



# CITY OF RIVERSIDE

PUBLIC WORKS DEPARTMENT

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www.riversideca.gov

## GRADING PERMIT APPLICATION CHECKLIST

### ITEMS REQUIRED TO BE SUBMITTED

- 1) Complete grading plan (3 prints), including an interim erosion control plan which may be incorporated as part of the grading plan or a separate sheet of the grading plan.\* (See below)
- 2) Preliminary soils report from soil engineer (1 copy). Report must be wet-signed and stamped.
- 3) Plan Check Fee. The Grading Permit Review Fees chart is on page 6. Determine fee by using whichever is greater of the cut & fill from the plan.
- 4) Grading Bond Cost Estimate from the project engineer. (See Page 8.)
- 5) If the proposed grading/construction involves alteration of or discharge into a stream that is shown as a blue line or a broken blue line on the USGS Quad Maps, the engineer shall file a notification form FG 2023 (form and fee schedule available from Land Development Section) with Department of Fish and Game Environmental Services, 330 Golden Shore, Suite 50, Long Beach, CA 90802 (Phone 310/590-5137). A copy of the notification shall be submitted to the Land Development Section with the grading plan.
- 6) One copy of the final project-specific Water Quality Management Plan (WQMP) if:
  - a. A preliminary project-specific WQMP was required as a condition of entitlement for the project; or
  - b. The project meets the thresholds for New Development and Significant Redevelopment as established in the most current Riverside County Water Quality Management Plan for Urban Runoff

A separate fee of \$1350.80 shall apply.

- 7) In accordance with National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges associated with construction activity, the owner involved in any construction activity that includes clearing, grading or excavation that results in the disturbance of at least 1 acre of total land area shall:
  - a) Submit a Notice of Intent (NOI) to the State Water Board. The NOI must be sent to the following address:

California State Water Resources Control Board  
Division of Water Quality  
Storm Water Permit Unit  
P. O. Box 1977  
Sacramento, CA 95812-1977

A grading permit will not be issued until verification is provided that the NOI has been submitted to the State Water Board. Acceptable verification shall be a copy of a letter from the State confirming project location and issuance of a Waste Discharge Identification No. (WDID).

- b) A Storm Water Pollution Prevention Plan (SWPPP) must be developed and implemented concurrent with commencement of grading/clearing activities. A copy must be provided to Public Works prior to issuance of the grading permit.

\* All applicable provisions of the Riverside Municipal Code, Title 17 and Appendix Chapter 33, Vol. 1 of the International Building Code shall be met prior to submitting the plan for review, including but not limited to the following:

- 1 [ ] Grading plan to be signed by a registered civil engineer, or if less than 5,000 cubic yards and designated regular grading, a registered architect or registered landscape architect may sign.

Grading plans on parks and other projects that are in excess of 5,000 c.y. may be signed by a registered landscape architect if the graded fills do not support structures and fills do not exceed 10'. Engineer, architect or landscape architect to have current City Business Tax Certificate. The City Business Tax Certificate Number with expiration date must be shown on the plans on first submittal. This is likewise required for soil engineers doing work in connection with the proposed grading. The plan, if signed by a civil engineer shall also bear the seal or stamp of the civil engineer and the expiration date of the certificate or authority.

*The Riverside County Drainage Area Management Plan requires implementation of new Development Best Management Practices (BMPs) to identify and control post construction discharge of pollutants to the waters of the United States. Applicable BMPs shall be implemented by incorporating them into the preparation of the final project-specific Water Quality Management Plan (WQMP) or the grading plans where a WQMP is not required.*

- 2 [ ] Printed name, address, registration number and phone number of engineer or architect to be shown on plans. Show City of Riverside Business Tax Certificate No. and expiration date. Engineer must have a current city Business Tax Certificate.
- 3 [ ] Title block on plan showing address, APN, related case 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. Ultimate disposition of any excess dirt to be stated 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 separate Grading Plan Review and issuance of a separate grading permit for that site.
- 5 [ ] Signature block on plan for Planning Department to initial.
- 6 [ ] Vicinity map, north arrow and scale are shown on plan.
- 7 [ ] 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.

