STANDARDS AND POLICIES MANUAL

VOLUME I

(LAND DEVELOPMENT)

Technical Bulletin Three

MAY 2016

(Effective June 1, 2016)
STANDARDS AND POLICIES MANUAL

VOLUME II

(WATER SYSTEMS)

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BACKGROUND: Land Development Engineering (LDE) staff has worked to investigate the feasibility of modifying and reducing some of the bonding requirements associated with the development standards for grading and drainage permits. This research stemmed from applicant comments and feedback that the existing County grading bond standards are overly burdensome. County staff researched the requirements of the County of Santa Clara, Standards and Policies Manual (Manual), Volume 1 (Land Development) and determined that some revisions to the Manual were necessary and appropriate. Land Development Engineering Staff has determined that additional revisions to the standards are necessary and appropriate.

Due to revision to Section 6700-6799 of the California Business and Professions Code (The Professional Engineers Act), taking effect on January 1, 2016, the term “registered civil engineer” has been deleted and replaced with “licensed civil engineer” to create consistency with other State titles.

In order to create conformity with Section C12-400 through 599 of the County Ordinance Code (Grading Ordinance) specific locations of the Manual require the deletion of the term “County Surveyor”, with the replacement of the term “Grading Official”.

In order to address changes to design, construction, inspection, and County project management services since the Board of Supervisors approved the Standards and Policies Manual in 1981, Section C of Volume 1 (Land Development) has been revised.

In order to update liability insurance requirements stated in the 1981 Manual, the minimum limits of insurance have been updated to conform to liability requirements currently imposed by the Roads & Airports Department in their “Maintenance and Indemnification Agreement”.

In order to clarify the different requirements for bonding between subdivisions and on-site grading permits, the bonding requirements for grading have been removed for all sites that are considered non-hazardous pursuant to the Grading Ordinance.

In order to more accurately describe responsibility for items of work described in the Professional Engineers Act and the Land Surveyors Act, specific locations of the Manual require the deletion of the term “County Surveyor”, with the replacement of the term “Land Development Engineer”.

Since the Manual’s adoption in 1981, the County has undergone numerous reorganizations, with the renaming and reassignment of specific duties to different agencies and departments. This correction revises specific agencies and departments department names consistent with the current naming convention.

REVISIONS AND AMENDMENTS TO “STANDARDS AND POLICIES MANUALS”:

The language and details of the “Standards and Policies Manual (Manual), Volume I (Land Development)” are revised as follows:

On all pages where the term “registered civil engineer” exists, said term shall be deleted and replaced with “licensed civil engineer”.

In Section B entitled “POLICIES AND STANDARDS PERTAINING TO WATER SYSTEMS”, all references to the “Transportation Agency” shall be removed and replaced with “Roads and Airports Department”.
On pg. B1.4, the title “County Surveyor Functions and Policies” shall be removed and re-titled “Land Development Engineering Functions and Policies”.

On pg. B1.4, first bullet under “Policies”, the following text shall be added by underlining, and removed by strikethrough:

• Water system plans are reviewed by the County Land Development Engineer for general compliance with the conditions of approval immediately after they are received from the design engineer, then copies are distributed to Environmental Health Services and other agencies as appropriate in each case. After Environmental Health Services completes its plan check, it forwards its comments to the Land Development Engineering County Surveyor’s Office, which in turn forwards them to the private design engineer with the comments of all other affected agencies.

On pg. B1.4, second bullet under “Policies”, the following text shall be added by underlining, and removed by strikethrough:

• Water system improvements for a subdivision that come under the purview of the Uniform Building Code, such as storage tanks, must be shown on the water system plans and covered by performance bond and construction agreement. Permits for these items must be issued (or ready for issue, with all fees paid) before the subdivision map is recorded. Inspection fees for items covered by the building permit are deducted from the overall water system inspection fees collected by the County Surveyor Land Development Engineering Office.

On pg. B1.5, seventh bullet under “Policies”, the following text shall be added by underlining, and removed by strikethrough:

• Either the developer or the water company (not a mixture of both) may post the necessary bonds and sign the agreement. If the company posts the bond and signs the agreement, the water system plans must be separate from the developer’s plans for the roads or other work. If the company employs a registered civil engineer licensed civil engineer on a regular basis to do its water system design, this engineer may be authorized by the County Surveyor’s Land Development Engineering Office to perform the inspection work.

On pg. B1.5, tenth bullet under “Policies”, the following text shall be added by underlining, and removed by strikethrough:

• A clearance letter from the private water company to the County Surveyor Land Development Engineer is required in all cases (PUC and non-PUC systems) prior to final approval of the subdivision map, or issuance of building permits for single sites, stating that service will be provided and that the developer has made all necessary arrangements for the work—including financial. Clearance letters from Environmental Health Services and other affected agencies also are required.
In Section C entitled “POLICIES AND STANDARDS PERTAINING TO IMPROVEMENT PLANS, GRADING PLANS AND CONSTRUCTION”, all references to the “County Surveyor” shall be removed and replaced with “Grading Official”.

In Section C entitled “POLICIES AND STANDARDS PERTAINING TO IMPROVEMENT PLANS, GRADING PLANS AND CONSTRUCTION”, all references to the “Transportation Agency” shall be removed and replaced with “Roads and Airports Department”.

Section C, entitled “POLICIES AND STANDARDS PERTAINING TO IMPROVEMENT PLANS, GRADING PLANS AND CONSTRUCTION”, has been fully revised to address issues of plan check, bonding, inspection, etc.

County Standard Details SD1, SD2, SD3, SD4, SD5, SD6, SD10, SD11, SD12, SD13, SD14, SD15, and SD16 are hereby removed from the Manual.

Revised and attached County Standard Details SD1, SD2, SD3, SD4, SD5, SD6, SD10, SD12, SD16, and SD17 are hereby adopted as the County Standard and incorporated into the Manual.

The language and details of the “Standards and Policies Manual, Volume II (Water Systems)” are revised as follows:

On all pages where the term “registered civil engineer” exists, said term shall be deleted and replaced with “licensed civil engineer”.

On all pages where the term “County Surveyor” exists, said term shall be deleted and replaced with “Land Development Engineer”.

On all pages where the term “Transportation Agency” exists, said term shall be deleted and replaced with “Roads and Airports Department”.