



City of Needles California

Application for GRADING PERMIT REQUIREMENTS

I. A GRADING PERMIT IS REQUIRED WHEN:

- A. An excavation is greater than two feet in depth or an excavation creates a cut slope from two feet to five feet in height with a slope steeper than one and one-half horizontal to one vertical or an excavation creates a cut slope greater than five feet in height.
- B. A fill one foot or more in thickness. A three-foot fill may be placed without a permit if it does not exceed fifty cubic yards, does not obstruct a drainage course and is not intended to support a structure.
- C. A fill less than one foot in thickness is placed on natural terrain steeper than five horizontal to one vertical.

NOTE: *The permit shall be obtained before the grading is commenced. If the grading is done without a permit, twice the normal permit fee shall be charged.*

To obtain a grading permit, a grading plan must be submitted. All grading in excess of 3,000 cubic yards shall be in accordance with the approved grading plan prepared by a civil engineer or architect, and designated as "engineered grading." Grading plans less than 3,000 cubic yards will be considered on a case by case basis and may or may not require plans prepared by a civil engineer or architect. If Grading is included within a combination permit for a new home, an application will need to be filled out and an engineering deposit will have to be made. Those fees for grading will be part of the building permit the Engineering review will be against the deposit.

II. MINIMUM REQUIREMENTS OF GRADING PLAN:

✓ *Is it included – Check it off !*

- A. Owner's name, street address and legal description or parcel number.
- B. Show vicinity map or other data adequately indicating the site location.
- C. Name, address, and telephone number of the design engineer, soils engineer and geologist.
- D. Property limits and accurate contours of existing ground and details of terrain and area drainage.
- E. Where grading is proposed on adjacent property, not owned by the permittee, submit an off-site grading letter. If grading has a site for which dirt will be borrowed or deposited on, then a grading permit will need to be submitted for review on the borrow site as well.
- F. North Arrow, Scale and Legend.
- G. Location of all **existing** buildings, structures, cesspools, septic tanks, and wells on the property where the work is to be performed and those on adjacent properties which are within 15 feet of property lines.

- H. Show location of the **proposed** on-site septic facilities or connection to public sewer, if part of a building project.
- I. Show location of the **proposed** water supply, either the well location or connection to the public system, if part of a building project.
- J. Show location of the **proposed** building layout and access roads, if part of a building project.
- K. Show the location of the “Ordinary High Water Mark” along the Colorado River per USACE Regulatory Guidance Letter dated 12-7-2005 – attached.
- L. Show **proposed** retaining walls and section, if applicable.
- M. Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction.
- N. Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices 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.
- O. Show location and details of berms and swales.
- P. Show details of benching.
- Q. For compacted fill, specify on the plan:
 - 1. Method of preparing natural ground.
 - 2. Foundation bearing value desired.
 - 3. Percent compaction desired – 90% of maximum density per ASTM D 1557 modified to three layers.
 - 4. Number of tests to be made (1 test for each 2 feet of fill or each 1,000 cubic yards, whichever is greater).
 - 5. A description of the fill material and borrow location(s).
- R. Show slope setbacks from property lines.
- S. Show amounts of excavation and fill, (Cubic yards).
- T. Show typical lot drainage in subdivisions.
- U. Show finished floor elevations.
- V. Draw top and toe of slopes to scale.
- W. Show proposed slope of cut and fill surfaces. (Ratio of horizontal distance to vertical distance.)
- X. Show location of cut-fill contact (daylight) lines.
- Y. ***For single lot grading not involving land division or parcel maps, submit***
 (2)Two copies, all others submit (3) Three sets of full size drawings (minimum 36 x 24).

III. **PLANTING:**

The surface of all slopes more than five feet in height and greater than five horizontal to one vertical shall be protected against erosion by planting.

Application Questionnaire

Complete all sections of this application. Please refer to the checklist contained in the information packet for complete information on submittal requirements. The information furnished in this application will be used in evaluating your project pursuant to the California Environmental Quality Act (CEQA). If you believe an item does not apply to your project, mark it "N/A". Do not leave any blank spaces.

APPLICATION DATE _____					
Application Type: BUILDING PAD LOT CLEARING ENGINEER GRADING COMBINATION PERMIT #					
OWNER INFORMATION #1					
Name _____		Phone Number _____		Cell _____	
Address _____		City _____		State _____ Zip _____	
Email _____		APN _____			
ENGINEER INFORMATION					
Company Name _____		Preparer _____		Phone _____	
Address _____		City _____		State _____ Zip _____	
Email _____		Lic # _____			
PROPERTIES ON EACH SIDE / BORROW SITE					
Owner _____	APN _____	Export _____	Borrow _____	Letter Attached _____	
Owner _____	APN _____	Export _____	Borrow _____	Letter Attached _____	
Owner _____	APN _____	Export _____	Borrow _____	Letter Attached _____	
PROJECT SPECIFIC INFORMATION					
Current Property Acreage: _____ Acres		CUT: _____	FILL: _____	TOTAL MOVED: _____	
Township: _____ Range: _____		Section: _____		CURRENT ZONE: _____	
Does the property have any structure currently?		Yes _____	No _____	Int'l _____	
				Building _____	
				Forward to Dept. _____	
Does the property have City Sewer or Septic?		City Sewer _____	Septic _____	Waste Water Dept. _____	
				Forward to Dept. _____	
Does the property have City Water or Well?		City Water _____	Well _____	Water Dept. _____	
				Forward to Dept. _____	
Does the grading involve GRADING below the high water mark?				Electric Dept. _____	
(If Yes – Applicant must get a 404 permit from Army Corp of Engineers)		Yes _____	No _____	Forward to Dept. _____	
Please indicate which portion of the land will be GRADED?		NE _____	NW _____	SE _____	SW _____
				½ _____	FULL _____

