



CITY OF GRASS VALLEY
Community Development Department
(530) 274-4340

125 East Main Street
Grass Valley, CA 95945

CITY USE ONLY
PERMIT # _____

GRADING PLAN APPLICATION AND CHECKLIST

A Grading Permit is required for any fill or excavation unless otherwise exempted in the Development Code or CBC. Grading Permits expire one (1) year after date of issuance.

Project Address: _____ Assessor's Parcel #: _____

Planning Project Number, if applicable (i.e. approved Tentative Map, DRC #, etc.): _____

Applicant/Representative: _____ Phone #: _____

Mailing Address: _____ EMAIL: _____

Property Owner: _____ Phone #: _____

Mailing Address: _____ EMAIL: _____

Engineer: _____ Phone #: _____

Mailing Address: _____ EMAIL: _____

Contractor: _____ Phone #: _____

Mailing Address: _____ Fax #: _____

License Type: _____ State License #: _____ City Business License #: _____

**** Please Read Additional Permits 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 Public Works 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.

Applicant Signature: _____ Date: _____

(Owner or Authorized Representative)

Checklist for General Submittal Requirements

- Plan Check Fee**
Deposit of **\$300.00** per sheet for Plan Review and Inspections. Applicant responsible for actual costs.
- Grading Plans (3 sets)**
Submit plans pursuant to City’s Grading Permit Plan Requirements (attached).
- Preliminary Soils and/or Geotechnical Report(s) (2 copies)**
- Drainage Report, Calculations and Required Information (2 copies)**
Submit report prepared pursuant to the City’s Improvement Standards.

The following may be deferred but must be submitted prior to issuance of Grading Permit:

- Landscape and Irrigation Plans, OR check here if included in plans submitted for Building Permit _____**
- Improvement Performance Security Estimate (prepared by Engineer/Contractor)**
10% of the cost of erosion/sediment control necessary to stabilize the entire site plus 10% of the cost of complete tree replacement (if trees being removed) plus 100% cost to address any grading which could cause a hazard to the public or adjacent properties if left in an incomplete state (i.e. retaining wall adjacent to property line). Minimum security amount is \$500.
- Structural/Design Calculations for Retaining Walls (2 copies)**
Required for all retaining walls that exceed 4 feet in height from the base of the footing to top of wall.
- List of responses to Conditions of Approval (3 copies)**
Required if project has a Planning Project Number. Include 3 copies of any required submittal not listed above or specified below:
 1. SWPPP and WDID #. Submit 2 copies or via CD or flash drive. Provide WDID # prior to issuance of grading permit.
 2. Dust Mitigation/Air Quality Plan. Submit 2 copies of approved plan prior to issuance of grading permit.
 3. Offers of dedication/easements: Submit via separate application to Public Works and obtain approval prior to issuance of grading permit.

TO BE COMPLETED BY CITY OF GRASS VALLEY		
	Date Paid	Amount
Grading/Improvement Plan Deposit	_____	_____
Additional Deposit for Plan Review <i>(Required if actual costs exceed original deposit)</i>	_____	_____
Additional Deposit for Inspection <i>(Required if actual costs exceed original deposit)</i>	_____	_____

GRADING PERMIT PLAN REQUIREMENTS

ITEMS REQUIRED TO BE INCLUDED ON THE GRADING PLANS

Complete Grading Plans must address all applicable provisions of the Grass Valley Municipal Code, Section 15.06.020, Development Code, Improvement Standards and Appendix J of the California Building Code, including but not limited to the following:

