



# COMMUNITY DEVELOPMENT AGENCY

## TRANSPORTATION DIVISION

<http://www.edcgov.us/DOT/>

### PLACERVILLE OFFICES:

MAIN OFFICE:  
2850 Fairlane Court, Placerville, CA 95667  
(530) 621-5900 / (530) 626-0387 Fax

MAINTENANCE:  
2441 Headington Road, Placerville, CA 95667  
(530) 642-4909 / (530) 642-0508 Fax

### LAKE TAHOE OFFICES:

ENGINEERING:  
924 B Emerald Bay Road, South Lake Tahoe, CA 96150  
(530) 573-7900 / (530) 541-7049 Fax

MAINTENANCE:  
1121 Shakori Drive, South Lake Tahoe, CA 96150  
(530) 573-3180 / (530) 577-8402 Fax

## **SUBDIVISION PRE-CONSTRUCTION OUTLINE**

### OVERVIEW

- **Prior to the start of work** – Plans and Grading permits **must be approved** prior to the commencement of any work.
- Storm drain or utility work is **NOT** allowed under “**GRADING ONLY**” plans

### **FIRST ITEMS OF WORK**

- 1) *Safety:*  
Hardhats, vests, glasses, shoring
- 2) *Protective Tree Fencing:*  
Must be installed as a first order of work.
- 3) *Erosion Control Plan / SWPPP:*  
Must be approved by the El Dorado County Resource Conservation District and TD and must be implemented prior to any clearing, trenching, or earthwork.
- 4) *Fugitive Dust Mitigation Plan*  
Must be approved by the El Dorado County Air Pollution Control District, and must be implemented prior to and along with any clearing, trenching, or earthwork
- 5) *Serpentine / Asbestos:*  
A Geotechnical Engineer must evaluate the site and a written report submitted to TD. All elements of the report must be implemented prior to any clearing, earthmoving, or excavation. See attached copy of Ordinance #4489. A permit may be required.
- 6) *Mud tracking:*  
Means must be installed to prevent tracking of mud and dirt from the project onto County roads by vehicles prior to the start of clearing, earthmoving, or excavation.

### **OTHER REQUIREMENTS**

- 7) *Encroachment Permit:*  
*Will be necessary prior to any work in the County Right of Way. The permit will require a traffic control plan, evidence of insurance, with the County named as additionally insured and possibly bonding.*
- 8) *Stream Alteration Permit:*  
*The Department of Fish and Game requires a permit for any work or equipment operation within any live waterway and many seasonal streambeds.*

- 9) *Utility Composite Plan:*  
*Must be approved by TD, EID and all utilities prior to the start of any joint trench work.*
- 10) *Contract Change Orders:*  
*Must be approved by TD and EID prior to the start of any work that differs from the approved plans. A sample CCO format is attached. CCO's involving drainage, will require revised drainage calculations and approval by Development Services. CCO's involving lot grading will require Development Services, Planning and Board of Supervisors approval.*
- 11) *Offsite Disposal*  
*Of dirt or other materials requires an agreement with the owner of the disposal site to be submitted to the County, a sample agreement is attached. A Grading Permit for the disposal site will be required if more than 250 CY of dirt is moved to any individual site or if other thresholds are exceeded*
- 12) *Compaction Tests:*  
*Compaction around utilities and in trench area will be taken and must pass specifications.*
- 13) *Excavation Slope:*  
*Cut slopes be rounded into the existing terrain to produce a contoured transition from cut face to natural ground:*
- 14) *Subgrade Approval Letter:*
- All Utilities must provide a written notification that all their under the road facilities are complete prior to inspection of sub grade. TD will then inspect sub grade for grade and compaction, and if both are approved, a written sub grade approval will be issued. EID may then allow testing of their facilities. Written approval of their facilities by EID is mandatory prior to start of work on aggregate base. See the attached letter for additional requirements for subgrade approval.
- 15) *Sub grade Staking*  
Sub grade cannot be checked without all staking in place, a surveyor must replace any stakes that are missing.
- 16) *Lot Grading Certificate:*  
is required prior to approval of sub grade, see attached memo,

