

SECTION 2 GENERAL REQUIREMENTS

2.01 GENERAL

Complete plans and specifications for all proposed land development improvements, including any necessary dedications for rights-of-way and easements, shall be submitted to the Development Engineering Division of the Community Development Department for approval. The Developer must receive the required approval prior to the beginning of construction of any such improvements. Such plans shall be prepared by or under the supervision of a Registered Civil Engineer in accordance with the provisions of "Professional Engineer's Act," Division 3, Chapter 7 of the Business and Professions Code, relating to the practice of Civil Engineering.

2.02 PREPARATION OF IMPROVEMENT PLANS

- A. CAPITAL IMPROVEMENT PLANS AND DEVELOPMENT IMPROVEMENT PLANS - Development Improvement Plans shall be prepared for public improvements required of subdivisions and all other work performed within City rights-of-way or easements. Both Capital Improvement Plans and Development Improvement Plans shall be prepared in accordance with these Standard Specifications. All plan sheets shall be stamped and signed by the appropriate California licensed Engineer, Architect, or other licensed professional who is responsible for the preparation of said plan sheet. Should there be more than one licensed professional who had responsible charge for portions of the design work provided on the plan sheet, work under the responsible charge of each of the licensed designers shall be identified and the plan sheet shall be stamped and signed by that licensed individual. Existing and proposed right-of-way limits shall be shown on all plan sheets.
- B. FORM OF CAPITAL IMPROVEMENT PLANS AND DEVELOPMENT IMPROVEMENT PLANS - The following requirements apply to the form of Capital Improvement Plans and Development Improvement Plans. See Section 2.03 for specific electronic submittal requirements. A separate title sheet shall not be required when the total number of sheets is fewer than three (3). If a title sheet is not required, the following requirements shall still apply to the improvement plans except those identified by an asterisk (*).
 - 1. Dimensions of Plans - Electronically submitted plans shall be prepared such that when printed or plotted shall be sized such that the print will be twenty-two (22) inches by thirty-four (34) inches, with a one- and one-half (1 1/2) wide clear margin on the left edge and a one (1) inch wide clear margin on all other edges, or as otherwise approved by the City Engineer.

2. Scale - The horizontal scale shall be one (1) inch equals forty (40) feet; vertical scale shall be one (1) inch equals four (4) feet or as otherwise approved by the City Engineer.
3. Title (Sheet)
 - a. Name of subdivision or project.
 - b. Vicinity map.
 - c. North Arrow
 - d. Index of sheets.
 - e. City Engineer's signature block. If approved construction plans have no cover sheet, place City Engineer's signature block on first page of construction plans.
 - f. Plan view showing the entire street right-of-way layout (scale: one (1) inch equals one hundred (100) feet), proposed street names, water and sewer mains, storm drainage system, lot numbers, streetlights, sheet index, and other miscellaneous improvements to be installed.
 - g. Complete legend.
 - h. Typical street section for each varying width street.
 - i. Title block located along lower edge or right edge of paper.
 - j. Temporary and permanent benchmarks including their descriptions.
 - k. Applicable City Standard Notes - General and special notes relating to construction methods. The following note shall be included in the General Notes: "All work shall conform to the City of West Sacramento Standard Specifications."
 - l. Names, addresses, email addresses, and contact telephone numbers of the project design consultant engineer, project soils or geotechnical engineer, all subcontracted design engineers, including area of responsibility (when appropriate), developer's representative, design engineer(s), and all affected public utility companies and reclamation district representatives.
 - m. Design Engineer's stamp and signature.
4. Street Plan and Profile Sheet
 - a. Plan view of each street to be improved shall be shown on separate sheets and shall include street names, existing and proposed right-of-way, existing improvements and contours/elevations within one hundred (100) feet of the project boundary, proposed improvements, and future improvements, if known. Improvements to be shown shall include sidewalk, curbs, gutters, driveways, sewer mains, water mains, water service and sewer lateral locations, storm drains, manholes, joint utility trench locations, public utility vault locations, lot utility service locations, valves, fire hydrants, fencing, barricades, monuments, survey stationing, face of curb data for all curves, and other data or improvements as required by the City Engineer. Distinct elevations shall be shown along the face of curb at all beginning and end of curves and at all curb returns. The survey stationing shall normally read from left to right with the north arrow pointing either to the top or right edge of the

plan sheet. All stationing shall be a continuation of existing improvements where possible.

