



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

P.O. Box 1609, Mammoth Lakes, CA 93546

Phone: (760) 934-8989 Ext. 274; Fax: (760) 934-8608

Email: buildingtech@townofmammothlakes.ca.gov

www.townofmammothlakes.ca.gov

MINIMUM DESIGN STANDARDS

CODES

The purpose of the California Codes is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location, and maintenance of all buildings and structures. The Town of Mammoth Lakes enforces the following Codes:

- The 2013 Edition of the **California Building Code**, together with Chapter 1 and the adopted appendices thereto, as developed by the International Code Council.
- The 2013 Edition of the **California Plumbing Code**, together with Chapter 1 and the adopted appendices thereto, as developed by the International Association of Plumbing and Mechanical Officials.
- The 2013 Edition of the **California Electrical Code**, together with Article 89 and all other adopted chapters and articles thereto, as promulgated by the National Fire Protection Association.
- The 2013 Edition of the **California Mechanical Code**, together with Chapter 1 and all other adopted chapters and the appendices thereto, as developed by the International Association of Plumbing and Mechanical Officials.
- The 2013 Edition of the **California Administrative Code**, as developed by the International Code Council.
- The 2013 Edition of the **California Historical Building Code**, as adopted by the state of California.
- The 2013 Edition of the **California Existing Building Code**, as adopted by the state of California.
- The 2013 Edition of the **California Energy Code**, as adopted by the state of California.
- The 2012 Edition of the **International Property Maintenance Code**, as developed by the International Code Council.
- The 2013 Edition of the **California Residential Code**, together with Chapter 1, as developed by the International Residential Code Council.
- The 2013 Edition of the **California Green Building Standards Code**, as adopted by the state of California.
- The 2013 Edition of the **California Reference Standards Code**, as adopted by the state of California.

PLANS

With each application for a building permit, and when required by the Building Official for enforcement of any provisions of this Code, three (3) sets of plans, engineering calculations (if required), specifications, diagrams, and other necessary data shall be submitted. Each set of plans shall include a site plan, elevations, construction sections, and details. Site plan shall include location of all utilities. Elevations shall include a lot profile. Plans and specifications shall be drawn to scale on substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in detail that it will conform to the provisions of this Code and all relevant laws, ordinances, rules, and regulations (1/4" = 1' scale, paper size of minimum 18" x 24" is desirable). "Red lined" or sketched plans are unacceptable. Plans shall detail all fire resistive assemblies and indicate treatment of penetrations in such assemblies. All plans, specifications, and/or calculations prepared by a licensed architect or engineer shall bear the stamp and signature of the author. For more complete information regarding plans and specifications, refer to the "Plan Submittal and Plan Check" handout available from the Mammoth Lakes Building Division.

LEGAL DESCRIPTION

The legal description of your lot or parcel is part of the application and can be found on your deed, property tax statement, title policy, escrow instructions, or contract of sale. You will need:

1. lot number
2. subdivision name
3. assessor's parcel number
4. street name and address

WIND DESIGN

The minimum basic wind speeds are established for the following regions.

- A. Town of Mammoth Lakes – eighty-five (85) miles per hour.
- B. Mammoth Lakes Airport – ninety-five (95) miles per hour.

The wind design shall comply with exposure C requirements unless the architect or structural engineer in general charge can justify that the building site and surrounding terrain conform to other criteria.

SEISMIC

All structures within the boundaries of the Town shall be designed to the requirements of Seismic ground accelerations of $S_s = 1.68$ and $S_1 = 0.68$ as defined in the California Building Code or from the USGS seismic hazard web site maps. One-third (1/3) of the design snow load shall be added to the dead load for seismic design.

ENERGY DESIGN STANDARDS

The following shall be considered minimum design standards for calculations within the guidelines established by the California Energy Commission, Title 24, and State of California:

1. The Town shall be considered within Climatic Zone 16 as defined by the California Energy Commission;
2. Winter design temperature shall be minus two (-2) degrees Fahrenheit;
3. Summer design temperatures shall be seventy-four (74) degrees Fahrenheit;
4. Heating degree-days shall be eight thousand (8,000).

