

**CITY OF HUNTINGTON BEACH
DEPARTMENT OF PUBLIC WORKS
GRADING PLAN CHECK LIST**

Project Address: _____

PW No.: _____ or Tract No.: _____

Entitlement No.: _____

Building PC No.: _____

Assessor Parcel No.: _____

Owner / Tel: _____

Engineer / Tel: _____

Soils Engineer / Geologist / Tel: _____

Plan Checker: _____

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A. GENERAL

No.	Description	Plan Check No.			
		Consultant	1	2	3
1	6 Copies of Grading Plans (Prepared on 24"x36" Sheets) to be distributed to all plan checkers.				
2	2 Copies of Soils Engineering Report (Review for grading related items, Suitability of site for development, depth of over excavation, thickness of concrete building slab and sand for pad reference from Finish Floor). 2 Copies of Engineering Geologist Report, if applicable				
3	Show Pad and Finish Floor Elevations (Soils Report will State Slab Thickness and Sand Thickness)				
4	Precise Grading Plans Signed By Civil Engineer				
5	Show Project Address, Project PW No., Plan No. (L), Building Plan Check No. (PCL), R.D. No. (Shown in Circle) and Entitlement Nos. – All shown on every sheet of plans.				
6	North Arrow and Proper Scale (Engineer scale – 10, 20, etc) and Graphic Scale.				
7	Owner's Name, Address and Telephone No.				
8	Engineer's Name, Address, Telephone No., RCE No. & Expiration Date. Check valid registration on Web Site.				
9	Soils Engineer's Name, Address and Tel. No. Report No. & Date of Report. Engineering Geologist's Name, Address and Tel., Report No. Reference and Date of Report, if applicable				
10	"Off-site" (Grading and Improvements requires) Private Property Owner Permission [signature(s) must be notarized]				

Please return this sheet with 1st submittal and subsequent corrected plans

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No.	Description	Consultant	1	2	3
11	Cut / Fill / Over-excavation Volumes (Calcs Req'd – if necessary.)				
12	“Revision” box and plan “References” box				
13	Vicinity Map with North Arrow				
14	Bench Mark with current benchmark description. (Most Recent OCS Adjusted) Use benchmark elevation reference NAVD 88, with year adjusted and year leveled unless otherwise approved.				
15	Show Legal Description of property. Alley, corner Dedication (Plan checker to Log status and Start process)				
16	Show Assessor’s Parcel No. (Current Rolls)				
17	Show Notes: General Grading, Fire Dept., AQMD, Cable T.V., NPDES, Dig Alert, Water, Landscape, Traffic and Parking Meter Notification Notes. (AQMD Note not required on SFR Plan).				
18	Signature Blocks including other Agencies, PW, Planning, Fire, Water and Traffic (Show on first sheet of plans) and Public Works Signature Block on every sheet.				
19	Erosion Control Plan sheet and Notes with name and phone No, of responsible person. (SFR Exempt from Plan, show minor “Erosion Control Notes” only)				
20	Horizontal Control plan sheet or Adequately Dimensioned Grading Plan. (Must follow approved Site Plan)				
21	Seismicity Report (Alquist Priolo Study) if required. To be reviewed by Third Party Reviewer.				
22	Submit Sewer Study (If required by Conditions)				
23	Obtain copy of Conditions of Approval and Approved Site Plan from (Engineer, Public Works files or Planning Files)				
24	Is a Tract Map of Parcel Map required to be Recorded Prior to Precise Grading Permits?				

B. EXISTING CONDITIONS

No.	Description	Consultant	1	2	3
25	Topography by a PLS / qualified RCE and – Existing features and text in light line type and Proposed features and text in darker line type for distinction.				
26	Existing Contours (light lines) / Elevations (light line weight and in Parentheses). 15 feet past boundary line or more to include unusual topography such as water courses, etc				
27	Location of Buildings, Structures, Trees, Walls, Fences, Landscape Areas (Adjacent development within 15 feet of Property Lines)				

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No.	Description	Consultant	1	2	3
28	Location of all Existing Water, Sewer and Storm Drain Facilities (Public or Private)				
29	Substructures / Overhead Structures/Street Lights/Signs				
30	Show all Existing Easements as applicable.				
31	Location of Oil Wells (API No. and Name) Final Closure Report. All items to come from Fire Dept.				
32	Show Property Line Dimensions on plan for all lots & parcels. Include Wharfage Line for Harbour				
33	Show Legend with appropriate references on Grading Sheets.				

