



City of Sierra Madre  
Planning and Community Preservation Department  
Public Works Department  
232 West Sierra Madre Boulevard  
Sierra Madre, CA 91024  
(626)355-7135

## **MINIMUM REQUIREMENTS FOR CONSTRUCTION PLANS, GRADING AND/OR DRAINAGE PLANS, LOW IMPACT DEVELOPMENT PLANS, AND WATER EFFICIENT LANDSCAPE PLANS**

### **Residential New Construction and Additions**

Please provide one complete set of plans and two sets of supporting documents. When required by the State Business and Professions Code, the plans and supporting documents shall be wet-stamped and signed by a California-licensed architect and/or registered engineer.

#### **Construction Plans:**

*The following items shall appear on the first sheet of the drawings:*

- A) Applicable codes: 2022 California Building Code with local amendments, 2022 California Plumbing, 2022 California Mechanical Codes, 2022 Electrical Code, 2022 California Fire Code, 2022 California Residential Code and 2022 California Green Building Standards Code.
- B) Building Code data:
- Occupancy Group: R3 – residence; U1 – Garage
  - Type of Construction: V-B;
  - New and existing floor area per occupancy and per story;
  - Number of stories

*The plans shall include the following:*

- 1) Plan shall be drawn to scale on sheet(s) sized 24"x36" or 30"x42". Please submit 1 (one) set for 1<sup>st</sup> Plan Check, and 3 (sets) for every following plan check resubmittal (one of the sets does not need to include structural sheets.)

- 2) Title block of plan shall show site address and assessor's parcel number of subject property, name, address, email address and telephone number of property owner. Also include name and contact information of person who prepared the plans, if other than the owner.
- 3) If a discretionary entitlement (i.e. Variance, Conditional Use Permit, Minor Variance, Minor Conditional Use Permit, Certificate of Appropriateness, etc.) has been approved for the project, please include the Case Number on the Title Sheet).
- 4) Provide legal description of subject property.
- 5) Boundary of subject property shall be shown with dimensions and clearly labeled.
- 6) Provide project information on Title Sheet, such as lot size, existing and proposed floor area, existing and proposed lot coverage, existing and proposed parking.
- 7) Show existing and proposed building setbacks to property line from all sides of the existing and proposed structure(s).
- 8) Show north arrow.
- 9) Show dimensions of all existing and proposed buildings and structures on the subject property.
- 10) Include dimensioned floor plans for all existing and proposed buildings/additions to existing buildings.
- 11) Elevations: show overall building height, finish grade, floor and plate heights, ceiling heights, roof lines and pitch, fascia and eave overhangs, windows, doors, attic and floor vents, finishes and notes clearly specifying exterior building materials.
- 12) Foundation plan and details:
  - a) Footing sizes and reinforcing
  - b) Slab thickness, reinforcing and moisture barrier, if required
  - c) Locations and sizes of holdowns and anchor bolts
- 13) Floor plans:
  - a) Show all layout of new and existing partitions.
  - b) The uses of new areas and adjacent existing areas
  - c) Size, type, and location of doors and windows

- d) Framing information (size, spacing, and direction of joists and rafters; headers, beams and columns, shear walls, floor diagram) may be shown here or on a separate framing plan.
  - e) Plumbing, mechanical, and electrical fixtures and equipment.
- 14) Roof plan (may be combined with plot plan, if simple):
- a) Roof material, slope, ridges, valleys, overhangs, roof diaphragm
- 15) Framing Sections:
- a) Show roof, floor and wall construction, and the foundation
  - b) Interior finishes and insulation
- 16) Show all existing and proposed easements on the subject property.
- 17) Show existing street and parkway improvements along the property frontage, including but not limited to curb, driveway approach, meter boxes, fire hydrants, parkway trees, power poles, and/or street lights.
- 18) Show all existing trees, including species, diameter at breast height, and 8-point canopy dimensions for protected species.
- 19) Show all paved surfaces such as driveways, walkways, patios. Indicate if any of the paved surfaces are constructed with permeable material.
- 20) Details:
- a) Show structural details for connections of framing members to each other and to the foundation providing a continuous load path for both gravity and lateral (wind or seismic) loads.
- 21) Energy Compliance:
- a) CF-1R forms completed and blueprinted on the plans.
  - b) Mandatory measures addressed on the plans.
  - c) Two sets of documentation of compliance
- 22) Structural Calculations:
- a) Two sets of calculations are required for most additions unless they completely conform to the UBC Chapter 21 provisions for conventional construction.

## **PUBLIC WORK REQUIREMENTS**

### **GRADING AND DRAINAGE**

Applicant shall pay all required Public Work applicable plan check deposit fee.

