



County of San Diego, Planning & Development Services
GRADING PLAN CHECK LIST
BUILDING DIVISION

**Plan check correction list for minor grading projects
eligible for PDS Building review**

RECORD ID:	OWNER ON APPLICATION:
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- Plans are approved
- Corrected plans may be reviewed over-the-counter by duty engineer
- Call or email plan reviewer listed below to schedule recheck appointment
- Corrected plans must be submitted and logged-in for recheck
- Plans are incomplete; plan check will proceed once complete plans are submitted for review

Plan reviewer: _____

Phone/email: _____

A. GENERAL REQUIREMENTS

1. Each of the items on this list requires correction before a grading permit will be issued. The approval of plans and specifications does not permit the violation of any section the grading ordinance, other county ordinances and codes, state law, or federal law. The following list does not necessarily include all errors and omissions. (See County Grading Ordinance 87.101)
2. Construction permits associated with the proposed earthwork will not be issued until all of the following have been achieved:
 - Grading permit has been issued
 - Rough grading has been inspected and approved
 - Stormwater Best Management Practices (BMPs) have been inspected and approved
3. The following supplements are attached and considered part of this review:
 - Minor Grading Certification (PDS #073)
 - County of San Diego Storm Water Intake Form
 - County of San Diego Standard Project Storm Water Quality Management Plan
 - Sample stormwater BMP presentation (PDS #272)
 - Right of Entry/Hold Harmless (PDS #620)
 - Notification of Threatened Species – Gnatcatcher (PDS #252)
 - Other:
4. **Please read your Conditions of Approval list.** We recommend **contacting the fire district early** in the project design stage to determine potential requirements. However we also advise satisfying all the comments on this list **before** submitting your plans to the fire district for approval stamps. Additionally we recommend you retain all previously reviewed sets until permit issuance.
5. Plan revisions must be made by printing new sheets incorporating the necessary modifications. You may slip revised sheets into the complete sets as needed provided the original sheets are returned per item A.7. Revisions made with pen or pencil, by crossing out or taping on information, or by using white-out are not allowed.
6. If revised sets include **new plot plans**, County of San Diego zoning and accuracy stamps **must be transferred** by PDS staff **before resubmittal or recheck**. Stamps may not be copied.

B. PDS LAND DEVELOPMENT AND DEPARTMENT OF PUBLIC WORKS (DPW) REQUIREMENTS

1. The scope of the proposed grading does not qualify for review by PDS Building due to the following (County Grading Ordinance 87.206):
 - Grading exceeds 2,500 cubic yards of soil
 - Grading requires more than 200 cubic yards of import or export
 - Height of cut or fill slope -- measured vertically from toe of slope to top of slope -- exceeds 20 feet
 - Grading not on a single lot or within access easement serving that lot -- i.e., grading crosses property lines
 - Grading not associated with construction of a single- or two-family dwelling or accessory structure
 - Grading is on or across a surface water body
 - Exception:** Driveway crossing water body serving a drainage area of 25 acres or less
 - Grading will require construction of drainage structures or facilities other than berms, swales, brow ditches, and driveway culverts
 - Other complexity appropriate for more involved review by PDS Land Development per item B.2
2. Verify no clearance from DPW Flood Control is needed -- located at 5510 Overland Avenue, (858) 694-3267 -- for the following:
 - Flood
 - Watercourse
3. Grading for driveway connecting to a public road is not covered by this review. Make sure to obtain a construction permit with DPW for driveways connecting to a County Maintained road.
4. Obtain clearance from PDS Land Development for a Parcel Map improvement certificate release for Parcel Map _____. For more information, please visit the PDS Land Development counter at 5510 Overland Avenue or call (858) 694-2055.

