

PROCEDURES FOR ISSUING GRADING PERMITS

1. All applicants shall review the submittal requirements of Section 11 of the City's Improvements Standards (copy attached) and certify that all required information and documents are included in the application.

Note: Incomplete submittals will not be accepted.
2. City Engineering Department will take in the application, five (5) sets of plans, Soils Report, Plan Check Fee and advance inspection fee, and assign a Permit Number for the project.
3. Engineering Department Plan Checker will arrange an initial Field Inspection, if needed.
4. Engineering Department Plan Checker will review and comment on plans and all submitted documents, and return one (1) set of red-marked plans to Engineer of Record or applicant.
5. Engineer of Record shall make corrections and re-submit two (2) sets of revised plans with any additional information or documents requested by the Plan Checker.
6. Engineering Department will note remaining fees to be paid and bond requirements to the Applicant or Engineer of Record.
7. Applicant posts required fees and bond requirements and submits original drawings for approval by the City Engineer.
8. City of Grass Valley clears Map for recordation (where required).
9. Map records (where required).
10. Engineering Department signs the Grading Plan.
11. Engineering Department issues Grading Permit and informs applicant that documents and any other requirements of the Permit are ready for pick-up.
12. Applicant returns two (2) sets of Grading Plans to the Engineering Department at least 48 hours prior to grading operations.

GRADING PERMIT APPLICATION HANDOUT



CITY OF GRASS VALLEY
ENGINEERING DEPARTMENT

SECTION 11

GRADING PLAN REQUIREMENTS AND PROCESSING PROCEDURES FOR SUBDIVISIONS

11-1 Introduction -- Grading Permits are required when grading exceeds 50 cubic yards by volume, and/or creates a vertical displacement of 1 ft or more in vertical height.

Grading shall be performed in accordance with the latest edition of the Uniform Building Code and the appropriate sections of the City Grading Ordinance.

Submittals are also necessary to insure that onsite drainage and erosion control is adequately handled, that offsite drainage is conveyed through the project, and that the proposed development grading plans are compatible with adjacent property topography.

The grading submittal package listed below should be submitted to the Engineering Department.

11-2 Submittal Procedure -- The first submittal of the grading package to the City for checking should consist of:

1. Five prints of the proposed Grading Plan to the Engineering Department.
2. A Soils Engineering Report, and additional reports if required as conditions of the Tentative Map Approval.
3. A completed application for a Grading Permit.
4. A Plan Checking Fee.
5. A copy of the list of conditions of approval for the project.
6. An estimate of the total number of cubic yards of earthwork (cut and fill).

11-3 Grading Plan Requirements

11-3.01 Preparation -- All grading plans must be prepared by or under the direction of, and must be signed and stamped by a Registered Civil Engineer, including the date of expiration.

11-3.02 Sheet Layout

- a. Each sheet must have a Title Block, located in the lower right hand corner of the working area of the sheet, placed adjacent to the marginal line and:
 1. The Title Block must be placed, patterned and completed in accordance with the Standard Drawings.
- b. The "Title", or "General Information" sheet, "Grading Plan" sheets and any "Detail" sheets must comply with all items stated above.

11-3.03 Title or General Information Sheets -- Each set of Grading Plans must have a Title or General Information Sheet and:

- a. The Title or General Information sheet must be Sheet 1 of each set of plans. If earthwork quantities are 100 CY or less, then grading work may be shown in combination with other utilities.
- b. A Vicinity Map must be drawn on the Title or General Information sheet. The Vicinity Map may be at a convenient scale, preferably not smaller than 1 in. = 2000 ft.
- c. A Tract or Project map must be drawn on the Title Sheet to a scale not smaller than 1 in. = 200 ft.

The project map should:

- 1. Be placed on the sheet so that north is directed to the top of the sheet, where practical.
 - 2. Show a north arrow and scale.
 - 3. Show street or street names.
 - 4. Show adjacent tracts properly identified as recorded.
 - 5. Show index to Grading Plan sheets.
- d. Standard grading notes must be shown on the Title or General Information Sheet.
 - e. The certification statement of the Registered Civil Engineer, the Soils Engineer, and Engineering Geologist, if required, must be shown on the Title or General Information sheet.
 - f. A statement of quantity of excavation and embankment involved.
 - g. Location and elevation of bench mark.
 - h. Any remaining space on the Title or General Information Sheet may be used as a detail sheet or for a part or all of the Grading Plan itself.
 - i. Signature block for City Engineer approval.

