



GRADING PERMIT

An applicant's guide to the process

The following information is intended to provide information on the City of Del Mar's process for a Grading Permit. Please contact the Planning Department to obtain any additional information.

PURPOSE

A grading permit is required for all earthwork performed with the City unless all of the following conditions are met:

1. Excavations or fills are less than five feet in depth at the deepest locations, and;
2. The total quantity of excavations or fills are less than 200 cubic yards, and;
3. Fill is being placed on a surface having an existing slope not steeper than five horizontal to one vertical, and;
4. No modifications will be made to the existing drainage patterns.

A Grading Permit is not required for excavations made for the sole purpose of constructing basements, footings for buildings, swimming pools, and other structures, if authorized by a valid building permit. The excavation must be limited to the area of the structure.

It should be noted that a Land Conservation Permit is also required by the Municipal Code for all projects which involve excavations or fills in excess of 18 inches in depth or greater than 25 cubic yards in volume, when such graded areas are not replaced by a structure. A separate application and processing procedure is required for a Land Conservation Permit. Applications must be submitted to the Department of Planning and Community Development.

When required, a Land Conservation Permit must be obtained prior to application for a Grading Permit.

PROCESS

Step 1 – Pre-application Conference

When requested by the applicant, a presubmittal conference may be held with the City Engineer to discuss the project prior to initial submittal. Requests for a presubmittal conference may be made through the Planning Department. Prior to the conference, an engineering review deposit must be made with the Planning Department.

Step 2 – Filing of Application

Applications may be filed at the Planning Department Counter Monday through Friday between the hours of 1:00 p.m. and 4:00 p.m. At the time of submittal, the application will be given a preliminary review to determine if all submittal requirements have been met. Accepted applications shall contain all information listed below. Incomplete submittals will not be accepted.

The following items must be submitted at this time:

1. Application Form (Completed and signed)
2. Application Fee and Engineering Deposit
3. Grading Plan: four (4) blue-line copies of the grading plan (24" x 36" folded to 8-1/2" x 11") containing the following information:
 - Date
 - A vicinity map or other data adequately indicating the site location.
 - Property lines of the site on which the work is to be performed.
 - Location of any existing or proposed buildings or structures on the site where the work is to be performed, and the locations of any building or structure on adjacent property which is within fifteen feet of the property line. (Note: The location or foot print of a proposed building on the grading plan does not signify any type of acceptance or approval of the location or design of a structure. All structures need to be reviewed by the appropriate City entities for compliance with City codes.)
 - Adequate and accurate contours showing the topography of the existing ground. The contour lines shall extend a minimum of 25 feet beyond the property lines or a sufficient distance to show on-offsite drainage.
 - Elevations, dimensions, locations, extent, and the slopes of all proposed grading shown by contours or other means.
 - The quantity of excavation and fill involved.
 - Estimated starting and completion dates.
 - Adequate plans of all drainage devices, wall, cribbing, dams, or other protective devices to be constructed in connection with, or as part of, the proposed work.
 - Show how lot will drain. 2% minimum slope required.
 - Retaining or subterranean wall drains and discharge locations shall be shown as a part of the grading plan. The project shall not be permitted to drain any nuisance drainage to the Public right-of-way which is not depicted on the approved grading plan.
 - Signature and date of the licensed engineer or architect who prepared the plan.
 - A legal description for the site.
 - Locations and alignments of all existing underground and overhead utilities including existing service laterals and the location of all easements.
 - General grading notes. (See attached notes)
 - California Coastal Commission Permit Number.
 - Plan sheets shall have identical title blocks.
 - Roof downspout locations and associated drainage improvements.
 - Elevation information shall be based on and referenced to the City of Del Mar horizontal and vertical control records.
 - Such other information or data as may be required by the City Engineer.
4. Preliminary Landscape and Irrigation Plan: four (4) copies of the preliminary landscape and irrigation plan (24" x 36" folded to 8-1/2" x 11") containing the following information:
 - Scale and north arrow (north at top of page).
 - Percent of site used for landscaping.

- Typical plant species and their sizes for each planting zone.
 - Mature heights of all species.
 - An estimate of the yearly amount of irrigation (supplemental) water required to maintain each zone.
5. Geotechnical Report
 6. One (1) associated building foundation plans and sections.
 7. One (1) roof drainage plan including downspout locations.
 8. Copy of approved Land Conservation Permit and any conditions of approval. (Needed for all projects which involve excavations or fills in excess of 18 inches in depth or greater than 25 cubic yards in volume, when such graded areas are not replaced by a structure. A Land Conservation Permit must be obtained from the Planning Department prior to application for Grading Permit.)
 9. A title report depicting the current property owners.
 10. Notarized letters from adjacent property owners granting permission for off-site grading where appropriate.
 11. An erosion control plan approved by the City will be required for all work to be performed between November 1 and April 15 and must be submitted and approved prior to initiating work.