SNOW LOADS, SNOW SLIDING AND SHEDDING

A. The Town shall be considered a snow area. All structures within the Town shall be designed to withstand snow loads and any additional effects created by snow.

B. 1. Basic ground snow load (P_g) is established as follows:

- a) One hundred (100) pounds per square foot for Mammoth Lakes Airport;
- b) Two hundred thirty (230) pounds for elevations eight thousand five hundred feet (8500') or less;
- c) Three hundred (300) pounds for elevations greater than eight thousand five hundred feet (8500').

2. Roof snow load (P_f) shall be established as follows:

$$P_f = .7 C_e C_t I P_g$$

C_e = Snow exposure factor
 I = Snow design importance factor
 P_g = Basic ground snow load
 C_t = Thermal factor

3. The snow exposure factor (C_e) shall be determined as follows or as per ASCE 7.

$$C_e = 1.0 \text{ partially exposed roofs}$$

$$C_e = 0.90 \text{ fully exposed roof on all sides with no shelter from terrain, trees or higher structures}$$

$$C_e = 1.20 \text{ tightly forested}$$

4. The snow design importance factor (I) shall be determined as follows or as per ASCE 7.

$$I = 1.2 \text{ essential facilities}$$

$$I = 1.1 \text{ assembly areas with occupancy greater than three-hundred (300) and daycare facilities with occupancy greater than (150)}$$

$$I = 0.80 \text{ agricultural buildings and similar structures}$$

$$I = 1.00 \text{ all other structures}$$

5. The thermal factor (C_t) shall be determined as follows or as per ASCE 7.

$$C_t = 1.1 \text{ for structures with ventilated roofs and insulation R greater than (25).}$$

$$C_t = 1.2 \text{ unheated structures}$$

$$C_t = 1.0 \text{ all other structures}$$

- C. Snow load reductions for roof pitch (but not for slippery surfaces) will be permitted per ASCE 7, provided the roof design does not allow snow to accumulate from ground level to the roof eave. This shall be assumed to be a minimum ten feet (10') from eave to grade level. Design consideration shall be given to drifting snow and other accumulations on the roof, exposure, impact, effects on adjacent property, and other dynamic loading due to snow avalanching onto lower structural elements, against projections such as vents, and onto targets on the ground.
- D. Setbacks to Property Lines
1. All eaves of sloped roofs (>2:12) shall maintain setbacks so that snow shed impact areas will occur on the property of the subject structure. The minimum impact area setback shall be ten feet (10') measured horizontally from a vertical line projecting from the roof eave to the property line.
 2. The eave of a structure may encroach into the impact area setback a maximum three feet (3') provided an engineered snow slide restraint device, designed in accordance with the provisions of this Code, is incorporated into the roof design.
 3. Property owners shall maintain snow shed impact areas to prevent snow from encroaching onto adjacent properties.
- E. The roof and eaves of all structures shall be designed so that snow shed impact areas will not occur in or on entries/exits (required exits only for R-3 occupancies), vehicle parking areas, driveways, LPG storage tanks, walkways, and public areas.
1. The minimum snow shed impact area shall have a setback of ten feet (10') measured horizontally from a vertical line projecting from the roof eave to the aforementioned improvement.
 2. The snow shed impact area may be eliminated provided an engineered snow restraint system, designed in accordance with this Code, is incorporated into the roof design and, in other than R-3 occupancies, an approved roof drainage system (e.g., heated gutter and downspout) is installed to prevent ice formation/accumulation at the grade or access level.
 3. Property owners shall maintain snow shed impact areas to prevent snow from encroaching beyond the impact area boundaries.
 4. Existing structures may use engineered snow slide restraint devices to reduce hazards associated with the existing roof design.
- F. Projections such as plumbing vents, equipment vents, and similar elements, which penetrate the roof, shall terminate within thirty-six inches (36") of the ridge or uppermost portion of the roof area. Mechanical vents and air intakes installed horizontally on vertical surfaces shall terminate at least two feet (2') above the anticipated snow depth (ten feet). Horizontal terminations subjected to shedding roof snow shall increase the height of the termination by 50%.
- G. Overhead electrical service weatherheads and similar utility connections shall not be located in any area subject to damage from sliding snow or ice. Weatherheads may project through the roof with a riser constructed of two-inch (2") minimum diameter rigid galvanized steel conduit, provided no alternative locations are available and the location has been approved by the Building Official and servicing utility.

