

SECTION 2: DEVELOPMENT MAPS AND CONSTRUCTION PLANS

2.01 GENERAL

Complete plans and specifications for all proposed improvements, including any necessary dedications and easements, shall be submitted to the Engineering Division of the Department of Public Works. They must receive approval by the City Engineer prior to the beginning of construction of any portion of such improvements within the public right-of-way. Such plans shall be prepared by or certified by a Registered Civil Engineer in accordance with the provisions of "Civil Engineer's Act", Chapter 7 - Division 3 of the Business and Professions Code, relating to the practice of Civil Engineering.

Exceptions from approval are any features of the plans that are contrary to, in conflict with, or do not conform to any California State Law, City of Woodland Ordinance or Resolution, or generally accepted good engineering practice in keeping with the standards of the profession; even though such errors, omissions or conflicts may have been overlooked in the Department of Public Works review of the plans.

2.02 PREPARATION OF MAPS

Final and Parcel Maps shall be prepared in conformance with the Subdivision Map Act, the City of Woodland Subdivision Ordinance, and as follows.

- A. Dimensions: Maps shall be clearly and legibly drawn on 18-inch by 26-inch (18" x 26") sheets with a one-inch (1") margin on all sides.
- B. Scale: The scale of the map shall be one inch equals 50 feet or 100 feet and enough sheets shall be used to accomplish this end. A graphical scale not less than three inches in length shall be shown in addition to a numerical scale.
- C. Form: The statement sheet shall be drafted so that the statements (as applicable) will appear in the form and location as depicted in Section 2.05 and on Figure 2a.
Statements shall be appropriately completed and signed in the following order:
 - 1. Owner
 - 2. Notary
 - 3. Trustee (if applicable)
 - 4. Trustee's Notary
 - 5. Dedication
 - 6. Engineer (or Surveyor)

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7. City Consultant
8. City Engineer
9. Community Development Director
10. City Clerk
11. County Tax Collector
12. County Recorder

- D. Closure: The maximum error of closure shall not exceed 0.010'.
- E. Digital Files: Maps and Plans shall be geo-referenced (California Coordinate System of 1983 (CCS83) (1999.51) California Zone 2 U.S. Survey Foot) and tied to two City Control Network Monuments (City of Woodland Geodetic Control Survey, Yolo County Book of Maps 2002, Page 88 thru 94). Requirements for tie-in to two control monuments shall not apply to remodels of existing single family residences or as determined by the City Engineer. All other development with on site storm, sewer or water systems shall tie to two control monuments.

Digital files shall conform to the following:

1. Drawing shall be submitted as AutoCAD .dwg format.
2. Global Coordinate System for the drawing shall be California Coordinate System of 1983 (CCS83) (1999.51) California Zone 2 U.S. Survey Foot.
3. Electronic files to be submitted on Compact Disk.
4. Text files to be submitted in Microsoft Word.
5. Spread Sheets to be submitted in Microsoft Excel.

2.03 PREPARATION OF IMPROVEMENT PLANS

Construction plans and specifications shall be prepared in accordance with the following:

- A. Dimensions: Construction plans shall be clearly and legibly drawn on 24 inch by 36 inch (24" x 36") sheets with a 1-1/2 inch (1½") clear margin on the left edge and 1/2 inch (½") margins on all other edges.
- B. Scale: Horizontal scale shall be 1" = 40'; vertical scale shall be 1" = 4' or as approved. Numeric & graphic scale shall appear on each sheet.
- C. Form:
1. *Title Sheet.*
 - a. Name and Number of Subdivision.
 - b. Plan view showing the entire street right-of-way layout (Scale: 1" = 100'), proposed water and sewer mains, storm

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drainage system, lot numbers and other miscellaneous improvements to be installed.

- c. Index of Sheets.
- d. Complete Legend. (See Figure 2b and 2c)
- e. Typical Street Section.
- f. Vicinity Map with North Arrow.
- g. Title Block shall be the City of Woodland standard located across the bottom edge of the sheet. This is typical of each and every sheet. (See Figure 2d.) An electronic version of the standard Title Block in AutoCAD .DWG and .DXF formats is available from the City of Woodland Engineering Division.
- h. Temporary and permanent bench marks and descriptions.
- i. General and Construction Specification notes relating to project.

