



PUBLIC WORKS DEPARTMENT

PLAN CHECK GUIDELINES – MULTI-FAMILY/COMMERCIAL

CIVIL ENGINEERING AND ARCHITECTURE

1. Offsite Improvements - Civil Engineering drawings may be required to show the following:
 - Replacement of sidewalks, curbs, and gutters adjacent to the property.
 - Repaving of streets adjacent to the property or affected by utility relocations.
 - All driveways abandoned by the new development to be removed and replaced with curb, gutter, sidewalk, and landscaping to match existing.
 - All existing and proposed driveways to comply with City of Santa Monica Standard Plan No. SM 5.
 - Relocation of existing or installation of new traffic signals and street lighting.
2. Encroachments
 - No encroachments are allowed in the alley right-of-way.
 - Doors shall not swing open into the alley or street right-of-way.
 - Any proposed encroachments of onsite improvements into the public right-of-way must be approved by Public Works.
3. Utilities
 - Existing overhead utilities and all new proposed utilities must be installed underground.
 - Coordinate with the utilities companies to determine how and where undergrounding will occur.
 - Show the location of the Southern California Edison electrical transformer and switch equipment/structures on the site plan. The SCE structures serving the proposed development shall not be located in the public right-of-way.
 - The building plans will need to demonstrate that adequate space is reserved for all above ground utilities access points. This may include: DCDA for fire water supply, water meters, solid waste storage or staging area, and above grade gas meters.
4. Excavation and shoring plans

- If the project excavation affects the public right-of-way, submit a copy of the shoring plans with the building plans.
 - If the project includes tiebacks into the public right-of-way, a tieback agreement is required. This agreement is prepared by the City Attorney and the process takes about two months. The agreement must be completely executed and tieback permit fees paid prior to approval of the building permit.
 - Tieback agreements with adjacent private property owners must be complete and a copy submitted to the City.
5. Subdivisions - The recording data for the final subdivision map will be required before the building permit can be approved.
6. Stormwater Runoff
- The project must comply with the Urban Runoff Mitigation (URM) Ordinance SMMC Section 7.10. For more information on Urban Runoff Mitigation, see ["Working for a Cleaner Bay"](#). The City does not allow "treat and release" for stormwater runoff.
 - Show the proposed location for a URM feature/structure.
 - All runoff must be conveyed to the proposed URM feature with overflow discharging to the street.
 - The street overflow curb drain shall be constructed according to City of Santa Monica Standard Plan No. SM 10.
 - Site drainage will not be permitted to empty into alleys or "sheet flow" across sidewalks.
 - Runoff from direct (vertical) rainfall and garage ramps partially exposed to direct rainfall must drain through an urban runoff mitigation feature to the street gutter.
 - An oil-water clarifier and/or catch basins with filter inserts are required for parking areas open to the sky. Show the proposed location.
 - Submit a copy of the Storm Water Pollution Prevention Plan with the plan check submittal.

ADMINISTRATIVE FEES AND SERVICES

1. Increased water and sanitary sewer usage from the proposed development may require a water and sewer study to be provided.
2. Increased runoff resulting from the proposed development may require a storm sewer study to be provided.
3. This project may incur the following fees:
 - Upgraded or new water services to include a separate, dedicated fire service. Multi-family units with more than 5 units require a master meter and sub-meters for each unit.

- Water Demand Mitigation Fee: based on an estimated average water rate for the land use and the intensity of the proposed land use.
 - Wastewater Capital Facility Fee: based on an estimated average sewage rate for the land use and the intensity of the proposed land use.
 - A performance deposit is required to ensure that waste material from demolition and construction is disposed of properly. (SMMC 8.108) The deposit is 3% of the construction costs to a maximum of \$30,000. Accompanying the deposit, you must submit a waste management plan to Resource Recovery and Recycling.
4. Any use of the public right-of-way for construction will require a permit from the Public Works Department. Permits may be obtained at the Public Works Counter, City Hall Room 113. The phone number is (310) 458-8737.

WATER RESOURCES

1. Fire sprinklers require that a double check detector assembly be installed above ground on private property at a location that is easily accessible to the Fire Department for maintenance and testing. This assembly requires a 3 ft. x 8 ft. space. Protection from vehicular impact shall be provided on private property and not in the public right-of-way. Show the proposed location on your plans.
2. Plans must comply with the LA County Department of Health [cross connection control guidelines](#). Contact the Water Division at (310) 458-8535 to verify cross connection controls requirements.
3. Water Resources Protection Programs
 - All covered drains in the parking structure not receiving direct vertical rainfall must be connected to a clarifier. The clarifier must have a sample box and be connected to the sewer. Garage entrance ramp drains not exposed to direct rain water must also connect to the clarifier.
 - Ramp drains exposed to direct rainfall must drain to the urban runoff mitigation feature before discharging to the storm drain system.
 - Restaurants and food preparation areas require a grease interceptor with sample box.

RESOURCE RECOVERY AND RECYCLING

Provide Refuse and Recycle (R/R) storage areas sized per City of Santa Monica standards with lighting, ventilation, a drain connected to the sewer, and a water source. A staging area will be required if bins are kept in a basement or subterranean parking garage. For additional information, call the Solid Waste Business Supervisor at (310) 458-8553.

