. Sediment and Erosion Control Plan Requirements (13.24.40.6):**

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|---|---|-----|--|
| Y | N | N/A | a. Project Description - Briefly describe the intended project and proposed land disturbing activity including number of units and structures to be constructed and infrastructure required. |
| Y | N | N/A | b. A topographic map with contour intervals of two (2) feet or less showing present conditions and proposed contours resulting from land disturbing activity.                                |
| Y | N | N/A | c. All existing drainage ways, including intermittent and wet-weather. Include any designated floodways or flood plains.   |
| Y | N | N/A | d. A general description of existing land cover. Individual trees and shrubs do not need to be identified.   |

Y	N	N/A	e. Stands of existing trees as they are to be preserved upon project completion, specifying their general location on the property. Differentiation shall be made between existing trees to be preserved, trees to be removed and proposed planted trees. Tree protection measures must be identified, and the diameter of the area involved must also be identified on the plan and shown to scale. Information shall be supplied concerning the proposed destruction of exceptional and historic trees in setbacks and buffer strips, where they exist. Complete landscape plans may be submitted separately. The plan must include the sequence of implementation for tree protection measures.
Y	N	N/A	f. Approximate limits of proposed clearing, grading and filling.
Y	N	N/A	g. Approximate flows of existing stormwater leaving any portion of the site.
Y	N	N/A	h. A general description of existing soil types and characteristics and any anticipated soil erosion and sedimentation problems resulting from existing characteristics.
Y	N	N/A	i. Location, size and layout of proposed stormwater and sedimentation control improvements.
Y	N	N/A	j. Proposed drainage network
Y	N	N/A	k. Approximate flows leaving site after construction and incorporating water run-off mitigation measures. The evaluation must include projected effects on property adjoining the site and on existing drainage facilities and systems. The plan must address the adequacy of outfalls from the development: when water is concentrated, what is the capacity of waterways, if any, accepting stormwater off-site; and what measures, including infiltration, sheeting into buffers, etc., are going to be used to prevent the scouring of waterways and drainage areas off-site, etc.
Y	N	N/A	l. The projected sequence of work represented by the grading, drainage and sedimentation and erosion control plans as related to other major items of construction, beginning with the initiation of excavation and including the construction of any sediment basins or retention facilities or any other structural BMP's.
Y	N	N/A	m. Specific remediation measures to prevent erosion and sedimentation run-off. Plans shall include detailed drawings of all control measures used; stabilization measures including vegetation and non-vegetation measures, both temporary and permanent, will be detailed. Detailed construction notes and a maintenance schedule shall be included for all control measures in the plan.
Y	N	N/A	n. Specific details for the construction of rock pads, wash down pads, and settling basins for controlling erosion; road access points; eliminating or keeping soil, sediment, and debris on streets and public ways at a level acceptable to the Public Services Director.
Y	N	N/A	o. Proposed structures; location (to the extent possible) and identification of any proposed additional buildings, structures or development on the site.

NOTE: The City Council and/or staff may require the applicant to submit such additional information, data, studies, plans, analyses, or maps as may be necessary to make a factual determinations set forth herein. If so required, the applicant shall bear the full cost of meeting this requirement.

**Miscellaneous Notes:**