#### **TD STANDARD PLANS**

- 17) *Signing / Striping:*  
All striping must be done with paint. All stop bars, crosswalks, and legends must be done with hot thermoplastic signs must be high intensity sheeting on .080 thick aluminum. See attached TD standard plan.
- 18) *Manholes:*  
Vaults and other structures in the pavement that require backfill are subject to compaction testing every 2 feet for 95% in accordance with the structural backfill specifications in Section 19-3.06 of the Caltrans Standard Specifications. The material must comply with gradation and sand equivalent requirements for structural backfill.
- 19) *Utility Boxes:*  
Such as water meter boxes in walk areas (usually 5 feet behind curb or dike) must be set flush with the grade or moved out of the walk area.
- 20) *Utility Service Lines:*  
In locations with roadside cuts/fills or slopes greater than 6 feet in height or steeper than 3:1, the service line shall be extended 5 feet beyond the catch point of the slope and marked with a steel T-post. Extension shall be in conformance with the individual utility requirements.

21) *Nonyielding Utility Installations:*

That are above ground on subdivision streets, such as transformers, and splice boxes must be 6 feet or more from the EP/back of curb. On collector roads, all nonyielding installations must be 20 feet from the EP/rolled curb or 10 feet from vertical curb/dike. See attached TD standard plans for hydrant location standards.

22) *Culverts / Drain inlets:*

County Type B drain inlets are unique to El Dorado County; see the attached standard plan. The weepholes are mandatory. If an HDPE pipeline daylights, the last 5 feet must be 12 gage CSP or concrete.

**OTHER**

23) *Emergency Phone Numbers:*

Please fill out the attached form and FAX or mail it to TD.

24) *Contractor Notification of Start of Work:*

Must be made to TD 48 hours prior to the start of work at the beginning of the job and whenever the job is suspended by weather or any other causes.

25) *Entrance Barricade*

Will be mandatory where ever an existing road is being extended.

26) *Final Signoffs:*

From all Utilities are required along with posting of a maintenance bond prior to TD final acceptance of the project.

27) *Weekly Onsite Meetings:*

May be required by TD with Owner, Engineer, Contractor, EID and Utilities present.

# CONTRACT CHANGE ORDER



*(Name, address, phone and fax numbers; email address)*

Johnathan Doe  
2121 Blank Road  
Townland, XZ 111112

Date: April 1, 2525

*TM number Name of Subdivision & Unit or Phase number &:*

Dazzle Oaks Unit 7 Ph 3 TM 25-4141

Contract Change Order No. 1

*(Direction to Contractor)*

*You are directed to make the following changes:*

- 1) *Revise the pad grading on Lot 16 from 1813.4 to 1812 (Sheet G-1)*
- 2) *Delete storm drain "H-22". (Sheet 4 & 5)*
- 3) *Revise storm drain line "H-13" to 160 lf. of 18" CSP ga., with concrete headwall.*
- 4) *(Drainage calculations attached – sheets 5, 6 & D-1)*

*(Cost Changes)*

- 1) These changes shall be performed for an additional cost of \$ \_\_\_\_\_

*(Time Changes)*

- 1) No increase in contract time will be allowed as a result of these changes.

*(Explanation)*

The reason for these changes is to avoid destruction of the trees located in the proposed storm drain "H-22" alignment. Lot 16 will have to be lowered to drain into the extended storm drain "H-13".

**\*\*Signatures:** Transportation Division (TD) shall be the final signature required.

APPROVED:

DATE:

Engineer \_\_\_\_\_

Developer \_\_\_\_\_

Contractor \_\_\_\_\_

E. I. D. \_\_\_\_\_

County of El Dorado, Community Services Agency, Transportation Division