- 8 [ ] Proposed final grades to be clearly shown and designated on plans along with all cut and fill slopes (max. 2:1 slope). Slopes to be clearly designated on plans with slope (H:V) being shown. The contours of all new grading shall be in solid lines.
- 9 [ ] Details of any proposed on-site drainage structures, walls, cribbing, surface protection, etc. to be shown on plans. All drainage from areas accessible to vehicles to be filtered prior to entering city streets and storm drain systems.
- 10 [ ] Slopes, max. 2:1, unless approved by the soil engineer (with accompanying data) and the Planning Department.
- 11 [ ] Recommendations and conclusions in the Preliminary Soils Report are to be incorporated in the design of the grading plan.
- 12 [ ] The City-issued Tracking Number (PW00-0000) shall be shown on all plans and correspondence relating to the Grading Permit. (The Tracking Number is assigned upon initial plan review and must be included on all subsequent submittals and correspondence.)

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

- 1 [ ] All grading shall conform to the Riverside Municipal Code, Title 17 and Appendix Chapter 33, Vol. 1 of the current City-adopted edition of the Uniform Building Code.
- 2 [ ] All provisions of the preliminary soils report prepared by \_\_\_\_\_, dated \_\_\_\_\_ shall be complied with during grading operations. City Business Tax Certif. No. \_\_\_\_\_, Exp. Date \_\_\_\_\_.
- 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/architect/landscape architect) 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 developer and his contractor are responsible for implementation and maintenance of the erosion control measures shown on this plan and SWPPP 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 the introduction of dirt, mud or debris into existing public streets and/or onto adjacent properties during any phase of construction operations. Special attention shall be given to additional erosion control measures noted above during the period October 15 to April 15.
- d. After a rainstorm, all silt and debris shall be removed from check berms and check dams. Silt and debris shall be removed from City of Riverside streets. This requirement shall remain in effect until city acceptance of this project.

6 [ ] Any on-site retaining walls shown on this plan that are under 3 feet in height and support a surcharge or that are over 3 feet in height require separate review, approval and a building permit from the Building Division, Planning Department. Any necessary retaining walls on the perimeter of this site shall be in place and approved by the building inspector prior to issuance of the grading permit. Approved sequenced grading with 1 1/2:1 maximum slopes to within 2 feet of the adjacent property line may be acceptable to allow for issuance of a grading permit prior to completion of any necessary perimeter retaining walls. (If no retaining walls are shown on the plan, do not put this note on plan.)

7 [ ] Any improvements constructed in the public right-of-way will require a separate construction permit and inspection from the Public Works Department.

8 [ ] 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).

9 [ ] The contractor/developer is responsible for ensuring that retaining walls do not interfere with provision of utilities.

10 [ ] 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.

11 [ ] It is the soil engineer's responsibility to 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.

12 [ ] Earthwork quantities are shown for grading permit purposes only, and the City of Riverside is not responsible for their accuracy.

13 [ ] For grading of areas of 1 acre or more, a Storm Water Pollution Prevention Plan (SWPPP) shall be kept on-site and made available upon request of a representative of the Regional Water Quality Control Board (RWQCB) - Santa Ana Region and/or the City of Riverside.

14 [ ] Grading operations shall be limited to between the hours of 7 a.m. and 7 p.m. on weekdays and between 8 a.m. and 5 p.m. on Saturdays. No grading will be permitted on Sunday or

federal holidays. (Riverside Municipal Code, 7.35.010, Ordinance No. 6273)

The above items are the minimum information required for submitting a grading plan for review. Therefore, after review, additional information may still be required. In some cases, the grading plan will be subjected to environmental review pursuant to the California Environmental Quality Act. The Planning Department will perform the environmental review and will inform the applicant if additional information will 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.)