C. PROPOSED CONDITIONS

No.	Description	Consultant	1	2	3
34	Finished Grades, Contours (Solid and dark line type)				
35	Spot Elevations				
36	Tops and Toes of slopes				
37	Join Lines (Daylight Lines) – Must be within subject property				
38	Transition Lines (Cut and Fill Line)				
39	Cut and Fill Slopes show all slopes in rate of slope y:x (2:1 Max unless otherwise recommended by Soils Engineer and slope stability calculations are provided)				
40	Rounding Cut Slopes				
41	No Cut or Fill Slope shall divide Horizontal Property Lines				
42	Setbacks to Boundary Lines – Top of Cut slope and Toe of Fill slope, 1' min. setback, show appropriate sections.				
43	12 inch Berms at Top of Slope for Pad grading and slope protection.				
44	Level Grade Slope (1% min on unimproved surface and A.C. Paving, 0.5% Min. on Concrete Surface)				
45	Show all Hardscape Improvements and design including Elevations for (Driveways, Walkways, Planters, Landscape Areas, Curb, Gutters, A.C. Paving, Trash Enclosures, Water Meters and Sewers)				
46	Show Driveway Slopes, 15% Max., Unless Otherwise Approved. Station CL Commercial driveway using Street Stationing.				
47	Reference All Applicable City Standards & ADA				
48	Provide adequate Sections to Show Adjacent Grading and Improvements, including all property line walls & fences.				

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49	Detail all on-site local depressions or drain inlet aprons.				
50	Construction Notes and Quantities to be shown for all Hardscape improvements, Paving Areas, Sewer, Water and Drainage Improvements. AC and AB tonnage. Reference construction items on plan that require a separate encroachment permit.				
51	Retaining Walls, Landscape Walls and Fences Require a separate building permit and must be indicated on plans.				
52	Structural Details Required for Fabrication of Facilities for Non-City Standards				
53	Storm drainpipes shall be RCP, HDPE, SCH 40 PVC, SDR 35 unless otherwise approved.				
54	Use City Standards for Drainage Facilities as Applicable for private drainage systems. Show details of all non-city standard structures.				
55	Show distance of site to nearest cross street and use street centerline stationing from nearest street intersection for street improvement work location.				
56	a. Parking Stall Areas: 2 1/2" AC / 4" AB; b. Commercial Driveways perimeter drive & loading Areas: 3" AC / 6" AB, c. Industrial driveways, perimeter drives and loading areas 3" AC / 10" AB, unless other recommendations have been made by the Soils or Structural Engineer.				
57	Concrete Section for Residential driveways is 5 1/2" min. unless other recommendations have been made by the Soils or Structural Engineer.				
58	Show all Proposed Easements as applicable.				
59	Show enlarged details of all Commercial Driveway Approaches showing elevations, grades and dimensions.				
60	Single Family Residential Development in the Harbor requires elevation of 10.0' min. Finish Floor elevation for all habitable structures. Based on NAVD 88 Bench Mark Datum.				
61	Grading plan must be coordinated with Landscape Architects Plans and show location and height of graded berms and mounding				

D. DRAINAGE

No.	Description	Consultant	1	2	3
62	2 Hydrology Studies and Hydraulic Calculations (If required by conditions)				

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No.	Description	Consultant	1	2	3
63	Drainage Plans - Show down spouts, roof drains, outlets, etc. (Commercial Only) private drainage design does not require profiles.				
64	Sub-Drains- Show sub drains for retaining walls and outlets.				
65	Terrace Drains				
66	No Drainage Over Slopes of 20% or Greater				
67	Concentrated Discharge shall be contained within a suitable concrete structure, channel, gutter etc.				
68	Outlet Structures (indicate Public or Private) sized for drainage discharged.				
69	Down drains for slope protection				
70	Show Slopes (S = x.xxxx) Flow lines for Lot Drainage of All Sub-drainage Structures				
71	Show Surface Drainage in Percent (x.xx %)				

E. STORM WATER MANAGEMENT

No.	Description	Consultant	1	2	3
78	Storm Water Pollution Prevention Plan (SWPPP) and State Notice of Action (NOI) [Site > 1 Acre] Approval required prior to issuance of Grading Permit.				
79	Site Plan details and BMP details from the Water Quality Management Plan (WQMP) included on Grading Plan. Approval of WQMP required for Priority Projects (including New and Significant Harbor Redevelopment SFD “on-water”) prior to issuance of Precise Grading Permit.				

F. GRADING PERMIT REQUIREMENTS (AFTER PLAN CHECK COMPLETED)

No.	Description	Consultant	1	2	3
80	6 Sets of Approved Grading Plans				
81	Completed Grading Permit Application				
82	Fees paid according to City letter to Developer and as shown on the Grading Permit Application.				
83	Contractor must have Certificate of Insurance Approved by Risk Management for any work within the Public R/W				

G. ADDITIONAL COMMENTS (FOR TRACTS ONLY)

No.	Description	Consultant	1	2	3
84	Engineer’s Estimate with Unit Price and Quantities (Tracts Only)				
85	Faithful Performance Bonds \$ (Tracts Only)				
86	Labor & Material Bond \$ (Tracts Only)				
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87	Monument Bond \$ (Tracts Only)				
88	Rough Grading Plan Signed by Civil Engineer (For Tract Work Only)				

H. ADDITIONAL COMMENTS (OTHER)

No.	Description	Consultant	1	2	3
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