

**COUNTY OF SAN DIEGO
DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES
MINOR GRADING PERMIT PROCEDURE.**

5-2014

The following is the procedure for minor grading permits which conform to Grading Ordinance Section 87.206 (a) & (c). Grading plans must be completed by a California Registered Civil Engineer.

- I. **PLAN SUBMITTAL.** Applicant shall submit to the Department of Planning and Development Services, Land Development Division:
 - A. "Application for grading permit"
 - B. Two grading plan sets.
 - C. Minor Format SWMP.
 - D. Engineer of work to complete "Pre-screen plan checklist", **notify front counter.**

- II. **PLAN REVIEW.** Land Development counter Services staff will route plans to the Land Development geographic team plan check engineer as a combined pre-screen/1st plan review. If the plan check engineer determines that the grading does not meet Grading Ordinance Section 87.206 requirements, the pre-screen will be completed as a standard grading plan submittal and returned as incomplete to the Engineer of Work. If the plan check engineer determines the plans are in conformance with Grading Ordinance Section 87.206, plans will be reviewed and processed as 1st plan review. The first review will consist of the following
 - A. Plan check staff will review grading plan and minor grading plan checklist completed by Engineer of work.
 - B. Plan check engineer will determine if Environmental review is required. [Utilizing DPLU GIS Mapping by checking "Biology – MSCP Designations". If further environmental analysis is required (within colored area) one plan set is to be routed to either PDS staff for further environmental analysis]. NOTE: Applicant must provide a separate \$50 check payable to San Diego County Recorder for CEQA exemption (NOE) filing fee. Lily at PDS will process for recordation. After NOE recorded, save one copy in file and one copy to EOW.**
 - C. After first review, a meeting will be held between plan checker and engineer of work. Minor grading plan checklist is scanned and placed in L-grade file. Plans and checklist are returned to the Engineer of work.
 - D. The Applicant or their Engineer of Work will be responsible for obtaining DEH approval. Plans must be submitted directly to DEH for review. Two final grading plan sets must be stamped and signed by DEH staff
 - E. If grading will construct a driveway connection to a public road, sight distance certification will be required.

III. **PERMIT ISSUANCE** After plans are deemed adequate the following steps are to be taken:

- A. Submit two (bond) plan sets, with engineer's signature and seal, appropriate DEH stamp and signature, ESU approval and any required environmental notes, are submitted for final review by PDS plan check engineer.
- B. Plan check engineer will sign both plan sets and return sets and project file to Land Development Counter services.
- C. Engineer or applicant to make appointment with Land Development Counter for permit issuance.
- D. At permit issuance:
 - 1). provide one original stamped/wet signed bond set along with two bond copies of the approved grading plans (copies routed to Cartographic services.).
 - 2). Pay Inspection deposit (obtain invoice from PDS LD counter). (No security required).
 - 3). Submit (if required) a separate \$50 check for CEQA exemption (NOE) filing fee. Made check payable to "San Diego County Recorder".
- E. Once the grading permit is issued, advance notice of 48-hours must be given to PDCI prior to you or your contractor scheduling the mandatory pre-construction meeting. No work may be commenced prior to this meeting. To request a meeting, call PDCI during normal business hours at (858) 694-3165.

IV. **PERMIT CLOSURE:** No "Record Plan" process or print package is required.

- A. Notify DPW PDCI Inspection staff that grading operation is ready for final inspection (Grading Ordinance Section 87.426)
- B. Provide Final Reports: Pad Certification, Compaction reports and any other reports/certifications requested by PDCI.