



## Accessory Building • Habitable Public Works

August 2010

**Submittal Requirements:** Submit two (2) plot plans and elevation certificates (three step process). Additional project specific information may be required during the review process.

**Plot Plan:** Plot plans shall be completed to scale with the following information:

- Project name and address;
- Applicant's/owner's name and address;
- Assessor parcel number (APN);
- Bar scale and north arrow;
- Property lines and lot dimensions (show whole parcel);
- Building footprint with existing buildings and pools;
- Building pad elevation (PAD);
- Finished floor elevation (FF);
- Easements and setback distances;
- Property topographic contours and elevations;
- Lot drainage elevation high point and direction;
- Lot drainage minimum slope 1% and positive drainage away from building (General note on plan);
- Swales;
- Driveway width (Minimum 16 feet to maximum 35 feet);
- Driveway culvert (Size and type of pipe);
- Access streets (Street centerline and right-of-way widths to property line);
- FEMA or local 100-year floodplain boundary;
- Retaining walls;
- Environmental issues (i.e. native oak, heritage and landmark trees, vernal pools); and
- Erosion and sediment control measures shall be installed (General note on plans).

**Size:** Plans shall be submitted on 24" x 36" white bond paper. Plans shall be fully dimensioned, clear and legible. Only common engineering scales shall be used.

### Elevation Certificates (Three Step Process)

**Step 1:** Construction Drawings - Pad and 100-Year Floodplain Elevation Determination (complete prior to building permit issuance).

Submit the following information in letter format, on plot plan or a FEMA Elevation Certificate for *Construction Drawings*:

1. Subject (site address);
2. Assessor parcel number (APN);
3. Property elevations and topographic contours;

4. Finished floor elevation;
5. Pad elevation;
6. Overland release point location and elevation;
7. Set hub elevation with location and bench mark;
8. FEMA 100-year floodplain zone;
9. 100-year local floodplain (if applicable); and
10. Base flood elevation (if applicable).

Letter, plot plan or FEMA elevation certificate shall be stamped and "wet-signed" with an expiration date by a licensed land surveyor or registered civil engineer licensed to practice surveying.

**Step 2:** Building Under Construction - Completion of Raised Subfloor (with Joints) or Concrete Foundation (complete prior to footing inspection).

Submit a FEMA elevation certificate for surveyed *Building Under Construction* from a licensed land surveyor or registered civil engineer licensed to practice surveying. Certificate shall be stamped and "wet-signed" with an expiration date.

**Step 3:** Finished Construction (complete prior to final inspection).

Submit a FEMA elevation certificate for surveyed *Finished Construction* from a licensed land surveyor or registered civil engineer licensed to practice surveying. Certificate shall be stamped and "wet-signed" with an expiration date.

**Additional Requirements:** Additional project specific information may be required during the review process.

**Ordinances and Regulations:** Compliance with the following adopted ordinances and current regulations:

- Floodplain Management Ordinance;
- Urgency Ordinance - Frontage Improvements;
- Land Development Ordinance, Title 22;
- Land Grading and Erosion Control, Title 16.44;
- Stormwater Management and Discharge Control Ordinance, Title 15.12;
- Improvement Standard, Construction Specifications and Standard Drawings;
- National Pollutant Discharge Elimination System (NPDES) Permit; and
- Conditions of Approval (COAs).

**Storm Water Pollution Prevention Plan (SWPPP):** Projects disturbing 1 acre or more require a SWPPP which needs to be submitted, approved and implemented during construction. If at anytime a SWPPP measure needs to be implemented, regardless of lot size, the City can enforce a SWPPP. A **General Permit** from the State of California Water Resources Control Board for construction activity disturbing one acre or more may also be required.

**Encroachment Permit:** Encroachments into the City's right of way and for driveway culverts require an Encroachment Permit application.

**Where to Submit Plans:** City of Elk Grove, 8401 Laguna Palms Way, Building Department front counter.

**Questions:** If you have any questions, please call (916) 478-2256 or visit our website at [www.elkgrovecity.org](http://www.elkgrovecity.org).