

# Grading Permit Required Application Contents

GRD-004

**Purpose:** To identify minimum submittal requirements for grading permit applications and to provide a submittal checklist for grading plans.

The following is a summary of required items needed to apply for a grading permit:

<b>Minimum Submittal Requirements for Grading Permit Applications:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> A completed permit application form</li><li><input type="checkbox"/> A completed Grading &amp; Drainage Supplemental Information form <a href="#">GRD-005</a></li><li><input type="checkbox"/> Two (2) sets of drainage reports (See Drainage Report Required Contents form <a href="#">DRN-006</a> for more information)</li><li><input type="checkbox"/> Four (4) sets of folded grading plans</li><li><input type="checkbox"/> Plan check fee</li></ul>	<b>The following documents may also be required due to nature of project:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Letter of authorization signed by the property owner</li><li><input type="checkbox"/> Three (3) sets of soils (geotechnical) reports</li></ul>
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**GRADING PLANS:** Grading plans 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 the Sonoma County grading code and all relevant laws, ordinances, regulations, and conditions of approval. Grading activities are designated as either "Regular Grading" or "Engineered Grading". Please refer to the Grading Permit Frequently Asked Questions form GRD-001 to determine grading designations. Grading plans for engineered grading may only be prepared by a civil engineer.

Grading plans for regular grading may be prepared by the property owner or a licensed professional acting within the scope of their license. A licensed professional is an architect, civil engineer, landscape architect, professional geologist, or registered professional forester. A valid California seal of professional license and signature is required on all sheets for plans prepared by a licensed professional. The cover sheet of grading plans prepared by property owners, or by non-professionals but under the direction of the property owner, shall include the property owner's signature and a note stating acceptance and responsibility of the grading plans by the property owner.

Grading plans shall include the following items, where applicable:

<b>General (shall be shown on all applicable sheets)</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Paper size no greater than 24" x 36"</li><li><input type="checkbox"/> Drawn to an engineering scale no less than 1' = 40'</li><li><input type="checkbox"/> North arrow &amp; scale (written &amp; graphic)</li><li><input type="checkbox"/> Date prepared &amp; sheet # of # in lower right corner</li><li><input type="checkbox"/> Seal &amp; signature of licensed professional</li><li><input type="checkbox"/> Property lines labeled on all pertinent views &amp; details</li><li><input type="checkbox"/> Locations of right-of-ways &amp; easements</li><li><input type="checkbox"/> Contours &amp; elevations labeled as existing &amp; proposed</li><li><input type="checkbox"/> Structures labeled as existing &amp; proposed</li><li><input type="checkbox"/> Finished floor elevations of all relevant structures</li><li><input type="checkbox"/> Sonoma County standard notes for grading permits</li><li><input type="checkbox"/> All other pertinent construction notes &amp; details</li><li><input type="checkbox"/> Space in lower right corner for permit number &amp; approval stamps</li></ul>	<b>Cover Sheet</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Name of project &amp; site address</li><li><input type="checkbox"/> Purpose statement for project</li><li><input type="checkbox"/> Assessor's Parcel Number(s)</li><li><input type="checkbox"/> Property owner name &amp; contact information</li><li><input type="checkbox"/> Plan preparer name &amp; contact information</li><li><input type="checkbox"/> Vicinity map &amp; location map of site</li><li><input type="checkbox"/> Legend &amp; list of abbreviations</li><li><input type="checkbox"/> Sheet index</li><li><input type="checkbox"/> Cut &amp; fill table</li><li><input type="checkbox"/> Amount of disturbed area</li><li><input type="checkbox"/> Reference datum &amp; benchmark(s)</li></ul>
<b>Drainage Improvement Plan</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Drainage improvements labeled as existing &amp; proposed</li><li><input type="checkbox"/> Subdrains labeled as existing &amp; proposed</li><li><input type="checkbox"/> Elevations for inverts, flowlines, top of grates, high points, etc.</li><li><input type="checkbox"/> Drainage specifications (e.g. size, material, length, slope)</li><li><input type="checkbox"/> Structure list for large networks</li><li><input type="checkbox"/> Cross sections of existing waterways</li><li><input type="checkbox"/> Drainage details &amp; recommendations from drainage report</li></ul>	<b>Grading Plan/Site Plan</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Limits of proposed work clearly delineated</li><li><input type="checkbox"/> Dimensions to property lines &amp; structures</li><li><input type="checkbox"/> Cross sections of cuts &amp; fills</li><li><input type="checkbox"/> Cross sections of proposed structures</li><li><input type="checkbox"/> Recommendations from soils (geotechnical) report</li></ul>
<b>Other Relevant Information</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Assessor's Parcel Numbers for adjacent lands</li><li><input type="checkbox"/> Any applicable setback requirements</li><li><input type="checkbox"/> Special flood hazard areas delineated</li><li><input type="checkbox"/> Wetlands or protected areas delineated</li><li><input type="checkbox"/> Non-storm drain utilities information (for reference only)</li><li><input type="checkbox"/> Wells &amp; septic systems within 100' of proposed work labeled as existing &amp; proposed (for reference only)</li></ul>	<b>Erosion Prevention &amp; Sediment Control Plan</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Limits of disturbed soil/areas clearly delineated</li><li><input type="checkbox"/> Best management practices (BMP's)</li><li><input type="checkbox"/> BMP details &amp; specifications</li><li><input type="checkbox"/> Protection fencing for waterways &amp; sensitive areas</li></ul>
	<b>Driveways &amp; Roads</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Centerline stationing (construction alignment)</li><li><input type="checkbox"/> Profiles with existing &amp; proposed grades</li><li><input type="checkbox"/> Cross sections (minimum of every 50')</li><li><input type="checkbox"/> Typical sections details</li><li><input type="checkbox"/> Cross slopes</li></ul>

For questions regarding grading permit required application contents, please visit or call PRMD's Grading & Storm Water customer service cubicle at (707) 565-2098.

## Sonoma County Permit and Resource Management Department

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