



# LAND DEVELOPMENT DIVISION FIRST SUBMITTAL CHECKLIST MASS / ROUGH GRADING PLANS

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

**Mass Grading** means “grading that is completed on a large scale over a large area prior to preliminary grading and which when completed is within two vertical feet of the site’s final grade elevations.”

**Rough Grading** means grading that when completed leaves the project site at “the stage at which the grade approximately conforms to the approved plans” (**not intended for the construction of 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 submitting for Rough Grading... 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:

- 1<sup>st</sup> Submittal Application** (subsequent submittals require a *Transmittal Cover Letter*, see below)
- Transmittal Cover Letter:** which shall list all the documents, plans and other items being submitted; it shall clearly indicate the number of submittal (i.e. “2<sup>nd</sup> Submittal” or “Mylar Submittal”) and any changes to the contact information (if applicable).
- Seven (7)** sets of grading with erosion control plans (24” x 36” size) which should include plan sheets containing the **approved** Conditions of Approval & Mitigation Measures text [prepared by a Registered Civil Engineer];
- One (1)** copy of the Haul Route plan (per Municipal Code 8.21.050(Q) Haul Routes), if required;
- 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)** copy of all reference plans and documents used;
- A completed Flood Plain Development Permit Application (for residential tracts if within a flood hazard area);
- Full Plan Check Fee** based on the current Fee Schedule (contact staff for exact amount);

## **PRIOR TO ISSUANCE OF A GRADING PERMIT:**

- ✓ All permit related fees and any outstanding plan check fees paid;
- ✓ Submittal of a completed / signed Grading Permit Application.
- ✓ Grading & Erosion Control Security Deposit (25% of the Erosion Control Security must be in cash);
- ✓ Receipt of Area Drainage Plan (ADP) fee payment to Riverside County Flood Control (if applicable).
- ✓ A Notice of Intent (with a WDID No.) from the Santa Ana Regional Water Quality Control Board (if applicable);
- ✓ A Cooperative Red Imported Fire Ant (RIFA) certification must be filed with the City (if applicable);
- ✓ Approved mylars w/ hanging tabs, two (2) paper copies & a digital (pdf) copy on CD must be provided;
- ✓ Approved Haul Route Plan (if exporting / importing dirt to and/or from project site);
- ✓ Approved Drainage Study (if applicable);
  - One (1) hard copy & digital (pdf) copy on CD must be provided;
- ✓ Approved Final WQMP with an I.D. No. issued by the City (if applicable);
  - One (1) hard copy & digital (pdf) copy on CD must be provided;