

Site Development (Driveways & Grading Work)

Site development is any alteration of terrain or removal of vegetation for the purpose or preparing land for any use and all of Chapter 151 is dedicated to Site Development.

The goal of the Ordinance is to protect public and private lands from erosion, earth movement, flooding and degradation of water quality, to ensure the maximum preservation of the natural and scenic character of the Town, and to ensure that the site work on each site harmoniously relates to adjacent lands and minimizes physical problems which could result in safety hazards and increased maintenance costs.

The project will be reviewed by the Town Engineer and the Planning Department staff for conformance with Woodside's Zoning and Site Development Ordinances. Sometimes the Fire District will need to review the plans (if a driveway is proposed or any changes to an existing driveway are proposed) and the Geology Department may review the proposal based upon the proximity to a known or inferred fault trace. Section 151.23 lists the Site Development Ordinance review criteria. Review may involve one or more site visits.

What if the grading quantities (cut and fill quantities added together) are greater than 1,500 cubic yards or cuts or fills are greater than 8 feet in depth?

Such grading is required to be reviewed by the Planning Commission,

per Site Development Ordinance Section 151.22 (B). Town staff has the authority to require that the Planning Commission review any project, even if it entails lesser quantities.

What if the site work does not conform with the Site Development Ordinance?

Proposed site development which does not meet the design standards and requirements of the Site Development Ordinance normally requires Planning Commission review and approval of an exception. The Commission must make 5 findings in order to grant an exception. Those findings are similar to Zoning Ordinance Variance findings.

Determination on whether or not design standards are met can often be made by Counter Staff reviewing preliminary plans or by the Town Engineer or Planning Director in reviewing the detailed information after submittal.

Section 151.41(C) states that cuts and fills shall be balanced on site, unless an exception is granted by the Town Engineer and Planning Director.

Per Site Development Ordinance Section 151.20(A), a site development permit is required when any of the following applies to a development project:

1. Excavations, fills, stockpiling or any combination exceeding 100 cubic yards (includes both cut and fill quantities, but does not include excavations below finished grade for basements, building foundations and footings, septic tanks/drainfields, tanks, utility trenches).
2. Fills exceeding 3 feet in vertical depth at their deepest point, measured from the natural ground surface.
3. Excavations exceeding 4 feet in vertical depth at their deepest point.
4. Excavations, fills, stockpiling, vegetation removal or any combination thereof exceeding an area of 10,000 sq. ft. or 25% of the site area, whichever is less.
5. Tennis courts and sports courts or swimming pools, where the height of the cut or fill exceeds 6 feet measured vertically from the toe to the top of the slope.
6. Driveway construction. (Not required for resurfacing of a driveway where the gradient or drainage is not materially changed).
7. Swimming pool construction where the average natural ground slope of the area to be developed exceeds 12%.
8. Where erosion, sedimentation or surface runoff will affect water quality as determined by the Town or the Regional Water Quality Board.
9. Where, in the opinion of the Town Engineer, existing drainage patterns will be significantly altered.
10. Trenching or excavations for geologic studies or percolation testing.

The design standards and requirements for site development are explained in the Site Development Ordinance sections 151.40 (Grading and Excavations), 151.42 (Tennis Courts and Swimming Pools), 151.43 (Drainage), 151.44 (Driveways) and 151.45 (Winterization and Erosion Control). A copy of the Site Development Ordinance is available at the Building/Planning Dept. and may be purchased for \$7.50.

- *What is required to apply for a Site Development Permit?*

If a Site Development Permit is required for site work proposed with a construction project (such as the driveway for a new home or grading for a building site) the Site Development Permit should be applied for in conjunction with the Building Permit. The information indicated on the following pages should be included on the Building Permit Site Plan, in which case no additional sets of plans will be required for the Site Development Permit. Along with plans, a completed Site Development Permit application and required fees/deposit must also be submitted.

