

## **SECTION 2**

### **GENERAL REQUIREMENTS FOR PUBLIC AND PRIVATE DEVELOPMENT PROJECTS**

#### **2.1 PLANS BY AN APPROPRIATE ENGINEER**

All plans and specifications for improvements, both public and private, which are to be accepted for maintenance by the City, including private on-site drainage and grading, shall be prepared by a Consulting Engineer or Design Engineer of the appropriate branch of engineering. (ie. Civil, Electrical, etc.)

#### **2.2 APPROVED PLANS**

Complete plans and specifications for all proposed streets, bikeways, grading, drainage facilities, sewerage, street lighting, water distribution systems, industrial developments, commercial developments, and subdivisions, including any necessary dedications, easements, and rights-of-entry, shall be submitted to the Department of Public Works for approval. This approval must be substantiated by the signature of the Engineer or his authorized representatives prior to the beginning of construction of any such improvements. The Engineer or his representative shall order any Contractor to cease work on any project if said Contractor does not have properly approved plans in his possession.

#### **2.3 REFERENCE TO CITY SPECIFICATIONS AND STANDARDS**

The General Notes and Special Provisions on all plans shall include the following note:

All construction and materials shall be in accordance with the latest edition of the City of Sacramento Standard Specifications and Improvement Standards.

#### **2.4 WORK IN CITY RIGHTS-OF-WAY, EASEMENTS, AND WATERWAYS**

Possession of a complete set of City-approved engineered plans shall allow a Contractor that is duly licensed by the State of California to perform work specified on the plans in City rights-of-way, easements, and waterways. The contractor shall be bonded as required by the Director of Public Works and shall possess comprehensive auto and general liability insurance in an amount designated by the City. Performance and payment bonds for the project will be required as directed by the City.

When approved by the Director of Public Works, minor work within City rights-of-way, easements, and waterways may be performed with an encroachment/excavation permit or other authorized permit.

## **2.5 PLANS PREPARED BY A CONSULTING ENGINEER**

All plans prepared by a Consulting Engineer shall be accompanied by a letter stating that the existing utilities have been plotted and street names have been approved prior to the signing of the final plans. (Example of this letter is shown in the Appendix to this section.)

## **2.6 IMPROVEMENT PLAN SUBMITTAL**

Improvement plans and specifications for subdivisions shall be submitted for review and approval in accordance with Section 3.2 of this manual. Plans and specifications for City Capital Improvement (CIP) projects shall be prepared in accordance with Section 3.1 of this manual.

## **2.7 PLAN APPROVAL**

No plans will be approved nor construction authorized until such time as the Engineer signifies his approval by his signature on the set of plans. The Engineer will sign the tracings in the space provided, after the Consulting Engineer or Design Engineer has signed and stamped them with his professional seal. The 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 approval.

## **2.8 FINAL PLANS REQUIRED**

After all required revisions are made to the preliminary plans, final plans shall be submitted to the Engineer in accordance with Section 3.2 of this manual. Plans and specifications for City Capital Improvement (CIP) projects shall be prepared in accordance with Section 3.1 of this manual.

## **2.9 IMPROVEMENT PLAN REVISIONS DURING CONSTRUCTION**

Should changes become necessary during construction of private development projects, the Consulting Engineer shall first obtain the consent of the Engineer and shall then resubmit the title sheet and the plan sheets affected for approval. For public improvement projects, the Resident Engineer shall coordinate plan revisions with the Design Engineer.

The changes on the plans shall be made in the following manner:

1. The original proposal shall not be eradicated from the plans but shall be lined out.
2. In the event that eradicating the original proposal is necessary to maintain clarity of the plans, approval must first be obtained from the Engineer.
3. The changes shall be clearly shown on the plans with the changes and approval noted on a revision signature block.
4. 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.

The Engineer may order changes in the plans to complete the necessary facilities. Changes in the plans ordered by the Engineer shall conform to all of the above.

#### **2.10 CONFLICTS, ERRORS, 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 City Code or Resolution, conditions of approval, or generally accepted engineering practice are in keeping with the standards of the profession, even though such errors, omissions, or conflicts may have been overlooked in the Department of Public Works' review of the plans.

#### **2.11 COUNTY OF SACRAMENTO SEWER SUBMITTALS**

The Consulting Engineer or Design Engineer shall submit to the Engineer for approval those sanitary sewer plans for improvements which are within a County of Sacramento sanitation district, the collection system of which is maintained by County forces. Both City of Sacramento and County approval are required for such plans.

#### **2.12 SEWER ANNEXATION REQUIREMENTS**

When sanitary sewer plans are submitted for an area that must be annexed to the Regional County Sanitation District or a County Sanitation District, said plans will not be approved until a request for annexation to the appropriate district has been initiated and plans are signed by said district. Annexation

request forms and information relative to annexation fees are available from the County Water Quality Division.

**2.13 STREET NAME SIGNS IN NEW SUBDIVISIONS**

Temporary street name signs shall be furnished and erected by the Contractor. Street signs shall conform to the requirements of the Standard Specifications. Location of the street name signs shall appear on the plans submitted for approval. All new subdivisions shall receive prior approval of street names before final plans will be approved.

**2.14 TUNNEL SAFETY REQUIREMENTS**

Any boring or jacking operation of 100 foot or greater length and 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 or Design Engineer shall submit to the Division of Industrial Safety plans and specifications applicable to the tunnel operations, with a letter requesting tunnel classification. 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 Public Works agency with responsibility over 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. 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 or Design Engineer shall also attend the pre-job safety conference, if required.

**2.15 EXISTING UTILITIES**

All existing utilities are to be shown on the plans. In addition, the Consulting Engineer or Design Engineer shall submit prints of the preliminary and approved plans to the utility companies involved as outline in Section 6 of this manual. This is necessary for the utilities to properly plan their relocation projects and needed additional facilities.

**2.16 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 if there is no approved tentative plan showing topographic features of the ultimate development, a plan shall be prepared at an adequate scale to clearly show the proposed improvements.

## **2.17 OTHER AGENCY NOTIFICATIONS**

The Consulting Engineer or Design Engineer is responsible for obtaining the approval and necessary permits of governmental or municipal agencies when the project lies within their jurisdiction.

## **2.18 INSPECTION REQUIREMENTS**

Any improvements constructed for which the City will assume maintenance responsibility shall be inspected during construction by the Engineer. Each phase of construction shall be inspected and approved prior to proceeding to subsequent phases.

Any improvements constructed without inspection as provided above or constructed contrary to the order or instructions of the Engineer will be deemed as not complying with Standard Specifications and will not be accepted by the City of Sacramento for maintenance purposes.

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

## **2.19 SPECIAL NOTICES AND PERMITS**

The Consulting Engineer or Design Engineer shall be responsible for advising the Contractor to give the following notices and have in his possession the following permits and plans:

1. Contractor shall be in receipt of City-approved plans prior to construction.
2. The Contractor is responsible for the exact location and protection of underground facilities and for the repair of any damaged facilities. Contractor shall notify "Underground Service Alert" (phone 1-800-642-2444) 48 hours in advance before any digging. Work area shall be marked in white paint.
3. Contractor shall be responsible for the protection of all existing monuments and shall notify the Engineer of any damaged or removed City, State or Bureau monuments.
4. Contractor shall notify Water and/or Flood Control and Sewer Divisions two working days prior to when water and sewer taps

need to be installed. Payment of required fees must be made prior to this notice.