- b. Profile view of each street shall be shown immediately below its plan view. The profile shall include existing and proposed street centerlines, sewer mains, storm drains, water mains, public utility mains, all utility crossings, and gutter flow lines. Distinct elevations shall be shown on the street centerline and top of curb at fifty-foot stations and grade break points, manhole and catch basin inverts, and water main crossings with other utilities. Rates of grades shall be shown on all profile lines. Elevations of the hydraulic grade line for the Ten (10) Year and One Hundred (100) Year Frequency Storms shall be shown at all locations of storm drain manholes, catch basins, and drain inlets.
5. Signing and Striping Plan - All existing and proposed traffic signing and striping shall be shown on a plan view and on separate sheets from all other improvements. The scale shall be one (1) inch equals forty (40) feet, or as otherwise approved by the City Engineer. Signing and striping to be shown shall include all existing and proposed traffic striping, pavement markings, pavement markers, regulatory signs, and warning signs. All existing signing and striping within at least two hundred feet of the project limits shall also be shown.
6. Streetlighting Plan - The streetlighting plan shall include the location of proposed electroliers including offset from centerline and stationing, service point(s), pull boxes, conduit run showing wire size and length, wiring diagrams, and the mounting height and arm length of the proposed electrolier/pole assembly. The streetlighting plan shall be drawn on a separate sheet with a minimum scale of one (1) inch equals forty (40) feet, or as otherwise approved by the City Engineer.
7. Grading Plan - When required by the Grading Ordinance, a grading plan shall be prepared. The plan shall be drawn to scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed. The plan shall also provide sufficient information to determine that the proposed work conforms to the provisions of the Grading Ordinances and regulations. The plans shall include, as a minimum, the following information:
 - a. The boundaries of the site and accurate contours of existing grades and details of terrain and drainage areas;
 - b. Dimensions, elevations, and finish contours to be achieved by the grading;
 - c. Proposed elevations along the back of sidewalk at all grade breaks, and at the projected intersection of each side lot line or every hundred feet, whichever is less;
 - d. Locations, species, and sizes of heritage and significant trees, as defined by the Tree Preservation Ordinance adopted by the City Council, and temporary and permanent facilities to protect and ensure the preservation of said trees;
 - e. All existing and proposed surface and subsurface drainage facilities including drain inlets, underground pipes, and surface swales and channels, and any

- other drainage improvements proposed to be constructed with, or as a part of the proposed work, together with proposed grades and slopes;
- f. Locations of existing and proposed buildings or structures on the site, including proposed pad and finished floor elevations; and
 - g. Existing grades and elevations of adjoining properties are adequate to define existing drainage patterns, the location of any buildings or structures on land of adjacent owners which are within fifteen feet of the property line, or which may be impacted by the proposed grading operations.
 - h. Separate Approval - The Developer, Design Consultant, or Contractor has the option to request approval of a grading plan for issuance of a grading permit prior to issuance of a building permit. The grading plan shall at a minimum contain the information listed above and will be reviewed and approved by the Development Engineering Division in accordance with the City's Grading Ordinance. Upon approval, the grading plans will be stamped "Approved for Grading Only" by the Development Engineering Division of the Community Development Department and the Applicant will be issued a grading permit to proceed with grading of the proposed site. However, no construction in excess of grading will be permitted until approval of the public improvement plans has been obtained.
 - i. Grading Plan Certification - Performance securities submitted for issuance of the grading permits will not be released until the grades shown on the approved grading plans, whether they are subgrade elevations or finished grade elevations and all permanent erosion and stormwater control requirements have been installed and have been certified in writing by a California Registered Civil Engineer or Licensed Land Surveyor.
8. Landscaping and Irrigation Plans - Landscape and Irrigation Project Improvement Plans shall be prepared in accordance with the City Water Efficiency Landscape Ordinance (WELO) and the City Landscape Development Guidelines which is available on the City website. Plans shall be sufficiently detailed to show all landscaping and irrigation improvements in accordance with the City Landscape Development Guidelines. ([City Landscape Development Guidelines](#)) and a written project application per the requirements of the City Water Efficient Landscaping Application Package accompanying the landscaping and irrigation plans.
9. Other Plans - Other plans that may be incorporated in the public improvement plans include, but are not necessarily limited to retaining walls, decorative walls, or sound walls; joint utility trenches; temporary and permanent erosion control; specific road closure and detour; and traffic signal plans. The City Engineer on a case-by-case basis will establish specific requirements for these plans.
- C. Site Development Plans - Site development plans shall be prepared for on-site commercial, industrial, multifamily residential, and single-family residential developments.

