

**COMMUNITY DEVELOPMENT DEPARTMENT
DIVISION OF BUILDING AND SAFETY**

Information Packet for

GRADING PLAN PROCESSING

General Information

This information has been compiled to assist you in processing grading plans through the City of Irvine. There are two types of grading permits: preliminary and precise. The permit application and supplementary information for the preliminary and precise grading plans are submitted to the City of Irvine, Community Development Department Permit Processing Counter, located at One Civic Center Plaza, (949) 724-6300. You will note zone conformance approval must precede grading permit submittal. The Community Development staff will check the submittal for conformance with the requirements listed below and will assist in the completion of the application.

The Process

For your information, the following data is included: a flow chart of the grading permit process, a copy of the grading permit application, a matrix showing minimum requirements for first submittals, a copy of the address request form, an engineering cost estimate form, and a grading bond information bulletin. Should any question arise regarding the application process, the applicant is encouraged to contact the Community Development Department for information.

Once the tentative map for a parcel or tract is approved and zoning cleared, a grading plan can be submitted. However, tentative map approval is not required prior to the issuance of certain preliminary grading permits. The applicant should allow 15 working days for the first plan check and 10 working days for any subsequent check of preliminary and precise grading plans. Inspection fees and a bond are required prior to issuance of the grading permit. Inspection fees are calculated based on the total acreage of the project site. The bond calculation is based on the amount of cut and fill and 100% of the cost of the total drainage improvements (including any pavement). Grading plans shall be in compliance with the City of Irvine Street Design Manual and Standard Plans, the Grading Ordinance, Grading Manual, the Zoning Ordinance, the Uniform Building Code, and the Standard Specifications for Public Works Construction (Green Book) latest edition.

Design Manual

All grading and improvement projects, whether public or private, shall be designed in accordance with the City of Irvine Standards and Design Manual, Grading Ordinance, and Grading Manual. Information contained in the Design Manual included detailed procedures for plan submittal, design criteria for City approved projects, and the City standard plans. All copies may be obtained from the City Clerk's Records Center.

Bonds

The developer shall be required to post a grading bond as outlined in the City of Irvine Grading and Excavation Code. The amount of the bond will be determined at the time of second submittal. Bond forms are available at the One Stop Permit Processing Counter in the Building and Safety Division of the Community Development Department. Other such forms may be used only upon approval of the City Attorney. A letter of credit may also be utilized.

Erosion Control

All grading work requires erosion control. The erosion control plan is to be submitted as part of the grading plan. The Building and Safety Division of the Community Development Department will review and approve the plan.

Minimum Requirements:

The following items are required for first submittal of all grading permit applications:

1. Six blue-line prints of the grading plans on City standard sheets prepared in accordance with City Standard Plans and design criteria stamped and wet-signed by a Civil Engineer registered in the State of California. The standard title sheet format may be downloaded from the Community Development Department of the City of Irvine website (<http://www.cityofirvine.org/default.asp>). The grading plans must include:
 - Approved Site Plan - including striping plan;
 - Utility Plan - must show proposed onsite utility lines, e.g., sewer, water, gas, and electric lines (for reference only);
 - Erosion Control Plan.
 - In addition to the above, the Title sheet or General Notes portion of the plan shall include a section titled, "Land Use Conditions of Approval" containing the following language and information:

"Conditions of Approval required prior to issuance of certificate of occupancy are as follows; (Resolution Number(s) if applicable)":

Each condition from the text of applicable resolution(s) or other action(s) under the heading "Prior to the Issuance of Certificates of Occupancy" shall be listed. Each listing shall include the condition title, number, and condition language exactly as it appears in the referenced Resolution.

