



# ENGINEERING DEPARTMENT GRADING PERMIT APPLICATION

130 SOUTH MAIN STREET, LAKE ELSINORE, CA 92530  
Phone: 951-674-3124, Fax 951-471-1261

**REQUIRED FIELDS**

After City approval of grading plan, fill in the following information and submit with the required fees and documents.

**CONTRACTOR /**

**PERMITTEE:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

**MAILING ADDRESS/CITY/ZIP:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**CITY BS. LIC. #:** \_\_\_\_\_

**CONTRACTOR LIC. # & CLASS:** \_\_\_\_\_

**24 HOUR CONTACT:** \_\_\_\_\_

**24 HR CONTACT PHONE:** \_\_\_\_\_

**24 HOUR CONTACT EMAIL:** \_\_\_\_\_

**OWNER / DEVELOPER:**

(If different than above)

**MAILING ADDRESS/CITY/ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**APPLICANT:**

(If different from owner or contractor)

**MAILING ADDRESS/CITY/ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**GRADING PLAN DETAILS**

**SITE ADDRESS or  
CROSS STREETS:** \_\_\_\_\_

**WDID #:** \_\_\_\_\_

**PARCEL/TRACT NO.:** \_\_\_\_\_

**Phase:** \_\_\_\_\_

**PROJECT  
NAME:** \_\_\_\_\_

**APN (S):** \_\_\_\_\_ **Tributary Area (acres):** \_\_\_\_\_

**Gross Acres** \_\_\_\_\_ **CUT:** \_\_\_\_\_ cy **FILL:** \_\_\_\_\_ cy

**# of Bldgs: (if multi-  
family)** \_\_\_\_\_

**List Lot #'s: (if tract)** \_\_\_\_\_

**Decimal Degrees/  
LONGITUDE** \_\_\_\_\_

**Decimal Degrees/  
LATITUDE** \_\_\_\_\_

**Separate ENCROACHMENT PERMIT required for:** curb, gutter, sidewalk, driveway cut, pavement, striping, etc. to be constructed from this grading plan. Ask for Permit Application.

**FOR CITY USE:**

**Date Received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

Total Cut & Fill from above: \_\_\_\_\_  
Administration Fee: \_\_\_\_\_ \$200.00

Bond or Letter of Credit: \_\_\_\_\_  
Cash: \_\_\_\_\_

Permit Inspection Fee: \_\_\_\_\_  
Subtotal: \_\_\_\_\_

**Total Security Due:** \_\_\_\_\_

Additional Plan Check Fee: \_\_\_\_\_  
**Total Permit Fee:** \_\_\_\_\_

Stephens Kangaroo Rat: \_\_\_\_\_ Grading



**ENGINEERING DEPARTMENT**  
**GRADING PERMIT CHECKLIST**

130 SOUTH MAIN STREET, LAKE ELSINORE, CA 92530  
Phone: 951-674-3124, Fax 951-471-1261

**REQUIRED DOCUMENTS AND FEES FOR GRADING PERMIT ISSUANCE**

Please review the following list and your conditions of approval. If in doubt as to whether or not an item is applicable, please ask.  
A digital copy (CD/DVD/Thumb Drive) of all submittal documents is required for in person submittals. Online submittal using the City's Customer Self Service Portal (CSSP) at [www.lake-elsinore.org](http://www.lake-elsinore.org) is encouraged.

**DOCUMENTS:**

- \_\_\_\_\_ Approved plan on CD (.tif format) & 11" x 17" bond copy
- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Storm Water Pollution Prevention Plan (SWPPP) WDID Number
- \_\_\_\_\_ Southern California Edison Letter of Non-Interference
- \_\_\_\_\_ Permission to Grade/Drain from Adjacent Property Owner - if required
- \_\_\_\_\_ Grading and Erosion Control Agreement - 2 originals, signed and notarized
- \_\_\_\_\_ Approval of Final WQMP (as applicable)
- \_\_\_\_\_ Elsinore Valley Water District Will Serve
- \_\_\_\_\_ Executed Grading & Erosion Control Agreement

**FEES:**

- \_\_\_\_\_ Permit Inspection Fee
- \_\_\_\_\_ Administration Fee
- \_\_\_\_\_ Additional Plan Check Fee - if applicable
- \_\_\_\_\_ Security
- \_\_\_\_\_ Mitigation Fee:
  - \_\_\_\_\_ Stephens Kangaroo Rat Habitat - if applicable due at first soil disturbance

**APPROVALS FROM OUTSIDE AGENCIES and/or CITY PLANNING DIVISION**

- \_\_\_\_\_ ENVIRONMENTAL CLEARANCE from appropriate agency and/or City Planning Division. Written proof of clearance required.
- \_\_\_\_\_ Compliance with City's Unites States Army Corps of Engineer's (USACE) Permit for construction in the lake back basin area - as applicable
- \_\_\_\_\_ United States Army Corps of Engineer's Permit (USACE) - if required
- \_\_\_\_\_ FEMA Approved Conditional Letter of Map Revision (CLOMR) - if required for construction in special flood hazard areas
- \_\_\_\_\_ FEMA Approved Conditional Letter of Map Revision based on Fill (CLOMR-F) - if required for construction in special flood hazard areas
- \_\_\_\_\_ FEMA Approved Conditional Letter of Map Amendment (CLOMA) - if required for construction in special flood hazard areas
- \_\_\_\_\_ California Department of Fish and Wildlife Permit

OTHER: \_\_\_\_\_ Caltrans, RCFCWCD, RWQCB, MSHCP, etc.