



Scenic Pacifica  
Incorporated Nov. 22, 1957

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## CITY OF PACIFICA

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[www.cityofpacifica.org](http://www.cityofpacifica.org)

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### DEPARTMENT OF PUBLIC WORKS

#### PRIVATE DEVELOPMENT AND PUBLIC RIGHT-OF-WAY REQUIREMENTS

The following information is being provided to the public to facilitate understanding and compliance with Public Works requirements for the development of private property in the City and for work in the public rights-of-way that may be under the department's purview. Additional detail and information will be provided upon request. **See also City Standard Details.**

- ☑ **Sidewalk, Street and Alley Improvements:** Sidewalk maintenance is the responsibility of the property owner. Sec. 8-7.5.03 of the Pacifica Municipal Code requires the completion of street improvement (curbs, gutters, sidewalks and corner access ramps) for any new structures. Projects at a minimum will require repair of any damaged sidewalk. In some cases the sidewalk will have to conform to existing streetscape plans. In some locations where for reasons of topography, significant trees or construction of sidewalks is infeasible, the construction of sidewalks, curb, gutter and driveway approach may be deferred through a Deferred Pedestrian Facilities Installation Agreement, which shall be approved by the City Attorney and executed, notarized and recorded on the Property by the Applicant/Owner prior to issuance of a building permit for any work at the project. Permits are required for constructing street improvements in the right of way as noted below.
- ☑ **Driveway Approach:** Projects which require a new driveway approach or replacement of an existing approach require compliance with ADA providing a 4' wide travel way for the full width of the approach with a cross slope not to exceed 2%. All approaches shall have a 16' minimum width (top of wings) not to exceed 40% of property frontage width or 30' (whichever is less).
- ☑ **Street Light Improvements:** Projects may be required to install new street light(s) or replace an existing street light(s) on a wooden utility pole with a new one on a metal pole to City standards. Coordination with PG&E is the applicant's responsibility and should be done as soon as possible. The type of street light the city requires may be decorative to match existing City street lights in the area.
- ☑ **Encroachment Permit:** Encroachment permits are required for any work within city right-of-way (street/sidewalk), public easements or utility easements. Examples of work which require this type of permit are connecting to the city's sewer main, installing new improvements (driveways, sidewalks, under-sidewalk drains) and any other work that involves the use or alteration of existing city-maintained right-of-way. If the Engineering Division has no objection to the work proposed, a permit will be issued pending the receipt of: payment of the encroachment fees\* and performance bond equal to the value of the proposed improvements, including all labor costs.
- ☑ **Traffic Control Plans:** Traffic control and/or detour plans may be required for work in the public rights-of-way depending on the complexity of the work permitted and the location of the work.

- ☑ **Temporary Parking Prohibitions:** The temporary removal of parking may be required for various stages of your project. Posting temporary parking prohibitions is the responsibility of the applicant. Approval from the Public Works Department is required.
- ☑ **Rights-of-way dedication and Easements:** A development project may be required to dedicate and improve rights-of-way for street purposes. In addition easements may be required for public utilities.
- ☑ **Storm Drain Improvements:** A development project may be required to prepare a drainage study, implement on-site detention to mitigate storm water runoff to pre-existing conditions, and to implement storm drain and water quality improvements.
- ☑ **New Development Impact Fee:** A development project will most likely require a New Development Impact Fee. Many things will be considered in the calculation: location, current and proposed property use, size and type of development, etc. Based on information provided by the applicant, staff can estimate this fee.
- ☑ **Mandatory Storm Water Best Management Practices for Development and Remodeling Projects:** A development or remodeling project may be required to implement specific Best Management Practices, such as low impact development design techniques and/or installation of a storm water treatment system (vegetative or hard plumbed), depending on the type of development or remodel. Department staff will assist you in determine whether your project must implement these Best Management Practices (BMPs). In general, new development projects and qualifying remodels in the following categories will be subject to these BMPs: hillside residences, commercial and industrial developments equal to or greater than 1 acre, automotive repair shops, retail gasoline outlets, restaurants and food processing/manufacturing facilities including developments greater than 3 units, parking lots 1,000 square feet or more in size, or with 25 or more parking spaces and potentially exposed to storm water runoff. These BMPs may be found on the County's Stormwater Program web site at <https://www.flowstobay.org/> or staff may provide you with a copy.

## WASTEWATER DIVISION REQUIREMENTS

- ☑ **Sewer Connection and Fee:** Projects may require installation of a new sewer lateral(s) based on intensification and poor condition of existing lateral(s). A sewer connection fee is charged for new projects. A street opening permit is required for constructing sewer improvements in the right of way as noted below. In addition a city standard cleanout will be required to be placed in the sidewalk.
- ☑ **Grease Trap:** Grease traps and grease interceptors are required for food services and are subject to the review and approval of the Wastewater Pretreatment staff of this department. New restaurant businesses proposed in buildings where former restaurants operated are subject to a review of their grease trap/interceptor plans and may have to do improvements to their systems. Grease interceptors may not be located in the public rights-of-way.

*\*Fees subject to change. Check the current fee schedule available online or call the Public Works Department at (650) 737-3767.*