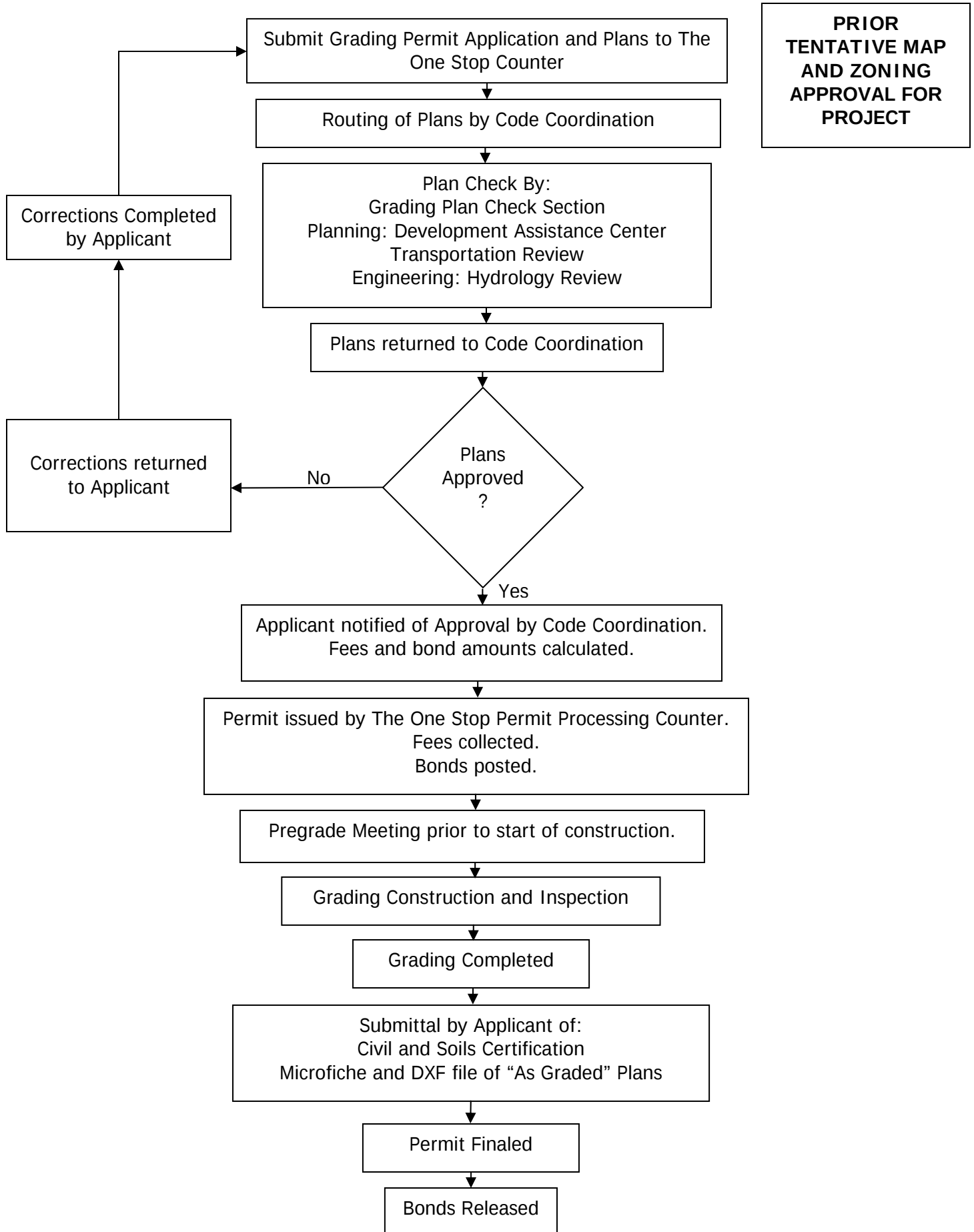
Prior to plan approval, the project planner shall review the listing of the conditions for completeness and accuracy.

2. Three copies of the Engineering Cost Estimate, on the approved City form, for all work to be completed as part of the grading plan.
3. Two copies each of the site-specific soils report prepared by an approved geotechnical engineering firm and a written review of the most recent grading plan, all wet-signed by a Geotechnical Engineer and an Engineering Geologist registered/certified in the State of California.
4. Two copies of the Hydrology and Hydraulics calculations. All projects require these calculations, regardless of size.
5. A Water Quality Management Plan (WQMP) for all precise grading permits, unless specifically excepted by the City of Irvine Grading Engineer.
6. Three copies of the Notice of Intent (NOI) accompanied with a copy of the payment check or receipt from the Regional Water Quality Control Board. These items are required for all grading permits on projects larger than 5 acres or as part of a master project larger than 5 acres.
7. Three copies of the Conditions of Approval.
8. Three copies of the Tentative Tract Map.
9. For all precise grading permits, three copies of the letter from the civil engineer who signed the grading plans stating that the finish floor elevation is designed to be a minimum of 1'0" above the water surface of a theoretical 100-year storm.
10. Three copies of a Vector Control Letter - required for all projects where grading has not been performed on the site within the last 6 months. Orange County Vector Control District may be contacted at (714) 971-2421.

