



**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 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:

- 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 plans (24” x 36” size) [prepared by a Registered Civil Engineer];
 - Eight (8)** sets required for a **Model Home Complex** / **Sales Trailer** submittal and should include plan sheets containing the **approved** Conditions of Approval & Mitigation Measures text;
- 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);

PRIOR TO PLAN APPROVAL:

- ✓ All inspection fees and any outstanding plan check fees paid;
- ✓ Approved mylars w/ hanging tabs, two (2) paper 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 (a digital pdf copy on CD) 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 and approved per the current Submittal Requirements;
- ✓ Any applicable items required by the approved Conditions of Approval;