11-3.04 Detail Sheets

- a. Detail sheets may be used to delineate special details when space is not available on the Title Sheet or Grading Plan Sheets.
- b. Structural details should be delineated at a scale that will clearly define all facets of the design.

11-3.05 Grading Plan Sheets

- a. The scale must be a standard engineer's scale of 1 in. = 50 ft or larger.
- b. The maximum contour interval must be 2 ft. Contours should extend a minimum of 100 ft beyond the grading boundary.
- c. Grading plans shall incorporate all requirements of the City Grading Ordinance, all Tentative Map conditions, and all standard requirements of the Engineering Department.
- d. The following data must be placed on each Grading Plan sheet in addition to the

proposed grading:

1. North Arrow.
 2. Scale, if not shown in Title Block.
 3. Names of all streets shown on each sheet.
 4. Lot lines, numbers and dimensions.
 5. All existing improvements, drainage devices and underground facilities on the tract and within 25 ft of its boundaries and their disposition.
 6. Location of all proposed drainage devices, walls, and other protective devices.
 7. Construction notes to clarify construction details.
 8. Match lines to adjacent sheets. Match lines must follow existing or proposed property lines and must not horizontally divide cut or fill slopes.
 9. Location and elevation of bench mark.
- e. The elevation, extent, dimensions and location of all proposed grading and slopes are to be shown by contours and other means.
- f. Quantities of earth to be moved for cuts and fills.

11-3.06 Erosion Control Plan--An erosion control plan shall be submitted to the City for review and shall be in conformance with the requirements set forth from the Nevada County Resource Conservation District.

11-4 Conditions -- Grading plans are subject to the approval of the City Engineer.

- a. Cut slopes and fill slope must not be steeper than 2:1 (horizontal to vertical), unless certified in writing by a Soils Engineer.
- b. All fill material must achieve 90% relative compaction in accordance with the State Standard Specifications and the compaction must be certified by a Soils Engineer.
- c. All slopes adjacent to the public right of way and private street in excess of 3 ft in vertical height and 2:1 slope must be stabilized by methods outlined by a Soils Engineer.
- d. Street hazards due to construction traffic must be eliminated both on and off site when large quantities of imported or export of soil is required.

11-5 Grading Plan Revisions -- Upon return of the plans, the engineer should make the requested revisions and return the corrected grading plan, accompanied by the following to the Engineering Department:

1. Two (2) prints of the Revised Grading Plan.
2. Additional soils or geological information if requested.
3. Cost estimates of construction and earth work which is to be bonded for.
4. Letters, licenses, or easements from adjoining property owners if offsite work is to be done.

5. Red line markup of last comments from the City.

Resubmittal will not be accepted for review unless all comments have been addressed and all the above information provided.

11-6 Retaining Walls -- Signature by a licensed Registered Civil Engineer in the State of California will be required on all retaining wall designs exceeding 48 in. in vertical height. Supporting soil data may also be required.

GRADING PLAN CORRECTION NOTES

Date _____

Job Address: _____

Assessor's Parcel Number(s) _____

Grading Permit No. _____ Tract _____ Lot(s) _____

Owner / Applicant _____

Designer _____ Phone _____

Address _____

1. Show North arrow and scale of plan.
2. Scale too small? Minimum of 1" = 50'. Larger scale required on small parcels.
3. Shown Vicinity Map.
4. Shown on plans, the name of person responsible for plan.
5. Show original contours of entire (Lot) (Tract) (Parcel).
6. Clarify on plans if "existing" contours shown represent original ground. All existing grades to meet approval of City Grading Inspector.
7. Correct plans so that proposed contours meet existing contours of same elevation.
8. Correct contour interval to 2 ft maximum.
9. Extend contour lines minimum of 100 ft outside (Lot) (Tract) (Parcel).
10. Dimension missing.
11. Properly line splits slope. Show compliance on revised plans.
12. Plan shows grading work outside (Lot) (Tract) (Parcel) area. Obtain written permission from owners of property involved.
13. Show top and toe of cut and fill slopes to scale.
14. All slopes 1 ft or more in vertical height to be drawn to scale.
15. Hold toe of fill slopes inside site boundaries.
16. Hold toe of fill slope 5 ft minimum away from top of cut slope or existing steep bank to provide a bench in natural ground.
17. No fill may be placed on existing terrain which slopes greater than 2:1. Delete fill shown in these areas. Adjust top of slope to comply.
18. Require existing terrain sloping greater than 5:1 to be keyed and benched to support fill. Locate areas to be keyed and benched on plan. Give details of keying and benching.