- H. A roof projection such as a fireplace chase, parapet or similar structure, which could be subjected to sliding snow or ice, shall be designed for these horizontal forces (Fs).

The resultant moment produced from Fs shall be applied to the midheight of the projection.

$$F_s = \frac{F_v(x)}{\sqrt{X^2 + Y^2}}$$

Fv (for roof projections) = L (0.5L + B) Pf

Fv (for snow retention devices) = L (B) Pf

Fs = Horizontal load against roof projection, pounds.

Fv = Snow weight against projection, pounds.

X = Vertical component of roof slope (rise), feet.

Y = Horizontal component of roof slope (run), feet.

L = Horizontal distance between projection and ridge, feet.

B = Width of projection, feet. Not to exceed six feet.

Pf = Minimum roof snow load, pounds per square foot (PSF).

- I. Projections shall be protected with an ice splitter or cricket. All ice splitters shall be constructed the full width of the projection base and shall terminate not lower than the midpoint height of the projection.
- J. Snow rails, roof cleats, and similar snow slide restricting devices shall be designed using the formula set forth in H. above, except calculations for Fv need only consider the tributary load area of the device. Snow slide restraint devices shall be installed within the first three feet (3') of the roof eave and spaced per the design of the system.
- K. Warm roofs that drain water over the eaves shall be capable of supporting 2.0 x Pf on the overhangs when they are unventilated with insulation R-value less than (30) or ventilated roofs with R-Values less than (20).

All roof systems shall consider the effects of ice dams and shall be designed to prevent water infiltration at the eaves. As a minimum, the underlayment at the eaves shall consist of two layers of Type 15 felt solid cemented together with an approved cementing material or other approved equivalent material. The ice dam protection shall extend from the eave to a line six feet (6') inside the exterior wall line of the building.

SOIL BEARING

No soil bearing pressure over 2,000 psf will be permitted without a soil report by a licensed engineer or geologist. Site examination may require a soil analysis.

RETAINING WALLS

A building permit shall be required for retaining walls exceeding four feet (4') in height or retaining walls supporting any surcharge or special loads. A professional engineer licensed in the state shall design such walls.

FROST LINE

Footings and foundations shall extend below the frost line. The frost line shall be considered a minimum of twenty-four inches (24") below grade.

FLOOD HAZARD AREAS

Design for structures within flood hazard areas shall be per the requirements established in the most recent adopted flood plain management ordinance.

LOADS ON DRIVEWAY BRIDGES

The condition of concentrated or uniform live load producing the greatest stresses shall govern.

1. Concentrated Load: Each load shall be 40% of the gross weight of the maximum-size vehicle to be accommodated. Minimum vehicle size shall be 28,000 pounds.
2. A concentrated wheel loads is assumed to be placed upon a 3.5 square foot area.
3. Concentrated wheel load are assumed to be spaced 8 (eight) feet on center.
4. Maximum driveway vehicle loads shall be posted on the building. (e.g. DRIVEWAY: Max. Vehicle Load 28,000 pounds”).

OTHER APPROVALS MAY BE REQUIRED

You may need to contact the following agencies for specific approval.

MAMMOTH LAKES FIRE PROTECTION DISTRICT; Post Office Box 5; Mammoth Lakes, CA 93546; (760) 934-2300. (Fees are paid directly to this agency.)

MAMMOTH COMMUNITY WATER DISTRICT; Post Office Box 597; Mammoth Lakes, CA 93546; (760) 934-2596. (Fees are paid directly to this agency.)

MAMMOTH UNIFIED SCHOOL DISTRICT; Post Office Box 3509; Mammoth Lakes, CA 93546; (760) 934-6802. (Fees are paid directly to the District.)

