



THIS CHECKLIST PROVIDES THE ENGINEERING-RELATED INFORMATION AND REQUIREMENTS FOR SWIMMING POOL AND SPA SITE PLANS.

YOUR COOPERATION IN PROVIDING THIS INFORMATION EARLY ON WILL ENSURE THAT YOUR PROJECT CAN BE REVIEWED IN THE MOST EXPEDITIOUS MANNER POSSIBLE.

I. APPLICABILITY

ENGINEERING DEPARTMENT REVIEW IS REQUIRED:

- 1) For all proposed inground swimming pools and spas.

II. SUBMITTAL REQUIREMENTS

- 1) One (1) Comprehensive Plan Set (see Plan Set Content Requirements below):
 - o All Engineering drawings should be coordinated with architectural drawings.
 - o Use [City of San Diego Standard Drawings](#) where possible.
 - o All Plan sets should also have standard Pool and Spa Notes (see Pool and Spa Plan Notes below).
- 2) One (1) Preliminary Title Report dated within 6 months of submittal
- 3) One (1) Checklist for Determination of Project Category (separate checklist)
- 4) One (1) Standard Project Stormwater Management Plan
- 5) Engineering Fees (to be collected at time of submittal)

III. PLAN SET CONTENT REQUIREMENTS

- 1) Contact information for the Applicant, Property Owner, Contractor, and Plan Preparer (i.e. Business and/or contact name, mailing address, office and/or mobile number, and email).
- 2) Minimum 24" x 36" sheet, drawn at scale of 1" = 10' that includes a north arrow with the scale.
- 3) Site address, Assessor's Parcel Number and complete Legal Description for subject property.
- 4) List all easements of record affecting the subject property and include the easement owner, purpose, recorded date and instrument or map number.
- 5) Vicinity map, showing site relationship to adjacent roads together with a north arrow (facing up), and a scale (or "N.T.S." stated).
- 6) The proposed haul route for soil within the limits of the City of Del Mar should be depicted on an enlarge vicinity map.
- 7) Legend showing items depicted on the Site Plan with symbols (i.e. line types, hatches, abbreviations, etc.).
- 8) Provide at least one typical section of the Pool /Spa.
- 9) Provide basic Erosion Control Plan within the site plan (as described in this checklist).

shall be required to notify underground service alert for utility mark-out prior to excavating.

- 4) All operations conducted on premises, including the warming up, repair, arrival, departure or running of trucks, and equipment shall be limited to the period between 7:00 a.m. and 6:00 p.m. each day, Monday through Friday. No operation of equipment shall be conducted on the premises on Sundays or City-observed holidays.
- 5) If any archaeological resources are discovered on the site during construction, then all construction shall cease immediately, and the permittee must notify the City of Del Mar Planning Department of the discovery. Construction shall not resume until the permittee has received written authorization from the City of Del Mar.
- 6) The contractor agrees to assume complete and sole responsibility for provision and maintenance of all traffic and pedestrian safety. Traffic and pedestrian control shall conform to all city requirements, and the California Department of Transportation "Manual Work of Traffic Controls for Construction and Maintenance Zones" latest editions.
- 7) The permittee is responsible for the prevention of damage to adjacent public or private property or improvements. No excavation, or demolition, shall be performed so close as to endanger adjacent property. The permittee shall assume full responsibility for repair or correction of any damage caused by excavation or demolition activities.
- 8) Permittee shall be responsible for complete and adequate control of surface water run-off and erosion control. All drainage improvements and erosion control facilities shall be constructed as may be required by the City of Del Mar prior to approval of rough grading. Between October 1st and April 30th the applicants shall be required to have on site, a City approved Erosion Control Plan, unless waived by the City Engineer.
- 9) Revisions to the Site Plan shall not be made without approval of the Planning Department and the City Engineer.
- 10) Contractor is responsible for final cleanup of work area.
- 11) The limit of work shall be delineated in the field prior to the start of site clearing or construction.
- 12) A final site inspection is required by the City Engineering Department prior to acceptance of the work.

