



# COMMUNITY DEVELOPMENT SERVICES PLANNING AND BUILDING DEPARTMENT

<http://www.edcgov.us/DevServices/>

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**PLACERVILLE OFFICE:**

2850 Fairlane Court, Placerville, CA 95667  
**BUILDING**  
(530) 621-5315  
**PLANNING**  
(530) 621-5355

**LAKE TAHOE OFFICE:**

924 B Emerald Bay Rd  
South Lake Tahoe, CA 96150  
(530) 573-3330

## COMMERCIAL GRADING

### *Checklist for Submittal of Commercial Grading Plans*

#### **Applicant to check boxes indicating those items supplied with submittal:**

- Permit Application, signed by owner of record or agent. Fee is \$100.00.
- Agreement For Payment, **signed by property owner of record**, or by agent if notarized letter of authorization from owner is provided. Provide evidence of ownership for corporations such as LLCs.
- Signed and wet-stamped engineers estimate (the fee deposit schedule is based on engineers estimate - plan check deposit is 1% of engineers estimate, or \$1,000.00, whichever is greater). Note that at time of submittal a Resource Conservation District (RCD) fee of \$400.00 is due.
- 5 sets of sealed & signed plans prepared under the direction of a California registered civil engineer. Plans to include landscape and lighting sheets. We will distribute 2 sets to DOT and set 1 to RCD.
- 3 copies of the Conditions of Approval, or for discretionary projects that have not received approval, attach a signed "Early Application Submittal" sheet (page 8 of the green Non-Res Checklist).
- 2 copies of the Drainage Report.
- 2 copies of the Soils Report.
- 2 copies of Storm Water Post Construction Requirements (if not included in drainage report).  
[Storm Water Management Info](#) (Ctrl+click to follow description link)
- MWELo Checklist: Link to: [MWELo Submittal Form](#)
- 2 copies of engineering calculations and construction details for retaining walls.
- One copy of a Preliminary Title Report.
- One copy of application to State Water Resources Control Board (SWRCB) for Notice of Intent (NOI) if one acre or more is disturbed.
- One copy of permit application to Army Corps of Engineers or Dept. of Fish & Game, if applicable.
- General Plan Consistency Checklist completed and signed.
- A brief written description of the project for which the grading is proposed.

Note: Road encroachment permits will be issued by DSD or DOT, depending on the road type and location. Contact Caltrans District 3 (530-741-4211) for encroachments onto state highways.

***Submittals that do not contain all of the required items will not be accepted.***

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Project Name

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APN

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Signature of applicant acknowledging complete submittal

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Date