Residential	=	\$2.63 per square foot
Commercial	=	\$.42 per square foot

MAMMOTH LAKES COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION; Post Office Box 1609; Mammoth Lakes, CA 93546; (760) 934-8989, extension 224, to forward to the Planner of the day. (Planning, Zoning, Design Review Criteria.)

MAMMOTH LAKES PUBLIC WORKS DEVELOPMENT ENGINEERING DIVISION; Post Office Box 1609; Mammoth Lakes, CA 93546; (760) 934-8989, extension 254

SOUTH MONO COUNTY ENVIRONMENTAL HEALTH DEPARTMENT; Post Office Box 3329; Mammoth Lakes, CA 93546; (760) 924-1800.

SOUTHERN CALIFORNIA EDISON; Post Office Box 7329 Mammoth Lakes, CA 93546 (760) 934-8236



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INTAKE CHECKLIST

NEW SFR, NEW COMMERCIAL/INDUSTRIAL, ADDITIONS, REMODELS

- _____ Application, complete
 - _____ Contact Person
 - _____ Carbon Copies
 - _____ Owner-Builder Declaration – Must provide list of sub-contractors and proof of Worker Compensation. Owner must be present to sign for permit and all site inspections.
- _____ Plans (3 sets required at submittal, 2 signed wet stamped copies required with final drawings) No free hand drawings will be accepted.
 - _____ Site Plan
 - _____ Architectural Drawings
 - _____ Structural Plans
 - _____ Elevations
- _____ Project Information sheet complete or all information on plans
- _____ Conditions of Approval (**listed on plans**)
- _____ Structural Engineering (2 sets required at submittal either on engineer's letterhead or stamped and unsigned, 2 signed wet stamped copies with final drawings)
- _____ Title 24, Energy Calculations (2 sets)
- _____ Plan Check Deposit
- _____ Standard Grading Permit Application
- _____ Mammoth Community Water District (at submittal time remind applicant to submit for Water District Plan Check)
- _____ Mammoth Lakes Public Works Engineering (Bluffs and Greyhawk)
- _____ Mammoth Lakes Fire Protection District (commercial, multi-family, and SFR Bluffs and Grayhawk only)
- _____ Mono County Health Department (commercial)
- _____ Preferred Outside Plan Check Agency
(Include project contact, billing statement, shipping address, and cc)
- _____ Landscape Documentation Package
- _____ Exemptions:
 - 1) Single Family Residential (SFR) in Juniper Ridge, Greyhawk, Bluffs or above elevation 8,250' required Landscape Documentation Package.
 - 2) All others with less than 2,500 Sq. Ft. of landscape.
 - 3) Other exemptions allowed per section 16.36.030
- _____ Water conservation concept statement
- _____ Calculation of maximum applied water allowance
- _____ Calculation of estimated applied water use
- _____ Calculation of estimated total water use
- _____ Landscape design plan

- _____ Irrigation design plan
- _____ Irrigation schedule
- _____ Maintenance schedule
- _____ Irrigation audit schedule
- _____ Grading plan
- _____ Soil Analysis

Zoning Designation: _____
 (See reference guide – map)

Building Height: _____ Feet

Properties with slopes less than 10%. The lowest point of the foundation at natural grade to the highest point of the roof ridge.

Properties with slopes of 10% or greater. The average of the primary corners of the foundation at natural grade to the highest point of the roof ridge. No portion of structure shall exceed 45’.

Parking Spaces: _____

Residential: Minimum of 3 spaces. At least one parking space shall be covered and at least one shall be uncovered. An additional space shall be required for residences over 3000 sq. ft.

Commercial: See reference guide.

Snow Storage Area: Required: _____ sq. ft., Provided: _____ sq. ft.

Residential: An area equal to 75% of the total required parking and driveway area.

Total area of parking/driveway: _____ sq. ft.

Commercial: An area equal to 60% of the total required parking and driveway area.

Total area of parking/driveway: _____ sq. ft.

Industrial: An area equal to 40% of the total required parking and driveway area.

Total area of parking/driveway: _____ sq. ft.

Lot Coverage: Lot Area _____ sq. ft. Lot Coverage _____ %

The total area of all structures, ground level decks, driveways, parking areas, and other impervious surfaces, and one-half of all decks at least eight (8) feet above grade.

