



Patricia Romo, P.E.
Director of Transportation

COUNTY OF RIVERSIDE

TRANSPORTATION AND LAND MANAGEMENT AGENCY

Mojahed Salama, P.E.
Deputy for Transportation/Capital Projects
Richard Lantis, P.L.S.
Deputy for Transportation/Planning and
Development

Transportation Department

TO: Land Development Community

FROM: Construction Division - Inspection Section

RE: Requirements to Construct and Finalize a Tract or Parcel Map

Revised: June 13, 2018

Below is an outline of the general procedures that should be followed in order to expeditiously construct and close out construction of a subdivision in the unincorporated areas of Riverside County.

1. Design and construction shall be performed in accordance with all County Ordinances (i.e. 460, 461, etc.) and applicable federal, state and local laws, statutes and codes.
2. **Engineered Designs:** Designs shall take into account existing streets and drainage patterns as well as abutting property owners. Modifications will be required when design plans fail to properly address site conditions or when local, state or federal laws or codes change and require additions or modifications to the engineered plans. Minor modifications may be done with redline plans, major revisions will require engineered plan revisions to be prepared prior to proceeding with construction. All submittals will be made through the Department's construction office once construction has started on the development.
3. **Air Quality District and Regional Water Boards:** From time to time, there are revisions to state and local laws or general permits that require changes or enhancements in the design of a project. Riverside County lies within the South Coast Air Quality Management District (SCAQMD) and three different State Regional Water Quality Control Boards (RWQCB); Santa Ana Region, San Diego Region (Santa Margarita Watershed) and the Colorado River Basin Region. It is the developer's responsibility to design and construct whatever appurtenances or facilities that may become required by changes in the respective permits and MOUs issued under the authority of those agencies **PRIOR** to acceptance of the tract and its facilities into the maintained system, whether Road or Flood Control.
4. **Traffic control:** Traffic control in and around the site shall conform to the Caltrans Manual of Traffic Controls or the Work Area Traffic Control Handbook (WATCH manual). Any required traffic control plans shall be prepared, signed and stamped by a Registered Traffic Engineer or a Registered Civil Engineer with Traffic Engineering experience.
 - a. Traffic control plans shall be submitted for any overnight deviation in existing traffic patterns. Plans shall also be submitted for any work on existing County Roads with posted or Prima Facie speed limits in excess of 35 MPH.

- b. Two-way traffic shall be maintained on all existing County Maintained Roads at all times and traffic lanes shall not be closed in any direction on County General Plan roads before 9:00am or after 3:00pm unless specifically approved by the County.
 - c. Detours, if allowed, require a separate Road Closure Permit and shall be requested through the Construction Engineer and evaluated on a case-by-case basis. Plans shall be prepared and submitted to the Construction Inspection Section for review and approval. Specific closure durations will be a part of the submittal and a liquidated damages deposit for exceeding the duration will be required with amounts to be determined by the Construction Engineer. If approved, applicant shall submit a copy of the approved detour plans along with the application for a road closure permit to the Transportation Permit Section. The deposit for the liquidated damages amount will be required prior to issuance of the Road Closure Permit.
5. **Soil Testing:** Requirements for soil testing and preparation for compaction reporting of the various utilities constructed within the County right-of-way are as follows:
- a) Storm drain systems are inspected by the Department's Construction Inspection. The compaction testing of the trench's backfill is performed by the Developer's Private Consultant.
 - b) The sewer and water systems are inspected by the corresponding purveyor, who also use the Developer's Private Consultant to test soil compaction.
 - c) The deepest utility **MUST** be constructed first. The Developer is required to submit a complete compaction report of the deepest utility prior to allowing the Developer's Contractor to begin construction of utilities of lesser depths. This construction sequence is crucial to achieve the required compaction of the main and lateral lines prior to proceeding with the installation of the shallower lines that might prevent accessibility to compact the lines below it. A separate compaction report is required for each of the subsequent utilities constructed. All compaction reports shall be signed and stamped by a Registered Civil Engineer or a Registered Geotechnical Engineer.
 - d) The County collects R-value samples and performs the testing of the samples collected from the streets during the water system construction to issue the Street Structural Section.
 - e) The County tests the compaction for all work above the water system including, but not limited to:
 - Subgrade and/or base grade for Curb and Gutter, Sidewalk, Access Ramps, Driveway Approaches and Cross-gutter
 - Subgrade for Joint Dry Utility Trenches & Crossings
 - Subgrade for the Streets
 - Base grade for the Streets

