



## SIMPLIFIED / MINOR GRADING PERMIT REQUIREMENTS

### Which projects qualify?

A minor (simplified) grading permit may be authorized by the City Engineer if the following are met:

1. Proposed grading is between 50 and 250 cubic yards. (See exception in Item 8 below).
2. The grading does not propose to create slopes more than six feet high.
3. The grading is proposed on an existing slope less than six feet high.
4. The grading is not proposed within any environmentally sensitive areas, floodplain, floodway, within 100 feet of any coastal or inland bluffs, or area with geologic or slope stability problems, and does not divert or adversely impact any drainage flow.
5. The grading or other aspects of the development do not require any discretionary permit review by the Planning and Building Department other than a Coastal Development Permit.
6. The grading or other aspects of the development neither propose nor are required to provide public improvements.
7. The grading or other aspects of the development do not propose cross lot drainage or major drainage improvements.
8. If the proposed grading is for removal and recompaction of unsuitable soils under a building footprint, and the proposed depth of excavation is four feet or less, a simplified grading permit may be authorized for grading up to 750 cubic yards. **Additional inspection fees will be assessed for grading in excess of 250 cubic yards.**

### What must be submitted?

1. Seven (7) copies of the grading plan. Use D-size (24" X 36") sheets with City standard title block, standard title sheet, and grading notes. The plan must be prepared, stamped and signed by a California Registered Civil Engineer. At a minimum, the grading plan shall include:
  - a. Existing and proposed ground contours and spot elevations;
  - b. Cross sections (to scale) showing existing and proposed grading, property lines, adjacent properties and improvements, and any adjacent public improvements;
  - c. Existing and proposed drainage;
  - d. Proposed Best Management Practice storm water pollution control measures for the post-construction phase of the project in conformance with the City standards;
  - e. Existing and proposed impervious surface areas;
  - f. Existing and proposed landscape materials; any trees or vegetation to be removed;
  - g. Existing and proposed building footprints, including any buildings proposed for removal; and
  - h. Interim erosion control measures on a separate Erosion Control Plan sheet.
2. A completed Engineering Development Application signed by the property owner or agent.
3. A completed Stormwater Intake Form (SWQMP) for all development projects.
4. **Payment of the plan review and permit fee.** Additional inspection fees may be required for grading in excess of 250cy. **A required \$2000 security deposit will be held until approval of the final As-Built plans.**
5. Two copies each of the current title report and grant deed for the subject property.
6. Any additional items required in order to verify compliance with applicable City codes and regulations.

The final simplified grading plan shall be plotted on Mylar material. All owner, engineer, and required department signatures are required prior to final approval by the City Engineer.

**If it is found prior to plan/permit approval or during construction that the project does not meet the above-mentioned requirements, the applicant may be required to obtain a full grading plan/permit at the discretion of the City Engineer.**

If changes are proposed to an approved simplified/minor grading plan, a construction change shall be submitted to and approved by the Engineering Division in the normal manner and shall be charged the normal construction change fee.

Please feel free to contact the Engineering Division at 760-633-2770 with any questions.