



# 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:

- 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);
- Nine (9)** 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];
- Two (2)** copies of the Final Water Quality Management Plan (F-WQMP), if required by COA’s.
- One (1)** copy of Engineer’s Estimate for Private Improvements [prepared by a Registered Civil Engineer], include one for any Public Improvements (if applicable).
- One (1)** copy of the Geotechnical (Soils) Report [prepared by a Registered Geotechnical Engineer].
- One (1)** copy of the Final Hydrology (Drainage) Study [prepared by a Registered Civil Engineer], if required by COA’s.
- 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;
- ✓ Valid City Business License (for General Contractor & all Subcontractors);
- ✓ 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;