LANDSCAPE

New construction and major remodel projects that will include landscape and irrigation systems are required to meet the Green Building Ordinance's Water-Efficient Landscape and Irrigation Standards (SMMC 8.108., subpart B). Please review the plan submittal requirements at www.sustainable-sm.org/landscape.

PUBLIC LANDSCAPE

This plan will be subject to the review of the Public Landscape Division during plan check in order to coordinate the addition or removal of street trees in the right-of-way surrounding the property.

STANDARD NOTES

Add the following notes to the site plan:

- a. Owner is responsible for repair of all damage to offsite improvements caused by construction. Call Public Works Inspector at (310) 458-2240 for inspection of offsite improvements at substantial completion of onsite work.
- b. All labor, equipment, and material required for offsite improvements are the responsibility of the Developer.
- c. No work shall be done within the public right-of-way without prior approval and permit from the Public Works Department.
- d. All offsite work shall be done in accordance with the Standard Specifications/Drawings for Public Works Construction, current edition as amended by the city of Santa Monica, and City of Santa Monica Standards.
- e. All survey points shall be protected or reestablished if they are removed, damaged, or destroyed during construction.
- f. No construction material will be stored in the public right-of way.
- g. New proposed improvements shall not obstruct drainage or drain into neighboring private properties.
- h. Water shall be drained away from the foundation and shall be mitigated from permeating into foundation wall and footing of the new proposed improvements.
- i. Any sediment or other materials that are tracked off the parcel by vehicles and equipment shall be removed the same day as they are tracked off the parcel.
- j. No washing of construction or other vehicles shall be allowed adjacent to a construction parcel.
- k. In accordance with California Regional Water Quality Control Board MS4 permit:
 1. For construction sites less than 1 acre, Developer shall implement an effective combination of erosion and sediment control BMPs from Table 12 to prevent erosion and sediment loss and the discharge of construction wastes.

Table 12. Applicable Set of BMPs for All Construction Sites

Erosion Controls	Scheduling
	Preservation of Existing Vegetation
Sediment Controls	Silt Fence & Plastic Sheet Coverings
	Sand Bag Barrier
	Stabilized Construction Site Entrance/Exit
Non-Storm Water Management	Water Conservation Practices
	Dewatering Operations
Waste Management	Material Delivery and Storage
	Stockpile Management
	Spill Prevention and Control
	Solid Waste Management
	Concrete Waste Management
	Sanitary/Septic Waste Management

2. For construction sites 1 acre or greater, Developer shall submit and, once approved, implement a stormwater pollution prevention plan (SWPPP).
3. Construction sites shall be inspected and evaluated based on the following factors: soil erosion potential, site slope, project size and type, pollution runoff potential, sensitivity and proximity of receiving water bodies, non-storm water discharges, past record of non-compliance, and any water quality issues relevant to the particular MS4 requirements.
4. City shall employ a Progressive Enforcement Policy to ensure that construction sites are brought into compliance with the erosion and sediment control requirements within a reasonable time period.
 - l. Paint removal and preparation will result in particles entering the air or landing on the ground and requires that BMP steps be implemented to prevent or minimize to the maximum extent practicable such particle releases into the environment. If exterior sandblasting is required, a separate permit will be required from Building and Safety.
 - m. All site utilities shall be constructed underground to the nearest offsite utility pole. Contractor/Developer has made arrangements with the utility companies to place all overhead utilities underground.
 - n. Prior to commencing underground utility work, obtain separate utility excavation permit from PW Department, City Hall Room 113.
 - o. Southern California Gas equipment including meters, and all Southern California Edison equipment and infrastructure, including transformers, poles, and vaults shall be shown on the plans, located entirely on private property, and designed per SCG/SCE requirements. No equipment or infrastructure serving this property will be permitted in the public right-of-way.
 - p. The City strongly urges the applicant to inspect the existing sewer connection. If the connection is damaged or over 30 years old, the City recommends that the applicant show on the plans the construction of a new sanitary sewer

- connection from property line to sanitary sewer main in accordance with City of Santa Monica Standards (Sewer Permit required).
- q. Owner/contractor shall comply with Water Division cross-connection guidelines. Prior to issuance of Certificate of Occupancy, cross-connection control inspection must be completed. Contact the Water Division at (310) 458-8531.
 - r. Prior to installation of any cross-connection device, contact the Water Division at (310) 458-8531.
 - s. Prior to the installation of any grease interceptor or clarifier, contact Water Resources Protection Programs at (310) 458-8235.
 - t. Multi-family residential dwellings are required to install individual water meters or sub-meters for each unit.
 - u. If fire sprinklers are required to be installed or altered by Building & Safety and/or Fire Department, contractor shall install a double check detector assembly on site and above ground per city standards, the location of which shall be readily accessible to all city agencies. Protection from vehicular impact shall be provided on private property and not in the public right-of-way. The DCDA requires 3' x 8' clear space.
 - v. The site must comply with the SMMC Chapter 7.10.060 Urban Runoff Pollution ordinance for construction activities and temporary BMPs. Prior to beginning construction activities, contact the City Urban Runoff Coordinator at (310) 458-8223 for inspection.
 - w. Prior to backfilling any urban runoff mitigation features, contact the City Urban Runoff Coordinator at (310) 458-8223 for inspection.