

SECTION 2
GENERAL REQUIREMENTS

2-1 ENGINEER REQUIRED: All plans and specifications for Improvements which are to be accepted for maintenance by the County and private, on-site drainage and grading shall be prepared by a Consulting Engineer of the appropriate branch of engineering covering the work submitted. Property lines, right of ways and easements shall be located, relocated, established, reestablished or retraced by a licensed Land Surveyor pursuant to the Professional Land Surveyors Act.

2-2 PLANS REQUIRED: Complete plans for all proposed streets, bikeways, grading, erosion control drainage facilities, sewerage, street lighting, water distribution systems, including any necessary dedications, easements, and rights of entry, shall be submitted to the County Engineering Division of the Office of Development and Code Services, for approval. Copies of rights-of-entry obtained from adjacent properties shall be provided to the County Engineering Division of the Office of Development and Code Services.

2-3 REFERENCE TO COUNTY SPECIFICATIONS: The General Notes of all plans shall include the following note:

All construction and materials shall be in accordance with the latest edition of the County of Sacramento Standard Construction Specifications.

2-4 WORK IN COUNTY RIGHTS OF WAY, EASEMENTS AND WATERWAYS:
The following shall govern work done within County rights- of ways, easements, and waterways:

- A. Possession of a complete set of County approved engineered plans shall allow a contractor duly licensed by the State of California to perform work specified on the plans in County right of way, easements and waterways. The contractor shall be bonded as required and as specified in Chapter 12.08 of the Sacramento County Code.
- B. Possession of a valid encroachment permit issued in accordance with Sacramento County Code Section 12.08 and the County encroachment permit policy, as adopted by the Board of Supervisor, will allow a contractor duly licensed by the State of California to perform work specified in the permit in County rights of way.

- C. Possession of a valid Sacramento County Water Agency permit will allow a contractor duly licensed by the State of California to perform the following work within County waterways and drainage easements:
- Connecting yard drains into existing manholes
 - Grading within the flood plain of creeks and swales
 - Removing trees within creeks
 - Other minor items of work approved by the County Engineer involving waterways.

2-5 IMPROVEMENT PLAN SUBMITTAL: The initial submittal of improvement plans shall be made to the Site Improvement and Permits Section (SIPS) of the County Engineering Division. Improvement plan submittal may be in electronic or hard copy version.

A. The electronic plan submittal version shall consist of the following:

- PDF copy of the improvement plan (24" x 36")
- PDF copy of the completed Department of Water Resources Submittal Take-In Checklist
- PDF Sanitary Sewer Submittal Approval Letter
- PDF Water Supply Submittal Approval Letter (County Water Agency Zone 40, 41 or 50)
- PDF draft easements and proof of ownership
- PDF copy of the completed Water Service Request & Cross-Connection Questionnaire Form (County Water Agency Zone 40, 41 or 50)
- PDF copy of the landscape plan (County Water Agency Zone 40, 41 or 50) A letter and diagram prepared and stamped by licensed landscape architect may be submitted in lieu of landscape plans
- Proof of Mitigation Monitoring & Reporting Program (MMRP) fee payment
- PDF copy of the final Conditions of Approval
- PDF copy of the on-site and off-site water shed maps with drainage calculations
- Signed Statement of Applicants Responsibility
- Signed PDF Statement of Mutual Commitment

- \$1,400 check payable to “Sacramento County” to open billing account

PDF improvement plan files should be direct conversion from CAD files. PDF improvement plan and supplemental PDF documents may be submitted to SIPS on a CD or through data storage sites.

B. The hard copy submittal version shall consist of the following:

- Ten (10) complete sets of improvement plans (24” x 36”)
- Completed Department of Water Resources Submittal Take-In Checklist
- Sanitary Sewer Submittal Approval Letter
- Water Supply Submittal Approval Letter (County Water Agency Zone 40, 41 or 50)
- Draft easements and two (2) proof of ownership
- Completed Water Service Request & Cross-Connection Questionnaire Form (County Water Agency Zone 40, 41 or 50)
- Two (2) complete sets of landscape plans (County Water Agency Zone 40, 41 or 50) A letter and diagram prepared and stamped by licensed landscape architect may be submitted in lieu of landscape plans
- Proof of Mitigation Monitoring & Reporting Program (MMRP) fee payment
- Eight (8) copies of the final Conditions of Approval
- Two (2) copies of the on-site and off-site water shed maps with drainage calculations
- Signed Statement of Applicants Responsibility
- Signed Statement of Mutual Commitment
- A check for \$1,400 payable to “Sacramento County” to open billing account

Should there be required alterations or revisions to the plans as submitted, the County Engineer will return plans with the corrections marked or indicated thereon. If the plans submitted are not prepared in accordance with these Improvement

Standards or are not in keeping with the standards of the profession, the County Engineer may return them unmarked and unapproved.

