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.

- Septic system must be approved by the County Environmental Health Dept. prior to submittal (if applicable).
- When applicable… all other required submittals per the approved Conditions of Approval (i.e. street, storm drain, legal documents, 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:

- **1st 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. “2nd 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 Engineer’s Estimate Worksheet for Public Imp.** [prepared by a Registered Civil Engineer], if required.
- **One (1) copy of the Geotechnical (Soils) Report** [prepared by a Registered Geotechnical Engineer].
- **One (1) copy of the Drainage Study** [prepared by a Registered Civil Engineer], 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.**
- **A completed Flood Plain Development Permit Application** (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 Certificate of Liability Insurance (for Grading Contractor only) and valid City Business License (for Grading & all Subcontractors);
- Approved Drainage Study (if applicable):
  - One (1) hard copy & digital (pdf) copy on CD must be provided;