

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:

- Transmittal Cover Letter:** which shall include all contact information (i.e. Owner, Applicant, Engineer of Record, etc.) and list all the documents, plans and other items being submitted; it shall indicate that it’s a “**1st Plan Check Submittal**” and indicate the type of grading (mass or rough), type of project (i.e. residential, commercial or industrial), the Tract/Parcel Map number, the entitlement project number or other City identification number (i.e. PA# or P# and Map #, if available).
- Nine (9)** sets of grading with erosion control plans (24” x 36” size) which should include plan sheets containing the **approved** Conditions of Approval text [prepared by a Registered Civil Engineer].
- Two (2)** copies of the Final Water Quality Management Plan (F-WQMP), if required;
- 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)** completed Flood Plain Development Permit Application (for residential tracts if within a flood hazard area);
- 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 ISSUANCE OF A GRADING PERMIT:

- ✓ All inspection fees and any outstanding plan check fees paid;
- ✓ Submittal of a completed Grading Permit Application with required Certificate of Insurance, etc.
- ✓ Grading & Erosion Control Security Deposit (25% of the Erosion Control Security must be in cash);
- ✓ Approved mylars w/ hanging tabs, two (2) bond copies & a digital (pdf) copy on CD must be provided;
- ✓ A Notice of Intent must be filed with the Santa Ana Regional Water Quality Control Board (if applicable);
- ✓ An NPDES permit (receipt with a WDID No.) must be provided to the City and shown on all plans (if applicable);
- ✓ A Cooperative Red Imported Fire Ant (RIFA) certification must be filed with the City;
- ✓ The Final WQMP must be approved & an I.D. No. issued by the City;
 - One (1) hard copy & digital (pdf) copy on CD must be provided;