1. Form of Site Development Plans - The following requirements apply to the form of Site Development Plans.
 - a. Plans shall be clearly and legibly drawn at horizontal scale of one (1) inch equals forty (40) feet, or as otherwise approved by the City Engineer.
 - b. Existing and proposed building pad and finished floor elevations. In addition, the improvement plans shall include the existing or proposed top back of curb or sidewalk and crown of street elevations along the entire frontage of the proposed site at fifty (50) foot intervals and at the property boundaries of the site.
 - c. All existing and proposed on-site underground utilities including, but not necessarily limited to, water, sanitary sewer, and storm drainage including their connections to the public systems. This shall include the existing and proposed invert and rim elevations at all manholes, drain inlets, and catch basins.
 - d. All existing and proposed improvements within the street right-of-way including but not limited to sidewalk, curb and gutter, streetlights, traffic signals and controllers, fire hydrants, driveways, water laterals and meters, water backflow preventers, sanitary sewer services and clean-outs/sampling manholes, storm water catch basins, and any other public appurtenances.
 - e. All on-site surface improvements including curbing, pavement, gutters, fencing, barrier walls, walkways, and access ramps, or other ADA-related facilities, with appropriate typical cross sections.
 - f. Individual lot and adjacent land drainage improvements including detention/retention basins. Adjacent lot grades shall be shown for a minimum of twenty-five (25) feet from the project boundary with adequate detail to define existing drainage patterns.
 - g. Locations and widths of all existing and proposed driveways.
 - h. Existing and proposed contours and grades, trees including species and size (existing only), wells, ditches, and other landmarks important to the construction of the proposed improvements or as required by the City Engineer.
 - i. Site plans for tenant improvements including projects involving minor modifications and/or additions to existing buildings, structures, surface improvements, and underground utilities shall also include:
 - i. Current Assessor's parcel number of the subject parcel(s).
 - II. Owner information and street address of the proposed tenant improvement.
 - j. Design Engineer's stamp and signature.
 - k. Required General Notes as listed below:
 - i. All public improvement construction shall conform to the City of West Sacramento Standard Specifications and shall be subject to a City encroachment permit.

- ii. All paving, underground water, sewer, and storm drain systems including their appurtenances within the building site property up to within five (5) feet of the building shall conform to the City of West Sacramento Standard Specifications and shall be inspected by the City Inspector, with the exception of underground fire lines located on the private side of the public fire backflow preventer.
- iii. Work shall include replacement of all broken public sidewalk, curb, and gutter. Such work shall incorporate any applicable ADA standard requirement. This work should take place when there is no further need for encroachment of heavy equipment over walks and prior to City approval of the building for occupancy. The City Inspector will mark all broken curb, gutter and sidewalk for replacement upon request.
- iv. The City Inspector will inspect the main water service tap and lateral, the domestic meter assembly and the domestic and fire backflow assemblies.
- v. Pavement design by a Soils (Geotechnical) Engineer shall be required. The minimum surface slope shall be one percent in any direction. Written certification of the finished pavement grade by a California Registered Civil Engineer or Licensed Land Surveyor, and certification of the structural section and compaction by a Geotechnical Engineer shall be required prior to the issuance of building permit final or a Certificate of Occupancy.
- vi. The Geotechnical Engineer shall be on-site to monitor all grading operations. The Geotechnical Engineer shall provide written certification that the site grading was performed in accordance with the Soils Report including a stamp with the Engineer's registration number) prior to issuance of a Certificate of Occupancy.
- vii. All utility work including electrical, gas, telephone, cable TV, internet service provider, and railroad work located within City right-of-way or easements shall be subject to an encroachment permit. Normally, the utility companies obtain separate permits for their work. It is the responsibility of the applicant to ensure that this has been done prior to beginning work.
- viii. All underground facilities shall be located by the appropriate agencies prior to any excavation. This shall be initiated through Underground Service Alert (U.S.A.) by calling 811 or (800) 642-2444.
- ix. The Contractor is responsible for temporary erosion control at all times. Temporary erosion control shall consist of, but not be limited to, constructing such facilities and taking such measures as are necessary to prevent, control and abate water, mud, and erosion damage to public and private property as a result of the project in accordance with approved project Storm Water Pollution Prevention Plan (SWPPP) or Water Pollution Control Plan (WPCP). All such plans shall fully comply with the latest City Post Construction Standards Plan and the SWRCB General Permit for MS4