II. Demolition Notes – *Add the following notes to the Site Plan if building demolition is proposed as part of the Pool/Spa improvements:*

- 1) Demolition contractor is to arrange for shut off existing utilities to structure. Contractor shall arrange all temporary power.
- 2) Noise and dust shall not to be disruptive to the adjacent building and properties. No leaf blowers shall be used for sweeping.
- 3) Demolition is to be done in a careful and orderly manner so as not to damage other items to remain.
- 4) Contractor is responsible for demolishing and removing all materials from premises in order to accomplish the scope of the new work. All removed material shall be disposed of at a legal dumping site.
- 5) If existing structure(s) are to be demolished, a summary of those structures uses, and areas should be provided on the Site Plan.

III. Pool/Spa Erosion Control & Stormwater Notes – *Pool/Spa Erosion Control (Applies to Projects Disturbing Less Than 2,000 Square Feet)*

The Site Plan shall clearly delineate and label limit of disturbance line measuring an area of disturbance less than 2,000 square feet. The line must be depicted clearly on the plan. The Preparer of the Site Plan shall indicate what type of erosion control devices will be utilized within the limit of disturbance. A list of erosion control devices which can be utilized can be obtained from the California Stormwater Quality Association at the following website www.casqa.org/resources/bmp-handbooks

Add the following notes to the Site Plan for Erosion Control:

CONCRETE WASHOUT

SW1 Contractor shall establish and use an adequately sized concrete washout area to contain washout wastes on site. It is illegal to wash concrete, slurry, mortar, stucco, plaster and the like into the stormwater conveyance system or any receiving water. Contractor shall post a sign designating the washout location.

CONSTRUCTION SITE ACCESS

SW2 A stabilized construction site access shall be provided for vehicles egress and ingress to prevent tracking dirt off site. This shall include using material such as gravel and/or corrugated steel panels/plates.

CONSTRUCTION VEHICLES

SW3 A specific area away from gutters and storm drain shall be designated for construction vehicles parking, vehicle refueling, and routine equipment maintenance. All major repairs shall be made off-site.

EROSION CONTROL

SW4 Erosion control must be provided for all erosive surfaces. Sloped surfaces especially shall be protected against erosion by installing erosion resistant surfaces such as erosion control mats, adequate ground cover vegetation, and bonded fiber matrix.

SW5 No excavation and grading activities are allowed during wet weather.

SW6 Diversion dikes shall be constructed to channel runoff around the construction site. Contractor shall protect channels against erosion using permanent and temporary erosion control measures.

SW7 Remove existing vegetation only when necessary. Large projects shall be conducted in phases to avoid unnecessary removal of the natural ground cover. Do not remove trees or shrubs unnecessarily; they help decrease erosion.

SW8 Plant permanent vegetation as soon as possible, once excavation and grading activities are complete.

SW9 Water usage for dust control shall be minimized.

ON-SITE CONSTRUCTION MATERIAL STORAGE

SW10 Stored materials shall be contained in a secure place to prevent seepage and spillage. Contractor shall store these products where they will stay dry out of the rain. Contractor shall provide secondary containment for all fuel stored on-site.

SW11 Eliminate or reduce pollution of stormwater from stockpiles kept on-site. Stockpiles may include soil, asphalt concrete, aggregate base, etc. Stockpiles shall be located away from concentrated stormwater flows and storm drain inlets. Stockpiles shall always be covered or protected with soil stabilization measures and provided with a temporary sediment barrier around the perimeter.

TRAINING

SW12 Contractors' employees who perform construction in the City of Del Mar shall be trained to be familiar with the City of Del Mar Stormwater Pollution Control Requirements. These storm water and erosion control notes shall be available to everyone working on site. The property owner(s) and the prime contractor must inform subcontractors about stormwater requirements and their own responsibilities.

SW13 Contractor shall be responsible for properly disposing of all waste and unused construction materials. Dumping of unused or waste products on the ground, where water can carry them into the conveyance system is strictly prohibited.

SW14 No seepage from dumpsters shall be discharged into stormwater. Berms/dikes shall be placed around dumpsters to divert the natural storm runoff. Dumpsters shall be checked frequently for leaks.

Dumpster lids shall remain closed at all times. Dumpsters without lids shall be placed within structures with impervious roofing or covered with tarps in order to avoid rain contact with any trash material.

