

1.0 GENERAL POLICIES AND PROCEDURES

The following outline is intended to guide and inform developers and engineers in the preparation and processing of final maps, engineering plans and construction permit applications for development projects in Highland.

Upon City approval of a tentative map, design review, conditional use permit, or other development application, and prior to obtaining construction permits, the developer's engineer must submit an entire engineering development plan and/or map package (development package) to the City for review and approval.

1. Conditions of Approval

- a. The conditions of approval will be provided to the developer by the Planning Division following City's approval of a development proposal.
 - The developer and the developer's engineers should carefully review all conditions of approval that will affect the preparation of final plans or maps and if questions arise regarding the Engineering Conditions of Approval, he or she should contact the City Engineer's office for clarification at (909) 864-8732, ext. 240.

2. Plan Check Submittal Requirements

- a. Plan check submittals must be submitted to: City of Highland, Engineering Department, 27215 Base Line, Highland, CA 92346.
- b. Plan check submittal must include plan and map checking fees.
- c. Plan check submittal must include and conform to the City's Plan Check Submittal form. Refer to Section 2.0 of this handbook.
- d. Plan check submittal must include the entire engineering development package prior to submittal to the City for checking and/or review and approval.
 - The entire development package must include all engineering plans and/or maps, all supporting calculations, quantity estimates, drainage reports, water quality management plans, and any other pertinent data required in accordance with the City's improvement plan checklists to allow complete checking of the entire design development package in one submittal.
- e. Plan check submittal must include appropriate City checklist(s) for improvement type(s) and the checklist items must be indicated with a checkmark as completed by the developer's engineer.

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- f. Plan check review comments will be returned to the developer's engineer once plan review has been completed by and comments received from all City departments including Engineering, Planning, Building and Safety, and Fire.
3. Plan Check Fee Requirement (Make checks payable to City of Highland)
 - a. Plan check fee must be included with 1st plan check submittal.
 - b. Plan check fee amounts in accordance with Section 2.0 must be calculated from the same Engineering Cost Estimates for Bonding and Fee Purposes used to calculate bond amounts. (Note: Fees are subject to change periodically; it shall be the Developer's responsibility to ensure that he or she is using the latest edition of the Engineering Department Policies, Procedures and Standards Handbook and Fee Schedules prior to submittals).
 - Engineering Cost Estimates for Bonding and Fee Purposes are included in Section 16.0.
 - c. Plan and map checking fees provide for three reviews of the design. It is imperative that the plans be prepared in accordance with the appropriate City of Highland plan and/or profile checklist(s) prior to 1st plan check submittal in order to avoid additional plan checking costs.
 - Additional plan check fees will be assessed beginning with the 4th and each subsequent plan check submittal until plans are approved.
 4. Utility Requirements
 - a. The design engineer is responsible for identifying and contacting all utilities having any facilities that may be affected in any manner whatsoever by the proposed work included on the engineering plans.
 - Refer to Section 8.0 for a general list of utilities operating in Highland.
 - b. The design engineer is responsible for obtaining utility company approval for any utility improvements and/or modification required as a result of the development project.
 - c. The developer is responsible for undergrounding utility lines in accordance with the Highland Municipal Code Title 16, Land Use and Development, Section 16.40.380.

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5. Federal Emergency Management Agency (FEMA)
 - a. Portions of the City of Highland are within Special Flood Hazard Areas as shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM).
 - b. It is the responsibility of the design engineer to ascertain that all proposed design criteria complies with the requirements of FEMA, and the City of Highland's Drainage Ordinance.

6. Standards for Design and Construction
 - a. The appropriate checklists and standard drawings contained herein shall be used for street, storm drain, and grading design and construction within the City of Highland. The Caltrans Highway Design Manual, the California Manual on Uniform Traffic Control Devices and the Greenbook Standard Specifications for Public Works Construction shall also be used for design and construction within the City. If a City of Highland standard drawing does not exist, use of the County of San Bernardino Transportation Department Standard Drawings, the County of San Bernardino Flood Control District Standard Drawings, Caltrans Standard Plans, or the Standard Plans for Public Works Construction is acceptable.
 - a. Hydrology Studies submitted for review must follow the San Bernardino County Hydrology Manual and addendum. The addendum can be accessed at www.sbcounty.gov/dpw/floodcontrol/water_resources.asp.
 - b. Hydraulic calculations and studies submitted for review must follow Los Angeles County Flood Control District Hydraulic Design Manual criteria.
 - c. Water Quality Management Plan (WQMP) submitted for review must follow current templates, guidelines and regulations set forth by the Santa Ana Regional Water Quality Control Board.

