



ENGINEERING DEPARTMENT
GRADING PLANCHECK
SUBMITTAL APPLICATION AND CHECKLIST

130 SOUTH MAIN STREET, LAKE ELSINORE, CA 92530
P: 951.674-3124, F: 951.471-1261

For Staff Use
Received By:
Date:
PC #

Fill in the following information and submit with the requested documents (see page 2) and fees to initiate Grading Plan Check. Incomplete submittals will not be processed for plan check.

PARCEL/TRACT NO.: PROJECT NAME:

ASSESSOR'S PARCEL NO(S):

STREET ADDRESS:

DEVELOPMENT TYPE: Commercial Industrial Tract Multi-Family Single Family

SUBMITTAL TYPE: Clear Mass Rough Precise Fine Revision
Check one /Grub Grade Grade Grade Grade No.:

List sheet #'s being revised, include title sheet (i.e. sht 1,2,3):

Brief Description of Revision:

For Precise Grade: No. of Lots Lot Nos:

Quantities: Gross Acres Bldg. Sq Ft CUT: cy FILL: cy

COUNTRY CLUB HEIGHTS AREA: Yes No PLANNING PROJECT NO:

Are the project Hardscape Improvements (curb, gutter, sidewalk, driveway cut, pavement, striping, storm drain, etc.) onsite and/or offsite shown on this grading plan AND will be constructed from this grading plan? If yes, Engineer's Cost Estimate required with submittal No Yes

OWNER / DEVELOPER:

STREET ADDRESS/CITY/ZIP:

TELEPHONE: FAX:

EMAIL:

PROJECT MANAGER:

If different from above

STREET ADDRESS/CITY/ZIP:

TELEPHONE: FAX:

EMAIL:

ENGINEER COMPANY:

STREET ADDRESS/CITY/ZIP:

TELEPHONE: FAX:

EMAIL:

OWNER SIGNATURE:

Distribution: Original- File / Copy - Planchecker

## GRADING PLANCHECK SUBMITTAL CHECKLIST

### SUBMITTAL REQUIREMENTS - NEW & REVISION

**NEW** - 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 to save you time and money.

Rec'd	Qty NEW	Qty REVISION	DESCRIPTION OF REQUIRED DOCUMENTS
	1	1	<b>THIS FORM</b> identifying all items being submitted.
	2		<b>PROPOSED GRADING PLANS</b> - Prepared using CITY STANDARD TITLE BLOCK FORMAT, 24" x 36".
	2		<b>SOILS REPORT</b> - Sealed and signed by Engineer of work.
	1		<b>ONE OF THE FOLLOWING:</b> Recorded Final Map, Approved Tentative Map or Site Plan
	2		<b>CONDITIONS OF APPROVAL</b>
	1		<b>PRELIMINARY TITLE REPORT</b> (within 6 months)
	1		<b>HYDROLOGY AND HYDRAULICS STUDY</b> - 1 orig & 1 copy; sealed and signed by EOW.
	1		<b>APPROVAL FROM OTHER AGENCIES</b> (Copy of Stamped Plans if applicable)
	1		<b>APPROVED WQMP SITE PLAN</b>
		2	<b>REDLINE OF APPROVED PLANS</b> - 24" x 36"
			<b>COPIES OF DOCUMENTS in SUPPORT of PROPOSED REVISION.</b>
			<b>PLAN CHECK FEES*</b> <span style="float: right;">* City ordinance provides for cost recovery of fees; Excessive Plan Checks Will Result in Additional Fees</span>

#### Other Documents **REQUIRED** for **NEW SUBMITTALS** Prior to Final Plan Approval / Permit Issuance-

**ENVIRONMENTAL CLEARANCE** from appropriate agency and/or City Planning Division  
**WILL SERVE LETTER** from Appropriate Water District  
**SCE LETTER OF NON-INTERFERENCE** - (30 days to obtain) SCE, Corporate Real Estate Operations, 2 Innovation Way, Pomona, CA 91768- - Request letter of non-interference. Provide copy of grading plan and APN.

#### Other Documents which **MAY BE REQUIRED** prior to Plan Approval

Hydrology and Hydraulics / Drainage Study; Letter of permission to grade, construct, accept modified flow, NOI, WDID, WQMP CLOMR, SEISMIC Review, Engineer's Estimate, etc. Also check your Conditions of Approval

#### TRACT / SUBDIVISION - **PRECISE GRADING SUBMITTAL REQUIREMENTS** - *When Precise Grade Submittal is made within 6 months of Rough Grading Plan approval - otherwise, full submittal is required.*

Rec'd	Qty	DESCRIPTION OF REQUIRED DOCUMENTS
	1	<b>This Form</b> identifying all items being submitted.
	2	<b>PRECISE GRADING PLANS</b> - Prepared using CITY STANDARD TITLE BLOCK FORMAT, 24" x 36" and <b>folded</b> to approximate size of 8 1/2" x 11"
	2	<b>HYDROLOGY AND HYDRAULICS STUDY</b> - IF NEEDED (revised from the Rough Grade to reflect Precise Grading) 1 orig, 1 copy; bound, sealed and signed by EOW.
	2	<b>ANY EASEMENT REQUIRED</b> - include plat and legal ready for submission to City.
	1	<b>WQMP</b> - copy of approved site plan to verify inclusion of devices
		<b>Note: OTHER DOCUMENTS may be required by the plan checker.</b>
		<b>PLAN CHECK FEES*</b> <span style="float: right;">* City ordinance provides for cost recovery of fees; Excessive Plan Checks Will Result in Additional Fees</span>