



LAND DEVELOPMENT DIVISION FIRST SUBMITTAL CHECKLIST PRECISE GRADING PLANS (NON-SUBDIVISION PROJECTS)

In accordance with **Municipal Code 8.21.040, Definitions:**

Precise (or Finish) Grading means grading “*which conforms to the approved plans*” that when completed shows “*the precise structure location, finish elevations and all on-site improvements.*”

In accordance with **Municipal Code 8.21.050(A)(1)(2), Grading Permit Requirements**, all entitlement approvals (by the Planning Division) for the project must be obtained **prior to submittal**.

- When applicable... all other required submittals per the approved Conditions of Approval (i.e. final map, street, storm drain, etc.) must also be submitted.

In accordance with **Municipal Code 8.21.050(E) Grading Permit Application**, the submittal package shall include, but not be limited to, the following items:

- Transmittal Cover Letter:** which shall include all contact information (i.e. Owner, Applicant, Engineer of Record, etc.) and list all the documents, plans and other items being submitted; it shall indicate that it’s a “**1st Plan Check Submittal**” and indicate the type of project (i.e. commercial, industrial or multi-family), the Tract/Parcel Map number, the entitlement project number or other City identification number (i.e. PA# or P# and Map #, if available).
- Ten (10)** sets of grading with erosion control plans (24” x 36” size) which should include plan sheets containing the **approved** Conditions of Approval text [prepared by a Registered Civil Engineer].
- One (1)** copy of Engineer’s Estimate for Private Improvements [prepared by a Registered Civil Engineer].
- One (1)** copy of the Geotechnical (Soils) Report [prepared by a Registered Geotechnical Engineer].
- One (1)** copy of the Hydrology (Drainage) Study [prepared by a Registered Civil Engineer].
- One (1)** completed Flood Plain Development Permit Application (if within a flood hazard area);
- Two (2)** copies of the Final Water Quality Management Plan (F-WQMP), if required.
- One (1)** copy of a current Preliminary Title Report (less than 30 days).
- One (1)** copy of all reference plans and documents used.
- Full Plan Check Fee** based on the current Fee Schedule (contact staff for exact amount).

PRIOR TO ISSUANCE OF A GRADING PERMIT:

- ✓ All inspection fees and any outstanding plan check fees paid;
- ✓ Submittal of a completed Grading Permit Application with required Certificate of Insurance, etc.
- ✓ Grading & Erosion Control Security Deposit (25% of the Erosion Control Security must be in cash);
- ✓ Approved mylars w/ hanging tabs, two (2) bond copies & a digital (pdf) copy on CD must be provided;
- ✓ A Notice of Intent must be filed with the Santa Ana Regional Water Quality Control Board (if applicable);
- ✓ An NPDES permit (receipt with a WDID No.) must be provided to the City and shown on all plans (if applicable);
- ✓ A Cooperative Red Imported Fire Ant (RIFA) certification must be filed with the City;
- ✓ The Final WQMP must be approved & an I.D. No. issued by the City (if applicable);
 - One (1) hard copy & digital (pdf) copy on CD must be provided;