PROCEDURE

The City of Del Mar will review all the grading plans. The applicant is responsible for required revisions prior to City approval. For **MAJOR** grading projects, the issuance of grading permits and grading inspection will be performed by the City. For **MINOR** grading projects, the issuance of grading permits and grading inspection will be performed by EsGil Corporation located at the City of Encinitas planning counter, (550 S. Vulcan Avenue, Encinitas). In order for a project to be classified as a minor grading project, it must meet all of the following requirements:

1. Grading will be completely confined within the boundaries of a single parcel or lot, and;
2. The building will be a one or two-family and/or accessory structure, and;
3. The grading will not encroach into a drainage course involving a drainage basin, and;
4. The volume of yardage used to calculate the permit fee will not exceed 3,000 cubic yards, and;
5. The proposed grading will not require a cut or fill in excess of 15 feet in depth. The measurement of the 15 foot depth is taken vertically at the deepest point of the cut or fill to the natural grade.

For a **MINOR** project, two copies of the approved grading plans containing the City approval stamp must be delivered to EsGil Corporation. If the grading is to be performed as a part of a building project, the approved grading plans should be submitted simultaneously with the building plans. Upon receipt of approved grading plans, and payment of grading permit fees, a Grading Permit will be issued by EsGil Corporation. Grading of the site may then proceed.

Rough grading must be completed and approved prior to issuance of a building permit for the site. Grading inspection for Minor Grading Permits will be performed by the EsGil Inspector.

For a **MAJOR** grading permit, upon approval of the plans and specifications, and upon receipt of inspection deposits, a Grading Permit will be issued by the City. Grading of the site may then proceed.

Rough grading must be completed and approved prior to issuance of a buildable permit for the site. Inspection will be performed by the City.

The City can call for any deposit to be increased at any time if the cost of providing services exceeds 75% of the amount deposited.

Prior to the acceptance of the work as complete, the applicant shall pay the City the actual cost of inspection services.

CITY OF DEL MAR
INDEX FOR THE ATTACHED GRADING PERMIT CHECKLISTS AND PLANS

<u>DESCRIPTION</u>	<u>USE</u>
1. GRADING APPLICATION	Applicant to complete and submit.
2. GRADING PERMIT FORM (use for major grading permit)	Applicant complete left side of form. Planning complete right side of form. Will be used as the Major Grading Permit.
3. CHECKLIST FOR GRADING PLANS	Used as a checklist for plans completeness by the applicant and City staff.
4. GENERAL GRADING NOTES	Applicant to include in grading plan.
5. GRADING PLAN SUBMITTAL CHECKLIST ENGINEERING SUBMITTAL REQUIREMENTS	Used by planning staff to check the submittal package.
6. SAMPLE STATEMENT OF COMPLIANCE FOR THE ENGINEER OF RECORD FOR ROUGH GRADE	To be used by the Engineer of Record.
7. SAMPLE STATEMENT OF COMPLIANCE FOR THE SOILS ENGINEER FOR ROUGH GRADE	To be used by the Soils Engineer.
8. ROUGH GRADING APPROVAL NOTICE	Used by City staff to notify EsGil Corporation.
9. SAMPLE STATEMENT OF COMPLIANCE FOR THE ENGINEER OF RECORD FOR FINAL GRADE	To be used by the Engineer of Record.
10. SAMPLE STATEMENT OF COMPLIANCE FOR THE LANDSCAPE ARCHITECT	To be used by the Landscape Architect.
11. GRADING PERMIT EXPIRATION NOTICE	Used by City staff to notify applicant of expiration.
12. THE INSPECTION CHECKLIST FOR FINAL GRADING PERMIT RELEASE	Used by City staff prior to final permit release.

**CITY OF DEL MAR
GENERAL GRADING NOTES**

GRADING ORDINANCE. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE APPLICABLE PROVISIONS OF THE GRADING ORDINANCE OF THE CITY OF DEL MAR. UNLESS EXEMPTED, NO EARTHWORK SHALL BE PERFORMED PRIOR TO RECEIPT OF AN AUTHORIZED LAND CONSERVATION PERMIT AND GRADING PERMIT.

