



# Community Development Department - Planning Division

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## *Planning Commission – Environmental Review of Grading Plans*

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If a discretionary permit such as a variance, tract map, conditional use permit, etc. also involves grading as specified below, as part of its review of the application the Planning Commission must also environmentally review the grading. Grading subject to environmental review includes the following:

1. The lot has an average natural slope of 10% or greater, and/or
2. The property is in the RC - Residential Conservation Zone; and/or
3. The property is located within or adjacent to the Mockingbird Canyon, Woodcrest, Prenda, Alessandro, Tequesquite or Springbrook Arroyos, a blue line stream identified on USGS maps, a waterway or wetland area.

The environmental review process addresses such items as the degree to which the proposed grading blends with the surroundings; preservation of natural amenities such as trees, rock outcroppings, arroyos, ridgelines, etc.; provisions for erosion control; and other relevant environmental concerns. A Grading Ordinance (Title 17) has been adopted by the City, which includes rules and regulations for hillside/arroyo grading in a manner, which minimizes the adverse effects of grading on natural landforms, vegetation, wildlife communities, scenic qualities, and open space. A copy of the Grading Ordinance is included in this packet.

**APPLICATION SUBMITTAL:** Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

**APPLICATION PROCESSING:** Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you approximately one week prior to the City Planning Commission meeting (refer to the City Planning Commission tentative schedule for the approximate date). Extra copies are available from the Planning & Building Department.

**TIME:** The initial review will be done within 60-90 days of submittal of a complete application.

**HEARINGS:** The applicant, a representative, or the legal owner should be present at all hearings.

**APPEAL PROCESS:** If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

**PLANNING FEES:** See current Fee Schedule (***FILING FEES ARE GENERALLY NOT REFUNDABLE***)

**REQUIRED ITEMS FOR FILING** (The following checklist gives you the requirements for application):

Following first check of the grading plan by the Public Works Department, the following must be submitted to the Planning Department for environmental review:

One (1) copy of the completed General Application form.

One (1) copy of the completed Environmental Information Form and a processing fee (see Current Fee Schedule).

Twelve (12) copies of the grading plan at engineering scale of not less than 1 inch equals 40 feet folded to a size not exceeding 8-½" x 14". Grading plans are to be stamped and signed by a Registered Civil Engineer or signed by a Registered Architect if the plans propose regular grading involving earthwork quantities that total less than 5,000 cubic yards. Grading plans submitted for environmental review must include the information required by Section 17.20.010 of the Grading Ordinance plus the following additional information:

- The level area (square footage) of all proposed pads;
- Natural slope of graded area for each lot excluding driveways;
- All lot sizes;
- Identification of all blue line streams and/or major arroyos, including the location of the arroyo boundaries as shown on Exhibits A-F of the Grading Ordinance and required 50 foot setback. Note: Should the site include a blue line stream or involve any other issue that requires State agency review, State law requires a 30-day review period for the Initial Study.

One (1) complete listing of any proposed deviations from the adopted grading standards included in Chapter 17.28 of the Grading Ordinance. A completed Grading Standards Exception Justification Form is required for all deviations from the adopted grading standards. A copy of this form is included in this packet.

One (1) copy of the grading plan reduced to 8-1/2" x 11". (PMT or white bond paper if the images are sharp and clear)

One (1) copy of the preliminary soils report.

Any required supplemental information.

The Planning Department may, during the course of its review of the application, determine that additional technical studies, such as biological and/or archeological reports, are required. These must be provided to the Planning Department before the public comment period is initiated.

Two (2) two copies of the revised grading plan after case is approved.

**OTHER REQUIREMENTS:**

1. Approved mitigation measures must be satisfied prior to grading permit issuance.
2. All requirements of the City's Public Works Department shall be met prior to issuance of the grading permit.