



CITY OF RIPON
ENGINEERING DEPARTMENT
 259 N. Wilma Avenue, Ripon, CA 95366
 Phone (209) 599-2108 / Fax (209) 599-2685
 Website: www.cityofripon.org

FOR PROJECTS THAT **DO NOT** REQUIRE A PROJECT IMPROVEMENT AGREEMENT (PIA) OR SUBDIVISION IMPROVEMENT AGREEMENT (SIA)

PUBLIC RIGHT-OF WAY & STORM WATER PLAN CHECK

Private Development

INSTRUCTIONS. Use this form to guide you through the Engineering, Public Facilities and Utilities (typically off-site) development requirements for projects that **DO NOT** require a Project Improvement Agreement (PIA) or Subdivision Improvement Agreement (SIA). Contact the Engineering Department for requirements on Private Development projects that require a PIA or SIA. For on-site development requirements, contact the Planning Department and the Building Department. **Unless specified, all items may be submitted either with a hard copy or electronic file.pdf format to crodriguez@cityofripon.org. All forms and required fees can be found on our City website at www.cityofripon.org/city_hall/departments/engineering.**

STEP ONE - PROJECT INFORMATION

Complete the following information, and submit this form along with the requirements listed in Step Two below.

PROPERTY INFORMATION

PROJECT NAME: _____
 PROJECT ADDRESS: _____
 ASSESSOR'S PARCEL NUMBER(S): _____ SIZE OF PROJECT: ⁽¹⁾ _____ SF

PLANNING DEPARTMENT APPROVAL *(Check all that apply)*

MAJOR SITE REVIEW #: _____ DEVELOPMENT AGREEMENT #: _____
 MINOR SITE REVIEW #: _____ USE PERMIT #: _____

CONTACT INFORMATION *(Complete all that apply)*

APPLICANT NAME: _____
 APPLICANT FIRM: _____
 APPLICANT ADDRESS: _____
 APPLICANT PHONE: _____ APPLICANT EMAIL: _____
 PROPERTY OWNER NAME IF DIFFERENT FROM APPLICANT: _____
 PROPERTY OWNER FIRM: _____
 PROPERTY OWNER ADDRESS: _____
 PROPERTY OWNER PHONE: _____ PROPERTY OWNER EMAIL: _____
 DEVELOPER NAME IF DIFFERENT FROM APPLICANT: _____
 DEVELOPER FIRM: _____
 DEVELOPER ADDRESS: _____
 DEVELOPER PHONE: _____ DEVELOPER EMAIL: _____

STEP TWO - REQUIRED SUBMITTALS

Not all items listed below may be applicable to your project and/or additional requirements may apply. If you are unsure of your obligations, contact the Engineering Department at 209-599-2108. **For submittals that require a fee, please submit fee with application.**

Check all that apply. If not applicable, leave blank.

Office
Use

1. Civil Design Documents

- a. Civil Improvement Plans: Showing Right-of-Way Improvements and onsite Post-Construction treatment control measures *(Submit 2 sets hard copies PLUS electronic file.pdf format)*
- b. Landscaping Plans *(Submit 2 sets hard copies PLUS electronic file.pdf format)*
- c. Joint Trench Plans
- d. Geotechnical Soils Report
- e. Sewer Calculations
- f. Storm Water Drainage Calculations
- g. Surface & Subsurface Contamination Report

PUBLIC RIGHT-OF-WAY & STORM WATER PLAN CHECK

Required Submittals Continued

Office
Use

Check all that apply. If not applicable, leave blank.

2. Post-Construction Storm Water Development Submittal Package (If area over 2,500 sf) ⁽³⁾

- a. Permit Fees
- b. Worksheets for each Drainage Management Area (electronic file .pdf format)
- c. Calculations for each Drainage Management Area (electronic file .pdf format)
- d. Map of Drainage Management Areas (electronic file .pdf format)
- e. Operation & Maintenance (O&M) Plan and Statement of Responsibility (electronic file.pdf format)
Note: Not required to be signed/notarized. Submit for review purposes only. The original hard copy, signed, notarized and approved by the City Engineer, must be received prior to off-site final.

3. Public Utility Easement (PUE) (To be reviewed by City prior to notarized signature)

- a. Grant Deed/PUE Deed, Plats, Legals
- b. Included in Tract or Parcel Map

4. Right-of-Way Submittals

- a. Encroachment Permit Application
- b. Permit Fees
- c. Itemized list of Public Improvements within City Right-of-Way and estimated costs
- d. Certificate of Insurance (Minimum of \$1,000,000.00 Comprehensive General Liability listing the City of Ripon, It's Elected Officials, Employees, Agents as Additional Insureds.)
- e. Erosion Sediment Control Plan (ESCP) (If under one acre)
- f. Storm Water Pollution Prevention Plan (SWPPP) (In lieu of ESCP) WDID#:(2) _____
- g. Compliance w/ Monument Preservation Policy (Fee required if Pre-Construction Form not received)
- h. Proof of Contractor's City of Ripon Business License
- i. Proof of Contractor's State of California Contractor's License
- j. Traffic Control Plans

5. Additional Requirements

- a. South San Joaquin Irrigation District (SSJID) Sign-Off
- b. Fire Department Sign-Off
- c. Industrial Discharge Permit
- d. Trash Enclosure
- e.

STEP THREE - ACCEPTANCE OF OFF-SITE IMPROVEMENTS

After installation/construction, all off-site improvements require acceptance by City Council at a regularly scheduled City Council Meeting. The following items must be received prior to Council acceptance.

Office
Use

Check all that apply. If not applicable, leave blank.

1. As-Built Drawings (In AutoCAD and electronic file .pdf format)
2. Completed Punch List
3. Original Parcel Map (Signed/Notarized by all parties required to execute the statements on the map.)
Note: City may wait to accept Parcel Map until Construction is planned.
 - a. Parcel Map Guarantee
 - b. Treasurer-Tax Collector Certificate
4. Operation & Maintenance (O&M) Plan and Statement of Responsibility (Original Hard Copy, signed, notarized and approved by the City Engineer.)

(1) Size of Project that will be created and/or replaced with impervious surface. (This includes total SF area of: building, outside concrete, asphalt, etc.)

(2) If a Construction General Permit (CGP) is required, applicant must provide copy of SWPPP & CGP WDID #.
Projects typically require a CGP if over 1 acre.

(3) Must comply if the size of the Project that will be created and/or replaced with impervious surface is greater or equal to 2,500 SF.
This includes total SF area of: building, outside concrete, asphalt, etc.
(See Storm Water Development Standards at www.cityofripon.org/city_hall/departments/engineering)