(Phase II), stormwater requirements and Low Impact Development (LID) Best Management Practices. Please reference the State Water Resources Control Board Phase II Small MS4 Permit.

- x. Such temporary erosion control features as are necessary to prevent damage during the entire construction process and shall be constructed and fully functioning. Mud and silt shall be settled out of the storm runoff before said runoff leaves the construction site or enters the City storm drain systems, or a natural channel. All improvement projects shall comply with all requirements and permits from the California Regional Water Quality Control Board ([MS4 Permit](#)) and the City's Post Construction Standards Plan.
- xi. Any water entering the sanitary sewer system to be constructed under the approved plans shall not be discharged to the existing sewer system. Plugs shall be installed in existing manholes as necessary to permit pumping the new system clear of water and debris prior to acceptance by the City. Care shall be exercised in locating plugs to avoid interrupting service to existing connections. Mechanical plugs or mortar and brick must be used. Inflatable devices are not allowed.
- xii. Additional notes may be required by the Community Development Department Reviewer as part of the review and approval process. All required notes must be incorporated in the Improvements Plans as part of the approval process.

2.03 SUBMISSION OF IMPROVEMENT PLANS

The following are the procedures and requirements when submitting Improvement Plans to the City of West Sacramento for review and approval. Incomplete submittals will not be accepted.

Improvement Plans will be accepted only after the following conditions are met:

- A. SUBDIVISION DEVELOPMENT IMPROVEMENTS PLAN SUBMITTAL - Development Rough Grading Plans or Improvement Plans may be submitted only after approval of the Tentative Map by the approving body and after the Conditions of Approval are available.

The Community Development Department Development Engineering Division (DE Division) shall act as the City lead agency in the submittal process for Development Improvement Plans. Upon approval of the Tentative Map, initial submittal packages shall be submitted directly to the DE Division.

The submittal packages shall be electronically submitted as a completed set of all required documents to the DE Division. Once the submittal has been deemed complete by the DE Division, the packets will be distributed by the DE Division to the

appropriate departments. Each department will then review the Improvement Plans and forward comments to the DE Division. The time required for each Department's review of the Improvement Plans is dependent on the department's workload at the time of the submittal.

The Developer or their Engineer shall respond directly to the DE Division to address each Department's comments. The City Engineer will not approve the Improvement Plans as complete until the DE Division and all other departments have accepted the Improvement Plans as complete and recommend approval. Construction will not be permitted to begin until this approval occurs.

- B. ON-SITE DEVELOPMENT PLAN SUBMITTAL - On-Site Development Submittal including plans for commercial, industrial, and residential projects shall be submitted to the Permits Services Division of the Community Development Department. The submittal may be electronically submitted as part of a complete Building Permit Application package or may be electronically submitted prior to a Building Permit Application.

Once this submittal has been deemed complete by the Permit Services Division, the submittals will be distributed by the Permit Services Division to the DE Division and other appropriate departments. Each department will review the submittals and forward the comments to the Permit Services Division. Time required for each DE Division and each department's review of the submittal, including improvement plans, is dependent on the department's workload at the time of the submittal.

- C. SUBMITTAL REQUIREMENTS FOR IMPROVEMENT PLANS - The following are the DE Division's and Permit Services Division's requirements for submittal of Public Improvement Plans for subdivisions, commercial, industrial, and residential projects. All submittals are to be PDF electronic files. All Improvement Plans must be in black and white only and sized in accordance with Section 2.02 A. of this Section.