Easements: List all easements on the property (See title report)

BACKCHECK

- _____ PC Correction letter with comments
- _____ Date stamp/initials of Planning and Building Plan Checkers
- _____ Appropriate number of plans, ***stamped plans mandatory***



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APPLICATION FOR PERMIT TO CONSTRUCT

(It is the policy of the Town of Mammoth Lakes to accept only complete submittals for review by Town staff.)
(An appointment is necessary to turn in complete submittal)

DESCRIPTION OF WORK: _____

ESTIMATED COST OF CONSTRUCTION: _____

Assessor Parcel #: _____ **Street Address:** _____

Comm./Condo. Project Name: _____ **Unit #:** _____

OWNER: _____

Mailing Address: _____

E-mail Address: _____

Phone: _____ **Fax:** _____

NEW OWNER? YES or NO

Purchased from: _____

Purchase Date: _____

GENERAL CONTRACTOR:

License #: _____ **Class:** _____

Worker's Comp. Carrier: _____

Policy #: _____

E-mail Address: _____

Phone: _____ **Fax:** _____

PLAN CHECK CONTACT/APPLICANT:

Phone: _____ **Fax:** _____

Address: _____

E-mail Address: _____

SUBCONTRACTOR NAMES/LICENSE #:

(All contractor information must be on file with the Building Division prior to the issuance of a permit.)

SIGNATURE OF APPLICANT:

For Office use only

DATE: _____ **PROJECT #:** _____ **ACCEPTED BY:** _____ **AMOUNT PAID:** _____ **CK/ CC #:** _____

Grading Authorization Application

- Yes No Will the structure be located in a FEMA designated floodplain?
- Yes No Will the project involve disturbance within a wetland?
- Yes No Is the lot slope in excess of 30%? Engineered grading permit may be required.
- Yes No Will you export material from the site? If yes, where?
- Yes No Will excavation (excluding building footprint) exceed 200 cubic yards?
- Yes No Will the impervious surface exceed 4000 square feet? A dry well will be required.
- Yes No Is the street right-of-way less than 60 feet in width?

It is the responsibility of the owner/contractor to schedule an inspection prior to the start of any earthwork. Please call the Building Inspection Line at (760) 924-2534 (760-924-BLDG). Refer to the Pre-Grading Inspection Fact Sheet for additional information.

I declare that I have reviewed all title information and have indicated with accuracy all easements and physical encumbrances on the site plan.

I further declare that all contours show on the site plan are accurate to within one (1) foot and all dimensions are correct.

Owner, or designee, hereby acknowledges receipt of all terms, conditions, and details as outlined in attached.

Date: _____

Property Owner, Architect, or Engineer: _____

Grading Authorization

The Town of Mammoth Lakes, having received an application therefore, hereby authorizes and grants a Standard Grading Permit in accordance with Chapters 12.04 and 12.08 of the Town of Mammoth Lakes Municipal Code to do the work described below in accordance with all terms and conditions identified herein and any Special Conditions attached hereto and made part hereof.

Work permitted is for grading and erosion control only as shown on the approved plans. No foundation or concrete work is allowed with this authorization.

NO EARTH WORK IS TO BEGIN UNTIL INTERIM EROSION AND SEDIMENTATION CONTROL FACILITIES HAVE BEEN INSPECTED AND APPROVED.

Community and Economic Development Department

Date : _____

By: _____



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PROJECT INFORMATION

Project Description: _____

Address: _____

Project Requires a Licensed Architect/Engineer _____ Non-Structural ___ Yes ___ No Structural ___ Yes ___ No

Architect and/or Engineer of Record:
Name: _____

Address: _____

Telephone Number: _____

Zoning Designation: _____ APN: _____
(See reference guide – map)

Building Area:							
<u>Habitable</u>		<u>Garage</u>		<u>Deck</u>		<u>Other</u>	
New: _____	Sq. ft. _____	New: _____	Sq. ft. _____	New: _____	Sq. ft. _____	New: _____	Sq. ft. _____
Existing: _____	Sq. ft. _____	Existing: _____	Sq. ft. _____	Existing: _____	Sq. ft. _____	Existing: _____	Sq. ft. _____
Total: _____	Sq. ft. _____	Total: _____	Sq. ft. _____	Total: _____	Sq. ft. _____	Total: _____	Sq. ft. _____

Total Existing Construction Sq. ft. _____ Total New Construction Sq. ft. _____

For mixed – use projects:

No. of Units: _____ 1-Bdrms _____ 2-Bdrms _____ Studios _____

Occupancy Classification: Group _____ Division _____ (Per California Building Code. See reference guide.)