2. *Street Plan and Profile Sheets.*

- a. Plan view of each street to be improved shall be shown on separate sheets indicating existing improvements, proposed improvements and future improvements, if known. Proposed improvements shall include sidewalk, curb, gutter, driveways, sewer mains, water mains, water service and sewer lateral locations, storm drains, manholes, valves, fire hydrants, fencing, barricades, monuments, survey stationing and other data as required by the City Engineer. Survey stationing shall normally read left to right with the north arrow pointing to the top or left edge of the sheet. All stationing shall be a continuation of existing improvements where possible.
- b. A profile view of each street shall be shown immediately below its plan view. The profile shall include existing grade lines, sewer mains, storm drains, water mains, public utility mains, all utility crossings, and gutter flow line. Elevations shall be shown for the gutter flow line at grade break points, manhole and catch basin inverts, and water main crossings with other utilities.

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- c. All line work must be clean, sharp and heavy. Letters and numerals must be 1/8-inch minimum and well-formed. Numerals showing profile elevations shall not be bisected by station grid lines.
 3. *Grading Plan.* Grading plans shall clearly show each lot, how each lot drains, pad elevation of each lot, street high and low points along with street slopes, and elevations of adjacent properties. The plan shall conform to Section 11 of these Engineering Design Standards.
 4. *Erosion Control Plan.* An Erosion Control Plan shall be prepared in conformance with Section 11 of these Engineering Design Standards.
 5. *Commercial or Industrial Site Development Plan.* Site development plans shall include building pad, finished floor and garage elevations, individual lot drainage pattern, adjacent land drainage, driveway locations, fencing, existing contours, existing trees, wells, ditches and other landmarks important in the construction of the improvements. In addition, adjacent lot grading shall be shown.
- D. Digital Files: Maps and Plans shall be geo-referenced (California Coordinate System of 1983 (CCS83) (1999.51) California Zone 2 U.S. Survey Foot) and tied to two City Control Network Monuments (City of Woodland Geodetic Control Survey, Yolo County Book of Maps 2002, Page 88 thru 94). Requirements for tie-in to two control monuments shall not apply to remodels of existing single family residences or as determined by the City Engineer. All other development with on site storm, sewer or water systems shall tie to two control monuments.

Digital files shall conform to the following:

1. Drawing shall be submitted as AutoCAD .dwg format.
2. Global Coordinate System for the drawing shall be California Coordinate System of 1983 (CCS83) (1999.51) California Zone 2 U.S. Survey Foot.
3. Electronic files to be submitted on Compact Disk.
4. Text files to be submitted in Microsoft Word.
5. Spread Sheets to be submitted in Microsoft Excel.

2.04 REVIEW AND APPROVAL PROCEDURE (IN ORDER) FOR FINAL MAPS AND IMPROVEMENT PLANS

- A. Prior to preparation of the final map or improvement plans, the Consulting Engineer shall submit a Street Site Plan showing any roadway improvements identified in the City Street Master Plan or the City Bikeway

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Master Plan and a Utility Site Plan showing any utility improvements identified in the current Storm Drainage Master Plan, Wastewater Facilities Master Plan, and Water System Master Plan, as applicable. The Site Plans may be included with an Initial Study, EIR, Tentative Map or Conditional Use Permit Application.

No work shall be started on any detailed Improvement Plan until the City Engineer has approved in writing any Street Site Plan or Utility Site Plan.

- B. Consulting Engineer prepares and submits Final Map or Parcel Map, and Improvement Plans to the Public Works Department.

The following items must be presented with the original submittal:

1. All information required by California Subdivision Map Act, City Subdivision Ordinance, City Tentative Map Checklist, and Public Works Engineering Design Standards.
2. Two (2) sets of Improvement Plans, including design calculations.
3. Final Map Application including:
 - a. Two (2) Blueprint copies of the map.
 - b. Vesting Deed, Preliminary Title Report (dated within 90 days of Final Map application, copies of deeds referenced).
 - c. Closure calculations with parcel acreage.
 - d. Soils report except where an R-value of 5 is assumed.
 - e. City of Woodland Planning Commission conditions of approval.
4. Fees for map checking and plan checking.
5. Cost estimate for Public Improvements.

