



WATERCOURSE ALTERATION / RELOCATION PERMIT

Town of Corte Madera, Department of Public Works
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Phone: (415) 927-5057 | Fax: (415) 927-5039

<hr/> PERMIT NUMBER

APPLICATION SECTION

SITE ADDRESS		APN	
APPLICANT		CONTRACTOR	
Name		Company Name	
Street Address		Street Address	
City / State / Zip		City / State / Zip	
Phone	Cell	Contact Name	
Email		Phone	Cell
PROPERTY OWNER (if different from Applicant) Name Phone		State Lic. #	Town Bus. Lic. #
DESCRIPTION OF WORK (include plans/sketch)			
START DATE	COMPLETION DATE	PLAN REVIEW #	

Print Name of Applicant

Applicant is: Owner Agent Contractor

Signature of Applicant

Date

APPROVAL SECTION

In compliance with this application and subject to all of the terms, conditions, and restrictions written below and printed as general provisions on page 2 of this permit, all applicable sections of the Corte Madera Municipal Code, and in accordance with approved plans subject to the following revisions and conditions:

PERMISSION IS HEREBY GRANTED TO DO WORK on the above-referenced site in accordance with approved plans, dated _____, prepared by _____, and consisting of pages _____.
This permit is to be strictly construed and no work other than that specifically mentioned above is hereby authorized.

PERMIT APPROVED AND ISSUED
By: _____ Public Works Representative
Date Issued: _____
Permit Expiration: _____

FEE SUMMARY
1. Minor Improvement (\$400) \$ _____
2. Major Improvement (\$500) \$ _____
3. Other: _____ \$ _____
Total Fees/Deposits \$ _____
Date: _____ Receipt # _____ Ck/MC/V # _____

INSPECTION NOTES
Inspected by: _____ Date: _____
Notes/Corrections:

FINAL INSPECTION
By: _____ Public Works Representative
Date: _____

GENERAL WATERCOURSE PERMIT PROVISIONS

1. The issuing of this permit is authorized by the Corte Madera municipal Code. This permit shall be valid for the period specified but shall not exceed on (1) year. Unless work is commenced within the time specified, this permit shall expire; and if work, after being started, shall cease for a period of ninety (90) days, this permit shall expire.
2. It shall be the responsibility of the Permittee to obtain the necessary permission from property owners to do the work shown on the grading plan. The Town assumes no responsibility or liability for work done on these properties, and the Permittee shall hold the Town of Corte Madera harmless of all damages which may arise out of the work herein permitted. Compliance with the requirements and conditions of the Municipal Code shall not be construed to relieve the owner of real property of any legal duties, obligations or liabilities incident to the ownership of the property while the work of grading, excavating or filling is in progress or after the completion thereof.
3. Prior to doing any work in the Town, County or State right-of-way, the Permittee shall file with the Town Engineer a copy of the Town, County or State Encroachment Permit issued therefore. This includes roadway, curb and gutter, and sidewalk.
4. It shall be incumbent upon the Permittee to plan and execute the work so as to cause the least inconvenience to the general public and abutting property owners. The Permittee shall protect adjacent property from dust caused by his operation. All routes proposed for haul roads must be approved by the Town Engineer.
5. No natural watercourse shall be filled or restricted until provisions for adequate drainage, approved by the Town Engineer, have been installed. Debris and silt basins shall be constructed as required by the Town Engineer. Seepage water encountered during grading shall be controlled and disposed of by a subdrainage system approved by the Town Engineer.
6. As supervised by the Soils Engineer, the construction of controlled fills shall be in accordance with the standard specifications of the cities of Marin and County of Marin. The Soils Engineer shall inspect the site each day that fills are placed or other pertinent work is accomplished and shall certify that the completed fill meets the compaction requirements. When the work is interrupted by heavy rain, fill operations shall not be resumed until field tests by the Soils Engineer indicate that the moisture content and density of the fill are satisfactory for resumption of the filling operation.
7. The Permittee shall submit written certification by an engineer duly licensed by the state that the proposed work will function properly, has not and will not impact any other properties, increase surface or subsurface drainage entering any other properties, deprive adjacent land of lateral support, cause slippage or excessive washing of earth or rock onto adjacent land and further that the design minimizes discharge of drainage from the property to the street/right-of-way to the minimum necessary. Further, at completion of the work and prior to acceptance, the applicant shall submit written certification by the same engineer that the completed work satisfies these and all other requirements of the permit.
8. The face of all cut and fill slopes shall be planted in accordance with a plan approved by the Town Engineer. Any damage to existing roadway improvements shall be repaired as directed by the Town Engineer. Contractors shall display company name, address, and phone number at the site.
9. Prior to acceptance of the work: the Town Engineer will review the Soils Engineer's final report; the Engineer shall submit a final grading map; and the Engineer shall certify to the Town that the grading has been accomplished in accordance with the finished grading plan.
10. The owner of any property on which an excavation or fill has been made shall maintain all slopes, retaining walls, cribbing, drainage structures and other necessary protective devices.
11. All work shall be in accordance with Marin Uniform Construction Standards (MUCS), the Standard Specifications of the Cities and County of Marin, latest edition, and the Corte Madera Municipal Code.
12. Sidewalk underdrains and curb outlets shall be 3" diameter cast iron pipes of sufficient number to handle the flow, or in accordance with MUCS Drawing No. 145. A junction box with a lid for clean out shall be located on the property side of the sidewalk. Sidewalk cuts for the drains shall be from scoremark to scoremark, and every attempt shall be made to match the adjacent sidewalk in both texture and color.
13. No material shall be allowed at any time to enter the storm drain system, including solids and liquids (e.g. soil, debris, washwater). The Permittee shall be responsible for any curb ponding or other drainage impacts to the street/right-of-way.
14. An erosion control permit will be required if there is a potential for erosion between October 15 and April 15.

Owner/Applicant Signature

Date