PURPOSE:

This policy is to identify the approval process for temporary stockpile grading permits on private property. It is not applicable for temporary fill on an existing site with an issued grading permit from the CD Engineering or Building Division. Requirements for submittal are listed. Community Development Department Engineering, Planning and Building Divisions and Fire Department permit requirements are identified. The approval requirement for each division/department associated with the approval process is identified. Special inspection requirements, engineer of record responsibilities, and requirements for final approval are clarified.

Applicable code sections:
- CBC Appendix Chapter J, Section J104
- City of Santa Rosa Zone Code, Section 20-52.040: Temporary Use Permits

PROCEDURE:

Submittal Requirements:
- An application for a temporary use permit for a temporary stockpile with 10 sets of plans is required to be submitted to the Planning Division. Note: The application for the temporary use permit and the application for a grading permit issued by the Building Division may be processed concurrently.
- A building permit application and (4) sets of plans are required to be submitted to the Building Division. Submittal shall also include the following items:
  - Soils engineer plan review letter which lists any specific recommendations or request to the building official for deferral of the soils report.
  - Plans shall include general grading notes, construction work hours and days, time limits for stockpile to remain on proposed site, location/vicinity map, site plan showing entire parcel with existing and proposed contours, existing structures and surface features, trees and protection measures, existing and proposed drainage, a minimum of one cross section, sedimentation and erosion control plan, and best management practices (BMP) measures. All conditions of approval established...
by the temporary use permit shall be noted or included with the plans for the grading permit.

- If the volume of fill is over 5,000 cu yards, plans must be prepared by a registered civil engineer with requirements for benching, compaction, drainage, and sedimentation and erosion control addressed on plans.
- Projects resulting in the disturbance of 1 acre or more or that drain to a waterway, shall obtain a Notice of Intent (NOI) from the State Water Resources Control Board (SWRCB). A copy of the NOI shall be submitted with application for stockpile grading permit.
- A cash deposit for removal of the stockpile if required by the temporary use permit.
- Phase I Environmental Site Assessment for site to receive stockpile.
- Identification of source of stockpile material.

**Content and Scope of Review**

- **Fire Department**: Confirm that Phase 1 Environmental Site Assessment (ESA) has been submitted for the stockpile site or approve the use of the stockpile site based on other relevant information. Verify fill material is not contaminated. Notify Building Division that site is acceptable for stockpile use.
- **Planning Division**: Review application and plans for conformance with temporary use permit. Notify Building Division of any required plan changes or that plans comply with conditions of approval from temporary use permit.
- **CD Engineering**: Review application and plans for conformance with temporary use permit. Notify Building Division of any required plan changes or that the plans comply with conditions of approval.
- **Building Division** (*see below*): Review application and plans for compliance with soils engineer’s report and grading recommendations (if provided); review for compliance with CBC Appendix Chapter J; determine if project qualifies as Engineered Grading and, if it does, verify engineer’s compliance with code requirements; review plans for erosion and sedimentation control requirements and other Best Management Plan (BMP) features; Notify applicant of any required plan changes or that plans comply CBC Appendix Chapter 33 or other applicable regulations or conditions for approval. If approvable, prepare plans for permit issuance.

**Request for review as alternate/modification to full code compliance:**

* If the volume of fill is less than 5,000 cubic yards a request from the applicant, soils or civil engineer to waive full requirements for fill required by CBC Appendix Ch. J may be made to the Building Official.
* For larger fills, the soils or civil engineer may provide recommendations that are different than the prescriptive code requirements for compaction and subsurface grading and drainage as appropriate for the actual site conditions, time limits of stockpile, or proposed scope of work.

**Inspection Requirements:**
• Unless otherwise noted on plans, the soils engineer representative shall be present to verify stockpile operations comply with their recommendations.

• Once soils have been put in place an inspection is required to verify location and installation per approved plans. Special inspection may be required by a soils engineer to verify compaction. Civil engineer of record may be required to verify location and property line setbacks.

• Grading operations or stockpile material exposed during the rainy season, October 15 – April 15, will require sedimentation and erosion control measures to be installed. An inspection and approval by City staff is required.

• A final inspection within term limits of the temporary use permit shall be requested when the stockpile is removed.

• Failure to obtain a permanent fill permit or removal of the stockpile within term limits of the temporary use permit may result in the project being forwarded to code enforcement for processing. Any cash deposit may be used for removal of stockpile.

Michael K. Whitaker, Chief Building Official