BUILDING PERMIT. ONLY EARTHWORK AND THE CONSTRUCTION OF DRAINAGE FACILITIES ARE TO BE CONSTRUCTED BY THIS PLAN. A SEPARATE BUILDING PERMIT AND INSPECTION IS REQUIRED FOR THE CONSTRUCTION OF ALL STRUCTURES, INCLUDING RETAINING WALLS. A BUILDING PERMIT WILL NOT BE ISSUED UNTIL ROUGH GRADING HAS BEEN COMPLETED AND APPROVED.

ENCROACHMENT PERMIT. AN ENCROACHMENT PERMIT SHALL BE OBTAINED FROM THE CITY OF DEL MAR, OFFICE OF THE CITY MANAGER, PRIOR TO PERFORMING ANY WORK WITHIN PUBLIC RIGHT-OF-WAY.

PAD ELEVATION CERTIFICATION. PRIOR TO FINAL APPROVAL A LICENSED LAND SURVEYOR SHALL CERTIFY PAD ELEVATIONS AS SHOWN ON THE APPROVED GRADING PLAN.

MINIMUM COMPACTION REQUIREMENTS. ALL FILL MATERIALS SHALL BE COMPACTED TO A MINIMUM OF 90 PERCENT DENSITY PER ASTM D-1557-64T UNLESS A HIGHER DENSITY IS SPECIFIED. A COMPACTION REPORT PREPARED BY A SOILS ENGINEER CERTIFYING THE COMPACTION OF ALL FILLS OVER 12 INCHES IN DEPTH SHALL BE FILED WITH THE CITY ENGINEER PRIOR TO APPROVAL OF ROUGH GRADING.

SOILS REPORT AND CERTIFICATION. UNLESS SPECIFICALLY EXEMPTED BY THE CITY ENGINEER, ALL GRADING SHALL BE DONE UNDER THE OBSERVATION OF A QUALIFIED SOILS ENGINEER, AND SHALL BE DONE IN ACCORDANCE WITH THE RECOMMENDATIONS AND SPECIFICATIONS SET FORTH IN THE SOILS AND GEOLOGICAL REPORTS ENTITLED:

AS PREPARED BY: _____

AND DATED: _____. UNLESS SPECIFICALLY EXEMPTED BY THE CITY ENGINEER, FINISHED GRADING SHALL BE CERTIFIED BY A REGISTERED CIVIL/SOILS ENGINEER. FINISHED GRADING APPROVAL MUST BE OBTAINED PRIOR TO OCCUPANCY.

MAXIMUM SCOPES:

CUT – 1-1 / 2:1 FOR SLOPES NOT GREATER THAN 5 FEET IN HEIGHT;
2:1 FOR SLOPES IN EXCESS OF 5 FEET IN HEIGHT

FILL – 2:1

DEVIATIONS FROM THESE SLOPES LIMITS SHALL REQUIRE A PREPARATION OF A SOILS REPORT BY A SOILS ENGINEER.

MINIMUM SLOPES. THE CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE WITH A MINIMUM 2% SLOPE ON A FINISH GRADE UNLESS OTHERWISE SHOWN ON THE APPROVED GRADING PLAN.

SLOPE ROUNDING. THE SLOPES SHALL BE ROUNDED INTO EXISTING TERRAIN TO PRODUCE A CONTOURED TRANSITION FROM MANUFACTURED CUT OR FILL FACES TO THE TOPOGRAPHY OF THE NATURAL SURFACE.

UTILITIES. THE CONTRACTOR IS REQUIRED TO TAKE PRECAUTIONARY MEASURES TO LOCATE AND PROTECT THE UTILITY LINES SHOWN AND ANY OTHER LINES NOT OF RECORD OR NOT SHOWN ON THESE PLANS. THE CONTRACTOR SHALL BE REQUIRED TO NOTIFY UNDERGROUND SERVICE ALERT FOR UTILITY MARK-OUT PRIOR TO EXCAVATING.

WORK HOURS. ALL OPERATIONS CONDUCTED ON PREMISES, INCLUDING THE WARMING UP, REPAIR, ARRIVAL, DEPARTURE OR RUNNING OF TRUCKS, EARTH MOVING EQUIPMENT AND ANY OTHER ASSOCIATED EQUIPMENT SHALL BE LIMITED TO THE PERIOD BETWEEN 7:00 A.M. AND 6:00 P.M. EACH DAY, MONDAY THROUGH FRIDAY, AND NO EARTH MOVING OR GRADING OPERATIONS SHALL BE CONDUCTED ON THE PREMISES ON SATURDAY, SUNDAY OR HOLIDAYS.