SW15 Many construction materials, including solvents, water-based paints, vehicle fluids, broken asphalt and concrete, wood, and cleared vegetation can be recycled. Non-recyclable materials must be taken to an appropriate landfill or disposed of as hazardous waste. For information on disposal of hazardous material, call the hazardous waste hotline toll free at (800) 714-1195.

SW16 Pollutants shall be kept off exposed surfaces. Place trash cans and recycling receptacles around the site.

SW17 Portable toilets must be in good working order and checked frequently for leaks. Contractor shall provide secondary containment and locate portable toilets away from storm drain inlets on pervious surfaces.

SW18 All construction debris shall be kept away from the street, gutter, and storm drain. Contractor must routinely check and clean up material that may have traveled away from construction site.

SW19 All sediment and erosion control devices shall be put into place prior to beginning any construction or demolition.

V. SPECIAL PROVISIONS

I. **Discharge or Runoff**

- 1) The proposed hardscape improvements, associated with the pool/spa, shall not discharge stormwater received during and after development at a rate or volume greater than that discharged prior to development in order that downstream properties shall not be unreasonably burdened with surface waters as a result of the development.
- 2) Should the proposed hardscape improvements, associated with the pool/spa be located in an area which is already impervious, then no runoff mitigation shall be required. In order to be exempt from any mitigation requirements the net increase in impervious surface area should be zero, this is excludes the pool/spa (which is considered self-treating) and any associated walkways and patios, which are proposed. An example would be the removal of an existing concrete patio to facilitate the placement of the proposed Pool/Spa.
- 3) As a result, the owner, or owner's agent, shall contract with a design professional to adequately design a drainage system, i.e. a drywell, bio-retention and/or bio-infiltration system, for the proposed hardscape improvements, associated with the pool/spa for review and approval by the City's Engineer.
- 4) Under no circumstances shall the disturbed area exceed 5,000 square feet.

Special Site Conditions

If the project design includes any of the following, additional permits/technical reports (i.e. Land Conservation Permit, drainage plan, grading plan) may be required and must be processed prior to approval of the ADR application:

- a. Project would alter existing or natural grade more than 18 inches, unless the grade alteration is temporary and would be replaced with the pool/spa and associated hardscape improvements, and adjacent grade is restored to within 18 inches of original grade elevation;
- b. Project would be located on any portion of an existing or manufactured slope that is 4 to 1 or greater.

VI. **CRITERIA FOR GEOTECHNICAL REPORTS REQUIRED FOR SWIMMING POOLS AND ASSOCIATED IMPROVEMENTS LOCATED ADJACENT TO SLOPES, BLUFFS OR CLIFFS**

If a geotechnical report is required for a pool by the City of Del Mar, the report must be in a formal report or letter format (i.e., handwritten notes or memos are not acceptable) and should contain the following minimum information:

1. The report should include a review of the improvement/landscape plans. A copy of the plans should be included with the report.

2. The report should be signed by either a registered civil/geotechnical engineer or a certified engineering geologist. If the pool excavation will be surcharged (i.e. by a structure, wall, slope, etc.), the report will need to be signed by a civil/geotechnical engineer.
3. If any excavation required for the pool is surcharged, temporary stability, as well as the need for shoring should be addressed.
4. A site reconnaissance should be performed by the registered professional signing the report. The report should address whether the site (i.e. slopes, improvements, etc.) exhibits any above-normal signs of slope movement, including slope creep and/or lateral fill extension. (If there are significant signs of slope movement in the area of the proposed improvements, a more detailed investigation, including subsurface exploration, lab testing and analysis, will be required).
5. The report should address whether the site is a previously graded site or is underlain by natural, unevaluated geotechnical conditions. (If the site is not a previously graded site, a more detailed investigation including subsurface exploration, lab testing and analysis will be required).
6. The report should address soil expansivity and soil corrosion to both concrete and metals. If lab testing is not performed, highly expansive and severely corrosive soil conditions should be assumed.
7. The report should address the potential future effects of slope creep and lateral fill extension on both the pool and associated improvements.
8. The report should contain recommendations for:
 - a. Pool wall earth pressure.
 - b. Retaining wall earth pressures if applicable.
 - c. Bearing material and whether any over-excavation is required.
 - d. Temporary excavations and the need for shoring (if necessary).
 - e. Flatwork and other improvements (if requested by owner or contractor).