In the event that the above items are not complete, or if a significant number of items listed on the "Final Map and Improvement Plan Checklist" are incomplete, the City Engineer may determine that the project is not suitable for review. The project will not be "Logged In" until such time as the Map, Plans and other required submittal items are at an acceptable stage of completion for City review.

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- C. City checks data in Step B and returns to Consulting Engineer for changes and/or corrections. Improvement Agreement is prepared and sent for Developer review.
- D. Consulting Engineer makes all changes and/or corrections and submits corrected Final Map and Improvement Plans. Developer returns Agreement with any comments or a letter stating the Agreement is acceptable as is.
- E. Steps “C” and “D” are repeated until Map, Plans, and Agreement are acceptable or upon the approval of the City Engineer, City may approve improvements plans prior to the final map if:
 - 1. The developer executes an improvement agreement and posts security and insurance.
 - 2. The map has been submitted, reviewed and been determined to be substantially complete by the City.
 - 3. The following note is added to the front sheet of the plans: “Plans have been approved prior to the completion of the final map. Any discrepancies with the final map shall be resolved by the developer or his consulting engineer prior to the acceptance of public improvements.”
- F. The Consulting Engineer shall submit originals of Improvement Plans and/or Final Map on mylar and electronic media (AutoCAD .dwg format on Compact Disk) for Council approval of the Map and certification of plans by the City Engineer. Developer delivers executed agreement, and all items required by said agreement (i.e.; fees, insurance, securities, deeds, etc.) to the Public Works Department.
- G. City Engineer signs the Improvement Plans and the Final Map.
- H. Final Map and Subdivision Improvement Agreement are scheduled for City Council approval. At least 14 days lead-time is required for any City Council agenda. Council approves Map and Agreement.
- I. City Clerk and Mayor sign the Improvement Agreement and City Clerk records Final Map and Agreement.
- J. Signed Improvement Plans are released to the Consulting Engineer.
- K. Prior to start of construction, Developer shall coordinate pre-construction meeting. At, or prior to this meeting, Consulting Engineer shall supply City with two full size 24" X 36" blueprints and two reduced size 11" X 17" paper copies of the complete set of approved Improvement Plans. The

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City will supply the Developer with a construction questionnaire to be completed and returned before construction shall be allowed to begin.

- L. During construction, the Contractor shall maintain one set of record drawings readily available to the City Engineer. Upon request for final inspection, a set shall be supplied to the City for use by City personnel during final inspection.
- M. Prior to final inspection of the improvements, the developer's engineer shall submit a complete set of Record Drawings on reproducible mylar and electronic media to the City as follows:
 - 1. *Record Drawings.* All modifications as shown on the record drawings maintained by the Contractor shall be conveyed on the original mylar construction plans signed by the City Engineer. The original information on the plans is to be lined out and the new information shall be added in ink. No erasures are to be made. The plans are to be stamped "RECORD DRAWING". All modifications are to be approved by the City Engineer prior to project acceptance.
 - 2. *Electronic Media.* At project completion, the Engineer shall submit a complete set of record drawings complying with the specifications of sections 2.02 and 2.03 for digital files. All construction field modifications shall be included in the record drawings.
- N. Acceptance of the improvements shall be scheduled for City Council approval upon completion of construction to the satisfaction of the City Engineer.
- O. Once the project is accepted by Council, the City Clerk will, within five (5) working days, prepare and file a Notice of Completion with the Yolo County Recorder. The date the Notice is recorded will begin a thirty-five (35) day lien period during which liens may be filed against the project.
- P. The Faithful Performance Bond (for 100% of the estimated cost of public improvements) will be released to the Developer at the time City Council accepts the project. The Labor and Materials Bond (for 50% of the estimated cost of public improvements) will be retained by the City for a period of sixty-five (65) days beyond the date of acceptance. The Certificate of Guaranty (for 10% of the estimated cost of public improvements) is held for a period of time as required by Section 21-13-2 of the City of Woodland Code.

2.05 MAP STATEMENTS

The following statements shall be used on all maps submitted to the City of Woodland.