ARCHAEOLOGICAL RESOURCES. IF ANY ARCHAEOLOGICAL RESOURCES ARE DISCOVERED ON THE SITE DURING GRADING OPERATIONS, SUCH OPERATIONS WILL CEASE IMMEDIATELY, AND THE PERMITTEE WILL NOTIFY THE CITY OF DEL MAR PLANNING DEPARTMENT OF THE DISCOVERY. GRADING OPERATIONS WILL NOT RECOMMENCE UNTIL THE PERMITTEE HAS RECEIVED WRITTEN AUTHORIZATION FROM THE CITY OF DEL MAR.

SAFETY AND LIABILITY. THE CONTRACTOR SHALL DESIGN, CONSTRUCT AND MAINTAIN ALL SAFETY DEVICES, INCLUDING SHORING, AND SHALL BE SOLELY RESPONSIBLE FOR CONFORMING TO ALL LOCAL, STATE AND FEDERAL SAFETY AND HEALTH STANDARDS, LAWS AND REGULATIONS. CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE CITY OF DEL MAR AND ITS AGENTS, THE

OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN THE CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT.

TRAFFIC AND PEDESTRIAN CONTROL. THE CONTRACTOR AGREES THAT HE SHALL ASSUME COMPLETE AND SOLE RESPONSIBILITY FOR PROVISION AND MAINTENANCE OF ALL TRAFFIC AND PEDESTRIAN SAFETY. TRAFFIC AND PEDESTRIAN CONTROL SHALL CONFORM TO ALL CITY REQUIREMENTS, W.A.T.C.H. ENDORSED BY THE SAN DIEGO COUNTY REGIONAL STANDARD COMMITTEE, AND THE CALIFORNIA DEPARTMENT OF TRANSPORTATION "MANUAL WORK OF TRAFFIC CONTROLS FOR CONSTRUCTION AND MAINTENANCE ZONES" LATEST EDITIONS.

PROPERTY LINES. WHEN REQUESTED BY THE CITY OF DEL MAR, PROPERTY LINES SHALL BE LOCATED AND FLAGGED PRIOR TO AND DURING GRADING WORK.

RESPONSIBILITY FOR DAMAGE. THE PERMITTEE IS RESPONSIBLE FOR THE PREVENTION OF DAMAGE TO ADJACENT PUBLIC OR PRIVATE PROPERTY OR IMPROVEMENTS. EXCAVATION SHALL NOT BE PERFORMED SO CLOSE AS TO ENDANGER ADJACENT PROPERTY. THE PERMITTEE SHALL ASSUME FULL RESPONSIBILITY FOR REPAIR OR CORRECTION OF ANY DAMAGE CAUSED TO EXISTING PROPERTY OR IMPROVEMENTS BY GRADING ACTIVITIES.

LANDSCAPING. ALL SLOPES AND AREAS DISTURBED BY GRADING WHICH ARE NOT COVERED BY SURFACE IMPROVEMENTS SHALL BE PLANTED IN ACCORDANCE WITH LANDSCAPING AND IRRIGATION PLANS APPROVED BY THE CITY OF DEL MAR. LANDSCAPING AND IRRIGATION OF SLOPES SHALL BE COMPLETED PRIOR TO APPROVAL OF FINISH GRADING.

EROSION CONTROL. PERMITTEE SHALL BE RESPONSIBLE FOR COMPLETE AND ADEQUATE CONTROL OF SURFACE WATER RUN-OFF AND EROSION CONTROL. ALL DRAINAGE IMPROVEMENTS AND EROSION CONTROL FACILITIES SHALL BE CONSTRUCTED AS MAY BE REQUIRED BY THE CITY OF DEL MAR PRIOR TO APPROVAL OF ROUGH GRADING. BETWEEN NOVEMBER 1 AND APRIL 15 THE APPLICANTS SHALL BE REQUIRED TO HAVE ON SITE A CITY APPROVED EROSION CONTROL PLAN. UNLESS WAIVED BY THE CITY ENGINEER, THE FOLLOWING EROSION CONTROL MEASURES SHALL BE IMPLEMENTED:

- A. AS SOON AS CUTS OR EMBANKMENTS ARE COMPLETED, BUT NOT LATER THAN NOVEMBER 1, ALL CUT AND FILL SLOPES SHALL BE STABILIZED WITH A HYDROMULCH MIXTURE OR AN EQUAL TREATMENT APPROVED BY THE CITY ENGINEER. BETWEEN NOVEMBER 1 AND APRIL 15, APPROVED SLOPE PROTECTION MEASURES SHALL PROCEED IMMEDIATELY BEHIND THE EXPOSURE OF CUT SLOPES AND/OR THE CREATION OF EMBANKMENT SLOPES.
- B. TOPS OF ALL SLOPES ARE TO BE DIKED OR TRENCHED TO PREVENT WATER FROM FLOWING OVER THE CRESTS OF SLOPES.
- C. AT OR NEAR EVERY POINT WHERE CONCENTRATED FLOW LEAVES THE SITE, A DESILTING BASIN AND/OR AN ENERGY DISSIPATER SHALL BE CONSTRUCTED TO

REMOVE SILT FROM THE WATER AND RELEASE THE WATER AT A NON-EROSIVE VELOCITY.

