



BUILDING AND SAFETY DIVISION
GRADING PLAN SUBMITTAL REQUIREMENTS FOR PROJECTS
(OTHER THAN SUBDIVISIONS)

PREPARATION

All grading plans shall be prepared by or under the direction of a registered civil engineer, licensed architect, licensed surveyor, registered designer or landscape architect, unless waived by the City Building Official. All grading plans shall be prepared on sheets not smaller than (18"x 24") and shall be no larger than (30"x 42").

CONTENT

GRADING PLAN SUBMITTALS SHALL CONTAIN THE FOLLOWING INFORMATION:

1. Vicinity map of project location, not smaller than 1"= 2000-ft, North arrow & applicable scale.
2. Street address, assessors parcel number, and owner(s) name.
3. Estimated quantities of excavation, fill, export and import.
4. Signatures/stamps of responsible designer, architect or geotechnical engineer, unless waived by the City Building Official.
5. Details and calculations of all retaining walls, drainage devices and all other protective structures to be constructed as part of the grading permit.
6. Natural Topography with maximum contour interval of 2-ft carried to 25-ft outside the property boundary. On extremely flat lots, 1-ft intervals may be used.
7. Location and elevation of a bench mark.
8. Plans shall be prepared to a standard engineering scale of 1"= 40' or larger.
9. Show property line dimensions and bearings.
10. Show all existing improvements, drainage devices and underground facilities within the property and **25-ft beyond** the property boundaries.

11. Show location, type and size of all trees on the property and specify the type of protection these trees will have during grading operation.
12. Show location of all existing structures and drainage devices, septic systems and creek banks, as well as driveways and other improvements.
13. Show elevations, dimensions, locations and the extent of all new slopes that are proposed. All new grading shall be shown by proposed new contours or other approved means.
14. Show all existing easements for utilities, drainage or right-of-way.

GRADING PLAN SUBMITTAL AND PLAN CHECK PROCEDURE

The grading project submittal shall consist of three (3) copies of the grading, site and drainage plan to the Building & Safety Division for plan check.

THE FOLLOWING SUPPORTING DOCUMENTATION WILL ALSO BE REQUIRED AT PROJECT SUBMITTAL:

1. Provide a completed Planning & Environmental Services Application for a Grading Permit.
2. Provide an advanced plan check fee.
3. Provide two (2) copies of the Geotechnical/Soils report. (Soils reports older than 1 year will require a current update letter, wet stamped & signed by the project's Soils Engineer.)
4. Earth quantities and computations of cut & fill volumes, amounts of import & export noted on plans.
5. Hydraulic calculations, contributing drainage area maps and design calculations for proposed drains.
6. **Projects scheduled to begin between November 1st and April 15th (rainy season) shall be accompanied by an erosion control plan.**

Upon completion of the initial plan check, the applicant(s) will be notified by the plan checker if there are any plan corrections required for project approval, as required by the current Grading Ordinance, Codes and Regulations. The applicant will make the necessary corrections and then resubmit three (3) copies of the revised plans to the plan checker for review.

PLEASE NOTE:

- a) Additional copies of plans may be requested for distribution to various other department(s) (e.g. Fire Dept., Flood Control), if their review & approval is required for the grading project.

- b) Agreements, licenses or easement information from adjoining property owners may be required for off-site work or grading within an established easement.

ISSUANCE

ADDITIONAL ITEMS MAYBE REQUIRED PRIOR TO GRADING PERMIT ISSUANCE:

1. Approval by other City departments which exercise jurisdiction over the proposed work.

2. Payment of the final Grading Permit fees.

3. Posting of any performance surety (Grading Bond) as required by the Grading Ordinance. The applicant will be notified if a Grading Bond is required.

THE APPROVED GRADING PLANS WILL THEN BE DISTRIBUTED AS FOLLOWS WHEN THE GRADING PERMIT IS ISSUED:

- (1) Copy to the Applicant
- (1) Copy to the Grading inspector
- (1) Copy to the Office File