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NOTE: Language in brackets [] indicate optional or alternate wording when applicable.

OWNER'S STATEMENT

We, the undersigned, do hereby consent to the preparation and filing of this map of Subdivision No. _____ for record; and we do hereby state that in order to pass clear title to the land delineated within the exterior boundary of this map the consent of no other persons is necessary.

[We do hereby offer for dedication to the City of Woodland, a Municipal Corporation, for private use, the parcels shown hereon as Parcel "____" and Parcel "____".]

[We do hereby offer in fee to the City of Woodland those portions shown hereon as Parcel "____" and Parcel "____".]

[We do hereby irrevocably offer to dedicate to the public as and for public thoroughfares, all streets, drives, courts and ways, as shown thereon; and we also hereby irrevocably offer to dedicate for specific purposes the following right-of-ways and easements for drainage, water, sewer, gas pipes, power, lights and telephone and television cables; and any and all other utility services together with any and all necessary appurtenances in each case, in, over and across those strips of land shown or designated as Public Utility Easement (P.U.E.); and rights-of-way and easements for tree planting and maintenance over those strips shown as "Tree Planting, Maintenance and Public Utility Easement" (T.P.M. and P.U.E.).]

[We do hereby relinquish all abutters rights to ingress and egress as delineated hereon (////////) as non-access easements.]

BY: _____
(Name) (Title)

NOTARY ACKNOWLEDGMENT

STATE OF CALIFORNIA)
)§.

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COUNTY OF YOLO)

On _____, before me, the undersigned, a Notary Public in for said state, appeared _____

_____ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), or the entity upon behalf of which the person(s) acted, executed the instrument.

Witness My Hand

Notary Signature _____

Printed Notary's Name _____

Notary's Principal Place of Business _____

Expiration of Notary's Commission _____

TRUSTEE'S STATEMENT

_____, as trustee under deed of trust recorded _____, instrument number _____, of Official Records, Yolo County Records, hereby consents to the preparation and filing of this map.

By: _____

Print Name: _____

Title: _____

DEDICATION STATEMENT

Pursuant to Section 66477.5 of the Subdivision Map Act the name and address of the grantor of the dedicated property is as follows:

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conditionally approved tentative map, if any. [All monuments are of the character and occupy the positions indicated or will be set in such position on or before _____ and that the monuments are, or will be, sufficient to enable the survey to be retraced.]

(Signed) _____

R.C.E. (or L.S.) No. _____

CITY CONSULTANT'S STATEMENT

I hereby state that I have examined this Plat of [Final Map] [Parcel Map] entitled "[Subdivision No. _____] [Parcel Map No. _____]" and I am satisfied that said Plat is technically correct in accordance with Section 66442 of the Subdivision Map Act.

Dated: _____

License: _____

Expires: _____

CITY ENGINEER'S STATEMENT

I hereby state that I have examined this Plat of [Final Map] [Parcel Map] entitled "[Subdivision No. _____] [Parcel Map No. _____]" and find it to be substantially the same as the Tentative Map submitted to the Planning Commission of the City of Woodland, and that all provisions of the Subdivision Map Act and all applicable City ordinances have been complied with.

Dated: _____

DICK DONNELLY, City Engineer

LICENSE: R.C.E. #46441

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EXPIRES: June 30, 2003

COMMUNITY DEVELOPMENT DIRECTOR'S STATEMENT

I hereby state that I have examined this map and have found it to be substantially the same as it appeared on the tentative map, and any approved alterations thereof, and that it complies with all applicable City ordinances and conditions of approval.

Date

Community Development Director, City of Woodland

CITY CLERK'S STATEMENT (Final Maps Only)

I hereby state that at its regularly scheduled meeting of _____, the City Council of the City of Woodland approved this Final Map of Subdivision No. _____ and has accepted on behalf of the public all land, rights of way and easements hereon offered for dedication.

Dated: _____

City Clerk, City of Woodland

CITY CLERK'S STATEMENT (Parcel Maps that include dedications only)

The undersigned City Clerk of the City of Woodland does hereby state that the rights-of-way and easements hereon offered for dedication are accepted on behalf of the City of Woodland, pursuant to the City Council Resolution 1457, recorded October 15, 1959, in the Recorder's Office of Yolo County, State of California.