- *Number of plan sets normally required-*

2 sets. Add one more plan set for each of the following that applies:

- Construction of a driveway,
- Close proximity to a known or inferred fault trace

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.

- *Information normally required on the site plan –*

Site plans must be prepared by a registered civil engineer, licensed architect or licensed landscape architect and drawn to a minimum scale of one inch equals 50 feet.

- Accurate property boundaries with adjacent roadways identified. Source of survey information is to be noted on the plans.
- The location of existing and proposed buildings and structures.
- 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. The existing contours shown in dashed lines and the proposed contours shown in solid lines.
- The limits of all cuts and fills (see Site Development if greater than 1,500 cubic yards of total cut and fill).

- 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).
 - A winterization plan.
 - 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.
- *Supplemental Information required-*
 - If a driveway is proposed – a cross-section showing the proposed materials, thickness and compactions of sub-base materials.
 - Construction details of all surface and subsurface drainage structures and cribbing and retaining walls,
 - Estimates, in cubic yards, of the quantity of excavations, fills, and stockpiling,
 - The disposition of all excavated or stockpiled earth material,
 - Cross-sections through graded areas and roadway and driveway profiles when the application for the site development permit will be considered by the Planning Commission,
 - Drainage calculations,
 - The geotechnical report and grading specifications, including a report from a registered soils engineer or engineering geologist. Such report shall include, but not be limited to, data regarding the nature, distribution, and strength of existing soils, the type and depth of

foundation supports, the allowable bearing capacity for such supports, and recommendations concerning slope stability as well as recommendations for grading procedures and design criteria for corrective measures necessary,

- A statement of the estimated starting and completion dates for the proposed grading work and any required landscape work,
- If required by the Planning Commission, Architectural and Site Review Board, or Planning Director landscape plans and specifications shall be prepared by a licensed landscape architect. The Planning Director may required a landscape plan. Such a plan will probably be required where erosion control or high visibility is an issue on the site. Such a plan shall include:
 - a) The distribution of plant materials; the location, quantity, and identification number of each species of plant in each group; an outline of all lawn areas and areas to be seeded, sodded, and sprigged; the existing trees, if any, to be preserved, transplanted, or removed; and the kind, size, and work involved as related to slope control and or physical environment,
 - b) A list of plant materials, giving standard botanical plant names and identification numbers for each variety for reference to the plan and, in addition, the size, quality, or other pertinent description common to the trade,
 - c) A plan or specification describing the methods for planting the areas to be landscaped with special emphasis on soil preparation, fertilization, plant materials, and methods of planting; the initial maintenance of the plant materials and slopes until a specified percentage of plant coverage is established uniformly on the, cut and fill slopes; and the irrigation system,
 - d) A statement by the licensed landscape architect regarding the length of time after planting with the specified maintenance required to produce the specified percentage of plant coverage on the slopes; and the additional length of time, without any special maintenance, normally required to produce a coverage of permanent planting which will control erosion, and,
 - e) Details of all items and features pertaining to site preservation and improvements, such as retaining walls and tree wells, and details not shown on other plans accompanying the application.
- The name, address, and telephone number of the person to have effective control of the work,
- The names, addresses, and telephone numbers of all persons within the Town who will receive excavated material in excess of 100 cubic yards,

- A statement as to the source and type of fill materials if such materials are obtained off the site,
 - The route proposed to be followed within the Town coming to and going from the site by equipment used to haul excavation or fill materials,
 - The name of the project coordinator, and
 - Such further applicable information as the Town Engineer or Planning Director may require in order to carry out the purposes of this chapter.
- *Fees- All fees and deposits are to be collected at time is submittal*
 - **FEE:** See fee schedule.
 - **DEPOSIT:** The deposit is used by the Town Engineer to bill against his time for review of the project. Any deposit balance remaining when the project is finalled is refundable.
 - A fee and a deposit will be collected for Geology review, if warranted.
 - A Road Impact Fee will be collected based upon cubic yard of import and export of material, in excess of 30 cubic yards.
 - 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 of 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.