- D. EMERGENCY EROSION CONTROL MEASURES TO CONTROL SOIL MOVEMENT SHALL BE PROVIDED SATISFACTORY TO THE CITY ENGINEER IN THE EVENT THE SITE IS EXPOSED TO EROSION. EROSION CONTROL MEASURES SHALL INCLUDE, BUT ARE NOT LIMITED TO, SLOPE PROTECTION, INSTALLATION OF JUTE MATTING OR APPROVED EQUIVALENT, DESILTING BASINS, ENERGY DISSIPATERS, SILT CONTROL SAND BAGGING, AND STORM DRAINS.
- E. THE OWNER SHALL MAINTAIN THE PLANTINGS AND EROSION CONTROL MEASURES DESCRIBED ABOVE UNTIL RELIEVED BY THE CITY ENGINEER. THE OWNER SHALL REMOVE ALL SOIL INTERCEPTED BY THE SAND BAGS, CATCH BASINS AND DESILTING BASINS AND KEEP THESE FACILITIES CLEAN AND FREE OF SILT AND SAND AS DIRECTED BY THE CITY ENGINEER. THE OWNER SHALL REPAIR ANY ERODED SLOPES AS DIRECTED BY THE CITY ENGINEER.

COASTAL PERMIT. THE CALIFORNIA COASTAL COMMISSION HAS ISSUED PERMIT NO. _____ FOR THE WORK DESCRIBED ON THESE PLANS. ALL REQUIREMENTS AND CONDITIONS OF THE PERMIT SHALL BE OBSERVED DURING GRADING OPERATIONS.

REVISIONS. REVISIONS TO APPROVED GRADING PLANS SHALL NOT BE MADE WITHOUT PRIOR WRITTEN AUTHORIZATION OF THE CITY ENGINEER.

LAND CONSERVATION PERMIT. THE CITY OF DEL MAR DESIGN REVIEW BOARD HAS ISSUED LAND CONSERVATION PERMIT NO. _____ FOR THE WORK DESCRIBED ON THESE PLANS. ALL REQUIREMENTS AND CONDITIONS OF THE PERMIT SHALL BE OBSERVED DURING GRADING OPERATIONS.

NUISANCE DRAINAGE. THE PROJECT SHALL NOT BE PERMITTED TO DRAIN ANY NUISANCE DRAINAGE TO THE PUBLIC RIGHT-OF-WAY WHICH IS NOT DEPICTED ON THE APPROVED GRADING PLAN.

RETAINING WALLS. A SEPARATE BUILDING PERMIT IS REQUIRED FOR ALL RETAINING WALLS, WHICH ARE NOT AN INTEGRAL PART OF A STRUCTURE FOR WHICH A CURRENT BUILDING PERMIT HAS BEEN ISSUED.

QUANTITIES

EXCAVATION: _____ C.Y. FILL: _____ C.Y.
 IMPORT/EXPORT: _____ C.Y.

SCHEDULE

ESTIMATED STARTING DATE: _____

ESTIMATED COMPLETION DATE: _____

OWNER'S AUTHORIZATION. I, _____, AM THE OWNER OF THE PROPERTY DELINEATED IN THIS GRADING PLAN AND IDENTIFIED AS COUNTY ASSESSOR'S PARCEL NUMBER _____ AND HEREBY AUTHORIZE THE PERFORMANCE OF THE WORK DESCRIBED HEREON.

SOILS ENGINEER CERTIFICATE

I HEREBY STATE THAT I HAVE REVIEWED THESE PLANS AND HAVE DETERMINED THAT THE GRADING SHOWN HEREON CONFORMS WITH THE FINDINGS AND RECOMMENDATIONS CONTAINED IN THE SOILS REPORT PREPARED BY ME OR UNDER MY SUPERVISION DATED:

NAME	REGISTRATION NO. AND EXPIRATION DATE	DATE
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AS-BUILT DRAWINGS. AS BUILT DRAWINGS MUST BE SUBMITTED TO THE CITY PRIOR TO FINAL ACCEPTANCE OF THE WORK. THE DRAWINGS SHALL BE SIGNED BY THE ENGINEER RECORD AND CERTIFY THAT THE WORK WAS PERFORMED IN ACCORDANCE WITH THESE DRAWINGS.

