



City of Laguna Hills

Public Works / Engineering Department

Grading Permit Process

Effective 02/10/2003

Updated 02/24/2020

I. Grading Plan Requirements

Grading Plans shall be prepared by a Registered Civil Engineer and shall be wet signed and stamped. Please note additional requirements are in effect for a project that will have over 5000 cubic yards of fill or excavation. All plans shall include the following minimum requirements:

- a. **Plan Size and Scale** shall be 24" x 36". Scale should be sufficient so that the plans are easily legible (such as 10, 20, or 40 scale).
- b. **Plan Cover Sheet** shall include:
 1. Owner's name, address, and telephone number.
 2. Preparer of the plans name, address, and telephone number. Plans shall be stamped with expiration date and wet signed.
 3. Name, address, and telephone numbers of any Civil Engineer, Architect, Soils Engineer, Geologist, Contractor, Archaeologist, or Paleontologist associated with the project.
 4. Project assigned address.
 5. Legal description of the site (from title report) and assessor's parcel number.
 6. North arrow, scale, legend, vicinity map, benchmark, basis of bearings, and plan description (in lower right corner).
 7. Engineer's estimate of quantities.
 8. Storm Water Pollution Prevention Plan notes.
- c. **Grading Site Plan** shall include:
 1. Property lines and bearings.
 2. Location, dimension, and name of holder of existing and proposed easements
 3. Street names, centerline, right of way, curb to curb, and bearings.
 4. Right-of-way call outs and all street improvements within right-of-way.
 5. Existing utilities including line locations, dimensions, and type.
 6. Existing construction on abutting properties including use and statement of whether property is public or private within a 15' minimum of the property line.
 7. Existing topography with one-foot contour lines or sufficient elevation "call-outs" to accurately show existing conditions extending 15 feet beyond property lines.
 8. Proposed topography with proposed one-foot contour lines. Spot elevations are acceptable for flatland projects.
 9. Existing flow lines and details of all existing on-site drainage structures.
 10. Proposed flow lines and details of all proposed on-site drainage structures.
 11. Erosion control plan.
 12. Verification that all requirements of the City of Laguna Hills Grading Notes have been and will be complied with.

II. Applicant must submit the project to the Planning Department and obtain a release prior to submitting the project to the Engineering Department.

III. Application submittal Check List

The following items are minimum requirements at the time of application submittal to the City of Laguna Hills Engineering Department:

- a. Provide an application with all relevant information filled in.
- b. Provide two (2) sets of grading plans and erosion control plan with wet signatures.
- c. Provide two (2) copies of a complete soils report with wet signature. (There cannot be a lapse of more than 6 months between the date of the original soils report and any addendum letter.)
- d. Provide an estimate of total amount of excavation and total amount of fill to be done on the project.
- e. Provide two (2) copies of the Stormwater Pollution Prevention Plan (SWPPP) and Water Quality Management Plan (WQMP).
- f. Provide a copy of the Conditions of Approval for the project, if they were issued by the Planning Department.

The following items may be required to complete your application depending on the permit you are applying for. You will be notified if they are needed after a pre-inspection of the site:

- g. Two (2) sets of the hydrology report and hydraulic calculations.
- h. Two (2) sets of retaining wall structural calculations. (Retaining walls require a separate Building Permit.)
- i. Two (2) sets of a soils report addressing retaining wall design parameters.
- j. Two (2) sets of Landscape and Irrigation plans.
- k. Two (2) sets of an Erosion Control Plan.
- l. Two (2) copies of the approved EIR or Negative Declaration.
- m. Two (2) sets of a Precise Grading Plan.
- n. Two (2) copies of the approved Tentative Map.
- o. Two (2) copies of the Final Map
- p. Two (2) copies of the Street Improvement Plans.

IV. Grading Plan Check Correction and Re-Submittal

After receiving a complete grading plan check application, the City will issue a plan checking number for your project. Please note a grading plan check deposit is required to be paid with the second plan check submittal and no further plan checking review will occur until the deposit is received. Plan check fees will be billed based upon plan checking time as incurred against the plan check deposit. Additional deposits may be required depending on the amount of plan checking time required to complete the plan check process. Please allow up to two weeks for permit plan checking and then the City will contact the applicant for plan correction or plan approval and permit issuance. No grading plan checking will be done over the counter.

V. Grading Plan Approval and Issuance

The following items are required prior to issuance of a grading permit:

- a. Submit one (1) set of plans to the Planning Department to complete an initial study and obtain clearance (including retaining walls).
- b. Planning Department sign-off approving consistency of the site plan with the proposed plan.
- c. Comply with all project conditions of approval related to grading.
- d. Pay all required fees.
- e. Submit the original approved plan on mylar.
- f. Submit (3) 24"x36" bond copies and one (1) PDF of the City approved & signed mylar prior to scheduling the pre-grading meeting.

The following items may be required prior to issuance of a grading permit:

- g. Submit a notarized letter of consent for grading on adjacent property. (Provide easement if applicable).
- h. Submit a record consent for drainage onto adjacent property (if applicable).
- i. Other Agency approvals (if necessary).
- j. Other requirements as indicated by the City Official.
- k. Plan check items complete (hydrology, hydraulics, WQMP, structural, grading, etc.) and approved by the plan checker.
- l. Approval of the Engineer's estimate of grading quantities and of the Grading Plan.
- m. Complete a Grading permit application from Engineering and pay grading permit fees and post bonds (if required).