

GRADING PLAN CHECKLIST

Please Note: This checklist summarizes major and typical topics of review. Site specific issues can and will produce additional comments.

Project ID / Description:				
Reviewer / Date:				
<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>ITEM OR DESCRIPTION</u>	
GRADING PLAN SUBMITTAL REVIEW				
			Completed and Signed Grading Permit Application	
			Completed and Signed Hydrant Water Exception Application (if applicable)	
			Three (3) copies of Grading Plan	
			Soils Report (Project Earthwork Specifications)	
			Approved Geologic Hazard Clearance (if site is in City Geologic Hazard Zone)	
			Two (2) wet signed / sealed copies of Liquefaction Report (if site is in State Seismic Liquefaction Zone)	
			Erosion and Sediment Control Plan (Type 1 or Type 2 project) or Blueprint for a Clean Bay (Type 3 project)	
			Stormwater Control Plan - for sites greater than 10,000 SF	
			City Fees	
<i>Submittal and review of the following items can be deferred to the permit issuance stage, however postponing the review of these items will delay issuance of the grading permit.</i>				
			Notice of Intent (NOI) filed - for sites disturbing one acre or more of land. Provide confirmation of submittal to the Regional Water Quality Control Board.	
			Shoring Plan (if required by excavation activities, not required for utility trenches)	
GRADING PLAN TECH. REVIEW (Non-compliance with bold items can trigger rejection of submittal)				
Procedural Requirements				
			Project has Environmental Clearance?	
			Burrowing owl report? (if required by Planning permit)	
			Elevation certificate? (if necessary)	

GRADING PLAN CHECKLIST

Yes	No	N/A	ITEM OR DESCRIPTION
<i>Formatting Requirements</i>			<i>(Use of standard CAD coversheet will address most of these items)</i>
			Plan drawn clearly? (Topo and all text is legible)
			Plan on 24" x 36" sheets?
			Plan drawn to appropriate Engineer's Scale? (Min. 10ft/inch - Max. 40ft/inch)
			Plan based on standard coversheet and border? (Recommended, not required)
			Scale shown on every sheet?
			Plan includes a vicinity map?
			Plan includes a north arrow?
			Plan includes a complete standard legend which is implemented in drawings?
			Plan includes approval signature block?
			Plan includes standard grading notes?
			All streets have names?
			Sheet numbers on all sheets? (i.e. Sheet 2 of 3)
<i>Technical Requirements</i>			
			Quantities of cut, fill, import and export shown on plan in cubic yards (CY)?
			Plan shows existing ground contours?
			Property limits shown?
			Spot elevations shown on-site?
			Spot elevations shown off-site, sufficient to allow assessment of potential stormwater impacts/runoff on adjacent properties?
			Flow lines, or at least top of curb elevations shown?
			Rim elevations shown?
			Plan shows location of proposed/existing buildings?
			Plan shows finished floor and pad elevations of new buildings?
			Plan shows all surface and subsurface drainage devices?
			Plan shows cross-sections at critical points along boundary?
			No abrupt grade changes at the property or boundary line?

GRADING PLAN CHECKLIST

Yes	No	N/A	ITEM OR DESCRIPTION
			Proposed slopes do not slope greater than 2:1?
			Slope setbacks meet code requirements?
			Grades of paved areas > 1% for PCC and > 1.5% for AC?
			Grades within 10 feet of structure conform to Section 1803.3 of 2007 California Building Code? (5% slope for unpaved areas and 2% slope for paved areas)
			Overland release path and its elevation shown? Use standard large arrow. Must illustrate where stormwater flows in the event of a total failure of the entire underground drainage system (small thin arrows are for typical drainage flow in a non-failure situation)
			No excessive or concentrated flow into the next parcel?
			If Overland Release is directed into an adjacent parcel, has a proper easement been provided to allow such drainage?
			Finished floor elevation 1 foot above release high point
			Drainage away from garage(s)?
			Ponding less than 1 foot in depth?
			Plan shows location of all trees 18 inches or larger?
			Plan shows special details? (Grading related only)
			Copy of Stormwater Control Plan approved at Planning stage included?
<i>Once Plan is Ready for Approval</i>			
			Title Block – signed & stamped by a Registered Engineer in the engineering firm?
			Plan signed and sealed by project Geotechnical Engineer?
			Plan signed and sealed by project Engineering Geologist? (Project in GeoHazard Zone, Seismic Hazards Landslide Zone)
EROSION CONTROL PLAN REVIEW			
			Plan drawn clearly? (Topo and all text is legible)
			Plan on 24" x 36" sheets?
			Plan based on standard coversheet and border? (Recommended, not required)
			Plan includes standard erosion control notes?
			Plan includes details for erosion control measures proposed?

GRADING PLAN CHECKLIST

Yes	No	N/A	ITEM OR DESCRIPTION
<i>BMPs in Following Six Categories</i>			
			Plan includes Erosion Control (i.e. hydroseeding, straw mulch, geotextiles & mats, wood mulching, earth dikes & drainage swales, etc.)?
			Plan includes Sediment Control (i.e. silt fence, sediment basin, check dam, fiber rolls, gravel bag berm, street sweeping & vacuuming, straw bale barrier, storm drain inlet protection, stabilized construction entrance, tire wash area, etc.)?
			Plan includes Good Site Management (i.e. material delivery & storage, stockpile management, concrete washout, spill prevention & control, hazardous waste management, above ground storage tank, street sweeping, portable toilet, etc.)?
			Plan includes Non-Stormwater Management (i.e. dewatering, vehicle equipment and cleaning, fueling, and maintenance, temporary stream crossing, etc.)?
			Plan includes Run-on and Run-off Control (i.e. direct run-on from off-site away from disturbed area, surface roughening, earth dikes and drainage swales, etc.)?
			Plan includes Active Treatment Systems (i.e. coagulation and flocculation), if necessary?
			Plan includes BMP Summary Table for the above six categories?