



County of San Diego, Planning and Development Services
GRADING PLAN CHECK LIST
BUILDING DIVISION

Customer Information version

The following Items will be checked by a County plan checker and must be included on the plans in order for proposed grading to be in compliance with the County Grading Ordinance. NOTE: This document is intended to be used only as a guide and may differ slightly from the correction list that will be used by the PDS Building Division.

BEFORE THE GRADING PERMIT WILL BE ISSUED, ALL OF THE ITEMS CIRCLED BELOW MUST BE CORRECTED. ALL PLANS MUST BE PREPARED ON THE 24" x 36" PDS COUNTY MINOR GRADING PLAN TEMPLATE AND DRAWN TO SCALE. IN ADDITION, CONSTRUCTION PERMITS WILL NOT BE ISSUED ON A SITE WHERE A GRADING PERMIT IS REQUIRED UNTIL THE ROUGH GRADING AND ALL STORMWATER BMPs HAVE BEEN INSPECTED AND APPROVED.

A. DEPARTMENT OF PUBLIC WORKS

1. The proposed grading project requires a Department of Public Works (DPW) permit. The project is outside the scope of a PDS minor grading permit for the reason(s) specified below. Either changes to the plan are required to address these issues or a Department of Public Works grading permit is required. To process a DPW permit, please contact the DPW Land Development Section at 5510 Overland Ave., Suite 110, San Diego, 92123, telephone: (858) 694-2055.
 - a. The grading exceeds 2,500 cubic yards of soil.
 - b. The vertical height of cut or fill slope will exceed 20 feet measured vertically from toe of slope to top of slope.
 - c. The grading requires more than 200 cubic yards of import/export.
 - d. The grading is not confined to a single lot or parcel of land, or within an access easement serving such lot. (Grading crosses property lines.)
 - e. The grading is not incidental to the construction of a dwelling or accessory buildings.
 - f. The grading involves the creation of multiple pads.
 - g. The grading will be on, or across, or affect a surface water body or will require the construction of drainage structures or facilities other than berms, swales, brow ditches or driveway culverts.
 - h. The complexity of grading operations, potential conflict with existing or proposed easements, drainage or storm water issues, unusual soil types, SUSMP reviews for Priority Development Projects (vi or vii), or potential existence of any of the circumstances requiring denial under Section 87.206(b) make it more appropriate for the application to be submitted to the Department of Public Works.
 - i. The grading does not meet the requirements of minor grading Section 87.206 San Diego County Grading Ordinance. See page 5 for description.

2. Project conflicts with a previously approved DPW Grading Permit. A DPW permit was approved for this site (Permit # _____) and the grading proposed conflicts with and/or significantly alters the approved plan. Please refer to page 6 for reasons. Prior to approval of this proposed grading project, DPW must review and approve the layout/design. A deposit of \$500 is required to be filed with DPW for this review. To process this DPW review, please contact the DPW Land Development Section at 5510 Overland Ave., San Diego, 92123, telephone: (858) 694-2055.
3. Obtain clearance from the Division of Sanitation and Flood Control, Department of Public Works located at 5510 Overland Ave., San Diego, CA 92123. Telephone: (858) 694-3267.

A) Flood _____ B) Watercourse _____
4. Grading for driveway to public road is not included in the scope of this permit. Please provide documentation that this grading is permitted by the Department of Public Works.
5. Obtain clearance from the Department of Public Works, Land Use Division for a PM Improvement Certificate release for PM _____. DPW offices are located at 5510 Overland Ave., San Diego, CA 92123. Telephone: (858) 694-2055.
6. Obtain clearance from the Department of Public Works, Land Use Division for Route Location. DPW offices are located at 5510 Overland Ave., San Diego, CA 92123. Telephone: (858) 694-2055.

B. GRADING PLAN FORMAT/CONTENT

1. Provide legend on the plans explaining all symbols and abbreviations.
2. As built grading plans must be prepared by a Civil Engineer registered to practice in California.
3. The Civil Engineer who prepared the plans must complete the Engineer of Work Box on the plans and shall also stamp and wet sign the plans.
4. The graded area must be drawn at a minimum scale of 1":40'. For large parcels it is acceptable to provide a detailed drawing for the graded area and a reduced scale drawing of the entire parcel that shows that it exactly matches the building plot plan and legal lot description.
5. Include a vicinity map on the plans.
6. Provide name and signature of person preparing the plans.
7. Show original ground contours.
8. Show all property lines and easements on plans. Verify they match those on legal lot documents.
9. Show proposed contours.
10. Show proposed elevations.
11. Show dimensions from edge of building pad to foundation of dwelling or other structures.
12. Show finished floor elevations.

