

CITY OF WEST SACRAMENTO ENGINEERING DIVISION

GENERAL REQUIREMENTS A GRADING PERMIT

The following outlines the requirements for obtaining a grading permit. This is provided to assist applicants in the grading permit process. It is not intended, however, to be interpreted as legal documentation for the City's authority to impose restrictions on grading; therefore, it should not be construed as such. For this purpose, applicants should refer to the actual Grading Ordinance on file at the office of the Engineering Division, (also available on the City's website in the Municipal Code section (Title 15, Chapter 8).

1. Complete an application form. Application form is available from the Engineering Division office, or in the "Applications" section of the Community Development Department's website area. Please note that when determining the Estimated Quantity of Grading, you must calculate the sum of cut and fill areas.
2. Submit the completed application form along with the application fee of \$150.00 and at least one-half of the plan check and inspection fees, and two (2) sets of grading plans to the Engineering Division. To figure the plan check and inspection fees due, consult the Engineering Division Fee Schedule D in the "Documents" section of the Community Development Department's website area, or call/contact the Engineering Division office at (916) 617-4645. The following items may also be required as determined by the Engineering Division:
 - A Soil Engineering Report
 - An Engineering Geology Report
 - Plans and Specifications for Grading
3. Within thirty (30) days following receipt of the grading permit application, the Engineering Division will determine if the application is complete. If deemed incomplete, the Engineering Division will respond to the applicant and specify what additional information is required.
4. If grading work entails more than 20,000 cubic yards of excavation and embankment, or ten (10) acres or more of clearing, the grading permit application must also be submitted to the Planning Division of the Community Development Department for action by the Planning Commission for a finding of consistency with the General Plan. Quantity of grading work shall be determined by taking the sum of the absolute values of excavation and fill (not net value). It shall be the responsibility of the applicant to submit the additional application to the Planning Division for this action.
5. If grading work entails five (5) acres or more, the applicant will be required to obtain a permit for storm water discharges from the California State Water Resources Control Board.
6. A grading permit will be issued only if:
 - a. All fees have been paid including application, plan checking and inspection fees.
 - b. Application and proposed work comply with all federal, state and local laws.
 - c. The Planning Commission has made a finding of consistency with the General Plan for the project (if applicable).
 - d. All discretionary City approvals for the project have been attained. Discretionary approvals may include an approved development agreement, or an approved tentative parcel or subdivision map.
 - e. Storm water discharge permits (if applicable), issued by the California State Water Resources Control Board have been obtained for the project.
 - f. A performance bond or other form of security (acceptable to the City) to ensure performance of the work, has been submitted in the amount equivalent to 100 percent of the cost of the grading work.
7. The permit may be suspended or revoked, or the permittee may be fined for failure to comply with the permit conditions or any other federal, state and local laws, ordinances and regulations.
8. Additional fees may be charged for changes in the permit. Refer to Rate Schedule D in the City of West Sacramento Engineering Division fee schedule.
9. Upon completion, the City Engineer may request:
 - An As-Graded Plan
 - A Soil Grading Report
 - A Geological Grading Report

10. A Fire Hydrant Permit is required for hydrant water use and may be obtained from the Public Works Department (1951 South River Road).

E:/1eng/1engform/develop/grading/gpreqts.doc