



# 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	<input type="text"/>
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	Bldg.	CUT: _____ cy	FILL: _____ cy
	Acres	Sq Ft		

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

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> - Bond Copies using CITY STANDARD TITLE BLOCK FORMAT, 24" x 36" and <b>folded</b> to approximate size of 8 1/2" x 11"
	2		<b>SOILS REPORT</b> - 1 orig, 1 copy; bound, sealed and signed by Engineer of work.
	1		<b>ONE OF THE FOLLOWING:</b> Recorded Final Map, Approved Tentative Map or Site Plan (COPY)
	2		<b>CONDITIONS OF APPROVAL</b>
	1		<b>PRELIMINARY TITLE REPORT</b> (within 6 months)
			<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)
		2	<b>REDLINED BOND COPIES APPROVED PLANS</b> - 24" x 36" <b>folded</b> to maximum 8 1/2" x 11"
			<b>COPIES OF DOCUMENTS in SUPPORT of PROPOSED REVISION.</b>
			* City ordinance provides for cost recovery of fees; Plan Check Fee assessed is based on 3-4 reviews. Excessive plan checks will result in <b>Additional Fees</b> assessed on a time & material basis.
			<b>PLAN CHECK FEES*</b>

#### 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, Real Properties / GPS/E&TS, 2nd Floor, Attn: Steve Lowry, 2 Innovation Way, Pomona, CA 91768 - Request letter of non-interference. Submit cover letter, provide project reference number, all APNs, full size copy of map showing location of area of development with cross streets, parcel boundaries, etc.

#### 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. 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> - Bond Copies 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 to verify inclusion of devices
		<b>Note: OTHER DOCUMENTS may be required by the plan checker.</b>

\* City ordinance provides for cost recovery of fees; Plan Check Fee assessed is based on 3-4 reviews. Excessive plan checks will result in **Additional Fees** assessed on a time & material basis.

**PLAN CHECK FEES\***