- 1) Plan shall be prepared by a civil engineer registered in the State of California, and signed and stamped by the civil engineer preparing the plan and the soils engineer/geologist for the project.
- 2) Plan shall be drawn to scale with plan scale and north arrow up or to the right.
- 3) Boundary of subject property shall be shown and clearly labeled with record or surveyed bearings and distances.
- 4) Plan shall show existing and proposed building setbacks to property line from all sides of the existing and/or proposed structure(s).
- 5) Title block of plan shall show site address and assessor's parcel number of subject property, name, address email and telephone number of property owner. Also include name and contact information of person who prepared the plans, if other than the owner. Plan shall also indicate the name and contact information for the soils engineer/geologist for the project.
- 6) Plan shall show existing contours dashed and screened to clearly differentiate between existing and proposed contours. Plans that are poorly legible or difficult to differentiate between existing and proposed contours may be rejected. Plans shall indicate the date and origin of the existing topography. Plans shall also indicate existing "culture" in the project area (i.e. walls, walkways, drains, etc.).
- 7) Plan shall show the amount of grading proposed expressed in terms of cubic yards of cut and fill. Plan shall also indicate the amount of export soils materials and the disposal site for all export material. Earthwork calculations may be required, at the discretion of the Development Services Department or the Department of Public Works.
- 8) Plan shall show the existing street and parkway improvements along the property frontage, including but not limited to curb, driveway approach, meter boxes, fire hydrants, parkway trees, power poles, and/or street lights.
- 9) Plan shall indicate path of lot drainage. Minimum sheet flow away from structures shall be 2%. Minimum slope for concentrated flow shall be 1% on pervious surfaces and 0.5% on concrete surfaces. Cross-lot drainage (that is, drainage across on onto adjacent private property) will not be allowed.
- 10) Plan shall show all structures on adjoining properties within 15 feet of the property line.
- 11) Plans shall clearly detail all proposed drainage devices.

12) Surface drainage of private property across sidewalks or drive approaches shall not be allowed.

13) A hydrology study may be required, indicating the amount of increase in or diversion of surface rainfall runoff. Said study shall be prepared by a registered civil engineer. For any project requiring a pumped drainage system, a hydrology study shall be prepared by the engineer and the system designed accordingly by the engineer.

14) A soils report shall be prepared for the project by a soils engineer or geologist registered in the State of California. All grading requirements listed in the soils report shall be referenced on the plan.

15) Plan shall show sufficient details and sections for the plan reviewer, grading inspector, and contractor to easily determine the extent and nature of the work to be done.

16) Plan shall show material type and thickness of proposed driveways and walkways.

17) Propose private yard drainage systems shall be fully detailed on the plans, including pipe locations, pipe size and material, pipe slope, top of grate and invert elevations of inlets, and details of inlet and outlet structures. Private yard systems not included in the design drawings shall not be approved by the City.

18) Plan shall show pad elevation and finished floor elevation of both existing and proposed buildings.

#### **NPDES / L.I.D**

1) The City adopts the Los Angeles County 2014 LID Manual for application of the mandates for NPDES and LID for all developments which add, disturb, or alter 500 square feet or more of impervious area.

2) Rain barrels may be considered as rain capture BMPs at the discretion of the City Engineer. Dry wells and underground recharge units will be accepted to fulfill the retention requirements for new developments.

3) Owner will be required to hire a civil engineer and depending on the project conditions, an arborist and geotechnical engineer, to prepare grading/drainage and LID plans for all projects adding/altering/disturbing 500 square feet or more of impervious area.

4) Qualifying square footage calculation included as off-set for removal of existing impervious surfaces is at the discretion of the City Engineer.

5) Any improvements on an impervious area which alter the drainage patterns or existing grades on that area will be subject to LID, per sections 2 and 3 of the LID Manual.

6) Applicable refundable cash bond deposits shall be in place for projects which add between 500 and 1000 square-feet of impervious area, and for projects which add/alter/disturb more than 1000 square feet of impervious area per current adopted fee schedule.

7) For improvement less than 500 SF, drainage plan may be required for review.

### **Tree**

1) Plan shall show all trees on site and adjacent properties that encroach on subject property. Trees shall be accurately located.

2) Label protected trees with including species, diameter at breast height, and 8-point canopy dimensions for protected species. Arborist report may be required.

### **Demolition / solid waste**

1) All demolition should use City contracted hauler, Athens Services, for haul away and refuse services within City of Sierra Madre. Using refuse services other than Athens require an approved waste management plan, including a performance bond, prior to any demolition work being started. All State construction and demolition diversion requirements must be met.

2) Demolition permit is required for the alteration, reconstruction or elimination 50% or more of the floor area or monetary value of an existing structure. There is a 30-day waiting period between receipt of the demolition Application and issuance of a Demolition permit. Also, all State lead and asbestos abatement requirements will need to be met. Please refer to procedures for demolition of building (Demo check list).

### **WATER EFFICIENT LANDSCAPE PLANS**

Projects may be required to comply with the Water Efficient Landscape Ordinance:

- 1) New landscape projects with an aggregate landscape area equal to or greater than 500 square feet, requiring a building or landscape permit, plan check or design review.
- 2) Rehabilitated landscape projects with an aggregate landscape area equal to or greater than 2,500 square feet, requiring a building or landscape permit, plan check or design review.

- 3) New or rehabilitated landscape projects with an aggregate landscape area of 2,500 square feet or less may comply with the performance requirements of this ordinance or conform to the prescriptive measures.
- 4) New or rehabilitated projects using treated or untreated graywater or rainwater capture on site, any lot or parcels within the project that has less than 2,500 square feet of landscape area and meets the lot or parcel's landscape water requirement (Estimated Total Water Use) entirely with the treated or untreated graywater or though stored rainwater capture on site.

For additional information and details on Water Efficient Landscape Plans, the City has produced "Guidelines for Implementation of the City of Sierra Madre Water Efficient Landscape Ordinance" which is available in the Department of Public Works or online at [www.cityofsierramadre.com](http://www.cityofsierramadre.com).