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6360 Fountain Square Drive, Citrus Heights, California 95621 (916) 727-4770 TDD 7-1-1 www.citrusheights.net

Grading Permit Application

Date: _____

Number: _____

Please complete the items listed below. A grading permit may be issued following City review and approval of this application. The applicant may be required to furnish additional information prior to issuance of a grading permit. This information may include plans and specifications, a soil engineering report and/or an engineering geology report. Fees for plan checking and inspection are indicated in the City of Citrus Heights Fee Schedule. The application, plan checking and inspection fees must be paid in full at the time the application is filed.

| | | |
|----------------------------|-------------------------------|--------------------------|
| Project | Owner/Developer | Assessor's Parcel Number |
| Contractor Performing Work | Contractors Contact Name | Contractors Phone |
| Contractor Address | Contractor City / State / Zip | Contractor Fax |

1. Briefly describe the work to be covered by this permit:

2. Describe the site on which the proposed work is to be performed. (Indicate by assessor's parcel number, subdivision lot number or street address, or other description.)

3. Estimated Quantity of Grading (in cubic yards): _____ CUBIC YARDS

4. Estimated Cost of Grading: \$ _____

5. Describe the purpose for the proposed grading work.

6. Explain the contemplated use or uses of this site. If the proposed grading work is for future development, include the status of discretionary permits (e.g., tentative map, conditional use permit, development agreement, etc.)

7. Application Fee \$ _____

Plan Check and Inspection Fee \$ _____

Application Submitted By: *(Print Name)*

Title

Signature

Date:

Address

Phone / Fax

For Office Use Only:

Amount Paid: \$ _____

Receipt Number: _____

Application Received By: _____

Date: _____

The following information 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.

1. Complete an application form. Application forms are available from the Engineering Division through the General Services Department. Please note that when determining the Estimated Quantity of Grading, you must calculate the sum of the cut and fill areas.
2. Submit the completed application form along with the application fee of \$ (TBD by Building Official) and two (2) sets of the grading plans to the Engineering Division. The following items may also be required as determined by the Engineering Division:
 - A SWPPP (Storm Water Pollution Prevention Plan (required, if disturbing more than 1 acre)
 - A soil Engineering Report
 - An Engineering Geology Report
 - Plans and Specifications for Grading
3. Within fourteen (14) 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 application 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 applications 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 excavations and fill (not net value). It shall be the responsibility of the application to submit the additional application to the Planning Division for this action.
5. If grading work entails one (1) acre 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 (time and materials).
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 Sacramento Metropolitan Fire District (916) 942-3300.