2.6 IMPROVEMENT PLAN RESUBMITTAL: The County Engineer shall indicate the number of plan sets to be resubmitted. The Consulting Engineer shall notify the County Engineer if the plans being resubmitted contain revisions or alterations other than those required by the County Engineer on previously corrected plans. Revision notations shall not be shown on plans until after the County Engineer has formally approved plans.

2-7 PLAN CHECK AND INSPECTION FEE: When improvement plans are initially submitted to the County Engineering Division for checking, a portion of the total plan check and inspection fee for the development will required as a deposit to initiate checking of the plans.

Should the development not be carried to completion, any portion of the required deposit over and above the accumulated costs expended by the Agency on the development will be refunded to the developer. Failure of a developer to complete a project does not relieve the developer of paying all costs incurred with the County.

The County Engineer shall be notified of any change of billing address. The Consulting Engineer shall notify the County Engineer immediately upon change of developer.

2-8 PLAN APPROVAL: No plans will be approved nor construction authorized until the County Engineer signifies approval by signing the cover sheet of the set of plans. Revisions, corrections or additions shall be resubmitted to the County Engineer for approval as prescribed in Section 2-10. At such time as the Consulting Engineer preparing the plans has made the necessary revisions, and signed and stamped the original plans, and fees have been paid, as provided under the provisions of Chapter 12.03 of the County Code, and Ordinance No. 1 of the Sacramento County Water Agency, and amendments thereto, the County Engineer will sign the plans in the space provided. The County Engineer's approval is valid for a period of twelve months. Should work not commence within the 12-month period, the plans shall be resubmitted for re-approval. The County Engineer shall order any contractor to cease work on any project if said contractor does not have properly approved plans in his possession.

2-9 APPROVED PLANS REQUIRED: The Consulting Engineer shall deliver four (4) complete sets of prints and one (1) electronic PDF copy from the approved original plans to the County Engineer. One additional set of plans shall be delivered if the project has an MMRP. Two additional sets of plans if the project is within County owned water districts. The County Engineer may require additional copies of improvement plans, and these shall be furnished to the County without cost.

Copies of the final utility letters required by Section 2-17 shall be included with the approved plans delivered to the County Engineer.

2-10 IMPROVEMENT PLAN REVISIONS DURING CONSTRUCTION: Should changes become necessary during construction, the consulting Engineer shall first obtain the consent of the County Engineer and shall then resubmit the title sheet and the plan sheets affected for approval. The changes on the plans shall be made in the following manner:

- A. The original proposal shall not be eradicated from the plans but shall be lined out.
- B. In the event that eradicating the original proposal is necessary to maintain clarity of the plans, approval must first be obtained from the County Engineer.
- C. The changes shall be clearly shown on the plans with the changes and approval noted on the revision signature block, conforming to Standard Drawing 3-1.
- D. The changes shall be identified by the revision number in a triangle delineated on the plans adjacent to the change and on the revision signature block.
- E. Minor changes that do not affect the basic design or contract may be made upon the authorization of the County Engineer, but said changes must be shown on record plans when the contract is completed.
- F. The County Engineer may specify changes in the plans in order to complete the necessary facilities, to be agreed by the consultant. Changes in the plans ordered by the County Engineer shall conform to all of the above.

2-11 RECORD PLANS: The Developer shall be responsible for keeping an accurate record of all approved deviations from the plans and shall provide five (5) complete sets of prints and one (1) electronic copy of the these plans to the County Engineer upon completion of the work before final approval of the completed improvements.

Certification by the Consulting Engineer of the finished pad elevations of subdivision lots shall be required prior to final approval of the subdivision improvement. Certification shall be in accordance with Section 10-8.

2-12 CONFLICTS, ERROR AND OMISSIONS: Excepted from approval are any features of the plans that are contrary to, in conflict with, or do not conform to any California State Law, Sacramento County Code or Resolution, conditions of approval, or generally accepted good engineering practice, in keeping with the standards of the professions, even though such errors, omissions or conflicts may have been overlooked in the County's review of the plans.

2-13 CHANGE IN CONSULTING ENGINEER: If the developer elects to have the construction staking performed by a registered civil engineer or licensed land surveyor other than the engineer who prepared the plans, the developer shall notify the County Engineer in writing the name of the individual or firm one week prior to the staking of the project for construction. The developer shall then be responsible for:

- Verifying all construction
- The preparation of revised plans for construction changes
- The preparation of “As-Built” plans upon completion of the construction.

In the Developer’s notification of a change in the firm providing construction staking, he shall acknowledge that he accepts responsibility for design changes and “record drawing” information as noted above.

2-14 INCORPORATED AREA SEWER SUBMITTALS: The Consulting Engineer shall submit to the County for approval those sanitary sewer plans for improvements which are within the Cities of Citrus Heights, Elk Grove, Folsom, Rancho Cordova and Sacramento and also within a sanitation district, the collection systems of which is maintained by the County forces. Both City and County approval is required for such plans.

