



ENGINEERING DEPARTMENT
GRADING PLANCHECK
SUBMITTAL APPLICATION AND CHECKLIST

130 SOUTH MAIN STREET, LAKE ELSINORE, CA 92530
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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	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

IMPROVEMENT PLAN CHECK CHECKLIST

NEW SUBMITTAL:

REQUIRED DOCUMENTS:

APPLICATION

GRADING PLANS (pdf)

HYDROLOGY AND HYDRAULICS STUDY

ENGINEER'S COST ESTIMATE (separate on & off-site hardscape improvements)

ONE OF THE FOLLOWING: (Recorded Final Map, Approved Tentative Map)

CONDITIONS OF APPROVAL (signed by owner)

APPROVED WQMP SITE PLAN (pdf)

APPROVAL FROM OTHER AGENCIES (if applicable)

PRELIMINARY TITLE REPORT (within 6 months)

SOILS REPORT (pdf)

PLANNING APPROVED SITE PLAN (pdf)

RESIDENTIAL DESIGN REVIEW APPROVAL (only applicable to Model & Production PGP)

SUBMITTING PROJECT GUIDE:

- PROJECT MUST BE SUBMITTED ONLINE USING THE CITY'S CUSTOMER SELF SERVICE PORTAL (CSSP): https://mill.lake-elsinore.org/EnerGov_Prod/SelfService#/home
- CITY STAFF WILL REVIEW SUBITTAL TO ENSURE CHECKLIST IS COMPLETE. AN INVOICE WILL THEN BE CREATED FOR PLAN CHECK. **PLEASE NOTE: THIS INVOICE MUST BE PAID BEFORE REVIEW CAN START.**
- PAYMENT CAN BE MADE ONLINE USING THE (CSS PORTAL) OR BY MAILING A CHECK TO CITY HALL. **PLEASE NOTE: THERE IS A 2.75% CONVENIENCE CHARGE FOR CREDIT CARDS + 0.54% PORTAL USE FEE FOR PAYMENTS MADE ON THE PORTAL. NO ADDITIONAL FEES FOR PAYMENTS MADE WITH A CHECK.**
- REVIEW TIME IS 10 BUSINESS DAYS FOR THE FIRST SET OF COMMENTS. 5 BUSINESS DAYS FOR ANY SUBSEQUENT REVIEWS. **PLEASE NOTE: CITY ORDINANCE PROVIDES FOR COST RECOVERY OF FEES; REVIEWS THAT EXCEED 4 CHECKS WILL RESULT IN ADDITIONAL FEES.**
- PLAN CHECK FEES CAN BE CALCULATED USING OUR [FEE SCHEDULE](#) OR PROJECT [ESTIMATE CALCULATOR](#). IF YOU HAVE ANY QUESTIONS ON HOW YOUR INVOICE WAS CALCULATED PLEASE REACH OUT TO CITY STAFF FOR ASSISTANCE.