GRADING PERMIT
Application Submittal Checklist

The following materials are required at minimum in order to submit an application for a grading permit. Additional materials may be required by the City Engineer depending on the complexity of the project.

☐ ENGINEERING APPLICATION FORM

☐ PLAN CHECK DEPOSIT ($_________________)  

☐ GRADING PLANS - Includes Storm Water Control Plans, Erosion & Sediment Control Plans. Four (4) full-size sets – Engineering (2), Planning (1) and Stormwater/Wastewater (1)

☐ GRADING PURPOSE STATEMENT - Explain/justify the proposed grading.

☐ GRADING QUANTITY ESTIMATE – Provide cut, fill, shrinkage, import, export.

☐ SCHEDULE OF WORK - Estimated starting and completion dates for work covered by the permit.

☐ PROPOSED HAUL ROUTE - Source of Import or Destination of Export. 8-1/2” by 11” exhibit is acceptable.

☐ GEOTECHNICAL/SOILS REPORT – (3 copies)

☐ ENGINEER’S COST ESTIMATE & QUANTITIES BREAKDOWN – Signed and stamped by engineer (3 copies)

☐ CITY OF RICHMOND BUSINESS LICENSE - Copy of developer’s business license.

☐ INSURANCE CERTIFICATES - Naming the City of Richmond as the Certificate holder.

☐ FAITHFUL PERFORMANCE BOND - Based upon the cost of the total number of cubic yards of material moved, plus the cost of all drainage erosion control or other protective devices or work necessary to eliminate geological hazards or to protect persons or public or private property.

☐ STORM WATER POLLUTION PREVENTION PLAN (SWPPP) – Applies to sites greater than one (1) acre (3 copies). Include State Water Resources Control Board WDID number.

☐ STORM WATER CONTROL PLAN (SWCP) – Applies to C.3 sites (3 copies).

☐ O&M MANUAL AND SPECIFICATIONS - If applicable. (5 Sets)

☐ TREE PRESERVATION PLAN - or Letter (by civil engineer or landscape architect) certifying that there are no trees on or near the site.

Additional Project Specific Information Submitted (if required):

☐ Landscape Plan

☐ Tree Survey and Arborist’s Report

☐ Biological Study

☐ Hydraulic calculations and hydrology map (3 copies)

☐ Other:_________________________________________
Plans prepared by a Civil Engineer, at minimum, shall include:

- Vicinity Map (RMC 12.44.030.d.1)
- Dimensioned property lines and easements (RMC 12.44.030.d.2,3)
- Site topography, including existing contours, spot elevations, drainage patterns, and building footprints (including hand topo shots at all conforms, property lines, etc.) (RMC 12.44.030.d.4,5)
- Elevations, dimensions, location, extent and slopes of all proposed grading shown by contours and other means (RMC 12.44.030.d.7)
- Plans of all drainage devices, walls, cribbing, dams, etc., to be constructed as part of the grading project (RMC 12.44.030.d.8)
- The grading plan must be signed by a registered civil engineer and must be prepared by or under said civil engineer's direction (RMC 12.44.030.d.11)
- Existing trees with trunk diameter, tree type, and elevation of the root crown. Trees to be preserved shall be identified and appropriate tree preservation measures included on the plans.
- Retaining walls, if proposed, shall be shown with top-of-wall and bottom-of-wall elevations
- Reference to project geotechnical report; landslide repair and slope stability projects shall be reviewed and approved by project geotechnical engineer and/or project geologist.
- Include the signature of the geotechnical engineer whose report was used in the design of the grading (RMC 12.44.030.d.17)

**APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION**

I verify that I have submitted all of the required materials for this application. I understand that if any of the required materials listed above are not submitted, an incomplete letter shall be sent to the Applicant and the first plan check will not commence.

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**- ENGINEERING DIVISION USE -**

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