



City of Santa Barbara
Public Works Department
**PUBLIC IMPROVEMENT PLANS
(C-1 CONSTRUCTION DRAWINGS)**

Introduction:

Public Works Department C-1 construction drawings may be required when new or altered public improvements are proposed within the public right-of-way. Typical improvements include, but are not limited to, new or realigned street, curb and gutter and/or City utility mains. However, improvements such as new sidewalk or replacement of existing curb and gutter at the same alignment and elevation do not invoke the requirement for a C-1 drawing.

MINIMUM SUBMITTAL REQUIREMENTS

- City Master Application.** At the time of application, the Applicant shall submit a completed and signed City Master Application to the Public Works Department. All proposed public improvements need to be included in the C-1 drawing. In addition, separate application(s) for water service may be required.
- Plans shall be submitted on 24" x 36" (Arch D, not ANSI D) with City Title block
- Provide the **Project Description** on the Title Sheet of Public Improvements Proposed (not on-site improvements).
- Provide an **Engineer's Estimate of Probable Costs** for all public improvements and work in the public right-of-way (ROW).
- Submit a **plan check fee** per City Fee Resolution based on the Engineer's Estimation. If no Engineer's Estimation is available at time of submittal, the minimum submittal fee for C-1 drawings will be used.
- Design standards shall be listed on plans**, e.g.: the most current Standard Specifications for Public Works Construction (Greenbook); the most current City Construction Standard Details; CA M.U.T.C.D.; ADAAG/Title 24 guidelines for improvements in public ROW; City Standards for Parking Design; City Storm Water Management Plan (*see Creeks Division to review*); City Pedestrian Master Plan; Cal Trans Highway Design Manual; SBMC etc.
- Hydrology calculations.** Required primarily for storm drains.
- C-1 plans at initial submittal.** Submit **plan sets electronically as one Adobe Acrobat .pdf file**, prepared by a Civil Engineer registered in the State of CA, for routing and plan checking.
- Land Use application requirements:** When an Engineer's Estimate and Land Development Agreement is required, submit a current **Preliminary Title Report (PTR)**, dated within **3 months of the application**, for the property related public improvements.

SPECIFIC PLAN REQUIREMENTS

C-1 plans shall include:

- Legend, Sheet Index and City Title Block** (can be found under “Resource Documents/CAD Standards) at SantaBarbaraCA.gov/Engineering).
- Engineering staff will assign a C-1 drawing number as a part of the initial plan check and a Public Works permit tracking number (PBW). The project title block shall be limited to 3 lines. *For example:* The 1st line is the basic description (e.g.: Coyote Rd. Sewer Main Extension), the 2nd line would be the “xxx hundred block of xxx street” where improvements are proposed, and the 3rd line will vary between, “Title Sheet and Construction Notes”/ “Plan and Profile”/ “Details”, etc. A sample C-1 drawing with title block and revised City drafting standards are available on the City of Santa Barbara Website.
- Engineer of Record’s name and license number** including stamp with expiration date, company address, telephone number.
- Declaration of Engineer of Record**, on the cover sheet of the plans.

I hereby declare that the design of the improvements as shown on these plans complies with professional engineering standards and practices. As the engineer in responsible charge of the design of these improvements, I assume full responsible charge for such design. I understand and acknowledge that the plan check of these plans by the City of Santa Barbara is a review for the limited purpose of ensuring the plans comply with Public Works Construction Standard Details, procedures, and other applicable policies and ordinances. The plan check is not a determination of the technical adequacy of the design of the improvements. Such plan check does not, therefore, relieve me of my responsibility for the design of these improvements.

As the engineer of record, I agree to indemnify and hold the City of Santa Barbara, its officers, agents, and employees harmless from any and all liability, claims, damages or injuries to any person or property which might arise from the negligent acts, errors or omissions of the engineer of record, my employees, agents or consultants.

- Draw plans using an **Engineering scale** at an appropriate scale. Staff recommends 1”=20’ horizontal and 1”=4’ vertical minimum, or 40 scale horizontal at the smallest and 10 scale horizontal at the largest.
- On the Title Sheet** provide a site plan, vicinity map with north arrow, abbreviation legend, and symbol legend
- Plan and profile** views for subsurface improvements and plan view for surface public improvements.
- General Notes** for project as determined by the Engineer of Record.
- Clearly **label existing and proposed improvements**, and differentiate with gray scale for existing and bold lines for proposed.
- Assessor’s Parcel Numbers (**APN’s**), street **addresses** shown for any parcels adjacent to the proposed project, and list **SHO or PC Reso. No.** on Title Sheet, if applicable.
- Provide **dimensions** for property lines, and dimensions on right of way boundaries, street widths and provide bearings on new underground utilities (e.g.: water main, sewer main or storm drain).

SPECIFIC PLAN REQUIREMENTS continued...

