



County of Santa Cruz

Department of Community Development and Infrastructure

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GRADING PLAN CHECKLIST

GENERAL INFORMATION	Included/Sheet No.
Name and address of owner	<input type="checkbox"/> Every Sheet
Project address	<input type="checkbox"/> Every Sheet
Assessor's Parcel Number	<input type="checkbox"/> Every Sheet
Plan designer name, address and contact number	<input type="checkbox"/> Every Sheet
Date the plan was prepared (include revision numbers and dates, if applicable)	<input type="checkbox"/> Every Sheet
Wet signature and stamp of the licensed Architect or Engineer	<input type="checkbox"/> Every Sheet
Intent of grading: A short description of the purpose for the grading and intended end result.	
References to all technical reports and/or letters (e.g.: geotechnical, geologic, hydrologic, biotic, etc.) Include author, title, date, project number and consultant contact information	
Estimated Earthwork: Volume of cut, fill and total (in cubic yards) <input type="checkbox"/> Overexcavation/Recompaction quantity included as separate line item	
Vicinity map: Location of parcel within County of Santa Cruz and project area within parcel (include reference points – trees, drainages, structures – as necessary) Include names of existing streets, North Arrow. <input type="checkbox"/> If no street address is available, please include written directions. <input type="checkbox"/> If there are locked gates, please include gate code or contact to arrange for access.	

SITE PLAN	Included/Sheet No.
Show entire parcel with the location of project, building envelope, access roadway, driveway and septic system.	
Existing and proposed final contours: Show existing contours as dashed lines; show final contours as solid, bold lines. Show existing contours 15 feet beyond the limits of grading and beyond any drainage dissipators, etc.	
Limits of Grading: Bold, dashed line indicating limits of grading and disturbance. (Include fill keyways, septic system, etc.)	
Existing structures: On-site and those on adjacent properties within 15 feet of the property boundary	
Footprints of proposed structures/development	
<input type="checkbox"/> Buildings <input type="checkbox"/> Roadways <input type="checkbox"/> Water tanks and pads <input type="checkbox"/> Sediment Ponds <input type="checkbox"/> Retaining Walls (Include top-of-wall, bottom-of-wall elevations at beginning/end/transition points) <input type="checkbox"/> Other:	
Setbacks: Identify grading setback from "Limits of Grading" line to property lines.	

GRADING AND DRAINAGE PLANS	Included/Sheet No.
Show the entire project area and identify the "Limits of Grading" around the entire construction area.	
Driveway/Roadway/Parking (plan view)	
<input type="checkbox"/> Existing and proposed profile (to scale) <input type="checkbox"/> Typical Sections(s) to scale with dimensions (including compaction requirements) <input type="checkbox"/> Surfacing / structural section requirements	
Proposed structures/development	
<input type="checkbox"/> Buildings (include pad grade(s)) <input type="checkbox"/> Roadways <input type="checkbox"/> Water tanks and pads <input type="checkbox"/> Sediment Ponds <input type="checkbox"/> Retaining Walls (Include top-of-wall, bottom-of-wall elevations at beginning/end/transition points) <input type="checkbox"/> Other:	
Cross Sections (to scale with dimensions)	
Show existing and proposed grades. Limits should include top(s) of cut(s) to bottom(s) of fill(s) and 15-feet beyond, and should clearly delineate existing and proposed cut and fill areas. Locations of cross-sections should be shown in plan view and be placed: <input type="checkbox"/> Through all pads <input type="checkbox"/> Through significant cuts/fills <input type="checkbox"/> Include keyway details and foundation setback from face of slope	

Parcel drainage: Detail existing and proposed area drainage (locations of ravines, drainage courses and pathway of off-site drainage). Show topography for the entire parcel of sufficient detail to clearly indicate where and how all drainage will flow across and off the parcel.	
Development Drainage	
Show the location of all drainage facilities to be installed with the development. Include construction details (to scale or with dimensions) for: <input type="checkbox"/> Retaining wall backdrains, <input type="checkbox"/> Culverts, <input type="checkbox"/> Storm drains, <input type="checkbox"/> French drains, <input type="checkbox"/> Energy dissipaters, <input type="checkbox"/> Retention/detention pits, <input type="checkbox"/> Other:	
Location of existing and proposed septic tank(s), leachfield(s) and expansion area(s).	

<p>EROSION/STORMWATER POLLUTION CONTROL PLAN Please see "Construction Site Stormwater Pollution Control BMP Manual" for additional details.</p>	
<input type="checkbox"/> Project vicinity map. <input type="checkbox"/> Property lines. <input type="checkbox"/> Parcel number and address. <input type="checkbox"/> Topography (existing contours) of the entire limits of disturbance, plus a minimum of 50 feet of topography in all directions. <input type="checkbox"/> Nearby watercourses within 200 feet of the project area. <input type="checkbox"/> Proposed grading contours, if applicable. <input type="checkbox"/> Locations of existing utilities, such as sewer, storm drain, curb and gutter, as applicable. <input type="checkbox"/> Name, phone number, email address and address of the property owner. <input type="checkbox"/> Name, phone number, email address and address of the individual who prepared the plan. <input type="checkbox"/> Proposed erosion control measures, including installation details and notes. <input type="checkbox"/> Proposed sediment control measures, including installation details and notes. <input type="checkbox"/> Proposed temporary drainage control measures, including installation details and notes. <input type="checkbox"/> Proposed construction waste control measures, including installation details and notes. <input type="checkbox"/> Locations of stockpile areas (per phase if major development) <input type="checkbox"/> Equipment storage and staging area (per phase if major development). <input type="checkbox"/> Total area of disturbance, expressed in acres.	
Major Developments* shall also include:	
<input type="checkbox"/> A phased plan for controlling erosion, sediment drainage, and waste during the various phases of construction. This shall also include temporary / phased grading contours, if applicable. <input type="checkbox"/> An inspection schedule by a stormwater inspector that includes inspection of the erosion, sediment and drainage control before predicted rainfall events in excess of .5 inches, as well as during the rainfall event. <input type="checkbox"/> A street sweeping schedule, if applicable.	

* "Major Developments" are defined in the "Construction Site Stormwater Pollution Control BMP Manual" as "projects that disturb more than one acre, projects that include grading in excess of 1,000 cubic yards, projects that involve grading during the winter season, and other projects of a similar nature determined by the Planning Director to cause major land disturbance.

LETTERS AND REPORTS	Included
Two copies of all technical reports and/or letters (e.g.: geotechnical, geologic, hydrologic, biotic, etc).	
One copy of each "Conditions of Approval" for all associated development, land div., etc permits.	
Owner/Agent Form: If work is to be conducted on a parcel not owned by the owner/applicant, please submit an owner/agent form authorizing such work.	