C. GRADING PLAN FORMAT AND CONTENT

1. Submitted grading plans must meet all of the following:
 - Printed on 24-inch by 36-inch sheets
 - Prepared on PDS Minor Grading plot plan and supplemental sheet templates ("GRDPDS" sheets available for download at <http://www.sandiegocounty.gov/content/sdc/pds/bldgforms.html>)
 - Drawn to engineer's scale
2. Provide on plans a legend explaining all symbols and abbreviations.
3. Civil Engineer preparing grading plans shall stamp and wet sign each sheet.
4. Civil Engineer preparing grading plans shall complete "Engineer of Work" box on GRDPDS template.
5. Grading plans shall be drawn at minimum engineer's scale of 1 inch = 40 feet.
Exception: For large parcels with graded areas drawn at minimum engineer's scale of 1 inch = 40 feet, a reduced scale drawing of the entire parcel is acceptable to demonstrate conformity with the building plot plan and legal lot description.
6. Include on plans a vicinity map.
7. Indicate on plans all property lines and easements as indicated on legal lot documents.
8. Indicate on plans the location of any building or structure on the following (County Grading Ordinance 87.206(a)(15)(cc)):
 - Site where proposed earthwork will be performed
 - On adjacent property within 15 feet of the site where proposed earthwork will be performed
9. Indicate on plans original ground contours.
10. Indicate on plans proposed ground contours.
11. Indicate on plans proposed elevations.
12. Indicate on plans finished floor elevations.
13. Indicate on plans dimensions from edge of building pad to foundation of dwelling or other structures.

D. GRADING AND DRAINAGE DESIGN

1. Verify that none of the following occur (County Grading Ordinance 87.211):
 - Grading interferes with an existing drainage course and may cause damage to adjacent property
 - Grading interferes with an existing drainage course and may deposit debris on a public way
 - Grading creates an unreasonable geological, flood, or other hazard to persons, public property, or private property
 - Grading results in lower property no longer accepting naturally flowing surface water from upper property
2. Indicate on plans drainage at minimum 1% slope away from building pads. (County Grading Ordinance 87.415)
3. Indicate on plans the location of brow ditch at the top of all cut slopes. (County Grading Ordinance 87.414)
4. Provide on plans a dimensioned brow ditch detail or include County Standard brow ditch detail (see Grading Note #7 on the GRDPDS template).
5. Indicate on plans the location of berm at the top of all fill slopes. (County Grading Ordinance 87.414)
6. Provide on plans a dimensioned berm detail or include County Standard berm detail (see Grading Note #7 on the GRDPDS template).
7. Indicate on plans the horizontal-to-vertical ratio of each graded slope proposed. Include spot elevations at top and bottom of slopes to verify slope height.
8. Modify proposed graded slope to meet the following limit:

Exception: Geotechnical report is received from a California-licensed engineer certifying the property has been investigated and proposed steeper slope will be stable and will not endanger any public or private property, result in the deposition of debris on any public way, or interfere with any existing drainage course

 - Minor cut slope -- i.e., vertical height if 15 feet or less -- shall not be steeper than 1.5 horizontal to 1 vertical (County Grading Ordinance 87.401(b))
 - Major cut slope -- i.e., vertical height greater than 15 feet -- shall not be steeper than 2 horizontal to 1 vertical (County Grading Ordinance 87.401(a))
 - Fill slope shall not be steeper than 2 horizontal to 1 vertical (County Grading Ordinance 87.406(a))
9. Dimension on plans the following property line setback(s) (County Grading Ordinance 87.412(a)):

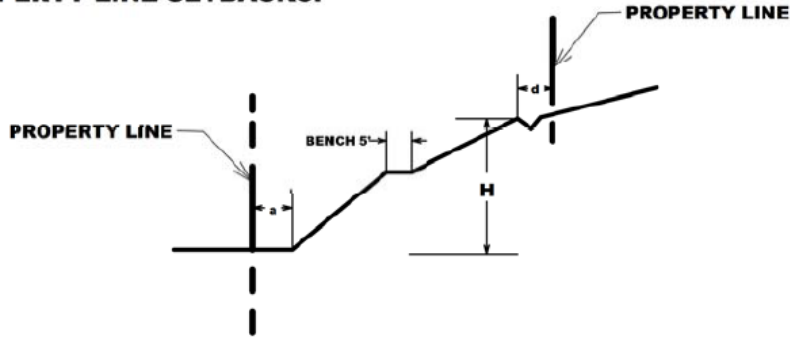
Exception: County accepts reduced setback due to construction of retaining walls