Temporary notes and revisions on the Improvement Plans may be in red during the review process. Final approved revisions shown on the "As-Built" Improvement Plans must be in black with clouds highlighting the approved revisions. Submittal reports, calculations, and other documents must be PDF files and may be in full color. If printed, the files shall be limited to eight and one half (8 1/2) inches by eleven (11) inches format and figures may not exceed eleven (11) inches by seventeen (17) inches. If any report, document, or figure is larger than the above maximum dimension, the submittal files must include a separate attachment referenced to the appropriate document and should not exceed the Improvement Plan dimensions, unless prior approval is granted by the DE Division reviewer.

Each submittal shall include a PDF copy of the following:

1. One set of Public Improvement Plans.
2. An itemized Engineer's cost estimate which incorporates City minimum unit costs for all improvements to be constructed within the public rights-of-way or easements, or any other improvements for which the DE Division or Permit Services Division provides plan check services (i.e., grading, roadway, water,

- sewer, and stormwater infrastructure). The cost estimate shall also include all public landscaping improvements, electrical systems, and erosion and sediment control measures. The cost estimate shall be separated by public improvements located within City rights-of-way or easements and private improvements located on-site on private property.
3. Payment of fifty percent of the plan check fee deposit. Fees are based on the Engineer's cost estimate in accordance with the City's established fee schedule. The fee schedule may be found at this link ([City Fee Schedule](#)). The fee deposit is non-refundable.
 4. One copy of the project Soils Report.
 5. One copy of the project Drainage Report.
 6. One copy of the applicable sanitary sewer calculations prepared in accordance with Division I, Section 5 of these Standard Specifications.
 7. One copy of all required items outlined in the City Post Construction Standards Plan.
 8. One copy of the approved Tentative Map (Subdivisions).
 9. For projects with a total disturbed area of less than one acre; submit an erosion and sediment control plan in accordance with the City Post Construction Standards Plan. In lieu of providing a separate plan, this information may be shown on the Improvement Plans.
 10. For projects which disturb equal to or greater than one acre; submit the State WDID associated with the project's Storm Water Pollution Prevention Plan (SWPPP) along with a copy of the SWPPP. Ensure the WDID status is active and accessible within the State Water Resources Control Board's SMARTS system.
 11. A completed application for an industrial discharge permit (if required). Provided with this application shall be the estimated quantity and strength (in BOD, COD and Suspended Solids) of the average sanitary sewer flows from the project.
- D. SUBMISSION OF ROUGH GRADING PLANS - Rough grading plans shall be submitted similar to the submission of Development Improvement described above. Submittal shall include:
1. One copy of the Project Rough Grading Plans;
 2. One copy of project Soils Report;
 3. One copy of project Drainage Report;
 4. Grading Plan Application; and
 5. Payment of fifty (50) percent of plan checking fees to be paid at the time of application submittal This deposit is non-refundable.
- E. SUBMISSION OF ELECTRICAL DESIGN, LANDSCAPING, AND IRRIGATION PLANS - These improvement plan components shall be submitted when appropriate as part of the Capital or Development Improvement Plans similar to the minimum requirements of other portions of the Public Improvement Plans. Electrical design, landscaping, and irrigation plans shall be submitted with the first submittal of the Public Improvement Plans.

The electrical design plans, landscape design plans, and irrigation plans shall be considered part of the Capital or Development Improvement Plans, and it is the responsibility of the Developer and the Consulting Engineer to ensure the design shown on all plan sheets are consistent and compatible.

2.04 SUBMISSION OF SOILS REPORT

A PDF copy of the Soils Report shall be submitted as specified herein. The analysis shall, at a minimum, include a map of the subject area showing proposed and existing streets, contours, and locations of the types of soils obtained. The results of all field data and laboratory test shall be included. Design for street sections shall be part of the report. Street structural section design shall include recommendations for natural subgrade, geotextile fabric, subbase, (lime treatment, permeable subbase and/or base, if applicable) and pavement compaction and thickness to achieve design strength. For commercial, industrial, and multi-family projects, the report shall contain recommendations for on-site pavement sections. Traffic index values (TI) shall be in accordance with Section 3 of these Design Standards of the Standard Specifications. The Soils Report shall be signed and stamped by the Registered Geotechnical Engineer who prepared this report.