The following items are required for subsequent submittals:

1. Previous check prints from all City sections: Grading, Planning, and Engineering.
2. Separate typewritten responses to correction lists from each City section: Grading, Planning, and Engineering.
3. Six blue-line prints of revised grading plan. A minimum of four sets are required for final check and approval).
4. Two copies of the revised hydrology and hydraulics, if necessary.
5. Revised cost estimate, if necessary.
6. An AutoCAD file or DXF file of drawings only, on floppy disc, CD, or e-mail.

CITY OF IRVINE GRADING PERMIT PROCESS FLOW CHART



GRADING PERMIT APPLICATION

CITY OF IRVINE
Community Development Dept., Building & Safety
One Civic Center Plaza
PO Box 19575, Irvine, CA 92623-9575
For Permit Information: 949-724-6300
For Inspection Information: 949-724-6500



For Office Use Only:

Plan Check #: _____
Hydrology: YES NO
Submittal Date: _____
Target Date: _____

Project Address: _____ Grid#: _____
Cross Streets: _____
Tract No.: _____ Lot Number: _____ Assessor's Parcel No.: _____

Permit Type Applied For:

☐ Preliminary Grading Permit ☐ Precise Grading Permit

Complete an itemized engineering cost estimate.

APPLICANT INFORMATION

Applicant/
Co. Name: _____
Address: _____
City: _____ Zip: _____
Phone: _____
Contact: _____

Owner: _____
Address: _____
City: _____ Zip: _____
Phone: _____
Contact: _____

Plans
Prepared by: _____
Address: _____
City: _____
Phone: _____
Contact: _____
License #: _____

Soils
Engineer: _____
Address: _____
City: _____ Zip: _____
Phone: _____
Contact: _____
License #: _____

Engineering
Geologist: _____
Address: _____
City: _____ Zip: _____
Phone: _____
License #: _____

Soils Testing
Agency: _____
Address: _____
City: _____ Zip: _____
Phone: _____
Contractor's License #: _____ Exp: _____
City Business License #: _____ Exp: _____
Worker's Comp. #: _____ Exp: _____

PROJECT INFORMATION

☐ Commercial ☐ Residential

Acreage: _____

Hydrology Included: ☐ Yes ☐ No

Description of Work: _____

Encroachment Items: ☐ Yes ☐ No

Related or Previous Planning or Plan Check Case Number(s): _____

For Office Use Only:

PLAN CHECK FEE SUMMARY

Grading Plan Check: \$ _____ Pre-Inspection Fee: \$ _____
Zoning Deposit: \$ _____ Total Fees Paid: \$ _____
Automation Fee: \$ _____
Engineering Plan Check: \$ _____
RECEIPT NO.: _____ TMPG #: _____

By signing below, I certify the above information to be true and correct.

SIGNATURE OF APPLICANT

Date

PRINT APPLICANT NAME



GRADING PLAN CHECK MINIMUM REQUIREMENTS FOR FIRST SUBMITTALS

Submittal Type

GRADING PLAN CHECK SUBMITTAL ITEM	NO OF COPIES	PRELIMINARY		PRECISE		
		Non- Residential	Residential	Non- Residential	Residential	Misc
1) Grading Plans	6	Yes	Yes	Yes	Yes	Yes
a) a. Site Plan	6	Yes	Yes	Yes	Yes	Yes
b) b. Utility Plan(s)	6	Yes	Yes	Yes	Yes	Yes
c) c. Erosion Control Plan	6	Yes	Yes	Yes	Yes	Yes
2) Engineering Cost Estimate	3	Yes	Yes	Yes	Yes	Yes
3) Site Specific Soils Report	2	Yes	Yes	Yes	Yes	Yes
a) a. Written Review of the most recent Grading Plan by the Geotechnical Engineer	2	Yes	Yes	Yes	Yes	Yes
4) Hydrology & Hydraulics Calculations	2	Yes	Yes	Yes	Yes	Yes
5) Water Quality Management Plan (WQMP)	2	No	No	Yes	Yes	No
6) Storm Water Pollution Prevention Plan	2	No	No	No	No	No
7) Notice of Intent (NOI) and copy of check or receipt from the State Regional Water Quality Control Board	3	No, if < 5ac Yes, if > 5ac	No, if < 5ac Yes, if > 5ac	No, if < 5ac Yes, if > 5ac	No, if < 5ac Yes, if > 5ac	No
8) Conditions of Approval	3	Yes	Yes	Yes	Yes	No
9) Tentative Map	3	Yes	Yes	Yes	Yes	No
10) 100-Year Flood Letter	3	No	No	Yes	Yes	No
11) Vector Control Letter (not required if grading has taken place within the last 6 months)	3	Yes	Yes	Yes	Yes	No

