



March 31, 2003

MEMORANDUM

BULLETIN G-08-03 Revision of G10-98

TO: All Licensed Contractors, Permit Applicants, Architects and Engineers

FROM: Thomas H. Goldsbury, P. E., Chief
Building Inspection Division

SUBJECT: **Procedures for obtaining Site Clearing Permits (Updated 2/10/10)**

Effective November 1, 1998, the following procedures shall be used to obtain a site-clearing permit.

1. A completed site clearing permit application with three (3) sets of plans will be taken to the Zoning counter for zoning verification, (if PUD, you must get Planning Department approval), and then taken to the Development Services Division (DSD) on the 2nd floor of the Ed Ball Building (214 North Hogan Street), for plan review.
2. If DSD determines that a 10/10 set review submittal is not required, they will initial approval on the Site Clearing Permit Application. Once approved, submit the plans and application to the Plan Review counter, also located on the 2nd floor of the Ed Ball Building. For review and processing by the Landscape section.
3. If DSD has determined that a 10/10 set review submittal is required, a site clearing permit may still be issued after the erosion control and landscape comments on the 10 set review have been addressed. In this case, the application and three sets of drawings should be taken to DSD, for erosion and sediment control verification, and then submitted to the Plan Review counter for review and issuance of permit.
4. The application shall include the following:
 - A. Landscape:
 - a. Survey including location and identification of protected trees by species and size (caliper).
 - b. Mitigation Plan.
 - c. Identification of all trees to be removed.
 - d. Proposed mitigation tabulation showing replacement for protected trees removed according to following ratios:
 1. Live Oaks-Replace 1" cal. For 1" cal. removed.
 2. All Hardwoods 24" or greater 1" cal. for 1" cal. removed.
 3. All Others-Replace 1" cal For 3" cal. removed.
 - e. Tree barricade specifications and details.

B. Landscape Plan:

- a. Planting plan.
- b. Plant schedule.
- c. Landscape specifications.
- d. City landscape requirements tabulation.

C. Irrigation Plan:

- a. Hose bibs within 75' of all plant material. **OR**
- b. Automatic irrigation system.

D. Drainage:

- a. Provide erosion control plan and details.
- b. Provide survey to include any off site storm water contributing to this project. (Include area drainage map in plans.)
- c. Show flood zone designation(s), base flood elevations (BFE), and panel numbers.
- d. Show established jurisdictional lines.
- e. Provide drainage divide lines and drainage areas in acres.
- f. Provide lot grading plan in accordance with current Land Development Procedures Manual (proposed elevations at all lot corners and as may be necessary).
- g. Show flood zone footprints per FEMA Maps, elevation based on BFE, and elevation based on Master Stormwater Management Plan.