

FREQUENTLY ASKED QUESTIONS

WHEN IS A PERMIT REQUIRED...

GRADING: Minimum qualification is earth movement or soil disturbance that impacts onsite drainage.

IMPROVEMENT: Minimum qualifications include to construct or repair or cause to be constructed or repaired any curb, sidewalk, gutter, drive approach, driveway, alley/alley approach, spandrel and cross gutter, wheelchair ramp, A.C. dike, roadway, storm drain, basin, signing, striping, traffic signal, or any other work of any nature covered by the city standard drawings or city policy within a public right of way or property.

WHAT IS REQUIRED FOR ...*

ALL ENGINEERING DIVISION ISSUED PERMITS:

- Applicant shall have obtained planning approval for project.
- Applicant shall have submitted to the City for review and received approval of a project specific plan.
- Applicant shall have obtained and provide a copy of all required permits from other agencies such as Dept. of Fish and Game, United States Army Corps of Engineers.
- Applicant shall provide proof of environmental clearance.
- Applicant shall submit a completed application, and pay all outstanding plan check, permit and mitigation fees.
- Applicant shall post security and execute agreement for permitted activity.
- Applicant shall have submitted to the City for review and approval the project specific SWPPP for sites over 1 acre in size or that are part of a larger common plan.

THE FOLLOWING ARE ADDITIONAL REQUIREMENTS FOR :

A GRADING PERMIT:

- *STOCKPILE , BORROW SITE, MASS/ROUGH GRADING*
- Applicant shall have obtained and provide a copy of a letter of non-interference from Southern California Edison.
- Applicant shall provide copy of permission / consent letters from adjacent property owners as required.
- Applicant shall comply with project specific conditions of approval.
- Applicant shall have processed with the Engineering Div. for recordation any required easements / dedications.
- *PRECISE GRADING*
- Applicant shall have obtained and provide a copy of a letter of non-interference from Southern California Edison.
- Applicant shall provide copy of permission / consent letters from adjacent property owners as required.
- Applicant shall have processed through recordation with the Engineering Div. any required easements / dedications.
- Applicant shall comply with project specific conditions of approval.
- Applicant shall obtain an Encroachment Permit for grading and construction activity in the right-of-way. i.e. driveway, sidewalk, gutter, sewer laterals, etc.

AN ENCROACHMENT PERMIT:

- *IMPROVEMENTS, CONSTRUCTION ACTIVITY IN THE RIGHT-OF-WAY*
- Approved easements/dedications shall be recorded.
- Appropriate City Business License and Contractor's License required for construction activity.
- Applicant shall have submitted to the City for review and received approval of Traffic Control Plan for work impacting traffic flow.

- Applicant shall have submitted to the City for review and approval the project specific SWPPP (for sites over 1 acre in size or that are part of a larger common plan).

ENGINEERING DIVISION APPROVAL OF BUILDING PERMIT:

- Applicant shall pay all outstanding plan check, permit, cash-in-lieu and mitigation fees.
- Applicant shall provide the Engineering Division with a copy of Will Serve letter from water district.
- Applicant shall have processed with the Engineering Div. to recordation any required lot line adjustments and/or parcel mergers.
- Final Map (if required) must be recorded.
- Applicant shall be in compliance with project specific conditions of approval and laws.
- Applicant shall have submitted to the City for review and approval the project specific SWPPP (for sites over 1 acre in size or that are part of a larger common plan) and WQMP.

ENGINEERING DIVISION APPROVAL OF OCCUPANCY:

- Applicant shall provide on CD a digital (.tif) copy of the City approved "as built" version of the SWPPP and all Engineering plans.
- Applicant shall pay all outstanding plan check, permit, cash-in-lieu and mitigation fees.
- Applicant shall comply with all conditions of approval and applicable laws.

PRIOR TO SECURITY RELEASE:

- Applicant shall submit for approval as built of all project Engineering Div. approved plans. After as built are approved by the City and noted on the original mylar, Applicant shall provide City with digital image of approved as built on CD.
- Provide recorded copy of Notice of Completion for grading and/or improvement activity.
- All conditions of approval must be satisfied and all fees paid.

* The above information is provided as a summary; actual requirements may vary based on the project and changes in laws. For the most current information, visit the Engineering Div. web pages at www.lake-elsinore.org.



ENGINEERING DIVISION

DEVELOPMENT PROCESS

OUTLINE

A GUIDE FOR THE PROCESSING OF PLANS AND DOCUMENTS THROUGH THE ENGINEERING DIVISION OF THE CITY OF LAKE ELSINORE

130 S. Main Street
Lake Elsinore, CA 92530
Phone: 951-674-3124 / Fax: 951-674-8761
www.lake-elsinore.org/Engineering

