

20.12.010 Permit requirements.

Except as otherwise exempted in Section 20.04.040 of this title, no person shall do any grading without first obtaining a grading permit from the Building Division.

- A. Application. To obtain a grading permit the applicant shall first file an application therefore in writing on a form furnished for that purpose by the city. Each such application shall:
1. Identify and describe the work to be covered by the permit for which application is made;
 2. Describe the land on which the proposed work is to be done, by lot, block, tract, and house and street address, or similar description that will readily identify and definitely locate the proposed building or work;
 3. Indicate the estimated volume quantities, in cubic yards, of grading work proposed;
 4. Be accompanied by plans as required in subsection (B) of this section;
 5. Be signed by the property owner, or his authorized agent, who is required to submit evidence to indicate such authority;
 6. Provide a schedule with the starting date, estimated number of working days and date of completion;
 7. Give such other information as reasonably may be required by the public works director.
- B. Plans.
1. Each application for a grading permit shall be accompanied by three sets of plans and as specified herein, a soil engineering report and/or engineering geology report. The grading plan shall be prepared with a "wet signature" and sealed by a civil engineer or architect if a building is involved.
 2. A soils engineering report shall be required with all applications unless otherwise approved by the city engineer. In areas of moderate, high and very high landslide risks, and in areas of high liquefaction potential and subsidence potential as noted in the general plan, additional soils engineering reports may be required. If a previous soils engineering report has been prepared, the city engineer may waive the required report.
 3. A geology report may be required in areas of moderate, high landslide risks, and in areas of high liquefaction potential and subsidence potential as noted in the general plan:
 - a. If the topography of the site is modified or
 - b. If the slope of the entire site (not just proposed building pads) is greater than five percent.
 4. The engineering geological report shall include an adequate description of the site and conclusions and recommendations regarding the effect of geologic conditions on the proposed development.
 5. A site-specific erosion and sediment control plan shall be developed per Section III (2.1) Erosion and Sediment Control Plan of the Public Works, Engineering Division. A storm water pollution prevention plan (SWPPP) developed pursuant to the state construction general

permit may be substituted for the ESCP where a SWPPP is developed. The SWPPP must be reviewed by the city to determine if it meets the ESCP requirements.

C. Information on Plans.

Plans shall be drawn to scale upon substantial paper or Mylar and shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that they will conform to the provisions of this title and all relevant laws, ordinances, rules and regulations. The first sheet of each set of plans shall give the location of the work and the name and address of the owner and the person for whom they were prepared.

The plans shall include the following information:

1. General vicinity of the proposed site;
2. Property limits and accurate contours of existing and proposed ground and details of terrain and area drainage. Contour intervals and scale shall be as approved by the city engineer;
3. Description of existing ground cover including the location and dimensions of all Oak trees on the site which are three inches in diameter or larger at the trunk, measured at four and one-half feet above ground level. Trees shall be accurately located by a survey and the drip line of all oak trees shall be accurately shown;
4. Cross sections of the existing and finished contours indicating a typical section and a section depicting the most severe grades proposed. All cut and fill-slopes shall be illustrated and slope ratios noted;
5. Limiting dimensions, elevations or finished contours to be achieved by the grading, existing and proposed drainage channels and related construction;
6. Detailed plans and calculations as may be required by the city engineer of all surface and subsurface drainage devices, existing or to be constructed with, or as a part of, the proposed work together with a map showing the drainage area and the estimated runoff of the area served by any drains;
7. Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners which are within fifteen feet of the property which may be affected by the proposed grading operations;
8. Elevations, location of the top and toe of all cuts and fills and all "daylight" lines, extent and slope of all proposed grading shown by contours, cross sections or other means and location of any rock disposal proposed to be included in the work;
9. A statement signed by the owner acknowledging that a civil engineer, soils engineer and/or engineering geologist will be employed to give technical supervision or make inspections and testing of the work, whenever approval of the plans and issuance of the permit are to be based on the condition that such professional persons be so employed;
10. A drainage plan including elevations of floors with respect to finished site grade and locations of proposed stoops, slabs and fences that may affect drainage;
11. For plans involving the removal of excess material, rocks or rubble, the applicant shall submit a signed statement indicating where, if within the city limits, it is intended to dispose of the material;

12. Specifications, when required, shall contain information covering construction and material requirements.

D. Soils Engineering Report.

The soils engineering report required by subsection (B) of this section shall include data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures when necessary, and opinions and recommendations covering adequacy of sites to be developed by the proposed grading, including the stability of slopes and erosion control measures.

Recommendations included in the report and approved by the city engineer shall be incorporated in the grading plans or specifications.

E. Engineering Geology Report.

The engineering geology report required by subsection (B) of this section shall include an adequate description of the geology of the site, conclusions and recommendations regarding the effect of geologic conditions on the proposed development, and opinions and recommendations covering the adequacy of sites to be developed by the proposed grading and as it relates to adjacent or contiguous property.

Recommendations included in the report and approved by the city engineer shall be incorporated in the grading plans or specifications.