A. GRADING

1. PERMIT ISSUANCE
   a. PERMIT ISSUANCE REQUIREMENTS
      - All applicable clearances
      - Payment of all fees
      - Report(s), as applicable
      - Two (2) sets of approved plan and a CD of the plan (in .tiff format)

2. SUBMITTALS FOR TYPES OF GRADING PLANS
   a. MASS/ROUGH GRADING PLAN; COMMERCIAL/INDUSTRIAL PGP; AND PARKS
      Note: i) PA must be approved prior to acceptance of submittal; provide PA #.
      ii) For RGP, submit all other required submittals such as final map, street
          improvement plan, storm drain improvement plan, etc. per the approved COA.
      - Transmittal cover letter (with complete contact info)
      - Completed Grading Permit Application
      - One (1) set of Plan
      - One (1) copy of a Soils Report (prepared by a Soils/Geotechnical Engineer)
      - One (1) copy of a Hydrology Study
      - One (1) copy of the WQMP
      - One (1) copy of the Preliminary Title Report (not over 30 days old)
      - Completed On-Site Construction Security Worksheet
      - Plan check fee
b. TRACT MODEL HOME COMPLEX/TEMPORARY SALES TRAILER PGP
   
   **Note:** PA must be approved prior to acceptance of submittal; provide PA #.
   
   □ Transmittal cover letter (with complete contact info)
   □ Six (6) sets of Plan
   □ Completed On-Site Construction Security Worksheet
   □ Plan check fee

   c. TRACT PGP
   
   **Note:**
   
   i) Home Produce Review PA must be approved prior to acceptance of submittal; provide PA #.
   ii) Final Tract/Parcel Map must be approved prior to acceptance of submittal
   
   □ Transmittal cover letter (with complete contact info)
   □ Completed Grading Permit Application
   □ Six (6) sets of Plan
   □ One (1) copy of the approved WQMP
   □ Completed On-Site Construction Security Worksheet
   □ Plan check fee

   d. CUSTOM SINGLE FAMILY RESIDENCE (SFR) GRADING PLAN
   
   **Note:** Septic system must be approved by Co. Dept. of Environmental Health, prior to permit issuance
   
   □ Transmittal cover letter (with complete contact info)
   □ Completed Grading Permit Application
   □ One (1) copy of the Preliminary Title Report (not over 30 days old)
   □ Gross Property Boundary Exhibit with Closure Calculations (calculated by a RCE or PLS)
   □ Six (6) sets of Plan
   □ One (1) copy of a Soils Report (prepared by a Soils/Geotechnical Engineer)
   □ One (1) copy of a Hydrology Study
   □ One (1) copy of the WQMP
   □ Proof of septic system by Co. Dept. of Environmental Health
   □ Completed On-Site Construction Security Worksheet
   □ Plan check fee

   e. BORROW SITE/STOCKPILE GRADING PLAN
   
   □ Transmittal cover letter (with complete contact info)
   □ Completed Grading Permit Application
   □ One (1) copy of the Preliminary Title Report (not over 30 days old)
   □ Six (6) sets of Plan
   □ Completed On-Site Construction Security Worksheet
   □ Plan check fee
f. ADMINISTRATIVE CLEARING
   □ Transmittal cover letter (with complete contact info)
   □ Completed Grading Permit Application
   □ Two (2) sets of Plan
   □ Plan check fee

3. SUBMITTALS FOR TYPES OF GRADING PLAN REVISIONS
   a. MASS/ROUGH GRADING PLAN REVISION; COMMERCIAL/INDUSTRIAL PGP REVISION; AND CUSTOM SFR PLAN REVISION
      □ Transmittal cover letter (with complete contact info)
      □ Six (6) sets of Plan with revisions in red ink overlaid on the approved signed plans
      □ Updated Soils Report (prepared by a Soils/Geotechnical Engineer, may be required)
      □ Completed On-Site Construction Security Worksheet
      □ Plan check fee

   b. TRACT PGP REVISION
      □ Transmittal cover letter (with complete contact info)
      □ Six (6) sets of Plan with revisions in red ink overlaid on the approved signed plans
      □ Plan check fee

   c. BORROW SITE/STOCKPILE GRADING PLAN REVISION
      □ Transmittal cover letter (with complete contact info)
      □ Six (6) sets of Plan with revisions in red ink overlaid on the approved signed plans
      □ Plan check fee