2.05 PLAN CHECKING FEES

A partial payment for plan checking fees shall be made at the initial plan submittal for public improvement and site development plans. This payment shall be equal to one-half of the estimated total amount of the plan check fee, in accordance with the fee schedule adopted by the City Council and is nonrefundable. The remaining balance of the fee shall be paid prior to plan approval by the City Engineer.

2.06 RESERVED

2.07 CITY REVIEW AND APPROVAL OF IMPROVEMENT PLANS

A. CITY REVIEW TIME

1. Following submittal of a complete application, as determined by the City Engineer, a minimum of twenty (20) working days shall be allowed for review of Development Improvement Plans and On-Site Development Improvement Plans. Additional time may be required depending on the extent and nature of the improvements and the current workload of the DE Division staff. At the time plans are submitted, the submitting individual or firm may inquire if additional review time will be required.

B. ALTERATIONS TO PLANS

1. Should alterations or revisions be required to the improvement plans submitted, one redlined PDF electronic file copy will be returned to the Consulting Engineer

with the required corrections indicated thereon. At such time as the Consulting Engineer has made the necessary revisions, the plans shall again be submitted as an electronic PDF file for checking. The corrected or “marked” set of plans prepared by the DE Division shall be returned with the plan resubmittal. If the plans being resubmitted contain revisions or alterations other than those required by the City Engineer on previous corrections, the Consulting Engineer shall bring those revisions or alterations to the attention of the City Engineer in writing.

2. If resubmitted plans do not contain corrections as shown on the previous “marked” set, or if the plans do not conform to these Standard Specifications or are not in keeping with the standards of the profession, the plans may be returned unmarked and unapproved. The Improvement Plans shall not be considered approved until the City Engineer has signed the plans in the approval block on the plans. On-Site development improvement plans shall not be considered approved until the City Engineer has stamped them “Approved” and all DE Division or Permit Service Division fees have been paid.

C. REVIEW BY OTHER AGENCIES

1. If proposed storm drain improvements are to be dedicated to a Reclamation District, or if any site improvements will affect Reclamation District facilities, the Consulting Engineer shall obtain approval of the Reclamation District prior to obtaining approval from the City Engineer. Reclamation District approval of Improvement Plans shall be indicated by the signature of an appropriate representative of the District on the title page.
2. Should the Development Improvement Plans be subject to review and approval or permitting by other regulatory agencies such as Caltrans, County, or other State or Federal agencies, written approval from these agencies shall be provided to the City Engineer on the Development Improvement Plan Title Sheet prior to plan approval by the City Engineer.

D. EXCEPTIONS

1. Excepted from approval are any features of the plans that are contrary to, in conflict with, or do not conform to these Design Standards, the Standard Construction Specifications, the Standard Details, any California State Law, City of West Sacramento Ordinance or Resolution, or generally accepted engineering practice, in keeping with the standards of the profession, even though such errors, omissions, or conflicts may have been overlooked by the DE Division.

2.08 REVISIONS TO CITY APPROVED PUBLIC IMPROVEMENT PLANS

- A. DEVELOPER REQUESTED CHANGES - Should changes to development improvement plans be requested during construction, the Consulting Engineer shall first obtain the consent of the City Engineer.