Applicant Affidavit

I _____, do hereby state that I am the owner or agent of the subject property pertaining to this application. The statements, information, exhibits, and all plans herein or attached or submitted herewith and agree to pay all adopted and customary fees of the City of Needles relating to this application.

Signed: _____ Date: _____

Check List for “GRADING” Review

Application Type: **BUILDING PAD** **LOT CLEARING** **ENGINEER GRADING** **ACCESS ROAD**

PART OF A COMBINATION PERMIT

Within the Package:

Date: _____

<u>Reviewer</u>	<u>Comments</u>	<u>Item</u>
_____	_____	Application Attached
_____	_____	Correct Fees Received <u>\$2,000 Review Deposit.</u>
_____	_____	Funds Deposited to Acct: DD _____ ER _____
_____	_____	Adjacent property, not owned by the permittee, attached an off-site grading letter.
_____	_____	Cut & Fill amounts indicated
_____	_____	Borrow Site / involvement indicated
_____	_____	If Borrow Site / Involvement indicated – Is a separate Grading plan submitted.
_____	_____	If Engineering grading is submitted – Are plans Stamped and Signed.

Engineers or Staff Review

Minimum Requirements of Grading Plan

Date: _____

_____	_____	Owner’s name, street address and legal description or parcel number.
_____	_____	Show vicinity map or other data adequately indicating the site location.
_____	_____	Name, address, and telephone number of the design engineer, soils engineer and geologist.
_____	_____	Property limits and accurate contours of existing ground and details of terrain and area drainage with labels.
_____	_____	Where grading is proposed on adjacent property, not owned by the permittee, submit an off-site grading letter.
_____	_____	North Arrow, Scale and Legend and Drawing Labeling?

<u>Reviewer</u>	<u>Comments</u>	<u>Item</u>
_____	_____	Location of all existing buildings, structures, cesspools, septic tanks, and wells on the property where the work is to be performed and those on adjacent properties which are within 15 feet of property lines.
_____	_____	Show location of the proposed on-site septic facilities or connection to public sewer, if part of a building project.
_____	_____	Show location of the proposed water supply, either the well location or connection to the public system, if part of a building project.
_____	_____	Show the location of the "Ordinary High Water Mark" along the Colorado River per USACE Regulatory Guidance Letter dated 12-7-2005 – attached.
_____	_____	Show location of the proposed building layout and access roads, if part of a building project.
_____	_____	Show proposed retaining walls and section, if applicable.
_____	_____	Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction.
_____	_____	Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices 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.
_____	_____	Show location and details of berms and swales.
_____	_____	Show details of benching.
_____	_____	For compacted fill, is the below list specified on the plan:
_____	_____	1. Method of preparing natural ground.
_____	_____	2. Foundation bearing value desired.
_____	_____	3. Percent compaction desired – 90% of maximum density per ASTM D 1557 modified to three layers.
_____	_____	4. Number of tests to be made (1 test for each 2 feet of fill or each 1,000 cubic yards, whichever is greater).
_____	_____	5. A description of the fill material and borrow location(s).
_____	_____	Yes No Incomplete Application Letter Sent: _____

Conformity with CEQA

Date: _____

<u>Reviewer</u>	<u>Comment / Date</u>	<u>Item</u>
_____	_____	Conformity with CEQA

Conformity with Drainage

Date: _____

<u>Reviewer</u>	<u>Comment / Date</u>	<u>Item</u>
_____	_____	Is Drainage shown contained on property?
_____	_____	Existing Utility Issues?

Return to City for Permit Processing or Review Letter Submittal

Date: _____

<u>Reviewer</u>	<u>Comment / Date</u>	<u>Item</u>
_____	_____	2nd Review Submitted
_____	_____	Check against Review Letter
_____	_____	3rd Review Submitted
_____	_____	Check against Review Letter

Engineer's Approval_____
*Signature*_____
*Date***NOT APPROVED – REVIEW LETTER ATTACHED**

REJECT LETTER SENT

DATE _____

<u>Reviewer</u>	<u>Comment / Date</u>	<u>Item</u>	
_____	_____	ISSUE PERMIT	Permit No. _____
_____	_____	INSPECTION	BY: _____ DATE
_____	_____	Photos Taken	
_____	_____	CLOSED / FILED / ADDRESS FILE	