C. GRADING DESIGN/DRAINAGE & SITE ISSUES

1. The proposed grading diverts or concentrates the existing drainage courses and will adversely affect downstream owners. Section 87.211 of the County Grading Ordinance prohibits grading that interferes with any existing drainage courses or creates an unreasonable geological, flood or other hazard to person or public or private property. The plans must be modified to eliminate this proposed diversion/concentration.
2. Show how the pad drains at 1% minimum slope. Concentrating flow on adjacent property is prohibited.
3. Show the brow ditch location at the top of cut slopes. Provide a detail with dimensions or attach County Standard detail. (See note 7 on the County Template.)
4. Show the berm location at the top of fill slopes. Provide a detail with dimensions or attach County Standard detail. (See note 7 on the County Template.)
5. Specify proposed slope ratio of cut and fill slopes. (See note 9 on the County Template.)
6. Show dimension from top of each cut slope to the nearest property line. The minimum distance is 3' up to 15' of height, higher slopes require 5' minimum.
7. Show dimension from toe of each fill slope to the nearest property line. The minimum distance is 1'-6" up to 15' height, higher slopes require 3' minimum.
8. Retaining walls are required if it is not possible or practical to comply with the previously listed items: C.2 through C.7. A separate retaining wall permit must be obtained concurrently with the grading permit. Provisions for drainage behind the retaining wall area are to be shown on the grading plan.
9. The volume of earthwork appears to be different from that shown on the application. Earthwork volume calculations must include all grading on site, including driveways. Provide calculations stamped and signed by a professional land surveyor or a registered civil engineer or architect.
10. The grading is not a balanced job, as shown. Show what will be done with the excess or shortage. All imported material shall be obtained from a designated legal site and excess disposed of at an identified legal site. Legal site must be documented by providing an address, assessor's parcel number or county permit number.
11. Submit drainage calculations by a registered civil engineer.
12. The plans shall show the location of any building or structure on the site where the work is to be performed and the location of any building or structure on adjacent property that is within 15 feet of the site (Section 87.206(a)15(cc)).
13. Show driveway grades and transition grade from street to driveway. Driveway grades exceeding 10% shall be surfaced with asphalt concrete or Portland cement concrete prior to building final inspection. Concrete driveways are not permitted in the County right-of-way unless there is an existing concrete curb. Maximum allowable driveway grade is 20%.
14. Map all drainage areas affecting the site.

15. Show size, length, gauge and profile of pipes, where drainage is to be installed with the grading plan. Show the width of all drainage easements.
16. On slopes exceeding 15 feet vertically, show additional planted ground cover of minimum 1-gallon shrubs or 5-gallon trees with maximum 10-foot spacing on center. (Section 87.417(b))
17. Show the location and dimension the size of the fuel (vegetation) modification zone. A minimum 100 feet fuel modification zone is required around all structures. This requirement does not authorize clearing on adjacent property.
 - a. Proposed fire buffers less than 100 feet, but greater than 30 feet, measured perpendicular from the subject property line adjacent to wildland fuels, must be reviewed and approved by the Fire Authority Having Jurisdiction. Furthermore, the building(s) shall be constructed of Enhanced Fire-Resistive Construction in compliance with the County Fire Code.
 - b. Proposed fire buffers less than 30 feet measured perpendicular from the subject property line adjacent to wildland fuels must be reviewed and approved by the Fire Authority Having Jurisdiction and the County Fire Authority. Furthermore, the building(s) shall be constructed of Enhanced Fire-Resistive Construction in compliance with the County Fire Code

D. ADDITIONAL REVIEW/REQUIREMENTS

1. The property is currently not connected to a public sewer system. As such, Department of Environmental Health (DEH), Land Use Division approval stamps are required on the plans.
2. Fire District review and approval is required for the following (circle all that apply):
 - a. Improved width of driveway is less than 16 feet.
 - b. Driveway length from point of origination to structure exceeds 150 feet (emergency vehicle turnaround per Fire District design standard is required).
 - c. Driveway grade greater than 15%.
 - d. Angle of approach (transition grade from street to driveway) is greater than 7 degrees or 12%.
3. Provide proof of water source. For water meter, provide PDS #510 with water district signature. For wells, show location on the Grading Plan.
4. The property owner must read and sign the Property Owner Certification Box and the Property Owner Information Box must be completed on the County Minor Grading Plan Template.
5. Prior to issuance of the permit, you must submit a letter from an engineering firm stating that they have been retained for testing and certification of your grading. The letter must state that the engineer understands that the first certification occurs when the keyway is prepared to receive fill and the second is done by completing the Minor Grading Certification Form (PDS #73) prior to rough grading approval by the County.
6. A \$500 investigation fee is required for grading which has been started before a grading permit was issued. (Section 87.307)
7. Owner must complete and sign the Right of Entry form (PDS #620).

E. STORMWATER COMPLIANCE

1. The County of San Diego Standard Project Stormwater Quality Management Plan (Form LUEG:SW) must be completed and signed by the owner. Clearly indicate on the form all Best Management Practices (BMPs) that will be used on your project.
2. Show erosion control and site design BMPs on the plans. Specify which BMPs will be implemented by cross-referencing to form LUEG:SW or provide details on the plans. All areas disturbed by clearing operations must be stabilized and protected. (The County of San Diego will not accept tracking, mulch, hydro-seeding without watering, or jute matting as the means to protect exposed slopes from erosion.) Specify the BMPs proposed for each of the following areas:
 - A. Erosion control for graded slopes
 - B. Erosion control for graded flat areas
 - C. Velocity reduction
 - D. Sediment control
 - E. Preventing offsite tracking of sediments
 - F. General site management
 - G. Post-construction site design
 - H. Post-construction source control
3. Calculate and clearly delineate all disturbed areas on the grading plan. In addition to the graded area the disturbed area also includes any land cleared of vegetation such as driveways, leach fields, etc. If one (1) acre or more, provide the WDID # _____ (Waste Discharge Identification Number).
 - a. If the fire clearing calculation box quantity is listed at 0 (zero) or the plans are showing less than 100' clearing as required by County Code, add the following note above the calculation box on plans "All required fire clearing will not create a Land Disturbance Activity as defined by County Code".

F. ENVIRONMENTAL

1. CEQA-recheck by staff at issuance.
2. CEQA-NOE-Staff to prepare a Notice of Exemption at issuance.
3. In MSCP, provide a 3rd set of plans at issuance.

Provide two (2) signed Gnatcatcher Affidavits PDS #252.

G. STAFF NOTES & OTHER CORRECTIONS
