



GRADING PERMIT APPLICATION CHECKLIST

2018

The following checklist is intended to identify the standard information and items that are necessary in order for the Planning Division to process your Grading Permit Application. Additional information may be required for certain types of projects. Please contact the Planning Division for specific details.

The complete *Grading, Erosion Control and Hillside Development Ordinance*, Chapter 15.08 is accessible through our City website: www.cityofshastalake.org, Municipal Code link on our main webpage.

The following items are required for a complete application:

1. Completed and Signed **Grading Permit Application Form**.
2. **Application and Environmental Review Fees** are required at the time the application is submitted to the Planning Division.
3. **Five copies of the grading plan (22" x 34"), erosion control plan (22" x 34", and soils analysis folded to a size equal to or less than 11" X 17"**. *One draft copy may be submitted for preliminary staff review prior to providing the 5 copies.*

(NOTE: Grading Permits are required to contain all information listed in **Part 2 – Grading Plan Information**).

4. One (1) 11" X 17" **reduction of the Grading Plan and Erosion Control Plan (must be legible)**.
5. This completed **Grading Permit Application Completeness Checklist**, noting any items which are not applicable.
6. **Authorization to Enter Private Property** form.
7. **Property Owner's Authorization Letter / Statement of Agency Form** is required if the applicant is not the owner of the subject property and/or if the applicant authorizes someone else to act on his/her behalf in all or partial dealings with the application.
8. Environmental Studies and reports as indicated on the attached **Environmental Review Checklist**.
9. **Implementation of a permanent erosion control plan** is required upon completion of the project and approved prior to the commencement of any work.

For any project which disturbs more than one acre, or where the Development Services Director determines that a project may adversely impact a

watercourse, the erosion control plan shall be prepared by a registered professional civil engineer experienced in erosion control, a certified professional soil erosion and sediment control specialist, or a soil scientist certified by the American Registry of Certified Professionals in Agronomy, Crops and Soils.

If work on the project will not be completed by October 1, and the permit does not allow work to continue during the period October 1 through April 30 (the “wet weather season”) a plan for closing the project during the wet weather season shall be required as a condition of permit issuance. The closure plan shall be prepared and certified by a professional listed above.

If the permit allows work to be done during the wet weather season, the permit shall contain a condition requiring a wet weather operating and erosion control plan, which plan shall be approved prior to the commencement of any work. The wet weather plan shall be prepared and certified by a professional listed above. That plan shall include all necessary temporary and permanent erosion control measures, including those to be followed should the work stop at any time during the wet weather season. The permit shall contain a timetable for installation of the erosion control measures.

Each permit requires approval of a plan for ongoing maintenance of erosion control measures during the duration of the project and for three years after completion of the project, unless the project is released earlier by the enforcing officer.

10. **Posting of security** in an amount sufficient to cover all corrective action or site restoration work and/or the cost of permanent erosion control measures for a period of up to three years from the date of completion of the permanent erosion control measures.

11. **OTHER:**

PART 2 – GRADING PLAN INFORMATION

1. Scale and north arrow.
2. Existing and proposed easements.
3. Total volume of earthwork, clearly labeled contours at regular intervals, depth, elevation, slopes and cut and fill cross sections. Existing contours should be indicated with a dashed line and future contours indicated with a solid line. Indicate all slopes in excess of 20% and all slopes in excess of 30%.
4. Parcel dimensions with bearings, distances and easements. Indicate physical reference points for location of property line (e.g., surveyor's monument), bench mark and basis of bearings.
5. Exterior wall lines of all existing structures situated on or off the property within 100 feet of the subject property line (or ½ the width of the adjacent lot, whichever is less).
6. Onsite driveways, parking, patios, decks, landscaping, retaining walls and fences.
7. Street right-of-way lines, curb lines or pavement edge, curb cuts and sidewalks.
8. Existing and proposed topographic contours of the subject site, plus an additional 100 feet beyond the project limits or property line, whichever is greater. Existing contours shall be shown by broken lines at five (5) feet or smaller intervals. Contours shall be labeled with elevation.
9. Detailed plans of all surface and subsurface drainage devices, including brow ditches, retaining walls, cribbing, dams, protective fencing, and other protective devices to be constructed with, or as a part of, the proposed work, together with a map showing the drainage area and the estimated runoff of the area served by any drains. A detailed Drainage Report prepared and signed by a civil engineer or other licensed professional as authorized by the California Business and Professions Code shall be submitted that provides information on the hydrology and hydraulics used to size all drainage devices.
10. Location, dimension, cross sections, building materials and top/bottom elevations of any proposed retaining, crib and stem walls and fences. Structural calculations for any device retaining thirty-six inches or more shall be prepared and signed by a civil engineer or other licensed professional as authorized by the California Business and Professions Code and shall be submitted along with the grading plans.
11. Location of all trees greater than ten (10) inch diameter at breast height (DBH) with the exception of grey pine (*pinus sabiniana*) along with a Tree Survey pursuant to Title 12, Chapter 12.36, Tree Conservation.