Exception: County accepts reduced setback as owner has easement to extend slopes on to adjacent property

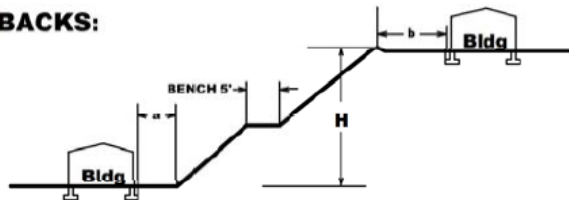
Exception: Geotechnical report is received from a California-licensed engineer certifying the property has been investigated and proposed reduced setback will not endanger any public or private property, result in the deposition of debris on any public way, or interfere with any existing drainage course

 - Vertical slope height of 0 feet to 15 feet:
 - o Top of slope to property line: Minimum 3 feet
 - o Toe of slope to property line: Minimum 1 feet, 6 inches
 - o Top of slope to edge of building foundation: Minimum 5 feet
 - Note:** Unless otherwise specified by geotechnical report, minimum 7-foot horizontal clearance required from daylight to bottom leading edge of building footings.
 - o Toe of slope to edge of building foundation: Minimum 1 feet, 6 inches and as otherwise required to accommodate required drainage away from building per item D.2
 - Vertical slope height of 15 feet to 30 feet:
 - o Top of slope to property line: Minimum 5 feet
 - o Toe of slope to property line: Minimum 3 feet
 - o Top of slope to edge of building foundation: Minimum 5 feet
 - Note:** Unless otherwise specified by geotechnical report, minimum 7-foot horizontal clearance required from daylight to bottom leading edge of building footings.
 - o Toe of slope to edge of building foundation: Minimum 3 feet

A: PROPERTY LINE SETBACKS:



B: BUILDING SETBACKS:



REQUIRED SETBACKS			
HEIGHT FEET	a	b	d
0' - 15'	1'-6"	5 FEET	3 FEET
15' - 30'	3 FEET	5 FEET	5 FEET
OVER 30'	5 FEET	5 FEET	5 FEET

10. Retaining wall(s) required if it is not possible or practical to comply with items D.2 through D.9.
11. Additional retaining wall permit shall be processed concurrently with grading permit. Plan sets separate from grading plans required for retaining walls other than County standard.
12. Detail on plans method of drainage behind retaining wall.
13. Volume of earthwork appears to conflict with totals shown on grading plans.
14. Earthwork volume calculations shall include all grading on site, including grading for driveway.
15. Provide earthwork volume calculations stamped and signed by a California-licensed land surveyor, civil engineer, or architect.
16. Earthwork shown is not balanced. Indicate on plans what will be done with the excess or shortage.
17. All imported material shall be obtained from a designated legal site. Indicate on plans address, assessor's parcel number, or County permit number demonstrating import source is a legal site.
18. All exported material shall be disposed at a designated legal site. Indicate on plans address, assessor's parcel number, or County permit number demonstrating export destination is a legal site.
19. Include on plans a map of all drainage areas affecting the site.
20. Where drainage will be installed with proposed earthwork, indicate on plans size, length, gauge, and profile of all pipes.
21. Indicate on plans the location and width of all drainage easements.
22. Submit drainage calculations stamped and signed by a California-licensed civil engineer.
23. Indicate on plans driveway grade and transition grade from street to driveway.
24. Indicate on plans driveway surface material.