DECLARATION OF RESPONSIBILITY

I HEREBY DECLARE THAT I AM THE ENGINEER/ARCHITECT OF WORK FOR THIS PROJECT, THAT I HAVE EXERCISED RESPONSIBLE CHARGE OVER THE DESIGN OF THE PROJECT AS DEFINED IN SECTION 6703 OF THE BUSINESS AND PROFESSIONS CODE, AND THAT THE DESIGN IS CONSISTENT WITH CURRENT STANDARDS.

I UNDERSTAND THAT THE CHECK OF PROJECT DRAWINGS AND SPECIFICATIONS BY THE CITY OF DEL MAR IS CONFINED TO A REVIEW ONLY AND DOES NOT RELIEVE ME, AS ENGINEER OF WORK, OF MY RESPONSIBILITIES FOR PROJECT DESIGN.

I WILL PROVIDE WRITTEN NOTIFICATION TO MY CLIENT AND ALL INVOLVED PUBLIC JURISDICTIONS, INCLUDING THE CITY OF DEL MAR, SHOULD I CEASE TO BE THE ENGINEER OF RECORD.

(ENGINEER/ARCHITECT)	REGISTRATION	DATE
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SITE LEGAL DESCRIPTION: _____

CITY OF DEL MAR
PLANNING DEPARTMENT
GRADING PLAN
SUBMITTAL CHECK LIST
ENGINEERING SUBMITTAL REQUIREMENTS

All of the following items must be included with the submittal package. Partial submittals shall not be accepted.

- _____ 3 Copies of grading plan and specifications.
- _____ Copy of soils report.
- _____ Associated building foundation plans and sections.
- _____ Roof drainage plan.
- _____ Copy of approved Land Conservation Permit and any conditions of approval.
- _____ Pay engineering review deposit.
- _____ Landscape Plan.
- _____ Interim Erosion Control Plan (if grading proposed between November 1 and April 15).

CITY OF DEL MAR

CHECK LIST FOR GRADING PLANS

Date: _____

Project No.: _____

Location: _____

Applicants: _____

Engineer/Surveyor: _____

NO.	ITEM	CHECK	REMARKS
A.	GENERAL:		
	1. Fees		
	2. Blue line prints submitted.		
	3. Supporting data/calculations submitted:		
	a) Soils report.		
	b) Drainage calculations.		
	c) Structural calculations.		
	d) Geology report.		
	e) Landscape plan.		
	f) Irrigation plan.		
	g) Application.		
	h) Letters of permission/easements.		
	i) Engineer's estimate.		
	j) Interim Erosion and Sediment Control Plan.		
	k) Work Schedule (prior to permit issuance).		
	l) Other		
	4. Drafting requirements (each sheet):		
	a) Prepared on "D" Sheets (24" x 36").		
	b) Drawn on double matted mylar.		
	c) Drawn with black water-proof drawing ink.		
	d) All lettering to be a minimum of 1/8" in height.		
	e) Sheets numbered consecutively with total number of sheets indicated.		
	f) Engineering of Work's signature and registration number and stamp on each sheet.		
	g) Title block on each sheet contains:		
	1. Title: Grading Plan		
	2. Designation of subdivision, if applicable.		
	3. City assigned plan number.		
	h) Bench mark description.		

B. COVER SHEET:		
1. Vicinity map with north arrow and scale indicated.		
2. Key map (for projects covering several sheets):		
a) North arrow.		
b) Shows sheet coverage.		
c) Legend identifies all symbols used.		
d) Direction of drainage flow.		
3. Work to be done (general notes, notification notes, grading/landscaping notes) and Soils Engineer's Certificate.		
C. GRADING SHEETS:		
1. Boundary lines shown:		
a) City-County boundaries.		
b) Subdivision boundaries.		
c) Right of way lines.		
d) Lot line dimensioned.		
e) Lot lines of adjacent properties.		
f) Utility easements.		
g) Open space or other easements.		
2. Contours (extend at least 25' beyond limits of grading).		
a) Existing contours shown.		
b) Finish grade contours shown.		
3. Lots:		
a) Numbered.		
b) Building pads shown with pad elevations.		
c) Sufficient elevations flagged to show slope of lots and portions of lots.		
4. Grading:		
a) Slopes:		
1. Cut slopes - 1.5:1 max.		
2. Fill slopes - 2:1 max. (shaded).		
3. Slope ratios shown.		
4. Daylight line(s) shown.		
5. Top of cut slopes (3' min. from property line).		
6. Top of a fill slope (1.5' min. from property line).		
5. Drainage:		
a) Existing drainage facilities shown.		
b) Further drainage facilities (not a part of grading). Drainage facilities. Show profile, invert elevation, type, size and gage.		
1. Location.		
2. Type, size, gage (strength).		
3. Details as necessary.		