12. Location of any existing sensitive biological species, sensitive biological habitat, including wetlands.
13. Letter of permission from property owner for any off-site grading.
14. Any additional plans, drawings, calculations, or title reports the Development Services Director or his/her designee may require because of special characteristics found to exist upon the grading site.
15. A plan depicting proposed erosion control measures.
16. A detailed cost estimate of the project using local unit prices as approved by the City Engineer.
17. Designation of all haul routes and site of deposition of any materials removed from the project site.
18. Additional information required pursuant to Municipal Code Chapter 15.08 for hillside, ridgeline and skyline development.
19. When submitting revised plans, indicate in the lower hand corner of the plan the revision number, the date of the revised plan and reason(s) for the revision. Submit five (5) copies of the revised plan.

PART 3 – PERFORMANCE STANDARDS

1. Property corners and lines shall be identified on the ground by staking and flagging when grading is proposed within ten feet of abutting properties or rights-of-way.
2. The limits of special flood hazard areas as identified on the Flood Insurance Rate Map adopted for the City of Shasta Lake shall be identified on the ground by staking or flagging.
3. Work site perimeter containment/erosion control sufficient to prevent the transport of earth materials or silt contaminated storm water runoff off-site or onto rights-of-way, into water bodies, drainage courses, or environmentally sensitive areas is required.
4. The following standard mitigation measures shall be applied during grading activities to control dust and PM₁₀ emissions:
 - a. Suspend all grading operations when winds (as instantaneous gusts) exceed 20 miles per hour.
 - b. Water active construction sites at least twice daily, as directed by the Public Works Department.
 - c. Apply non-toxic soil stabilizers according to the manufacturer's specification to all graded areas which will be inactive for ten days or more.
 - d. Provide temporary traffic control (flag person), as appropriate, during all phases of construction to improve traffic flow.
 - e. All public roadways used by the project contractor shall be maintained free from dust, dirt and debris caused by construction activities. Streets shall be swept at the end of the day if visible soil materials are carried onto adjacent public paved roads. Wheel washers shall be used where vehicles enter and exit unpaved roads onto paved roads, or trucks and any equipment shall be washed off prior to leaving the site with each trip.
 - f. An adequate vehicle access point, such as a crushed rock entrance sufficient to prevent the transport of dirt, mud, and debris offsite, shall be required.
 - g. All trucks hauling dirt, sand, soil or other loose materials should be covered or should maintain at least two feet of freeboard (minimum vertical distance between the top of the load and the top of the trailer), in accordance with the requirements of California Vehicle Code Section 23114. This provision is enforced by local law enforcement agencies.
 - h. Construction activities that could affect traffic flow shall be scheduled for off-peak hours. Heavy truck trips involved in the hauling of soil to the site shall be limited to the hours of 9:00 A.M. to 4:00 P.M., Monday through Friday. Hauling activity may occur on Saturday from 8:00 A.M. to 6:00 P.M. No work is allowed on Sundays.

- i. Exposed stockpiles of soil and other fill material shall either be covered, watered or have soil binders added to inhibit dust and wind erosion.
5. If construction occurs within the nesting period (March – July), within the project site, the Developer shall retain a qualified wildlife biologist to conduct a survey for nesting raptors prior to any construction activity (i.e., grading). Active raptor nests located within 500 feet of construction activities, where practicable and feasible, shall be mapped.
6. During the nesting period (March – July), if active raptor nests are located in or within 500 feet of an active or scheduled construction activity area, then appropriate buffer zones shall be established in consultation with the California Department of Fish and Game. Construction activities shall be prohibited within this buffer zone until the end of the nesting season (late July / early August), or until the young have fledged. A qualified wildlife biologist shall monitor the nest to determine when the young have fledged and submit weekly reports to the CDFG throughout the nesting season.
7. If necessary, identified nest trees may only be removed prior to the onset of the nesting season (March), or after young have fledged (late July to early August).
8. If, during the course of development, any archeological, historical, or paleontological resources are uncovered, discovered, or otherwise detected or observed, construction activities in the affected area shall cease and a qualified archeologist shall be contacted to review the site and advise the City of the site's significance. If the Development Services Director deems the findings significant, appropriate mitigation shall be required prior to any resumption of work on the project.
9. Should any human remains be found during the construction project, construction in the area shall stop immediately and reported to the County Coroner. Construction shall not proceed until the County Coroner has determined such construction will not further impact human remains.