The Developer has the option to perform the compaction tests listed in item 5(e). If the Developer opts to perform the testing, the Developer or Developer's Private Consultant shall notify the Construction Inspection Section office three (3) working days prior to start of testing in order to schedule a County materials lab technician or a construction inspector to witness the sampling procedures and locations. Upon completion of any of the work listed in item 5(e), the Developer's Private Consultant shall submit a complete compaction report to the County for approval.

6. **Site:** Site shall be maintained in a neat and clean condition. Dirt and debris kept off the development's streets and all traffic control devices installed and maintained on a daily basis if necessary. No storage of construction materials will be allowed in the development's streets.

7. **Occupancy:** Occupancy clearances for each home will be granted if all of the following conditions are met:
 - a. **Checked by Inspector:**
 - i. Streets installed and clean. Secondary access paved and open to public use if over 1320' from circulation streets. Street name signs installed.
 - ii. Storm drains clean and operational.
 - iii. Driveways and Sidewalk installed and clean.
 - iv. Street lights installed at the correct location and energized.
 - v. Street trees planted.
 - vi. Traffic signals installed and operational, if required.
 - b. **Checked by Office Staff **AFTER** Occupancy OK'd by Inspector:**
 - i. IP Deposit Based Fee (DBF) balance in a positive.
 - ii. All required fees are to be paid for lots requested, i.e. TUMF, RBBB, DIF, and TSIG (if applicable).
 - iii. Subdivision Improvement Agreements (SIAs) and Securities valid and current.
 - iv. Written water and sewer releases received from the respective purveyors. Note – It is the subdivider's responsibility to request this release from the purveyors and to follow through to ensure that the County receives the clearance.
 - v. If occupancy requests exceed 80% of recorded lots, all onsite and offsite improvements are to be complete per Conditions of Approval. Exceptions **MAY** be granted on a case-by-case basis with separate written request and supporting documentation. Riverside County Flood Control District approval is required for developments constructing RCFC facilities.
8. **Bond Reductions:** Bond Reductions will be granted subject to the following conditions:
 - a. Requests for bond reductions shall be submitted in writing to the County, attention the Subdivision Construction Supervisor. A senior level inspector will walk the tract and prepare an estimate of work remaining.
 - b. In accordance with Ordinance 460, three (3) bond reductions may be allowed during the course of the project. The Department will not grant a reduction if the remaining work should be completed in two months or less. The minimum bond amount retained until the facility is completed and accepted for maintenance is 15% of the original bonded amount of the facility in question. Bond amounts are based on the County's expected cost to complete assuming compliance with the Public Contract Code, public bidding and prevailing wage requirements. There is no guarantee that a request will result in a reduction in the bond amounts due to the fluctuations in the costs for construction and the requisite engineering and contingency components of the bond amounts.
 - c. As a minimum, portions of the tract under review for a reduction must have all utilities installed, all curb and gutter, all drainage structures, all roads base course paved. As the situation may require, offsite improvements may need to be substantially complete.
 - d. Reductions will not be granted on any Flood Control portion of bonds, monument bonds or the materials and labor portion of the bonds.
 - e. The Subdivision Improvement Agreements must be current. Should the remaining term on the agreement be less than two months, extension of time agreements must be submitted and processed along with the reduction. If the Agreements have expired, extension of time agreements must be executed with the current amounts prior to the reduction taking place.

