



County of San Diego, Planning & Development Services
PRE-SCREENING CHECKLIST
LAND DEVELOPMENT DIVISION

GRADING AND IMPROVEMENT PLAN PRE-SCREENING CHECKLIST

Grading and Improvement plans are subject to pre-screening by Planning & Development Services (PDS) Land Development Division prior to initial submittal. Please submit this [checklist](#), the [permit application package](#), and two sets of plans. The plans must meet the following format requirements at a minimum. If plans do not meet any of the following, the submittal is subject to rejection. The pre-screened submittal will be returned within ten (10) business days. To schedule your submittal appointment, click [here](#).

Application and plans shall be submitted to the Land Development Counter at:
5510 Overland Ave Suite 110, San Diego, CA 92123

Please check the box for all that apply:	
<input type="checkbox"/>	Grading plans placed on 24" x 36" sheets with 1" border on all edges
<input type="checkbox"/>	North arrow and scale on all sheets
<input type="checkbox"/>	Vicinity map (distance shown to nearest street intersection, page, and section of Thomas Guide)
<input type="checkbox"/>	Permittee's name, address and telephone number
<input type="checkbox"/>	Owner's name, address and telephone number (if same as Permittee, indicate on plan)
<input type="checkbox"/>	Civil Engineer's name, address, telephone number, signature in title block, and stamp
<input type="checkbox"/>	Short legal description
<input type="checkbox"/>	Assessor's Parcel Number
<input type="checkbox"/>	Site address
<input type="checkbox"/>	Benchmark: show location on plan and describe in space provided (if datum is assumed, so note)
<input type="checkbox"/>	California Coordinate in title block
<input type="checkbox"/>	Purpose of grading shown in the title block
<input type="checkbox"/>	Required General Notes (click here)
<input type="checkbox"/>	Key map for projects covering several sheets
<input type="checkbox"/>	Show existing contours (max. 5') to cover at least 50' beyond the property line or sufficient for showing drainage basin
<input type="checkbox"/>	Best Management Practices Items proposed during construction and Post construction
<input type="checkbox"/>	Add any related permits, plans, and/or violation reference numbers in the PERMIT BLOCK on the title sheet
<input type="checkbox"/>	Drainage study complete and in conformance with the San Diego County Hydrology & Drainage Design Manuals, and onsite increases in Q100 have been mitigated to the pre-project flow regime offsite.
<input type="checkbox"/>	Storm water Intake form completed and executed.
<input type="checkbox"/>	SWQMP complete and in conformance with the County of San Diego BMP Design Manual

We will require a flash drive in addition to the hard copy files for all new grading permits and improvement plans. The Flash Drive **MUST** include individual PDF files of all required documents, plans, and reports. ZIP files encrypted or password protected are not allowed. Click here for the [Flash Drive Submittal Checklist](#). For questions, please contact the Land Development Counter at ldpermitcounter@sdcounty.ca.gov.

Application type submitting:

**Major Grading (sect.
87.208)**

**Agricultural Grading
(sect. 87.205)**

**Grading Permit
(sect. 87.207)**

**Minor Grading (sect.
87.206)**

**Stockpile Grading
(sect. 87.218)**

**Watercourse Grading
(sect. 87.603)**

Public Improvement Plan

Major Improvement Plan

Minor Improvement Plan

5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123 • (858) 694-2055
SDCPDS.ORG



If any of the following boxes are checked, an extra set of the project plan set with supporting documentation, studies, and/or other information will be sent to the respective specialist.

Planning & Development Services (PDS):

Project proposed retaining wall, if so, requires structural calculation for proposed designed retaining wall

Project proposes grading into an open space easement

Grading Plans required restoration for a grading violation as determined by the PDS Code Compliance Division or the DPW Watercourse Enforcement Division.

Project contains or is for Affordable housing, if so please make sure to complete [PDS-336](#)

Plans are related to a project with a previously approved discretionary permit (include a copy of the conditionally approved plot plan with the adopted Resolutions or Final Notice of Approval)

PDS LD Environmental:

All Land Development applications require PDS LD Environmental review, except for Agricultural clearing that is a Project Planning review.

Project has previous Discretionary approval:

If Yes, please provide project name and permit number(s):

Project received a Site Plan Waiver or Site Plan Exemption (CEQA review under this process)

If Site Plan Exemption, please provide Record ID#:

If Site Plan Waiver please provide documentation of approval, and/or if Community Planning Group/Design Review Board signed PDS-554 provide that at intake.

If No, (PDS LD Environmental will determine environmental status upon initial review)

The California Environmental Quality Act (CEQA) applies to all permits that require a discretionary decision. Although a project Site Plan may receive a Waiver/Exemption, CEQA environmental review will still be necessary during the County's grading permit process. Upon submittal of the grading plans, additional information or technical studies may be requested to assess potential environmental impacts and to support preparation of the CEQA Initial Study. These reports will be reviewed for technical accuracy and used to determine the appropriate CEQA pathway, such as an Exemption, Addendum, Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report for your project. If it is determined that the CEQA analysis for your project is more involved than a Notice of Exemption (NOE), additional time and costs may be incurred, depending on the complexity of the required review. Depending on the CEQA pathway appropriate for the project, it may range in cost from approximately \$5,000 to \$20,000 and can take up to six months to complete after all required studies and plans have been reviewed and accepted.