In witness thereof, I have hereunto set my hand this ____ day of _____, 20____.

Dated: _____

City Clerk, City of Woodland

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COUNTY TAX COLLECTOR'S STATEMENT

I, the undersigned, Tax Collector and Redemption officer of Yolo County, do hereby state that according to the records of this office there are no liens against this subdivision or any part thereof for unpaid State, County, Municipal, or local taxes or special assessments collected as taxes, except taxes or special assessments not yet payable.

Furthermore, pursuant to the Yolo County Board of Supervisors Resolution No. 89-168 I do hereby certify on behalf of the Clerk of the Board of Supervisors that Chapter 4, Article 8, of the Subdivision Map Act has been complied with regarding deposits.

IN WITNESS WHEREOF, the undersigned has caused his name to be subscribed on this _____ day of _____, 20_____.

County Tax Collector

COUNTY RECORDER'S STATEMENT

Filed this _____ day of _____, 20_____ at _____,
in Book _____ of _____, at page _____ at the request of _____.

County Recorder - County of Yolo

By:

2.06 CONTROL NETWORK REQUIREMENTS

A. Data shall be submitted both in U.S. Survey Foot and in Meters.

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- B. Observation data shall be submitted digital format. Data shall include GPS observation files in both native and RINEX format and digital level observation files. Other observation data, such as field notes and station occupation sheets, may be submitted as jpg, tif, bmp, pdf or doc.
- C. Vertical Control (Leveling) shall be NAVD 88.
- D. Leveling of Second Order Class II shall be used for Vertical accuracy. Level data shall be subject to minimally constrained least-squares adjustment. YSN (Yolo Subsidence Network) station values shall then be introduced gradually as constraints, with the intermediate results monitored to detect outliers that might result from a disturbed YSN station mark. Barring the discovery of outliers, all YSN monuments shall be used to constrain the final adjustment after converting their positions to epoch 1999.51 via the Horizontal Time Dependent Positioning (HTDP) software available from the National Geodetic Survey.
- E. Horizontal Control (static or rapid-static GPS observations) shall be California Coordinate System of 1983 (CCS83) (1999.51) California Zone 2 U.S. Survey Foot.
- F. Horizontal accuracy, following a minimally constrained least-squares adjustment shall be within 1 cm at the 95% confidence level. YSN station values shall then be introduced gradually as constraints, with the intermediate results monitored to detect outliers that might result from a disturbed YSN station mark. Barring the discovery of outliers, all YSN monuments shall be used to constrain the final adjustment after converting their positions to epoch 1999.51 via the Horizontal Time Dependent Positioning (HTDP) software available from the National Geodetic Survey.
- G. The locations of monuments used for the Geodetic Control Network, whether new or existing, shall be approved in writing by the city engineer or his designate prior to use in the network.
- H. Monuments shall be visible from an aircraft and as close as possible to section corners and quarter corners.
- I. Existing monuments may be used if they meet or exceed City of Woodland Control Network Monument Details (346, 347 and 348), or if the monument is approved by city engineering. Other types of new monuments may be used with written approval of the city engineer or his designate prior to installation. If the monument is to be located in traffic areas, a G5 box and cover is to be used.

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- J. The new or replaced monuments shall be tied to the existing City of Woodland Geodetic Control Network.
- K. A Surveyor's Report shall be submitted (including discussions of the network adjustment processes, issues that arose during the project and their resolutions and a certification of the results).
- L. A Record of Survey shall be submitted to the Yolo County Surveyor (Mylar and Electronic (AutoCAD, version determined by the city engineer), copies are to be submitted to the City.