25. Driveway grade may not exceed 20%. (County Fire Code 503.2.3)
26. Driveway grades exceeding 10% shall be surfaced with asphalt concrete or Portland cement concrete prior to building final inspection. (County Fire Code 503.2.3)
27. Concrete driveways are not allowed in the County right-of-way unless there is an existing concrete curb.
28. On slopes exceeding 15-foot vertical height, indicate on plans -- in addition to required planting and ground cover per Grading Note #8 on the GRDPDS template --minimum 1-gallon shrubs or 5-gallon trees planted at a maximum spacing of 10 feet on center. (County Grading Ordinance 87.417(b))
29. Indicate on plans the location and size of fuel modification zone per the following (County Fire Code 96.1.4907.2)
 - Dimension minimum 100-foot fuel modification zone from perimeter of each structure
 - Fuel modification zone may not cross property lines or encroach into open space easements
 - If lot dimensions do not allow full 100-foot fuel modification zone, note on plot plan: "Entire lot is fuel modified."

E. ADDITIONAL REVIEWS AND REQUIREMENTS

1. Department of Environmental Health approval stamps required for grading projects on properties not connected to a public sewer system.
2. Fire district approval stamps required for the following:
 - Improved width of driveway is less than 16 feet
 - Driveway distance from point of driveway origination to structure exceeds 150 feet, requiring emergency vehicle turnaround per fire district standard design
 - Driveway grade exceeds 15%
 - Transition grade from street to driveway exceeds 7 degrees or 12%
3. Provide proof of water source per the following:
 - Water meter: Provide PDS #510 with water district signature
 - Wells: Show location on grading plan
4. "Property Owner Information" box on GRDPDS template shall be completed.
5. Property owner shall sign "Property Owner Certification" box on GRDPDS template.
6. Provide letter from engineering firm stating the following:
 - Firm has been retained for testing and certification of proposed grading
 - Engineer understands the first certification is performed when the keyway is prepared to receive fill
 - Engineer understands the second certification requires completion of Minor Grading Certification form (PDS #73) prior to rough grading approval by the County
7. Property owner shall complete and sign Right of Entry/Hold Harmless form (PDS #620).

F. STORMWATER MANAGEMENT

1. Project requires a completed County of San Diego Storm Water Intake Form including the following:
 - Project identification information and applicant's signature
 - Total new/replaced impervious area
 - Total existing impervious area
 - Total area disturbed by the project
 - Waste Discharger Identification Number (WDID) (obtained from State Water Resources Control Board and required when total area of land disturbance is 1 acre or more or project is part of a common development with land disturbance of 1 acre or more)
2. Delineate on plans all disturbed areas, including grading, driveways, leach fields, and any other activity that moves soil, bares soil, or substantially alters the land.
3. Complete "Disturbed Area Calcs" box on GRDPDS template and coordinate with area delineated on plans and total entered on County of San Diego Storm Water Intake Form. Include Waste Discharger Identification Number (WDID) if total area of land disturbance is 1 acre or more.
4. Provide completed County of San Diego Standard Project Storm Water Quality Management Plan (SWQMP) including the following:
 - Project identification information and applicant's signature
 - Proposed erosion control BMPs

- Proposed energy dissipater (as needed where run-off is concentrated)
- Proposed sediment control BMPs
- Proposed BMPs preventing off-site tracking of sediment
- Proposed site management BMPs
- Proposed source control BMPs
- Proposed site design BMPs

5. Provide BMP plan per the following:

- Indicating general direction of site drainage
- Identifying location of proposed erosion control BMPs per Standard Project SWQMP
- Identifying location of proposed energy dissipater per Standard Project SWQMP
- Identifying location of proposed sediment control BMPs per Standard Project SWQMP
- Identifying location of proposed BMPs preventing off-site tracking of sediment per Standard Project SWQMP
- Identifying location of proposed site management BMPs per Standard Project SWQMP
- Identifying location of proposed source control BMPs per Standard Project SWQMP
- Identifying location of proposed site design BMPs per Standard Project SWQMP
- Including table or legend defining each BMP symbol (see PDS #272 sample plan)

G. ENVIRONMENTAL REQUIREMENTS

1. California Environmental Quality Act (CEQA) recheck by County staff required at permit issuance.
2. County staff required to prepare California Environmental Quality Act (CEQA) Notice of Exemption at permit issuance.
3. For projects located within Multiple Species Conservation Program area, provide a third set of plans at permit issuance.
4. Provide two signed gnatcatcher affidavits (PDS #252).