B. HAUL ROUTE

1. PERMIT ISSUANCE
   a. PERMIT ISSUANCE REQUIREMENTS
      □ Transmittal cover letter (with complete contact info)
      □ Completed Haul Route Permit Application
      □ Two (2) sets of Haul Route plan
      □ TCP (as required) at a minimum shall include
         i. Origin/destination of the haul route
         ii. Frequency/no. of trucks involved
         iii. Location/no. of certified flaggers, if required
      □ Schedule of work and quantity of material hauled
      □ Permit fee (see current fee schedule)
C. ENCROACHMENT

1. PERMIT ISSUANCE

a. PERMIT ISSUANCE REQUIREMENTS
   - Transmittal cover letter (with complete contact info)
   - All applicable clearances (i.e. approved utility plans)
   - Completed Encroachment Permit Application
   - Balance of all permit issuance, plan check and inspection fees
   - Two (2) sets of approved TCP, as required
   - Liability insurance
   - Proof of City Business License, for all parties involved
   - Proof of Contractor’s License
   - Two (2) sets of approved construction plans and a CD of the plans (in .tiff format)
     
     Note: CD not applicable to traffic control or utility plans.

2. SUBMITTALS FOR TYPES OF CONSTRUCTION PLANS

a. STREET/STORMDRAIN IMPROVEMENT PLAN
   - Transmittal cover letter (with complete contact info)
   - Six (6) sets of Plan
   - One (1) copy of a Hydrology/Hydraulics Study
   - One (1) copy of the WQMP
   - Completed Off-Site Construction Security Worksheet
   - Approved TCP, as required
   - Two (2) sets of Sewer and Water Improvement Plans (for reference)
   - Plan check fee

b. TRAFFIC CONTROL PLAN
   - Transmittal cover letter (with complete contact info)
   - Two (2) sets of Plan
   - Plan check fee

c. TRAFFIC SIGNING AND STRIPING PLAN
   - Same as TRAFFIC CONTROL PLAN requirements above in 2.c.
   - Completed Off-Site Construction Security Worksheet

d. TRAFFIC SIGNAL IMPROVEMENTS
   - Transmittal cover letter (with complete contact info)
   - Two (2) sets of Plan
   - Completed Off-Site Construction Security Worksheet
   - One (1) copy of Special Provisions (specifications)
   - Plan check fee
e. STREET LIGHTS
   Please call Land Development at (951)694-6444

f. SLOPES/MEDIANS
   - Transmittal cover letter (with complete contact info)
   - Completed Encroachment Permit Application
   - One (1) set of Plan
   - One (1) copy of a Soils Report (prepared by a Soils/Geotechnical Engineer)
   - One (1) copy of a Hydrology Study
   - One (1) copy of the WQMP
   - Completed Off-Site Construction Security Worksheet
   - Plan check fee

3. SUBMITTALS FOR CONSTRUCTION PLAN REVISIONS

   a. STREET/STORM DRAIN IMPROVEMENT PLAN REVISION
      - Transmittal cover letter (with complete contact info)
      - Six (6) sets of Plan with revisions in red ink overlaid on the approved signed plans
      - Completed Off-Site Construction Security Worksheet
      - Plan check fee

D. MAPS

1. TRACT/PARCEL MAPS

   a. SUBMITTAL REQUIREMENTS
      - Note: PA for the Tentative Map must be approved prior to acceptance of submittal; provide PA #.
      - Transmittal cover letter (with complete contact info)
      - Six (6) sets of Plan (prepared by a PLS)
      - One (1) copy of Closure Calculations
      - One (1) copy of the Preliminary Title Report with all supporting documents/instruments (not over 30 days old)
      - One (1) copy of all reference maps & material used to prepare the map
      - Plan check fee
E. LEGAL DOCUMENTS

1. LEGAL DOCUMENT SUBMITTALS
   Are as follows: Certificate of Compliance; Certificate of Correction; Easement; General Vacation; Lot Line Adjustment; Parcel Merger Certificate; Right-of-Way Dedication; and Summary Vacation

   a. SUBMITTAL REQUIREMENTS
      - Transmittal cover letter (with complete contact info)
      - Two (2) copies of Legal Description with plat (prepared by a PLS)
      - One (1) copy of Closure Calculations
      - One (1) copy of the Preliminary Title Report with all supporting documents/instruments (not over 30 days old)
      - Plan check fee