TYPICAL MAP STATEMENT SHEET LAYOUT

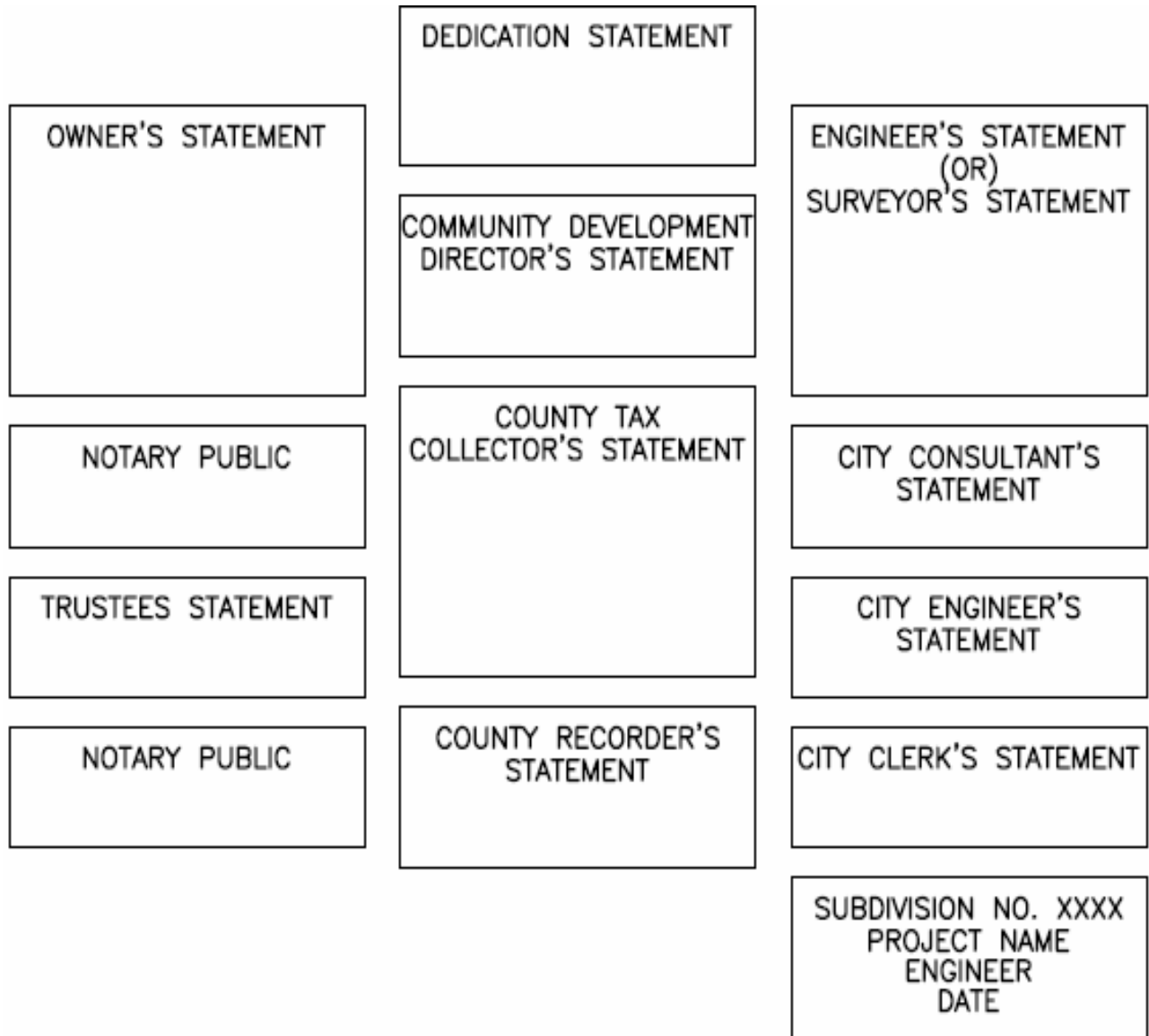


FIGURE 2a

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STREET LEGEND

STREET LEGEND	EXISTING	PROPOSED
SIDEWALK, VERTICAL CURB & GUTTER WITH DRIVEWAY		
SIDEWALK, LOW PROFILE CURB & GUTTER		
BACK EDGE OF WALK ELEVATION		
GRADE ELEVATION		
PROPERTY LINE		
RIGHT-OF-WAY		
EASEMENT		
STREET CENTERLINE		
SURVEY MONUMENT		
NO ACCESS		
FENCE		
TREE		
STREET LIGHT		
UTILITY POLE		
TRAFFIC SIGNAL HEAD		
PEDESTRIAN HEAD		
CONTROLLER		
SERVICE PEDESTAL		
PULL BOX		