- 1 [] Grading plan to be signed and stamped by a California registered civil engineer if grading is in excess of 5,000 cubic yards. Include printed name, address, registration number and phone number of engineer or architect to be shown on plans.
- 2 [] Printed name, address, and phone number of both owner / applicant and soils engineer to be shown on plans.
- 3 [] Title block on plan showing address, APN, Planning Project Number, if any, and/or location of project.
- 4 [] The estimated volumes, in cubic yards, of cut and/or fill and area of site to be shown on plan. Excess dirt moved outside the city limits shall comply with the applicable standards of the area it is moved to. Any location within the city limits used for disposal of excess dirt will require a separate Grading Permit for that site.
- 5 [] Vicinity map, north arrow, benchmark and scale (min. of 1"=50').
- 6 [] External property boundary lines and all internal lot lines, numbers, and dimensions.
- 7 [] Existing natural features, including wetlands, streams, trees. Include specific tree protection measures and other mitigation measures being incorporated in plans to protect natural features.
- 8 [] All existing improvements, easements, drainage facilities, and underground utilities on the property and within 25 feet of the project boundaries.
- 9 [] Location of all proposed drainage facilities and storm water detention facilities consistent with the drainage report, calculations and additional documentation pursuant to the City's Improvement Standards.
- 10 [] Existing contours (maximum interval 2 feet) to be shown as broken (dashed) lines properly identified on the plan and extended to a minimum of 25 feet beyond the perimeter of the property. All buildings, trees, fences and structures on-site and on adjacent lots within 15 feet of the perimeter of the property to be shown and labeled on plan. The effect the proposed grading will have on adjacent properties (cuts, fills, drainage, etc.) to be shown on plans. Also any grading performed on adjacent private property shall be clearly shown and will require a signed release from the adjacent legal owner.
- 11 [] Proposed final grades to be clearly shown and designated on plans along with all cut and fill slopes. Slopes to be clearly designated on plans with slope (H:V) being shown. The contours of all new grading shall be in solid lines.
 - a. Toe of fill slopes must be inside site boundaries by H/2 (2 ft. min., 20 ft. max.) and 5' away

- from the top of cut slope or existing steep bank to provide a bench in natural ground.
 - b. Top of cut/fill slopes must be inside site boundaries by H/2 (2 ft. min., 10 ft. max.).
 - c. No fill may be placed on existing terrain which slopes are greater than 2:1.
 - d. Lots must have required 1-2% slope to public right of way or drainage easement for drainage purposes unless otherwise approved by Public Works.
 - e. Show how drainage is prevented from crossing property lines.
 - f. Show cross sections for all cut and fill slopes.
- 12 [] Details of site drainage any proposed on-site drainage structures, walls, cribbing, surface protection, etc. to be shown on plans meeting City Improvement Standards.
 - 13 [] Retaining walls and details/ cross sections, etc..
 - 14 [] Slopes shall be a maximum of 2:1, unless approved by the soil engineer (with accompanying data) and the Building Official.
 - 15 [] Recommendations and conclusions in the Preliminary Soils Report and/or Geotechnical Report are to be incorporated in the design of the grading plan.
 - 16 [] Plan size to be standard 36" x 24" sheets.
 - 17 [] Erosion Control Plan and Best Management Practices Per City Improvement Standards.

THE FOLLOWING APPLICABLE NOTES ARE REQUIRED ON GRADING PLANS / EROSION CONTROL PLANS:

- 1 [] All grading shall conform to the Grass Valley Development Code, Improvement Standards and the current City-adopted edition of the California Building Code.
- 2 [] All provisions of the preliminary soils report prepared by _____, dated _____ shall be complied with during grading operations.
- 3 [] This plan is for grading purposes only and is not to be used for the purpose of constructing on site or off-site improvements. Issuance of a permit based on this plan does not constitute approval of driveway locations or sizes, parking lot structural sections or layout, ADA-related requirements, building locations or foundations, walls, curbing, off-site drainage facilities or other items not related directly to the basic grading operation. On-site improvements shall be constructed from approved building permit plans. Off-site improvements shall be constructed from plans approved for this purpose by the Public Works Department.
- 4 [] Certification from the registered civil engineer, if engineered grading, or California licensed contractor, if not engineered grading, stating that the grading has been completed per the approved plan, and a compaction report from the soil engineer for fill areas are required prior to building permits being issued.
- 5 [] Contractor is responsible for erosion, dust and temporary drainage control during grading operations.
 - a. All manufactured slopes in excess of 5 feet in vertical height are to be protected from erosion during rough grading operations and, thereafter, until installation of final groundcover. (See landscape plans for final groundcover).
 - b. All slope protection swales to be constructed at the same time as banks are graded.