This chart presents the MINIMUM requirements for first submittals.

Incomplete submittals will not be accepted.

Additional materials may be required for subsequent submittals.

**Miscellaneous projects may include parking lot revisions, stockpiles, and other
minor grading projects.**



INFORMATIONAL BULLETIN

Bulletin No. 262

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Effective: 06/18/96

Approved: *Robert [Signature]*

GRADING BONDS

(SECTION VI 125 SECURITY REQUIREMENTS)

(1) Grading Bond amounts are to be computed utilizing the City of Irvine's Approved Engineering Cost Estimate Form - subject to the following limitations:

(a) The Unit amount utilized for cut/fill will vary according to the following schedule:

<u>Yardage</u>		<u>Cut</u>	<u>Fill</u>
50 - 100	Cubic Yard	6.40	5.20
≥ 101 - 1000	" "	5.40	4.20
≥ 1001-10,000	" "	4.40	3.20
≥ 10,001 - 100,000	" "	3.40	2.20
≥ 100,001 - 200,000	" "	2.40	1.20
≥ 200,001 or greater	" "	1.00	0.75

The above calculated amounts may be reduced up to an additional 75% depending upon the difficulty of the project.

(2) Hardscape: Amounts based on City of Irvine Engineering Cost Estimates; said amounts may also be reduced by an amount of up to 50%.

1. Permit applicant may request a reduction in the bond amount in increments of 25% i.e., when 25% of the grading requirements have been completed, a written request for a 25% reduction in the bond amount may be made to Inspection Services by the applicant. Upon confirmation of work completed and approval by the Chief Building Official, applicant may replace the original bond by another having a reduction of 25%.

The amount of the security may be reduced by the Chief Building Official or his designated representative to the extent that he determines that potential hazards or the nature of the project do not justify the full amount.



REVISION #:	_____
PLAN CHECKER:	_____
DATE:	_____
TARGET DATE:	_____

APPLICATION FOR PERMIT REVISION

PROJECT ADDRESS: _____
PERMIT NUMBER: _____ PLAN CHECK #: _____
APPLICANTS NAME: _____ TITLE: _____
ADDRESS: _____ PHONE: _____

I HAVE MADE CHANGES TO THE FOLLOWING ON MY PLANS IN ADDITION TO OTHER REVISIONS NOTED BELOW:

- _____ Setbacks
- _____ Building locations
- _____ Parking layout and/or parking summary
- _____ % of landscaping
- _____ Any land use or square footage amount
- _____ Relocation of mech. equipment to rooftop
- _____ Re-design of the site plan
- _____ Height of any building, architectural feature, antenna or flagpole
- _____ Mechanical equipment on the ground
- _____ Additional plumbing /electrical/mechanical fixtures (take-off sheet required)

_____ I HAVE MADE NONE OF THE ABOVE LISTED CHANGES, BUT HAVE OTHER REVISIONS
IN THIS SUBMITTAL

DESCRIPTION OF REVISION: (List all revisions or "changes" shown on plans.)

BY: _____ DATE: _____
APPLICANT

FOR CITY USE ONLY

Permit required for additional P/E/M fixtures (circle one)

TO:	APPROVED BY:	REVISION FEES:
_____, BUILDING:	_____	HOURS @ \$
_____, PLANNING:	_____	HOURS @ \$
_____, GRADING:	_____	HOURS @ \$
_____, ENGINEERING:	_____	HOURS @ \$
_____, FIRE DEPT.:	_____	HOURS @ \$
SUBMITTAL RECEIPT #:	DATE: _____	(LESS PAID) \$
		Plan Check Total \$
		Microfilm \$
ISSUANCE RECEIPT #: _____	DATE: _____	BALANCE DUE \$