



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"/>	Bench mark: 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 as restoration for 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 Environmental:

All discretionary projects/applications require PDS Environmental review. (Except for Agricultural Grading plans and Grading plans for restoration which will be reviewed by PDS Project Planning)

Project has previous Discretionary approval:

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

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

Project received a Site Plan Waiver*

If checked, please provide Site Plan Record ID#:

**CEQA applies to all permits that require a discretionary decision. Although a project Site Plan may receive a Waiver, environmental analysis may still be required pursuant to CEQA as part of the County's Grading Permit approval.*

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 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 area disposal fields 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



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.

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: _____

Staff to complete below:

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:	



County of San Diego, PDS, Land Development Division

Continued

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: