



**LAND DEVELOPMENT DIVISION
FIRST SUBMITTAL CHECKLIST
PRECISE GRADING PLANS
(RESIDENTIAL 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**.

- The final map (if applicable) must be submitted for plan check review **prior to submittal**.

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 Tract/Parcel Map number, the subdivision name (if available), the entitlement project number or other City identification number (i.e. PA# or P# and Map #, if available).
- Nine (9)** sets of grading plans (24” x 36” size) which should include plan sheets containing the **approved** Conditions of Approval text [prepared by a Registered Civil Engineer].
 - Ten (10)** sets required for a **Model Home Complex** submittal;
- 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);

APPROVAL OF THE PLAN REQUIRES:

- ✓ All inspection fees and any outstanding plan check fees paid;
- ✓ Approved mylars w/ hanging tabs, two (2) bond copies & a digital (pdf) copy on CD must be provided;

PRIOR TO BUILDING PERMIT “SIGN-OFF”:

- ✓ An Engineered Fill Certification, a Rough Grade Certification and a Compaction Report must be submitted and approved by the City Inspector;
- ✓ Any applicable items required by the approved Conditions of Approval;

PRIOR TO OCCUPANCY “SIGN-OFF”:

- ✓ A Precise Grade Certification must be submitted and approved by the City Inspector;
- ✓ As-Built Plans must be submitted for review per the current Submittal Requirements;
- ✓ Any applicable items required by the approved Conditions of Approval;