

City of Martinez
Creek and Drainage Area Permit Information & Requirements

Purpose:

The purpose of the permit is to control work activities and thereby ensure compliance with City ordinances, promote public safety, eliminate environmental hazards such as erosion and reduce the likelihood of future flooding and damage to the environment and creeks or drainage areas. The permit is for work within creeks or drainage areas on private or public property unless exempted by City ordinance.

When a City Permit is required:

A permit is required if the proposed activities or work will:

1. Impair or impede the natural flow of storm waters, or other water, running in a defined channel, natural or man-made.
2. Deposit any material in such channel.
3. Excavate, grade, or otherwise alter the surface of land so as to reduce the capacity of such channel.
4. Destroy or significantly alter riparian or bank stabilizing vegetation, including without limitation the use of herbicides or pesticides, cutting, clearing, grubbing, burning, removing, excavating, or grading.
5. Plant any shrub, vine, or tree within a riparian corridor.
6. Construct, alter, or repair any storm water drainage structure, facility, or channel.
7. Commit any act within any easement dedicated for drainage purposes that will impair the use of such easement for such purposes.
8. Install or construct any new non-drainage structures, improvements thereto or expansion thereof including, but not limited to, buildings, swimming pools, patios, paving, fences, poles, retaining walls, rip-rap and similar improvements, within watercourses.
9. Commit any act, within the defined drainage corridor, which will reduce aesthetic values.
10. Make any alterations that will adversely impact any adjacent properties, private or public. (eddying, bank scouring, etc.)
11. Work in the public right of way will require a separate Encroachment Permit from the City.

Where to apply for the permit:

The Creek and Drainage Area Permit is administered by the City Engineer's office.
Engineering Department
525 Henrietta Street

Martinez, CA. 94553

Submittal for the Creek/Drainage Area permit shall consist of:

- a) Improvement plans of proposed work, in complete and sufficient details to facilitate review, approach and inspection.
- b) The improvement plans shall also include a site map of the parcel, grading plans, plot plans, landscape plans, erosion control plans, all prepared by design professionals as required by the City Engineer.
- c) Provide support documents applicable to the proposed work, unless otherwise waived by the City Engineer. This includes, but is not limited to, hydrology and hydraulic calculations, geotechnical report, agreements, right of entry permits, title report, copy of environmental documents (CEQA) and mitigation measures, structural calculations and an engineer cost estimate (including labor and material).
- d) All required permits or approvals from other regulatory agencies having jurisdiction over the work, including but not limited to Fish & Wildlife, shall be submitted prior to issuing the City permit.

Inspections:

The inspection will be performed by City inspectors, or the City's consultant(s). Where required by the City Engineer, the project's soils engineer will be responsible for the quality control of grading operations. Soils engineer's certification indicates observation of any required testing and compliance with approved drainage/grading plans and soils report.

Fees, Bonds and Security Deposit:

Plan review fee, inspection fee, bond(s) and security deposit shall be submitted prior to the issuance of the drainage permit. The amounts will be as per the City's fee schedule at the time of payment.

Bond(s) is usually required for a Creek and Drainage Area Permit, unless otherwise waived by the City Engineer. The bond(s) amount cannot exceed the estimated total cost of the work, including labor and materials. The bond(s) amount will be determined during the review process before issuing the permit. City staff will provide bond form(s) to the applicant.