1. Procedure for obtaining approval by the City Engineer shall be as follows:

- a. The Consulting Engineer shall submit the proposed change as a PDF file with revisions shown in red.
 - b. Following review and approval by the City Engineer of the proposed change, the Consulting Engineer shall submit the current approved plan in an electronic PDF file highlighting the proposed change.
 - c. The City Engineer will indicate approval for the change by initialing the plans in the revision block.
 - d. Following return of the approved revised plan to the Consulting Engineer, the Consulting Engineer shall distribute the revised plan to all plan holders with notes describing the approved revision and a copy revised PDF plan sheet(s) to be inserted in all improvement plan sets.
 - e. The original approved proposed improvements shall not be eradicated from the plans but shall be lined out. Approved revisions shall be clouded or otherwise clearly identified, and a revision reference note be placed on the plans as indicted below.
 - f. In the event that eradicating the original approved improvements is necessary to maintain clarity of the plans, approval must first be obtained from the City Engineer.
 - g. The changes shall be clearly shown on the plans with the changes and approval by the City Engineer noted on a revision signature block.
 - h. 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.
- B. CHANGES REQUIRED BY CITY ENGINEER - The City Engineer may order changes in the plans in order to complete the necessary facilities or to conform to these Standard Specifications, or accepted engineering standards. The procedure for making changes in the plans ordered by the City Engineer shall conform to the above outlined process.
- C. MINOR CHANGES - Minor changes during construction, which do not affect the basic design of the improvements, may be made upon the written authorization of the City Engineer without formally revising the plans. All minor changes shall be shown on record drawings submitted to the City upon project completion.

2.09 REVISIONS TO CITY APPROVED ON-SITE DEVELOPMENT IMPROVEMENT PLANS

- A. DEVELOPER REQUESTED CHANGES - Should changes to site development plans be requested during construction, the Developer/Contractor shall resubmit the affected plan sheets for approval by the City.
1. Procedure: Revisions to the plans shall be made in the following manner:
 - a. The Developer/Contractor shall submit the proposed changes to the improvement plans in a PDF file with revisions clouded and identified by a revision number in a triangle delineated on the plans adjacent to the change and on the revision signature block. The original proposed improvements shall not be eradicated from the plans but shall be lined out. In the event that

eradicating the original proposed improvements is necessary to maintain clarity of the plans, approval must first be obtained from the DE Division.

- b. The revision shall be clouded and shall be identified by a revision number in a triangle delineated on the plans adjacent to the change and in the revision signature block.
 - c. The DE Division will review each individual revision for approval. Upon approval of the proposed revision by the DE Division and payment of applicable plan check and inspection fees, the Developer/Contractor shall receive one electronic PDF file copy of the approved revised plan sheet(s) all of which will be stamped "Revision Approved by the Community Development Department, Development Engineering Division."
- B. MINOR REVISIONS - Upon written approval by the City Engineer or the designated City representative, minor revisions may be identified on a record drawing to be submitted in an acceptable format prior to permit being finalized.

2.10 INSPECTION OF IMPROVEMENTS

A. COMMENCEMENT OF WORK

1. Public Improvement Plans and Development Improvement Plans for a Subdivision with an approved Final Map and Subdivision Improvement Agreement which have been signed by the City Engineer as approved constitute authority to work within City rights-of-way or easements. For all other projects, work within City rights-of-way or easements may be performed following the issuance of an encroachment permit by the Development Engineering Division of the Community Development Department.
2. The Contractor shall provide written notice to the City Inspector of the intent to begin construction at least forty-eight (48) hours prior to beginning construction. A pre-construction meeting shall be held with the City prior to the beginning of construction. It shall be the responsibility of the Contractor to arrange this meeting.

B. GENERAL REQUIREMENTS

1. Any improvement proposed to be accepted by the City for ownership, maintenance, and/or operation responsibility shall be subject to inspection and testing by the City Engineer. The City Engineer will observe the progress and quality of the work and determine, in general, if the work is proceeding in accordance with the approved plans and these Standard Specifications. The City Engineer shall not be required to make comprehensive or continuous inspections to check the quality of the work, and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work. Visits and observations made by the City Engineer shall not relieve the Contractor of their obligation to conduct comprehensive inspections of the work and to furnish proper materials, labor,

equipment, and tools, and perform acceptable work, and to provide adequate safety precautions, in conformance with the approved plans, applicable federal or state laws and regulations, and these Standard Specifications.

2. Whenever the Contractor varies the period during which work is carried on each day, the Contractor shall give due notice to the City Engineer so that proper City inspection may be provided. Any work done in the absence of the City Engineer or City Inspectors shall be subject to rejection. Work performed without inspection may be required to be removed and replaced under proper inspection and the entire cost of removal and replacing, including the cost of City-furnished materials used in the work, shall be borne by the Contractor, regardless of whether or not the work exposed is found to be defective.
3. Proper facilities for safe access for inspection to all parts of the work shall at all times be maintained by the Developer/Contractor for the necessary use of the City Engineer and other agents of the City, and agents of the federal, state, or local government agencies at all reasonable hours for inspection by such agencies to ascertain compliance with laws and regulations.

