



TOWN OF YUCCA VALLEY
Engineering Division

Application for Grading Plan Approval

TO BE USED FOR ALL PROPOSED GRADING GREATER THAN 2500 CUBIC YARDS OR WHERE OTHERWISE REQUIRED BY THE TOWN OF YUCCA VALLEY. THIS FORM IS NOT A PERMIT – NO LAND ALTERATION IS TO BE PERFORMED UNTIL A PERMIT IS ISSUED

PROCESSING INFORMATION

To conduct business in the Town of Yucca Valley, the Engineer or other person(s) preparing Engineering Plans/Reports must have an authorized Business Registration Certificate. The application can be found on our website at www.yucca-valley.org under Quick Links.

Grading shall not commence until the Grading Plan has been checked and approved by the Town and a Grading Permit has been issued.

Plan Check Fees are Due at the time plans are submitted along with four (4) copies of each of the following: Grading Plans, Conditions of Approval, Title Report prepared/updated within the past sixty (60) days, Soils/Geotechnical Study Report, *Drainage/Hydrology Study Report.

All Projects larger than (1) acre are required to submit a Storm Water Pollution Prevention Plan (SWPPP) and file a Notice of Intent (NOI) with the Regional Water Quality Control Board.

Grading Plans submitted for Plan Check shall be submitted on bond paper 24" x 36" and shall be blue or black line. An AutoCAD template can be downloaded on our website at www.yucca-valley.org/departments/engineering.html.

The Initial Plan Check Process takes a maximum of thirty (30) calendar days, re-submittals take a maximum of twenty (20) calendar days, and it typically takes two (2) revisions before plans are approved. Revisions will be sent directly to the applicant's Engineer. All Corrections must be resubmitted to the Town of Yucca Valley Engineering Division and two (2) copies of the Corrected Plans along with the Redlines are required.

In the case of plan check submittals, the initial deposit shall cover the cost of the initial plan check and two (2) re-submittals. An additional per sheet charge of one-half (1/2) of the original fee shall be paid on the third submittal for plan check. The Plan Check process will be placed on hold until the fees have been submitted to the Town.

The Rough and/or Precise On-Site Grading must be certified by the Engineer of Record before issuance of Building Permits.

For any questions, please contact the Engineering Division at (760) 369-6575.

PROJECT INFORMATION

Project Name _____

Project Address _____ APN _____

- | | | |
|---|---|--|
| <input type="checkbox"/> Single Family Dwelling | Planning Commission Approval Date _____ | |
| <input type="checkbox"/> Commercial/Industrial/Multifamily | Planning Project Number _____ | |
| <input type="checkbox"/> Parcel Map | Parcel Map # _____ | |
| <input type="checkbox"/> Residential Tract Map | Tract Map # _____ | |
| <input type="checkbox"/> Unclassified Miscellaneous Project | Building Permit # _____ | |
| <input type="checkbox"/> Rough Grading Plans <input type="checkbox"/> Precise Grading Plans | | |

DEVELOPER INFORMATION

Owner Info. _____	Engineer Info. _____
Name _____	Contact _____
Mailing Address _____	Mailing Address _____
City, State, Zip _____	City, State, Zip _____
Phone # _____	Phone # _____
E-mail _____	E-mail _____

Print Applicant Name _____

Print Applicant Title _____ E-mail _____

Signature _____ Date _____

Application for Grading Plan Approval – Fee Calculation

Fees are in the form of a deposit. In the event the deposit is exhausted while additional Plan Check, Inspection or Permit Services are required, additional funds to cover the cost of the required services must be placed on deposit.

GRADING PLAN CHECK FEES

Initial Plan Check Fees:

The initial deposit shall cover the cost of the initial plan check and two (2) submittals.

Fixed Base Fee (Engineered Grading Plans; Duties: Administration, Files, Invoices, Transmittals, Conditions & Documents Review, Applicant Inquiries, Bond Packages).			
	x # of		
	Pgs. =		
Grading Plan Per Sheet Cost - Number of sheets including Title Sheet			
	x 1 =		
Soils/Geotechnical Study Report			
	x 1 =		
*Drainage/Hydrology Study Report			
TOTAL GRADING PLAN APPLICATION FEE:			

Additional Fees such as Inspection Fees, Impact Fees, Bonds and/or Other Fees may be required at permit issuance.