- Show all **existing and proposed utilities**, including but not limited to the sizes of mains, type of materials, services or laterals, driveways, sidewalk, curb, buildings, poles, signs, drainage structures, fences, walls, street trees, parkway improvements, and any other obstruction existing or proposed in the public right-of-way.
- Structural section(s)**. Indicate thickness and type of sub-base, base and paving materials and compaction requirements as identified in a soils report and per the City's Construction Standard Details. Structural calculations are required for any structures in the ROW such as structural sections, retaining walls, vaults, etc.
- Indicate any **abandonment** in place or removal of public utilities.
- Indicate how **site drainage** will be accommodated and discharged into the public right-of-way drainage systems.
- Identify all **survey monuments** within the public ROW and requirement to protect in-place or tie-out and file a Corner Record with County Surveyor prior to construction and reestablish appropriate survey monument(s) and file a Corner a Record with County Surveyor.
- Identify all **sandstone curbs** located at the property frontage.
- Soils report** and engineering geology report, if needed.
- Survey datum** must be identified and the proposed improvements tied into the City of Santa Barbara Control Network grid, using NAVD 88 for the vertical and NAD 83 for the horizontal datum coordinate elevations. See SBMC 27.10.080. Provide **basis of bearing** on new water main, storm drain and sewer main alignments.
- Show all **proposed and existing contours**, flow arrows and drainage pipes. Site drainage to the gutter must be conveyed via City standard curb outlets with the appropriate City standard detail listed. Preliminary **hydrology calculations** may be required for any proposed drainage conveyance systems.
- Identify **cracked or uplifted concrete** sidewalks and/or driveway in construction notes to be saw-cut and replaced to City standard.
- Show new **street trees**, tree wells, and where required, tree grates - coordinate with the City Arborist. Removal of existing street trees requires Parks Commission review and approval.
- Proposed trenching in **archeologically sensitive zones** requires the applicant to consult with City Planning Division.
- If applicable, submit as a part of the C-1's a **traffic signal and/or striping plan**, including but not limited to a striping, signals, street signs, and specifications, in addition to any improvements within the pedestrian corridor. A proposed **temporary traffic control (TTC)** shall be supplementary to the C-1 drawings and submitted by the contractor at a later date.
- Refer to the City of Santa Barbara Engineering Design Guidelines for additional design criteria to be followed.

**The above addresses Public Works Department concerns and requirements.
Other City Divisions/Departments may have additional requirements.**

For information call (805) 564-5388

City of Santa Barbara Public Works Department

630 Garden Street, Santa Barbara, California, 93101



PUBLIC WORKS (PBW) AGREEMENTS – PERFORMANCE AND PAYMENT SECURITY

INFORMATIONAL HANDOUT

BACKGROUND

A Public Works Permit (PBW) is required any time construction work will be conducted within the public right of way, City streets, or utility easements. Public improvements (new or extended streets, new sidewalks, water main extensions, sewer main extensions, significant storm drain work, and new City streetlights) that benefit the public generally rather than just abutting private property and exceed a construction cost of \$25,000 will generally require the submittal of performance and payment security to ensure the work is completed per the executed agreement and all contractors etc. are paid. The requirement for such security is codified in Municipal Code Section 22.44.040 and 27.11 for subdivisions.

City staff fill-in the Agreement to Construct and Install Improvements or the Agreement for Land Development Improvements (for subdivisions) and provide to the applicant during the C-1 Public Improvement Plan check process. Those agreements provide additional information on security requirements.

FORMS OF SECURITY

There are generally three forms of security.

- 1. Performance and Payment Bonds** - These bonds are paper that insure the work is completed per the executed agreement and if not completed timely (or otherwise), the City may enforce on the bond. The bonds are backed by corporate sureties authorized by the State of California. Said bonds shall be in substantially the same forms as provided in [66499.1](#) and [66499.2](#) of the Subdivision Map Act.

The sureties generally charge a premium based on the Engineer's Estimated construction cost, which may include renewal charges. The surety will provide additional application instructions/requirements to be bonded. The performance bonds require release by the City Engineer at completion of construction and again at the end of the one-year warranty period. Reference the project specific agreements for specifics.

There are several entities available to help you with bonding. You may contact the below local contact, but there is no requirement to do so.

HUB International Limited

40 E Alamar Ave

Santa Barbara, CA 93105

(805) 879-9575

Judy Pearen, Bond Manager/Sales Executive

judy.pearen@hubinternational.com

www.hubinternational.com

2. **Cash Deposit** – You may elect to deposit 100% of the Engineer’s Estimate of construction with the City. 75 percent of the deposit of cash will be returned at completion of construction and then in full upon satisfactory completion of the warranty period.
3. **Letter of Credit** – This is very similar to a cash deposit but is made to a financial institution (regulated by the state or federal government). The document pledges to the City that the funds necessary to carry out the act or agreement are on deposit and guaranteed for payment should the City need to complete the work and/or pay parties involved for work completed. A Letter of Credit may allow for the applicant/developer to accrue certain interest on the money held with the financial institution but the money may not be withdrawn until released by the City.

FOR MORE INFORMATION

Ask assigned staff for a copy of the associated agreement, ask your attorney or financial institution, or email pwcounter@santabarbaraca.gov. This document is not entitled to provide legal advice and simply provided as a resource for selecting an appropriate form of security.