7. Street Lighting and Traffic Signals
 - a. Street lighting and traffic signals shall be designed in accordance with the State of California Standard Specifications and Standard Plans and City of Highland Standards.
 - b. Street light locations will be provided by the City at the beginning of the plan check process.
 - c. Authorization of street light installation and/or modification will be given by the City upon final approval of development plans.

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8. Traffic Studies

- a. Traffic studies shall be prepared in accordance with criteria adopted by the City of Highland.
 - Check with the City Engineer for details before starting any traffic reports. Phone (909) 864-8732, ext. 240.

9. Bond Requirements

- a. The developer's engineer shall submit Engineering Cost Estimates for Bonding and Fee Purposes.
- b. Construction quantities used to calculate bond amounts shall be in accordance with the improvement plans.
- c. The developer's engineer shall use the unit prices provided on the City's Engineering Cost Estimates for Bonding and Fee Purposes to calculate Bond amounts.
 - Engineering Cost Estimates for Bonding and Fee Purposes are included in Section 16.0.
- d. Bond amounts are as follows:
 - 100% of the estimated bond amount for the Faithful Performance Bond
 - 50% of the estimated bond amount for the Labor and Materials Bond
 - 25% of the estimated bond amount cost for the Warranty Bond. The Warranty Bond can be submitted when the proposed work has been faithfully performed and accepted as complete by the City. The warranty bond must be submitted prior to release of the Faithful Performance Bond.
 - 30% of the estimated grading cost for the Grading Bond.

10. Bond Processing (Make check payable to City of Highland)

- a. The City will prepare the subdivision agreement and bonds for processing.
 - Processing fees in accordance with current fee schedules are required prior to preparation of subdivision agreement and bonds.

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- b. The subdivision agreement and bonds must be executed by the developer and returned to the City 15 calendar days prior to the City Council meeting that approval for recordation of the final map is requested.
 - City Council meets on the 2nd and 4th Tuesdays of each month (with exceptions).

11. Erosion Control Deposit

- a. Erosion control deposits are required prior to issuance of a rough grading permit.
- b. The developer's engineer shall submit a wet-signed and stamped erosion control construction cost estimate.
- c. The erosion control deposit shall be 100% of the erosion control estimate.

12. Monumentation Deposit

- a. Monumentation deposits are required prior to recordation of a Final or Parcel Map.
- b. The developer's engineer shall submit a wet-signed and stamped monumentation cost estimate.
- c. The monumentation deposit shall be 100% of the monumentation estimate.

13. Maintenance Districts

- a. The Engineering Conditions of Approval will state the type of maintenance district required, if any. Multiple maintenance districts may be required. Upon payment of the processing fee, the City will prepare the ballot for the property owner's signature consenting to the assessment and amount of assessment. Upon receipt of the signed ballot, the City will coordinate with the County to include the maintenance district in the next annexation cycle.
- b. For residential projects with frontage landscaping in a landscape maintenance district (LMD), a cash payment for one year of landscaping maintenance is required after a 12-month plant establishment period and the City's acceptance of the landscaping. Maintenance will be provided by the City through the assessment district when the City has accepted the landscaping.
- c. For commercial projects with frontage landscaping in a LMD, the developer will maintain the landscaping. The City will assume maintenance of frontage landscaping only if the City determines that adequate maintenance is not being provided by the developer.

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- d. For projects with a landscaped median, a cash payment for one year of landscaping maintenance is required after a 12-month plant establishment period and the City's acceptance of the landscaping. Maintenance will be provided by the City through the assessment district when the City has accepted the landscaping.

14. Insurance Requirements

- a. Insurance requirements are outlined in Section 16.
- b. An Endorsement page attached to the Certificate of Insurance shall contain the following wording:

"Solely as respects work done by and on behalf of the named insured in the City, it is agreed that the City of Highland and their officers, agents, employees, and volunteers are added as an additional insured under this policy and the coverage provided hereunder shall be primary insurance available to the City of Highland, California, and under any third party liability policy.

It is further agreed that this insurance shall indemnify, defend, and hold harmless, the City of Highland and their officers, agents, employees, and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the Contractors' performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

It is further agreed that the other insurance conditions of the policy are amended to conform herewith."

- No variations of the above endorsement can be accepted