4. Elevations, grades, direction of flow.		
5. Easements.		
6. Streets show:		
a) Names and dimensions.		
b) Direction of street drainage.		
c) Percent of slope.		
d) Elevations at intersections.		
D. LANDSCAPE/SLOPE PLANTINGS AND IRRIGATION PLANS:		
1. Landscape plans:		
a) Shows location, size and quantities of all planting.		
b) Gives botanical and common names.		
c) Specific soil amendments and fertilizer requirements per 1000 S.F.		
d) Type, amount, and spacing of living ground cover.		
e) Tree staking details.		
f) Tree planting details.		
2. Irrigation plans include:		
a) Meter location.		
b) Points and connection.		
c) Size, type, and location of atmospheric vacuum breaker.		
d) Size and location of valves.		
e) Location of automatic control station, if applicable.		
f) Irrigation lines:		
1. Size, location, type of pipe.		
2. Pressure line under AC pavement: PVC schedule: 40 or equal.		
3. Minimum pressure line depth = 18".		
4. Minimum irrigation line depth = 12".		
5. Static water pressure indicated.		
6. Irrigation heads identified by type, manufacturer, model, psi, gpm.		
3. Processing:		
a) Four blue line copies to Planning Department.		
b) Approved by Planning Department.		
E. EROSION CONTROL PLANS.		
1. Specifically:		
a) Provide when project will not be completed and landscaped through the rainy season.		
b) Show on 60% screened matte of grading plan.		

2. Generally:		
a) Must accompany any grading plan for work to be performed between Nov. 1 and April 15. All grading plans for large projects must have an erosion control plan regardless of submittal date.		
b) Must show placement of facilities, specified location parameters that require field calculation are not acceptable.		
c) Must have provisions to access erosion control facilities during wet weather.		
3. Additional Information:		
a) 24 hour telephone number for emergency erosion control and name of specific individual with authority and responsibility for erosion control plan.		
b) Schedule for completion of installation of erosion control facilities.		
c) Erosion control planting and method of starting and maintaining growth (irrigation).		
4. Standard Notes.		

CITY OF DEL MAR

**SAMPLE STATEMENT OF COMPLIANCE
FOR ENGINEER OF RECORD
FOR ROUGH GRADING**

_____ Date

Director of Planning and Community Development
CITY OF DEL MAR
1050 Camino del Mar
Del Mar, CA 92014

PROJECT LOCATION _____

GRADING PERMIT NO. _____

This letter report is hereby submitted as a rough grading report for the subject project. As Engineer of Record for the project, I hereby state that all grading has been completed in conformance with the approved plans and requirements of the City of Del Mar Codes and Standards.

I have inspected the site and found the embankment and cut slopes to have been cut to their proper line and grade in conformance with the approved grading plan. All building pad sizes and elevations have been completed in compliance with the approved plans and any City approved revision thereto. I hereby certify that the pad elevation is as follows:

EL. (1) _____ EL. (2) _____

ENGINEER OF RECORD

Signature _____

Date _____

Printed Name

**SEAL
EXPIRATION
DATE**

CITY OF DEL MAR

**SAMPLE STATEMENT OF COMPLIANCE
FOR SOILS ENGINEER
FOR ROUGH GRADING**

_____ Date

Director of Planning and Community Development
CITY OF DEL MAR
1050 Camino del Mar
Del Mar, CA 92014

PROJECT LOCATION _____

GRADING PERMIT NO. _____

This letter report is hereby submitted as a rough grading report for the subject project. As Soils Engineer for the project, I hereby state that all grading has been completed in conformance with the approved plans and requirements of the City of Del Mar Codes and Standards.

I have inspected the site and found the embankment and cut slopes to have been cut in conformance with the approved grading plan. All engineered fills have been completed in compliance with the approved plans and any City approved revision thereto.