***NOTE-HYDROLOGY STUDY:**

- If the project is associated with an approved tract map then submit 4 copies of the approved hydrology study.
- Where no previous hydrology study has been approved, 4 copies of either of the following shall be provided:
 - A drainage report, prepared by a registered Civil Engineer, shall be submitted to determine the flows exiting on the site under current undeveloped conditions compared to the incrementally larger flows due to the development of the site. The retention basin size will be determined per County of San Bernardino Flood Control methodology such that the post development 100 year peak flow exiting on the site shall be 20% less than the current 25 year peak flow from the site.
 - In lieu of an Engineered Drainage Report, retention basin(s) shall be sized to retain 550 Cubic feet of storm water for each 1,000 square feet, and increments thereof, of Impervious area proposed (house, driveway, patio, etc.), subject to Town Engineer review and approval.
 - Drainage studies submitted for review shall meet the County of San Bernardino Requirements for runoff.
 - A full explanation of the County requirements can be found in the County hydrology manual, their handbook "Detention Basin Design Criteria for San Bernardino County" and their "Interoffice Memo" dated September 4, 1987, regarding San Bernardino County Detention Basin Design Criteria.

TOWN OF YUCCA VALLEY ENGINEERING DIVISION
ENGINEERED GRADING PLAN CHECK SHEET

- I Preparation of Plan Sheets**
1. Standard Town of Yucca Valley Bond paper plan sheets size 24"x36".
 2. All lettering to be capitals and 1/8 inch in height (1/10 inch if mechanically lettered, and lettering is clear and legible.)
 3. Drawings shall be black India ink and all work must be clearly reproducible.
 4. No applicate film shall be used on final Mylar plan.
 5. Bulk earthwork volumes shall be shown on the Title Sheet for calculation of fees and shall indicate cut, fill and totals of cut and fill. All other quantities to be provided on an 8-1/2" x 11" sheet.
 6. A minimum of four (4) sets of plans shall be provided when submitting for plan check.
- II. Vicinity Map**
1. Scale 1" = 800'
 2. Street names shown thereon with parcel location shaded in and indicated with arrow.
- III. Research**
1. Ensure Conditions of Approval have been conformed to and attach copy to plan.
 2. Provide a Preliminary Title Report issued not more than 60 days prior to plan submittal.
 3. Provide Geotechnical and Soil Reports prepared and stamped by a Registered Engineer.
 4. Hydrology and Hydraulics Report (if required), prepared and stamped by a Registered Engineer.
- IV. Title Block**
1. Town Standard Title Block (all sheets), including revision block.
 2. Legal description
 3. Registered Engineer's Stamp, Signature and R.C.E. number (all sheets).
 4. Date plans prepared and checked by consulting engineer's staff.
 5. Town, or approved County Benchmark (all sheets).
 6. Basis of Bearings
- V. General Notes**
1. Grading Plan must including the following General Note: *"Upon issuance of a grading permit by the Town of Yucca Valley all grading shall be undertaken and completed in compliance with Town of Yucca Valley Ordinance No. 133, in particular, SECTION 4(b) Building Code Amendments: 4. Appendix, Volume 1, Chapter 33, Excavation and Grading, A. Section 3309.3 Grading Designation, B. Section 3316, Erosion Control and 5. Section 3320 Engineering Reports, and the Engineer of Record shall certify that all grading complies with said ordinance prior to acceptance or issuance of any permits by the Town of Yucca Valley."*
 2. General Notes shall be shown on the first sheet.
- VI. Plan**
1. North arrow and scale (all sheets). Scale shall be 1" = 40' maximum or as approved by Town Engineer.
 2. Owner's name, address, and telephone number.
 3. Complete boundary information shall be shown.
 4. All easements shall be shown on plans and are to be verified by a title report and shall be noted with the recorded instrument number. Easements not of record shall be clearly labeled as "Proposed Easements" and should be accompanied by a legal description on an 8½ x 11 sheet and stamped by a Registered Engineer or Registered Land Surveyor.
 5. Title reports shall be submitted with all projects.
 6. Show all handicap access ramps and path of travel to commercial buildings. Handicap access ramps and path of travel shall conform to applicable ADA regulations.
 7. Show existing improvements with dashed line.
 8. Adjacent Record Map reference.

9. Show all street dimensions (min. ½ street width) including existing and ultimate right-of-way.
 10. Curb return data.
 11. Turning radii shall be adequate for anticipated traffic.
 12. Existing contours shall be shown with dashed line, and spot elevations shall be shown to adequately depict relationship between existing vs. proposed grading.
 13. Proposed contours shall be shown with heavy, solid line. Show proposed ½ foot contours in very flat areas.
 14. Show all pertinent finished surface and finished grade elevations
 - Tops and bottoms of stairs
 - Doorway thresholds
 - Tops of walls (where change in height) and wall heights
 - Building corners
 - Grade breaks
 - All highpoints (H.P.), flowlines (F.L.), and ridgelines (R.L.)
 - Any other elevations pertinent to grade design
 15. Tops and toes of slopes shall be clearly defined inclusive of maximum slope.
 16. Identify each slope as a “cut” or “fill” slope.
 17. Identify the vertical height of each cut and fill slope from the toe of slope to the top of slope. Examples: (Cut slope 5.2 feet); (Fill slope 4.7 feet).
 18. Show surrounding topo sufficient to justify design (min. 50 feet, unless otherwise approved by Town Engineer.)
 19. Finish floor elevation shall be a minimum of 1 foot above flood elevation (verify with current FEMA ordinance, etc., requirements), or as designated by the Engineering Division.
 20. Join elevations and relationships to surrounding properties shall be shown.
 21. Minimum rates of grade shall be as follows, unless otherwise approved by the Town Engineer:

Earth or Turf Swales	1.0%
Asphalt Pavement	1.0%
Concrete Pavement	0.5%
- Where existing join elevations prohibit the asphalt and concrete pavement minimum rates of grade, the absolute minimum rates shall be:
- | | |
|-------------------------|-------|
| Asphalt Pavement | 1.0% |
| Concrete Pavement | 0.25% |
22. Grade breaks are not to exceed 0.5% unless approved by the Town Engineer.
 23. Show all grade breaks, flowlines and ridgelines.
 24. Road grades shall not exceed twelve percent (12%) unless approved by the Town Engineer per Development Code Section 83.041120.b.(2)(E).
 25. Show name, telephone number and representative’s name for all affected utility companies.
 26. Existing utilities shall be shown.
 27. Show elevations at utility crossings.
 28. Check for conformance with Soils Engineer recommendations regarding structural section and subdrains.
 29. All drainage devices shall have top of curb (T.C.), top of grate (T.G.), and invert (INV.) elevations shown, where applicable.
 30. Show location and dimension of trash enclosures.
 31. Garden walls and retaining walls shall be clearly defined on the plan. Reference “to be constructed by Building permit.”
 32. Curbs shall be installed at a minimum of five (5) feet from the face of walls, fences, buildings, or other structures. Areas that are not part of the maneuvering area shall have curbs placed at a minimum of two (2) feet from the face of walls, fences, or buildings adjoining driveways.
 33. Concrete walks with a minimum width of two (2) feet shall be installed adjacent to end parking spaces or end spaces shall be increased to eleven (11) feet wide.
 34. Show details of non-standard construction.

TOWN OF YUCCA VALLEY ENGINEERING DIVISION
Excerpt from Ordinance No. 133

SECTION 4.4. Appendix, Volume 1, Chapter 33, Excavation and Grading.

A. Section 3309.3 Grading Designation

Grading in excess of 2,500 cubic yards shall be performed in accordance with the approved grading plan prepared by a civil engineer and shall be designated "engineered grading." Grading involving less than 2,500 cubic yards shall be designated "regular grading" unless the Town Engineer determines that special conditions or unusual hazards exist, in which case grading shall conform to the requirements for engineered grading.

B. Section 3316, Erosion Control.

(1) Slopes. The faces of cut and fill slopes shall be prepared and maintained to control erosion. This control must consist of effective planning as described elsewhere in the section or other devices satisfactory to the building official or designee.

(2) Planting. The surface of all cut slopes more than 5 feet in height and fill slopes more than 3 feet in height shall be protected against damage by erosion by planting with grass or ground cover plants. Slopes exceeding 15 feet in height shall also be planted with shrubs spaced at not to exceed 10 feet on centers, or trees spaced at not to exceed 20 feet on centers, or a combination of shrubs and trees at equivalent spacings, in addition to the grass or ground cover plants. The plants selected and planting methods used shall be suitable for the soil and climatic conditions of the site and in accordance with the current Town approved publications.

Planting need not be provided for cut slopes rocky in character and not subject to damage by erosion or any slopes protected against erosion damage by other methods when such methods have been specifically recommended by a soils engineer, engineering geologist or equivalent authority and found to offer erosion protection equal to that provided by the planting specified in this section.

Plant material shall be selected which will produce a coverage of permanent planting effectively controlling erosion. Consideration shall be given to deep rooted plant material needing limited watering, to low maintenance during the lifetime of the project, to high root to shoot ratio (weight of above ground parts versus root system) wind susceptibility and fire retardant characteristics.

(3) Irrigation. Slopes required to be planted by subsection (b) shall be provided with an approved system of irrigation designed to cover all portions of the slope, and plans therefore shall be submitted and approved prior to installation. A functional test of the system may be required. For slopes less than 20 feet in vertical height, hose bibs to permit hand watering will be acceptable if such hose bibs are installed at conveniently accessible locations where a hose no longer than 50 feet is necessary for irrigation. The requirements for permanent irrigation systems may be modified upon specific recommendation of a landscape architect or equivalent authority that because of the type of plants selected, the planting methods used, and the soil and climatic conditions at the site, an irrigation system will not be necessary.