2-15 SEWER ANNEXATION REQUIREMENT: When sanitary sewer plans are submitted for an area that is not within a sanitation or sewer maintenance district, said plans will not be approved until a request for annexation to the appropriate district has been completed, unless otherwise approved by the County Engineer. Annexation request forms and information relative to annexation procedures are available from the Sacramento Area Sewer District.

2-16 BORING AND JACKING SAFETY REQUIREMENTS: Any boring or jacking operation involving an opening greater than 30 inches in diameter is subject to the State of California Division of Industrial Safety’s tunnel safety requirements. The Consulting Engineer shall submit to the State Division of Industrial Safety plans and specifications applicable to the tunnel operation, with a letter requesting tunnel classification, prior to bidding the project. This procedure is also recommended to avoid project delay if there is the possibility of any personnel entering the tunnel, regardless of diameter and length. The letter should identify the department responsible for the project, and the agency’s mailing address. The plans shall identify underground utilities and tanks or areas for storing fuel and toxic gases in the vicinity of the tunnel site, a description of the historical land use in the area. The request for classification should be submitted allowing ample time for the Division of Industrial Safety review in order that any special requirements can be included in the project plans and specifications. The Consulting Engineer shall also attend the required pre-construction meeting.

2-17 EXISTING UTILITIES: All existing utilities are to be shown on the plans. In addition, the Consulting Engineer shall submit prints of the preliminary and approved plans to the utility companies involved. This is necessary for the utilities to properly plan their relocation projects and needed additional facilities. Copies of the transmittal letters to the utility companies shall be provided to the County Engineer. In addition the following note shall appear on the first page of the plans:

“No pavement work will occur within the road right-of-way prior to completion of any necessary utility pole relocation within the right of way.”

2-18 PARTIAL PLANS: Where the improvement plans submitted cover only a portion of ultimate development, the plans submitted shall be accompanied by the approved tentative plan or a study plan of the ultimate development.

2-19 OTHER AGENCY NOTIFICATIONS: Prior to County approval, the Consulting Engineer is responsible for obtaining the approval and necessary permits of governmental or municipal agencies when their facilities are involved.

2-20 INSPECTION REQUIRMENTS: The County Engineer shall inspect any improvement during construction that will ultimately be maintained by the County. Each phase of construction shall be inspected and approved prior to proceeding to subsequent phases.

The County Engineer shall inspect all grading and drainage during construction.

Any improvement constructed without inspection as provided above or constructed contrary to the order or instruction of the County Engineer will be deemed as not complying with Standard Construction Specifications or these Improvement Standards may not be accepted by Sacramento County for maintenance purposes.

The Consulting Engineer shall notify the County Engineer when the Contractor first calls for grades and staking and shall provide the County Engineer with a copy of all cut sheets.

Within ten days after receiving the request for final inspection. The County Engineer shall inspect the work. The contractor, Consulting Engineer, and Developer will be notified in writing as to any particular defects or deficiencies to be remedied. The Contracts shall proceed to correct any such defects or deficiencies at the earliest possible date. At such time as the work has been completed, a second inspection shall be made by the County Engineer to determine if the previously mentioned defects have been repaired, altered, and completed in accordance with the plans. At such time as the County Engineer approves the work and accepts the work for Sacramento County, the Contractor, consulting Engineer and Developer will be notified in writing as to the date of final approval and acceptance.

For assessment districts and projects where Sacramento County participates in the costs thereof, quantities will be measured in the presence of the County Engineer, consulting Engineer, and Contractor, and witnessed accordingly.

2-21 SPECIAL NOTICIES AND PERMITS: The Consulting Engineer shall be responsible for advising the Contractor as follows:

- A. Contractors shall be in receipt of official County approved plans prior to construction.
- B. Contractor shall notify all utility companies involved in the development prior to beginning of work.
- C. Contractor shall notify “Underground Service Alert” two working days in advance before any excavation.
- D. Contractor shall be responsible for the protection of all existing monuments and/or other survey monuments and shall notify Sacramento County Surveyor of any damaged or removed County, State or Bureau monument.
- E. Contractor shall notify the Sacramento Area Sewer District upon receipt of permit and payment of required fees for sewer taps in accordance with the Standard Construction Specifications.
- F. Contractor shall be responsible for conducting his operation entirely outside of any flood plain boundaries unless otherwise approved. 100-year Floodplain boundaries shall be clearly delineated in the field prior to construction.
- G. Contractor shall be responsible for conducting his operation entirely outside of any no grading area. These areas shall be clearly delineated in the field prior to construction.
- H. Where work is being done in an off-site easement the Contractor shall notify the property owner 48 hours prior to commencing work.
- I. Contractor shall not dispose of chlorinated water into the County drainage system.