19. If no structure is to be supported by fill, note on the plans, "All foundations to go through fill into natural ground." This statement is to be signed by the Structural Designer.
20. Show location of all structures (Residence, Garage, Swim Pools, etc.) on the plan. Hold back all structures a minimum of 10 ft from top of slopes. (More distance may be required by Soils Report).
21. Provide diverter terrace along top of (cut) (fill) slope. Show how drainage is disposed of.
22. Provide down drain to take water from (Interceptor) (Diverter) terrace.
23. Provide berm or drainage divide along top of all slopes, show details.
24. No drainage over any slope except in non-erosive down drains, show details.
25. Show locations of all existing natural drainage courses and storm drains which could be affected by proposed grading. No fill will be permitted to divert or block drainage in a natural drainage course without providing adequate drainage devices to allow passage of storm waters. The Flood Control Engineer to approve storm drain devices.
26. Provide map showing drainage area and calculations on the amount of runoff according to City of Grass Valley Standards.
27. Give complete drainage plan of graded areas. Show drainage lines so that water goes to the street or approved natural drainage course ONLY.
28. Easement and erosion proof drainage devices will be required if access to street or approved natural drainage course is outside site boundary.
29. Show erosion-preventive drainage devices.
30. Show the finish elevations at all corners of graded areas.
31. Show the finish elevations at all lot corners.
32. Show finish elevations so that graded areas slope away from top of fill slopes and in direction of drainage: 1%, 2% minimum for longer reaches.
33. Lots do not have required 1%, 2% slope in direction of drainage.
34. Show drainage for typical interior and corner lots in tract.
35. Show how drainage is prevented from crossing lot lines to adjacent lots.
36. Indicate yardage amount: cut, fill.
37. For building sites, specify on plans the percentage compaction-minimum 90% of maximum density per ASTM D1557-64T.
38. Soil Investigation Report required.
39. Geological report required.
40. The engineer who will supervise the job must sign this note on plans: "The undersigned Civil Engineer

STANDARD GRADING NOTES

The following is a list of standard grading notes that may be utilized for inclusion on the plans where applicable in addition to General Notes shown in Standard Drawings Section 1.

1. All grading shall conform to City of Grass Valley Standards and requirements pertaining thereto, these construction documents, and the recommendations of the Project Soils or Geotechnical Engineer.
2. Contractor shall notify the City Engineer and the Soil Engineer at least 48 hrs before start of any grading work. They shall be notified of the time and location of the pre-construction conference for the project.
3. Contractor shall employ all labor, equipment and methods required to prevent his operations from producing dust in amounts damaging to adjacent property, cultivated vegetation and domestic animals, or causing a nuisance to persons occupying buildings in the vicinity of the job site. Contractor shall be responsible for any damage caused by dust resulting from his grading operations. Contractor shall accommodate all requests for the dust control made by the City Inspector. If dust can not be controlled to the satisfaction of the Inspector, then a suitable dust palliative shall be used per the direction of the Inspector.
4. Before beginning work requiring exporting or importing of materials, the Contractor shall obtain approval from the Engineering Department for haul routes used and methods provided to minimize the deposit of soil on City streets. Grading inspectors shall monitor this requirement with the Contractor. The Contractor shall clean the public right of way impacted to the satisfaction of this Inspector.
5. The Soil Engineer shall provide observation and testing during grading operations in the field and shall submit a Final Report stating that all earthwork was properly completed and is substantially in conformance with the requirements of the City Grading Ordinance. Test results shall be made available to the City upon completion of tests and prior to final report.
6. A thorough search shall be made for all abandoned man-made facilities such as septic tank systems, fuel or water storage tanks, and pipelines or conduits. Any such facilities encountered shall be removed and the depressions properly filled and compacted under observation of the Soil Engineer. Nevada County Environmental Health Department shall be contacted upon each such discovery and shall be given opportunity to witness removal.
7. Areas with existing slopes which are to receive fill material shall be keyed and benched. A keyway shall be placed at the toe of all fill slopes and extend through the loose surface soils. The design and installation of the keyway shall be per the Soils Engineer's recommendation.
8. Fill material shall be spread in lifts not exceeding 6 in. in compacted thickness, moistened or dried as necessary to near optimum moisture content and compacted by an approved method. Fill material shall be compacted to a minimum of 90% maximum density as determined by ASTM D 1557 (modified to 3 layers) or similar approved methods. Some fill areas may require compaction to a greater density as called for in the construction documents.

