



Public Works & Engineering Department
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DEVELOPERS SUBDIVISION CHECKLIST GRADING PERMIT

After the Improvement Plans have been approved, the following steps must be completed in order for the Grading Permit to be issued.

SUBMITTAL REQUIREMENTS

The following information must be submitted with the completed Building Permit (for Grading) Application form and required fees:

1. City review and approval of Grading Permit.

- Complete Building Permit Application (for Grading).
- Three approved (signed) paper sets of improvement plans.
- Erosion Control Plans and Storm Water Pollution Prevention Plan (SWPPP)
- Bay Area Quality Management J Number
- \$640.00 Minimum Deposit

A. Submittal to Departments.

- City Planner
- City Building Inspector
- Fire Department*
- Police Department*

(* if applicable, depending on conditions or approval)

B. Checking fee: A deposit of \$640.00 minimum is required for grading permit plan checking. This must be paid to the City Engineering Department prior to review of plans by the City Engineer. If cost of checking is less than deposit, the balance will be refunded. If cost of checking exceeds the deposit the difference will be billed to the developer and must be paid prior to sign-off.

2. Final Processing of Grading Permit.

A. Grading Permit will not be issued until Improvement Plans have been reviewed and approved. The following items are required:

- Engineer's cost estimate (valuation) of work to be performed and a Grading and Restoration Security for 100% of this amount.
- Final Design Review Approval must have been issued.
- An Encroachment Permit must be issued prior to any work in the right of way.

B. Items which may be required prior to issuance of grading permit.

- Notice of Intent (N.O.I):** Submit a copy of letter from the STATE OF CALIFORNIA WATER RESOURCED CONTROL BOARD indicating that they have received and processed your Notice of Intent (N.O.I) to comply with the terms of the General Permit to Discharge Storm Water Associated with Construction Activity of projects that disturb one acre or more.
- Removal of existing structures not designated to remain:** Submit a copy of CITY OF COTATI DEMOLITION PERMIT.

- Exporting soil from site:** Submit ESTIMATED QUANTITY OF EXPORT IN CUBIC YARDS DISPOSAL SITE, Submit copy of APPROVED CITY OR COUNTY PERMIT accepting the export of soil from site, Submit copy of LETTER FROM SOILS ENGINEER approving soil to be placed at the disposal site, Submit copy of HAUL ROUTE DIAGRAM for approval of export amounts in Excess of 10,000 CUBIC YARDS.
- Retaining walls/sound walls:** Submit a copy of the ISSUED BUILDING PERMIT for any retaining walls or sound walls.
- Work performed in S.C.W.A. right-of-way:** Submit a copy of SONOMA COUNTY WATER AGENCY (S.C.W.A.), REVOCABLE LICENSE.
- Abandonment of existing well(s) and/or septic systems:** Submit a copy of SONOMA COUNTY PERMIT AND RESOURCE MANAGEMENT DEPARTMENT (PRMD) ABANDONMENT OF WELL PERMIT and/or ABANDONMENT OF SEPTIC SYSTEM PERMIT.
- Work performed on State Of California owned property/right-of-way:** Submit a copy of CALTRANS ENCROACHMENT PERMIT.
- Work performed in channels, streams, or wetlands:** Submit a copy of STATE OF CALIFORNIA DEPARTMENT OF FISH & GAME STREAMBED ALTERATION AGREEMENT.
- Excavation exceeding 5 feet in depth:** Submit a copy of STATE OF CALIFORNIA OCCUPATIONAL SAFETY AND HEALTH AGENCY (CAL O.S.H.A.) PERMIT.

C. After City Engineer has approved Grading Plans, originals shall be submitted for signature. After plans are signed, developer shall provide the City Engineer with 4 signed paper originals. *

(*If desired an additional duplicate may be submitted for return to developer's engineer)

NOTE: MAPS WITH SIGNATURES WHICH ARE ILLEGIBLE WILL BE RETURNED.



**CITY OF COTATI
ENGINEERING DEPARTMENT
UNIFORM APPLICATION FEE ADDENDUM
AND INDEMNIFICATION AGREEMENT**

Fee Addendum

The City Council adopted Ordinance 692 establishing a Fee and Service Charge Cost Comparison System. As provided for in this ordinance, the costs for services are reviewed annually and the fees and charges are adjusted accordingly by Council Resolution. The Ordinance and Resolution authorize a cost recovery system for staff time and the costs of any City Consultants performing work on your project, as well as all other costs associated with processing development applications received by the Engineering Department.

To comply with Council's direction, the Engineering Department collects a deposit to cover these estimated costs. The amount of the deposit varies based on the type of applications received.

Applicant agrees to be responsible for the payment of all costs (including staff costs at fully burdened hourly rates and City consultant costs) and fees, direct and indirect, associated with the processing of this application even if the application is withdrawn and/or not approved.

In addition to the initial deposit made at the time of the application submittal, the applicant may be required to make further deposits for anticipated work. Invoices are due and payable within thirty (30) days. Your deposit account will be required to maintain a minimum balance at all times equal to 25% of your original deposit amount. Should the amount on deposit fall below that 25% minimum, you will be asked to remit the amount due for services rendered plus the additional amount needed to maintain the 25% balance. Should your account become delinquent or fall below a zero balance, work will stop on your application processing. No work shall proceed until deposits or deposit replenishments are received.

Applicant understands and agrees that nonpayment of fees set forth in City Ordinance 692 and accompanying Resolution may, at the sole and exclusive discretion of the Engineering Department, result in temporary or permanent cessation of processing of the application or inspection of the work and, after notice, may result in the denial of the application and/or order to cease work. Prior to completion of processing any phase of the project, any and all outstanding amounts due pursuant to this agreement shall be paid. Any account with a balance less than zero at the end of a billing cycle will be assessed a 3% interest charge for the first 30 days. Interest rates will increase by 1% for every subsequent 30 day period of delinquency, up to a maximum rate of 5%.

Any portion of this deposit that is not used will be refunded to the applicant upon written request to the Administrative Services Department and confirmation from the Engineering Department that all outstanding charges have been processed.

Indemnification Agreement

The Applicant agrees to defend, indemnify, and hold harmless the City of Cotati, its agents, officers, council members, employees, boards, commissions and committees from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the applications or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of, or in connection with, the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions, and committees. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of this agreement shall remain in full force and effect and shall be interpreted to allow the broadest indemnity allowed by law.

In the event that Applicant is required to defend the indemnities in connection with any such claim, action or proceeding, the City shall retain the right to (i) approve the counsel to so defend the indemnities, (ii) approve significant decisions concerning the matter in which the defense is conducted, and (iii) approve any and all settlements, which approvals shall not be unreasonably withheld by City.

The City of Cotati shall have the right to appear and defend its interests in any action through the City Attorney or outside counsel. The applicant shall not be required to reimburse the City for City Attorney's or outside counsel fees incurred by the City if it chooses to appear and defend itself in litigation.

I have read this information and agree with all of the above.

Print Name

Date

Signature

Project Number