SOILS ENGINEER

Signature _____

Date _____

Printed Name

**SEAL
EXPIRATION
DATE**

CITY OF DEL MAR

ROUGH GRADING APPROVAL NOTICE

TO: EsGil Corporation, City of Encinitas
FROM: CITY OF DEL MAR PLANNING DEPARTMENT
DATE: _____

CITY PROJECT NO. _____

(Project Name)

(Applicant's Name & Address)

The City has inspected the grading for lots _____ or phase _____ of the above mentioned project. In addition, the City has received a rough grading compliance statement from _____, the Soils Engineer, dated _____, and from _____, the Engineer of Record, dated _____, and is satisfied that the rough grading has been completed in accordance with City standards.

Based on these certifications and City observation, the City takes no exception to the issuance of a building permit for lots _____ or phase _____ of project _____ from a grading standpoint. This release, however, is not intended to certify the project from other engineering concerns including site development, water or sewer availability, or final grading.

Prior to the issuance of a certificate of occupancy, EsGil must request and receive verification from the City of Del Mar that final grading and landscaping has been completed in accordance with the approved plans for the project.

APPROVED:

City Project Personnel

Date

CITY OF DEL MAR

**SAMPLE STATEMENT OF COMPLIANCE
FOR ENGINEER OF RECORD
FOR FINAL GRADE**

_____ Date

Director of Planning and Community Development
CITY OF DEL MAR
1050 Camino del Mar
Del Mar, CA 92014

PROJECT LOCATION _____

GRADING PERMIT NO. _____

This letter report is hereby submitted as a final grading report for the subject project. As Engineer of Record for the project, I hereby state that all grading, lot drainage facilities on the site have been completed and installed in conformance with the approved plans and requirements of the City of Del Mar Codes and Standards.

I have inspected the site and found the embankment and cut slopes to have been cut to their proper line and grade in conformance with the approved grading plan. All building pad sizes, elevations, drainage and berming have been completed in compliance with the approved plans and any City approved revision thereto. I hereby certify that the pad elevation is as follows:

EL. (1) _____ EL. (2) _____

(If not separately provided by a Landscape Architect, this section should be included). In addition, in my professional opinion, all work incorporated in the landscape and irrigation plans authorized under the permit have been constructed in accordance with the approved plans and approved revisions thereto.

An "As-built" grading plan has been completed by me or under my direction and has been submitted to the City for review and approval.

ENGINEER OF RECORD

Signature _____

Date _____

Printed Name

**SEAL
EXPIRATION
DATE**

CITY OF DEL MAR
SAMPLE STATEMENT OF COMPLIANCE
FOR LANDSCAPE ARCHITECT

Date

CITY OF DEL MAR
1050 Camino del Mar
Del Mar, CA 92014

I hereby state that in my professional opinion all work incorporated in the landscape and irrigation plans authorized under grading permit number _____ has been constructed in accordance with the approved plans, and any approved revisions thereto.

Signature _____ Date _____

Printed Name

RLA Registration #
and Expiration Date

CITY OF DEL MAR

GRADING PERMIT EXPIRATION NOTICE

Date

SUBJECT: _____
(Project ID: Project Name, Tract #, Permit #, etc)

Be informed that your project GRADING PERMIT (will expire, expired) on _____.
A copy of the permit is enclosed for your reference. Items which need to be addressed include, but are not limited to:

- 1. Work Never Started
- 2. Rough Grade Incomplete
- 3. Slope Protection/Planting Inadequate
- 4. Need to Submit Certification Letter, Soils Report, etc.
- 5. Other

Please contact _____, Project Planner at (858) 755-9313 to resolve pending issues.
Your prompt response is requested.

Sincerely,

City of Del Mar

BY: _____

**CITY OF DEL MAR
INSPECTION CHECKLIST FOR
FINAL GRADING PERMIT RELEASE**

CITY PROJECT PERSONNEL: _____ DATE: _____

PROJECT ID: _____ GRADING PERMIT NO: _____

N/A = Not Applicable
/ = Complete
O = Incomplete or unacceptable

- | | | |
|-----------------|-----------------|---|
| 1 st | 2 nd | |
| _____ | _____ | 1. Site erosion control measures in place. |
| _____ | _____ | 2. Overall site health, safety and welfare of public. Public provisions in place. |
| _____ | _____ | 3. Compaction report from soils engineer submitted and accepted. |
| _____ | _____ | 4. Engineer-of-work Statement of Compliance submitted including pad elevations certification. |
| _____ | _____ | 5. Project conditions of approval reviewed for compliances. |
| _____ | _____ | 6. "As-built" grading plans submitted and approved. |
| _____ | _____ | 7. Landscaping and irrigation installed and certification letter submitted. |

APPROVED FOR RELEASE _____



CITY PROJECT PERSONNEL

DATE