(4) Plans and Specifications. Planting and irrigation plans shall be submitted for slopes required to be planted and irrigated by sections (b) and (c). Except when waived by the Community Development Director or his designee for minor grading, the irrigation plans for graded areas and slopes 20 feet or more in vertical height shall be prepared and signed by a civil engineer or landscape architect.

(5) Rodent Control. Fill slopes steeper than two horizontal to one vertical within a grading project adjacent to undeveloped and unoccupied land determined by the building official or his designee or the San Bernardino County Agricultural Commissioner to be infested by burrowing rodents shall be protected from potential slope damage by an effective rodent control program.

5. Section 3320. Engineering Reports.

The Town Engineer may require an engineering geology or geotechnical engineering report, or both, where, in his opinion, such reports are essential for the evaluation of the safety of the site. The engineering geology or geotechnical engineering report, or both, shall contain a finding regarding the safety of the building site for the proposed structure against hazard from landslide, settlement or slippage and a finding regarding the effect that the proposed building or grading construction will have on the geologic stability of property outside the building site. Any engineering geology report shall be prepared by a certified engineering geologist licensed by the State of California. Any geotechnical engineering report shall be prepared by a civil engineer qualified to perform this work, such as a geotechnical engineer experienced in soils mechanics. When both an engineering geology and geotechnical engineering report are required for the evaluation of the safety of the site, the two reports shall be coordinated before submission to the Town Engineer.

TOWN OF YUCCA VALLEY ENGINEERING DIVISION

GRADING PLAN GENERAL NOTES

1. All work shall be done in accordance with the Standard Plans of the Town of Yucca Valley and Standard Specifications for Public Works Construction (Greenbook), Latest Edition, and the project's "Conditions of Approval", *Caltrans Standards May 2006 or current edition*.
2. The Contractor shall be responsible for providing an effective means of dust control which shall include provisions for adequate watering during the grading process and provisions for continuance of dust control until the grade surface presents sufficient cover against wind or water erosion that special dust control measures are no longer necessary.
3. Contractor shall obtain permits, as required by the Town of Yucca Valley Development Code.
4. All grading shall comply with Appendix Chapter 33 of the Uniform Building Code, Latest Edition as amended by the Town of Yucca Valley.
5. The location of existing, underground utilities are shown in an approximate way only. Subject to the provisions of Section 4215 of the California Government Code, the contractor shall determine the exact location of all existing utilities before commencing work. Contact Dig Alert at 1-800-227-2600 two working days prior to any excavation.
6. Dimensioning to curbs shall be to face of curb.
7. Contractor shall dispose of all debris off-site at a legally approved disposal site.
8. Contractor shall remove any abandoned utility facilities and show limits of removals on the record drawings.
9. The Contractor shall be responsible for the removal, replacement or relocation of all regulatory, warning and guide signs.
10. The asphalt design must meet the Caltrans Standard Specifications, May 2006, Section 39, for Type B Asphalt, $\frac{3}{4}$ " maximum medium and $\frac{1}{2}$ " maximum medium. The oil shall be PG 70-10.
11. The aggregate base shall be Class II, for $\frac{3}{4}$ " maximum according to the State of California Standard Specifications, Section 26, Dated May 2006.
12. A "Record Drawing" (formerly called "as-built" drawing) of this plan must be submitted to and approved by the Town Engineer by the Project Engineer of record prior to acceptance of the project.
13. Construction signing, lighting and barricading shall be provided on all projects as required by Town Standards or as directed by the Town Engineer. As a minimum, all construction signing, lighting and barricading shall be in accordance with State of California, Department of Transportation, "MANUAL OF TRAFFIC CONTROLS FOR CONSTRUCTION AND MAINTENANCE WORK ZONES" dated 1991, or subsequent additions in force at the time of construction
14. The flowlines of all curb and gutters and cross gutters shall be water tested before acceptance of the project.
15. Parking stalls shall be clearly delineated with a 4 to 6 inch stripe "hairpin" or elongated "U" design or other approved striping or stall delineation.

16. Final site grading and drainage flow lines shall be certified, in writing, by the Engineer of Record to be in conformance to the approved grading plan PRIOR TO FINAL INSPECTION.
17. NPDES permit is required prior to issuance of a Grading Permit for parcels 1 acre or greater.
18. The location of block walls, retaining walls, and other structures shall be clearly defined on the plans. Construction and structural details shall NOT be shown on the grading plan
19. All provisions of the preliminary soils report prepared by _____ dated _____ shall be complied with.
20. This plan is for grading purposes only. Approval does not constitute approval of building locations, off-site drainage facilities, driveway locations or sizes, parking lot layout, etc., or other items not related to basic grading operations. No structural calculations have been made for any structures on this plan during plan check; therefore, the Plan Check Engineer takes no responsibility for the integrity of such structures.
21. Plans may be subject to compliance review with current requirements if construction has not started within 12 months of plan approval by the Town Engineer.