C. FINAL INSPECTION

1. Within ten (10) working days after receiving the request for final inspection from the Developer/Contractor, the City Engineer shall inspect the work. The Contractor shall correct defects or deficiencies in a diligent manner. At such time that the corrective work is complete, a second inspection shall be made by the City Engineer within ten (10) working days to determine if all work has been completed and the previously mentioned defects have been corrected and completed in accordance with the approved plans and these Standard Specifications. Any further inspections by the City Engineer to correct any remaining defects or deficiencies will be subject to additional inspection fees in accordance with the adopted City Fee Schedule. Not until all such work has been completed will the improvements be considered for acceptance.

D. OVERTIME INSPECTION SERVICES

1. Any inspection services performed beyond normal working hours, or on weekends or holidays, either at the request of the Developer/Contractor or at the discretion of the City Engineer, shall constitute overtime inspection work. Payment of fees in addition to the normal plan inspection fees shall be made for these services. The amount of the additional fees shall conform to the fee schedule for inspection fees as adopted by the City Council. If the overtime services are provided at the request of the Developer/Contractor, requests and payment shall be made at least forty-eight (48) hours in advance. Granting of the request to provide overtime inspection shall be at the sole discretion of the City Engineer and shall be subject to the availability of inspection personnel. In addition, payment of fees for overtime inspection services directed by the City Engineer shall be paid prior to acceptance of the work by the City.

2.11 RECORD DRAWINGS PRIOR TO FORMAL ACCEPTANCE OF THE IMPROVEMENTS BY THE CITY COUNCIL OR FINAL OF PERMITS

- A. THE DEVELOPER/CONTRACTOR shall maintain a separate log of all approved deviations from the Public Improvement Plans and Development Improvement Plans. This log must include the date of approval, a description of the change, and the City Inspector's signature. Deviations must also be clearly annotated on the corresponding Record Drawings. All deviations must align with these Standard Specifications, the City Subdivision Ordinance, and the City of West Sacramento Digital Submission Policy.

2.12 ACCEPTANCE OF IMPROVEMENTS

- A. GENERAL - No improvements will be accepted by the City until all improvements required of the Developer/Contractor, subdivision, or development project have been completed and approved by the City Engineer.
- B. DEVELOPMENT IMPROVEMENT PLANS - Acceptance of improvements for which Development Improvement Plans were required will be signified by notification in writing from the City Engineer.
- C. SITE DEVELOPMENT PLANS
 1. Backflow Certification - All backflow prevention devices inspected by the City inspector shall be tested and approved by a certified tester on the latest "Backflow Testers List" published by the City's Department of Public Works prior to any permit final or Certificate of Occupancy.
 2. Pavement/Compaction Certification - The pavement structural section and compaction of base and subbase materials shall be verified in writing by a California Registered Geotechnical Engineer prior to any permit final or Certificate of Occupancy.
 3. Lines and Grades Certification
 - a. Written certification that the lines and grades, including minimum pad elevations as appropriate, have been constructed to match those on the approved grading plan shall be received from a California Registered Civil Engineer or licensed Land Surveyor prior to any permit final or Certificate of Occupancy.
 - b. Performance bonds or other securities submitted for issuance of the grading permits will not be released until the grades shown on the approved grading plans, whether they are subgrade elevations or finished grade elevations, have been certified.
 4. Utility Work Certification - Prior to acceptance of subdivision improvements by the City, the City Inspector must receive letters from each utility company indicating that all required utility work has been completed to the satisfaction of the utility company.
 5. General

- a. Site Development
 - i. Acceptance of all improvements for which an encroachment, grading, onsite or any other permit was issued by the DE Division will be in writing from the City Inspector on the permit.
 - ii. The City Inspector's signature on any or all site development engineering permits does not constitute automatic DE Division or Permit Services Division approval of a building permit final or a Certificate of Occupancy.
- b. Subdivision Improvements
 - i. Subdivision improvements shall be formally accepted by City Council upon satisfactory completion of all requirements.