- c. The property owner is responsible for implementation and maintenance of the erosion control measures shown on this plan and SWPPP, if applicable, and also to provide any additional erosion control measures (e.g., hydroseeding, mulching of straw, sand-bagging, diversion ditches, retention basins, etc.) dictated by field conditions to prevent erosion and/or sedimentation from leaving the site and/or impacting stormwater runoff. Special attention shall be given to additional measures during any qualifying rain event.
 - d. After a rainstorm, all silt and debris shall be removed including from check berms, check dams and paved areas.
- 6 [] Any improvements constructed in the public right-of-way will require a separate construction permit and inspection from the Public Works Department.
- 7 [] Any walls, fences, structures and/or appurtenances adjacent to this project are to be protected in place. If grading operations damage or adversely affect said items in any way, the contractor and/or developer is responsible for working out an acceptable solution to the satisfaction of the affected property owner(s).
- 8 [] The contractor/developer is responsible for ensuring that retaining walls do not interfere with provision of utilities.
- 9 [] It is the grading contractor's responsibility to ensure that adequate compaction has been attained on the entire grading site, including fill areas outside the building pads and on all fill slopes.
- 10 [] The soil engineer shall observe and perform compaction tests during the grading to evaluate the preparation of the natural ground surface to receive the fill and the compaction attained in the fill, including fill areas outside the building pads and on all fill slopes.
- 11 [] Earthwork quantities are shown for grading permit purposes only, and the City of Grass Valley is not responsible for their accuracy.
- 12 [] Grading operations within a residential zone or within 500 feet of a residential zone shall be limited to between the hours of 7 a.m. and 7 p.m. on weekdays and on Saturdays. No grading will be permitted on Sunday or legal holidays. (Municipal Code, 8.28.100)
- 13 [] If grading or other construction operations unearth archeological or historical Artifacts or resources, construction activities shall cease. The Planning Division shall be notified of the extent and location of discovered materials so that they may be recorded by a qualified archaeologist. Disposition of artifacts shall comply with state and federal laws. A note of this requirement shall be clearly delineated on the grading and building plans of the project.
- 14 [] If any hazardous waste is encountered during the construction of this project, all work shall be immediately stopped and the Nevada County Environmental Health Department, the Fire Department, the Police Department, and the City Inspector shall be notified immediately. Work shall not proceed until clearance has been issued by all of these agencies.
- 15 [] Where soil or geologic conditions encountered in grading operations are different from that anticipated in the soil and/or geologic investigation report, or where such conditions warrant changes to the recommendations contained in the original soil investigation, a revised soil or geologic report shall be submitted by the applicant, for approval by the City Engineer. It shall be accompanied by an engineering and geological opinion as to the safety of the site from

hazards of land slippage, erosion, settlement, and seismic activity.

- 16 [] No trucks may transport excavated material off-site unless the loads are adequately wetted and either covered with tarps or loaded such that the material does not touch the front, back, or sides of the cargo compartment at any point less than six inches to the top of the cargo compartment. Also, all excavated material must be properly disposed of in accordance with the City's Standard Specifications.
- 17 [] If trees to be removed are 6" or greater in diameter, are classified to be in Group A or B per the California Forest Practice Rules, and are on timberland, the applicant shall obtain one of the following harvest document(s) from the California Department of Forestry and Fire Protection and submit a copy of the approved document to the City:
- a. Less Than 3 Acre Conversion Exemption. Any project with less than 3 acres of land disturbance may qualify (see 14 CCR 1104.1 (a)(2) for conditions).
 - b. Timberland Conversion (PRC4621) and Timber Harvest Plan (PRC.4581). Any project with 3 acres or greater or that do not meet the conditions in 14 CCR 1104.1 (a)(2).

The above items are the minimum information required for submitting a grading plan for review. Therefore, after the first review, additional information may still be required.

"STOCKPILING ONLY" GRADING PLANS:

"Stockpiling Only" plans will be reviewed with the same requirements as regular grading plans with the following changes.

- 1 [] Unless otherwise approved, stockpiling permits will be issued for a period of one year only. All stockpiled material must be removed prior to expiration of the permit, or properly graded and compacted on-site. A separate grading plan and permit with soils report is required for either case unless material is removed outside of the city limits.
- 2 [] A preliminary soils report is not required for review of "stockpiling only" plans.
- 3 [] Unless otherwise approved, stockpiling is limited to a maximum height of 5 feet from existing ground elevations. (Less than 5 feet may be required subject to Planning Department review.)
- 4 [] Toe of slopes to be located a minimum of 10 feet from any property lines.
- 5 [] Erosion, dust and drainage control to be maintained at all times for the duration of the stockpiling. (Not just during placement of the material.)