Building Construction Type: _____ **Use Type:** _____ (Per the California Building Code. See reference guide.)

Building Height: _____ feet

Properties with slopes less than 10%. Measured from the finished grade at all points on the lot to the top of the structure directly above.

Properties with slopes of 10% or greater. The average of the primary corners of the foundation at finished grade to a horizontal plane which intersects the topmost point of the building. No portion of any building shall exceed 10 feet above the maximum permitted height allowed.

Parking Spaces: _____

Residential: See Municipal Code Table 17.44.030(A)

Commercial: See Municipal Code Table 17.44.030(B).

Snow Storage Area: Required: _____ sq. ft., Provided: _____ sq. ft.

Residential: An area equal to 75% of the total required parking and driveway area. Total area of parking/driveway: _____ sq. ft.

Commercial: An area equal to 60% of the total required parking and driveway area. Total area of parking/driveway: _____ sq. ft.

Industrial: An area equal to 40% of the total required parking and driveway area. Total area of parking/driveway: _____ sq. ft.

Lot Coverage: Lot Area _____ sq. ft. Lot Coverage _____ %

The total area of all structures, ground level decks, driveways, parking areas, and other impervious surfaces, and one-half of all decks at least eight (8) feet above grade.

Easements: List all easements on the property (See title report) _____



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PROJECT INFORMATION

- ___ Location and dimensions of all new and existing structures, additions, and accessory buildings. This would include all projections such as stairs, decks, roof eaves, retaining walls, etc. on the property.
- ___ Property boundary dimensions and bearings that match the recorded map.
- ___ Setback dimensions from both the building line and eave line of the structure to the property line. If the building and eave line(s) are clearly within the setbacks, it may not be necessary to show the eave line dimension.
- ___ Projected roof plan showing all penetrations, valleys, hips, and direction of slope (direction of snow shed).
- ___ Dimensions and areas of all easements and other encumbrances.
- ___ Lot number, subdivision, street address, and Assessor Parcel Number.
- ___ North arrow and scale of drawings.
- ___ Name, address, and telephone number of the owner/developer.
- ___ Name, address and telephone number of the author of the plans.
- ___ Lot coverage: The total area of all structures, ground level decks, driveways, parking areas, and other impervious surfaces, and one-half of all decks at least eight (8) feet above grade. (Not applicable if no increase in lot coverage.)
- ___ Location of all LPG facilities (tank, regulator, meter, etc.).
- ___ All new or relocated underground and overhead utilities (water, sewer, electrical, etc).
- ___ Driveway right-of-way at the edge of pavement / curb and gutter. Driveway width: minimum 12', maximum 24' at the property line.
- ___ Driveway section / profile showing driveway slope(s) and elevations at the street, garage and first floor elevation. N/A if driveway is existing and unchanged.
- ___ Snow storage areas and snow storage area calculations (75% of required parking areas and driveway).
- ___ Structures on adjacent properties closer than 10' from the property line.
- ___ Note existing trees greater than six (6) inches in diameter scheduled for removal and those to remain.
- ___ Drainage swales and topography with contours at 2' vertical intervals. N/A for interior remodels.
- ___ Note benchmark elevation at the edge of pavement (reference point for all other elevations; driveway slope, building height, lot slope etc.).
- ___ Identify all grading excluding that within the perimeter of the structure. A separate grading plan may be submitted
- ___ Show all finished cuts and fills. Indicate amount, depth, height, etc. A separate grading plan may be submitted
- ___ Identify areas designated for material storage.