



Minimum List of Documents Required for Grading Exception During the Grading Moratorium (October 1 – April 30) [Town Municipal Code § 10-2.404]

Standard Requirements:

1. **Storm Water Pollution Prevention Plan (SWPPP):** A licensed Civil Engineer must prepare a SWPPP for review by the Town's Consultant.
2. **Work Schedule:** Submit a detailed construction schedule for the project.
3. **Deposit for Review and Inspections:** Submit \$5,000 deposit to cover the Consultant's SWPPP review and inspection fees.
4. **SWPPP Installation:** Install all SWPPP measures prior to starting grading operations.
5. **Weekly Inspections:** Project engineers must inspect soil erosion and sediment control measures weekly and submit reports during the grading moratorium.
6. **Trucking Route Video:** Provide a video documenting the trucking route for soil and material import/export.
7. **Neighbor Notification:** Draft and deliver a notification letter to neighbors outlining the trucking route and construction activities.
8. **Traffic Control:** Provide full-time traffic control personnel during trucking hours to prevent truck congestion and minimize neighborhood impact.
9. **Preconstruction Meeting:** Schedule a meeting with the general contractor, grading contractor, project engineer, design team, property owners, and Town staff.
10. **Street Sweeping:** Conduct daily street sweeping during trucking operations.
11. **Performance Bond:** Submit a performance bond covering 100% of the grading operation costs.
12. Any site specific requirements as required by the Town Engineer.

Permission to proceed with grading during the grading moratorium is at the discretion of the Los Altos Hills Public Works Department and may be revoked at any time at the Town's sole discretion.

Contractor Signature: _____ **Date:** _____