FIGURE 2b

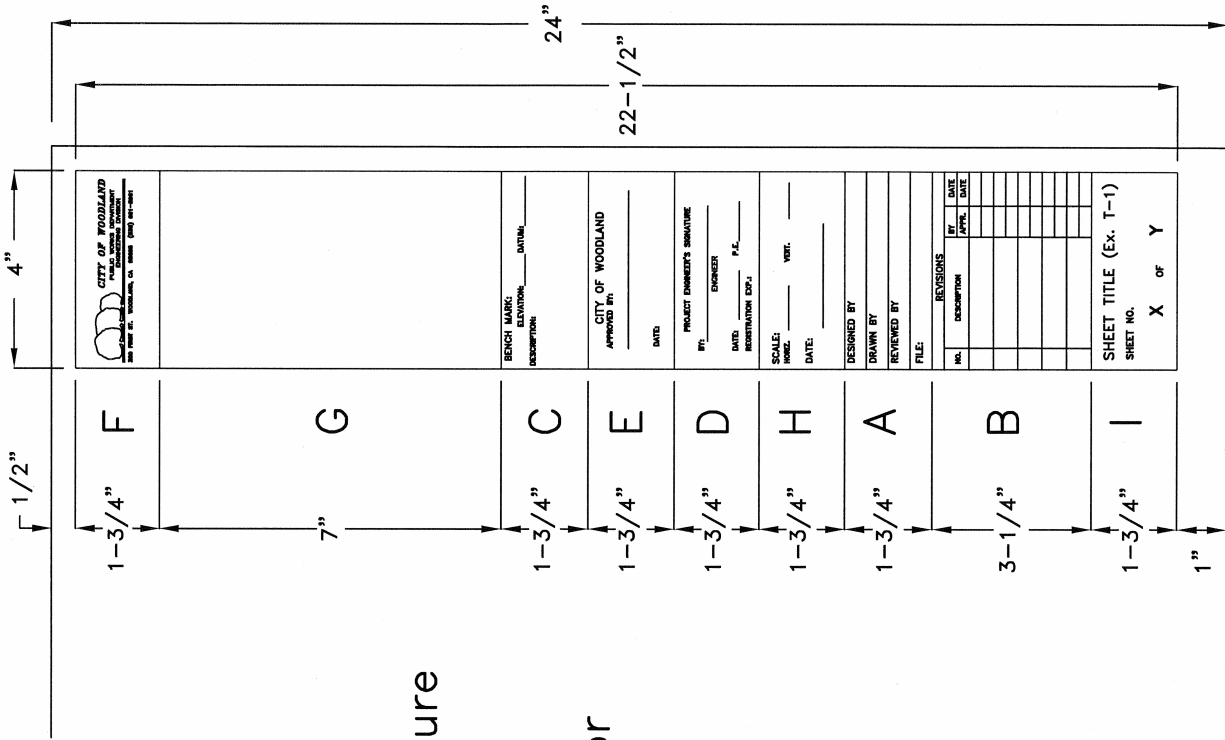
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SEWER/WATER/STORM DRAIN LEGEND

SEWER LEGEND	EXISTING	PROPOSED
SEWER MAIN (SHOW SIZE AND DIRECTION OF FLOW)		
SERVICE WYE & LATERAL		
MANHOLE		
WATER LEGEND		
WATER MAIN (SHOW SIZE)		
VALVE		
FIRE HYDRANT		
BLOW OFF		
CHECK VALVE		
STORM DRAIN LEGEND		
MAIN LINE (SHOW SIZE AND DIRECTION OF FLOW)		
GRATE INLET		
CURB INLET		
FIELD INLET		
MISCELLANEOUS LEGEND		
REMOVE EXISTING IMPROVEMENTS		
PAVEMENT OVERLAY		
NEW PAVEMENT		

FIGURE 2c

VERTICAL TITLE BLOCK



- A. Designed by
- B. Revision Box
- C. Bench Mark Info.
- D. Project Engineer's Signature
- E. Approved by
- F. Project Engineers Logo or City of Woodland Logo
- G. Project Title
- H. Scale, Date
- I. Sheet Number

TITLE BLOCK

FIGURE 2d