9. **Paving:** Requirements for paving are as follows:
 - a. Streets with a paving thickness of 0.25 ft shall be paved in one lift (or layer). No Reclaimed Asphalt Pavement (RAP) will be allowed in the hot-mixed asphalt (HMA) mixture.
 - b. Streets with paving thickness over 0.25 ft shall be paved in two layers for thickness up to 0.45 ft and at least three layers for thickness over 0.45 ft. RAP will be allowed in lower layers only. No RAP will be allowed in the upper most layer. RAP will be limited for up to 15% substitution in the HMA mixture.
 - c. Streets shall be paved in full lifts (layers) as shown in the Structure Section report provided by the County. No level course paving will be allowed. A cap lip of no less than 3/8-inch above the lip of the gutter shall be maintained to allow positive drainage.

10. **Responsibility:** The developer is responsible for ensuring that all work performed by contractors and/or utility companies for the benefit of the tract shall comply with applicable federal, state and local laws, statutes and codes as well as County ordinances and standards.

11. **Notice of Completion:** Requirements for obtaining a Notice of Completion to finalize a development are as follows:
 - a. All work shown on Improvement Plans and required by the Conditions of Approval must be complete. This includes all onsite and offsite traffic signals, sewer, water, street, landscape and drainage improvements as well as survey monuments.
 - b. Developer shall make a written request for a final walk-thru and written Punch List to the County, attention to the Subdivision Construction Supervisor. A senior level inspector will walk tract and prepare the final punch list. Requests for Final Punch List should not occur until the following conditions have been met:
 - i. The tracts street system must tie into an existing and accepted County Maintained Road.
 - ii. All Flood Control District improvements must be completed and accepted by the District. Written evidence of acceptance from the District must be provided to the Department.
 - iii. All sewer and water systems associated with the development must be accepted into the respective purveyors' systems. Written acceptance from the purveyors must be provided to the Department.
 - iv. All required post-construction BMPs and/or WQMP facilities shall be installed and operational in conformance with the general permit (NPDES) and the associated RWQCB MOU's. Written evidence of any exemptions or exceptions shall be provided from the appropriate regional board.
 - v. Two sets of As-Built marked up plans shall be prepared and submitted for review and approval. Changes shall be made to the mylars where necessary.
 - vi. Landscaping and Lighting must be accepted into an established Landscape and Lighting Maintenance District (L&LMD).
 - vii. Storm drain GIS Data Collection.
 - viii. Traffic signal acceptance (if applicable)
 - ix. ADA acceptance
 - x. Survey Monumentation must be installed and accepted as complete by the County Surveyor. Written approval from the County Surveyor must be provided.
 - c. If there are less than 12 months remaining on the term of the Subdivision Improvement Agreements, enter into One Year Maintenance Agreements. These agreements and associated bonds are essentially warranty bonds.
 - d. The Department will review the IP Deposit Based Fee account and request additional funds to be deposited if necessary. The IP DBF account must have a positive balance before any processing of the above items will take place.

- e. Upon completion of all work noted in the punch list and the requirements listed above, a Notice of Completion will be prepared and filed and the streets accepted into the County Maintained System. At that time, the bonds will be reduced to the 10% level for the one year guarantee period.

12. **Bond Exoneration and Project Closeout:** Bond exoneration and project closeout shall take place according to the following schedule:

- a. Total release of securities is not available until one (1) year after NOC is filed. Inspector will visit tract at that time and make an inspection to verify that the improvements have performed satisfactorily.
- b. Deficiencies in material and workmanship shall be corrected by developer within 30 days of said inspection. Failure to correct deficiencies will result in an enforcement action on the Subdivision Improvement Agreements.
- c. The Materials and Labor component of the securities may be released 90 days after the issuance of a Notice of Completion.
- d. Monument Bonds are released after the developer's surveyor submits the required documents and requests final approval of the County Surveyor at 951-955-6700.
- e. For exoneration of Erosion Control, Landscaping, and Grading Bonds, contact Building and Safety at 951-955-1800.
- f. IP case in LMS will be set to "Complete" status and the Deposit Based Fee account reconciliation process will begin in accordance with Ordinance 671.