9. The Soils or Geotechnical Engineer shall provide observations, tests and reports of all earthwork and provide copies of the reports to the Engineering Department. Soil tests shall be conducted at not less than one test for each 18 in. of fill and/or for each 500 cubic yards of fill.
10. Finish cut slopes shall not exceed a grade of 1 1/2 horizontal to 1 vertical.
Finish fill and combination slopes shall not exceed 2 horizontal to 1 vertical.
Slopes over 3 ft in vertical height shall be planted with approved perennial.
Vegetation is to be dense and growing prior to final inspection.
11. Surface drainage shall not be less than 1% except for paved surfaces. A minimum of 2% for 5 ft away from the foundation line of any structure is required.
12. All trees that are to remain on site shall be temporarily fenced and protected during grading operations.
13. Earthwork Estimate:

Excavation: _____ Cubic Yards

Embankment: _____ Cubic Yards

Export: _____ Cubic Yards

Import: _____ Cubic Yards

CERTIFICATION

By signing the attached Grading Permit Application, the Applicant certifies that all information and documents required for a Grading Permit are attached or shown on the plans, pursuant to Section 11 of the City's Improvement Standards. Failure to provide the required information and/or documents will delay the issuance of the permit.

CITY OF GRASS VALLEY
 DEPARTMENT OF PUBLIC WORKS
 125 EAST MAIN STREET
 GRASS VALLEY, CA 95945

GRADING PERMIT APPLICATION
 ENGINEERING DIVISION

PERMIT No. _____

Project Address: _____ Assessor's Parcel: _____ - _____ - _____

Project Description: _____

Will any Trees be Removed? NO YES TREE PERMIT # _____

Property Owner: _____ Day Phone # (____) _____

Mailing Address: _____ City/State/Zip: _____

Contractor: _____ Phone # (____) _____

Mailing Address: _____ City/State/Zip: _____

License Type: _____ Lic. #: _____ Expiration: __/__/__

Worker's Comp. Co.: _____ Policy # & Exp. Date: _____/____/____

Engineer: _____ Phone # (____) _____

Mailing Address: _____ City/State/Zip: _____

Contact Person: _____ Phone # (____) _____

Please Read the Information Below

1. A **Tree Removal Permit** may be required if you are planning to remove any trees as part of this grading work. See Engineering Division for more information on Tree Removal Permit and/or application.
2. An **Encroachment Permit** is required if you are planning to construct any improvements, do any work, or park any trailers or equipment within a City street, right-of-way or easement during this grading work. See Engineering Division for more information on Encroachment Permit and/or application.
3. A **Building Permit** may be required if any retaining walls are to be constructed as part of this grading work. See the Building Department for more information on retaining wall permits.

APPLICANT SIGNATURE _____ DATE _____
 (Owner or Authorized Representative)

To Be Completed By City of Grass Valley		
INITIAL APPLICATION FEE: _____ DATE PAID: _____ RECEIPT #: _____	ADDITIONAL PROCESSING FEE: _____ DATE PAID: _____ RECEIPT #: _____	FINAL PROCESSING PERMIT NO: _____ DATE ISSUED: _____ ISSUED BY: _____

**INTERNAL PROCEDURES FOR ISSUING GRADING PERMIT
ALL GRADING**

1. City Engineering Department will take in the Application, five (5) sets of Plans, Soils Report, Plan Check Fee and advance inspection fee, and assign a Permit Number for the Project.
2. Engineering Department Plan Checker will arrange an initial Field Inspection, if necessary.
3. The Engineering Department will note any remaining fees to be collected and bond requirements to the Applicant, and other requirements.
4. Applicant shall make all necessary plan corrections and resubmit all required documents with two (2) sets of corrected plans and previous red-marked set. (Repeat as necessary.)
5. Applicant shall post required Fees and Bond requirements.
6. Engineering Department signs the Grading Plan.
7. Engineering Department issues Grading Permit.