

Retaining Walls

Retaining walls are usually associated with landscape or grading plans and commonly overlooked when submitting plans and permit applications for development. A building permit is required for any wall retaining a surcharge or which is four feet or taller as measured from the base of its footings.

There will be four to five departments reviewing retaining walls – the Planning, Geology, Engineering, and Building Departments, as well as the Recycling Department depending upon the project valuation or amount of debris to be removed from the project.

- *NUMBER OF PLANS NORMALLY REQUIRED -*
If project valuation is under \$10,000 or involves less than 10 tons of debris removal – **5 sets**
If project valuation is under \$10,000 or involves more than 10 tons of debris removal – **6 sets**

NOTE: 2 sets are to be wet-stamped/signed by designer or architect or plan preparer and by structural engineer on those pages where his/her work appears.

- *Supplemental information which is normally required –*
Structural calculations = 2 sets
wet-stamped and signed by engineer.

Soils or geotechnical report = 4 reports, 2 wet-stamped and signed geotechnical engineer.
- *Information normally required on the site plan –*
 - Accurate property boundaries with adjacent roadways identified. Source of survey information is to be noted on the plans.
 - Scale, north arrow, location map, name/address of architects, engineers, surveyors, etc. Plans prepared by registered professionals require their signature and stamp.
 - Topography: delineate any areas of slope greater than 35%. Provide calculation of average slope of the property (excluding those areas with slopes greater than 35%) per Woodside Zoning Ordinance Section 153.137, and total area of site that will be developed from its natural state. Include source and date of topographical information.
 - Grading Plan: show existing and proposed contour lines and show areas of proposed cut and fill indicating quantities in cubic yards of cut and fill, including those specific quantities for building foundation and

road excavations. Any discrepancy in cut and fill quantities is to be addressed as import/export material. Include finished grade elevations. Plans to be wet-stamped and signed by plan preparer.

- Horizontal Control Plan: show dimensions, bearings, curve information, stationing, etc. required for laying out locations of all structures and roads. Information shall be sufficient for construction staking. Plans to be wet-stamped and signed by plan preparer.
- Erosion Control Plan: show erosion control measures to be implemented during the rainy season. Plans to be wet-stamped and signed by plan preparer.
- Easements for ingress/egress, utilities, trails, open space preservation, etc.
- Major natural features: existing trees (indicate any trees to be removed), creeks/streams (identify center line and top of bank), ponds, springs, etc. Stream setbacks are also to be shown (50 ft. from center line or 25 ft. from top of bank, whichever distance is greater).
- Geologic features: landslide areas, earthquake fault traces and fault trace setbacks (50 ft. from known trace for habitable structures; 125 ft. from inferred fault trace for habitable structures).
- Location and capacity of nearest fire hydrant(s) and/or water tank(s).
- Location of underground utilities.
- Location and size of septic tank and drainfield lines, including 100% septic expansion area, if required.
- Floor Area Information: diagram all existing and proposed structures to scale. Indicate setback distances from proposed structures to property lines and/or road easements and/or creek banks. Indicate structures and/or portions of structures to be removed. Provide floor area calculations of each proposed and all existing structures, and provide total floor area proposed for the property, per Woodside Zoning Ordinance Section 153.047.
- Paved Area Information: identify areas of existing and proposed uncovered, impervious surfaces including: driveways (principle access portion of driveway(s) greater than 50 feet from the main residence does not count), patios, decks, walkways, tennis courts, swimming pools/spas, etc. Provide calculations per Woodside Zoning Ordinance Section 153.056.

- Existing and proposed fences, walls and gates including retaining walls.
 - Existing and proposed drainage facilities: all surface and subsurface systems, outfalls and dissipaters; details of outfalls and dissipaters are normally required.
 - Cross Sections: profile of proposed retaining wall(s) with relation to existing and proposed grade showing proposed heights, proposed backfill material, drainage, etc.
 - Drainage Plan: show where the proposed surface and/or subsurface drainage. Show the outfalls and detail the energy dissipaters associated with the proposed drainage.
- *Fees- All fees and deposits are to be collected at time of submittal*
 - Building permit and plan check fees are based upon project valuation and will be collected at time of submittal of project.
 - A fee and deposit will be collected for Geology review.
 - A Road Impact Fee will be collected based upon valuation of the project.
 - The Town of Woodside has implemented a construction and demolition debris recycling and diversion program in order to reduce landfilled waste by requiring the reuse, recycling or salvage of at least 60% of debris generated by construction and demolition activities. The regulations apply if 1.) the total projected costs of the demolition project is greater than \$10,000 or 2.) the project will generate more than 10 tons of demolition material. An administration fee and a deposit is required to be paid prior to the issuance of the demolition permit. The deposit is determined by the Town's Recycling Coordinator based upon estimated ton of debris the project will generate. The deposit will be refunded when it has been shown via weight tickets that 60% of the material has been recycled.