



SUBMITTAL REQUIREMENTS GRADING PLANS (Rough and Precise Grading)

- 1) **Transmittal letter** showing all documents, plans and other items transmitted. (show type of plan, map # or other type of City identification number)
- 2) Two (2) copies of complete quantities and cost estimates (see form on City web-site).
- 3) Plan check fee based on current City fee schedule (obtain copy) and deposit policies, including collection of Planning Division plan check fees.
- 4) Six (6) sets of blueprints of grading / plot plans. (24" x 36" format)
- 5) Two (2) copies of preliminary soils report.
- 6) Two (2) copies of hydrology study, hydraulic calculations and storm drain plans.
- 7) One (1) copy of the approved Conditions of Approval (COA).
- 8) One (1) copy of all reference material or existing plans used.
- 9) Two (2) copies of boundary survey, map or legal description of property.
- 10) Three (3) copies of landscape and irrigation plans. (ESA)
- 11) Two (2) copies of the WQMP plans as required (see City Stormwater Pollution Prevention website)

NOTES:

Transmittal Letter - Requesting Plan check services, indicating type of grading (i.e. Rough grading or Precise Grading), Type of Project (Residential, Commercial or Industrial), Tract or Parcel Map Number, Planning Case Number if applicable, Plot Plan Number or any other City assigned Project Identification number. Letter should include all information relating to the Owner, Applicant, and Engineer of Record.

Rough Grading plans (RGP) are for the purpose of grading only and not for the construction of improvements. RGP shall include an Erosion Control Plan and plan sheets with the approved COA text. (Rough Grading plans shall be submitted for all Residential, Commercial and Industrial developments.)

Precise Grading plans include the construction of all improvements in addition to **minor** grading for landscaping and surface run-off. (Precise Grading plans shall be approved prior to building permits.)

Plan Checking Fee – Submit complete cost estimate pertaining to the type of plan to be plan checked, submit quantities of cut, fill, and remedial grading to be accomplished. Fee for grading is based on cubic yards of earthwork involved. Plan check fees for precise grading plans involving on site improvements are based on a per-cent of the cost of improvements. **A Plan check fee deposit is due at the time of submittal.** Plans will not be processed without a deposit.

Inspection fees are in addition to plan check fees and are collected **prior** to the time of permit issuance.

In order to receive a grading permit for any project a *Notice of Intent* must be filed with the Santa Ana Regional Water Quality Control Board, and an NPDES permit (receipt with a WDID No.) must be provided to the City and shown on all plans. RIFA certification is also necessary.

Approved mylars must have hanging tabs attached by the blueprint company prior to issuance of permits.