DPW Private Development Construction Inspection (PDCI):

All Plan reviews are routed to PDCI

Project is the result of a Watercourse Violation under the County Grading Ordinance



DPW Capital Improvement Program (CIP):

Project is located within, along, or adjacent to a listed Public Road on the current County five (5) year CIP Plan
Sidewalk and pedestrian ramp improvements deviate from ADA requirements
Project proposes public pathways

DPW Flood Control:

Project is subject to National Flood Insurance Program (NFIP)
Project is subject to County Flood Protection Ordinance, Resource Protection Ordinance
Project subject to County Flood Plain mapping
Project impacts or is required to construct master planned drainage facility
Project is subject to County Hydrology Manual, Drainage Design Manual for major drainage course or master facility
Project requires Easement dedication to San Diego County Flood Control District (SDCFCD)

DPW Field Operations:

Project will violate the County 3-year Pavement Cut Policy
Project will make improvements to existing or future publicly maintained road for the purpose of acceptance into the County Maintained Road system
Project connects or intersects a private road to a County publicly maintained road
Project proposes modifications or eliminates pedestrian access to curb ramps or sidewalks
Project proposes raised medians (landscaped and/or hardscaped) within a County maintained road
Project proposes landscaping within or along a County maintained road
Project proposes connection to an existing or proposed County drainage system
Project proposes improvement or installation of drainage facilities to be County maintained
Project proposes improvements that do not meet minimum County Drainage Standards within the County maintained road system
Project proposes permanent stormwater BMPs to be publicly maintained by the County of San Diego
Project proposes a publicly maintained detention or retention basin and/or those which will drain directly into a County maintained drainage system or roadway
Project proposes a Regional Standard Drawing D-25, Curb Outlet, or RSD D-27, sidewalk under drain within the County maintained road system (note: copy of the drainage study required to verify runoff will be contained within the gutter).



DPW Special Districts:

Project is in a Permanent Road Division, **PRD Number**

Project proposes improvements that will connect or intersect a PRD road.

PRD Number

DPW Materials Lab:

Project proposes paving under the Private or Public Road Standards, conditions of approval, or permit requirements

Project has Geotechnical/Geology issues (seismic, slope stability, potential rock fall, etc.) including specialized retaining or slope stability structures

Project requires "Geologic Hazard" memo

Project proposes designs employing non-standard methods and materials

Note: If a geotechnical report is available for the project, a copy of the report should be routed with the plans. A copy of conditions of approval or permit requirements must be provided with plans

DPW Traffic Engineering:

Does the project include any of the following?

Striping and pavement markings

Traffic signs

Traffic signals and flashers

Guardrail installations

Traffic Control Plans

Traffic calming

Note: Prior to issuance if the project will require 1000 c.y. or more of import or export of materials, an encroachment permit (haul route) and traffic control permit will be required.

DPW Wastewater Engineering:

Project is located in a County Sanitation District

Department of Parks and Recreation:

Project is located adjacent to existing or proposed County Park or preserve

Project is conditioned to construct a public or private park

Project is conditioned to construct public or private trails and/or pathways

Project proposes an LLD/CFD which requires operations and/or management by DPR

Note: A copy of conditions of approval or permit requirements must be provided with plans under Park and Recreation review.



Department of Environmental Health and Quality (DEHQ):

Project site has existing water wells on the property

Water wells are shown on the grading plan

Water wells located within the area of proposed grading

Water wells located on adjacent property near proposed grading

Project site has existing monitoring wells on the property

Properties adjacent to the project are currently using, or will use on-site sewage disposal systems

5:1 grading setbacks are shown from the top of cut to primary and/or reserve sewage disposal fields of on-site and/or to adjacent properties that have or are approved for onsite sewage disposal systems

Grading plan shows existing or proposed on-site sewage disposal system for project site

Proposed earthen fill located over or near components of on-site sewage disposal systems

DEHQ Record ID:

Scope:

All DEHQ fees will be collected in accordance with the fee schedule in effect for the fiscal year in which the services are performed. If work occurs in a different fiscal year than when the original fees were assessed, applicants may be re-invoiced at the current fiscal year rates.

Please sign below acknowledging the project scope, schedule, and budget, if provided by county staff. Return signed with the provided Pre-Screen Plan Check Review Summary with application submittal package.

Engineer-of-Work Signature: _____

RCE No. _____

Date: _____

Applicant Signature: _____

Date: _____



LD Counter Staff to complete this page:

COUNTER STAFF TO COMPLETE:		
Record Type:	Grading Plan (Major / Minor)	Improvement Plan (Public / Major / Minor)
Project Name:		
Record ID#:		
APN(s):		
Application is complete?	Yes	No
Counter Staff Intake (name):	Date:	

LAND DEVELOPMENT TEAMS TO COMPLETE BELOW:		
Yes	No	Project schedule given to applicant
Yes	No	Project budget/cost estimator given to applicant
Yes	No	Clear scope of grading/improvements defined
Number of plan sets and documents required:		
	PDS Land Development In-house + 1 Additional Set	DPW Private Development Construction Inspection (PDCI)
	PDS Environmental	DPW Capital Improvement Program
	Department of Environmental Health and Quality	DPW Flood Control
	Department of Parks and Recreation	DPW Field Operations
	PDP/Standard SWQMP	DPW Material Lab
	PDS Geotechnical	DPW Special Districts
	Structural Calcs for Retaining Wall	DPW Traffic Engineering
	Other:	DPW Wastewater Engineering
Total number of plan sets required from boxes checked above _____		
Reviewed By:		Date: