



Application for Minor Grading Plan & Permit

Submittal Date: _____
Received by: _____
Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No

Application Fee: \$300 – Non-Refundable (Actual Permit Fee is separate)
 Application Number : _____

Applicant Information

Property Owner(s) _____	Property Address/APN _____	Telephone Number/Email _____
_____	_____	_____

Primary Contact / Authorized Agent

_____	_____
Printed Name	Signature and Date

This form is due to the City Engineer within six (6) business days from the date submitted above.

Required Information for Application Processing

If the project qualifies, provide:

- 6 copies of the Project Site Plan
- 4 copies of a current Project Site Topographic Survey
- 3 copies of a current Project Specific Soils Report
- 3 copies of a current Preliminary Title Report for the Subject Address/Property

Estimated earthwork **exceeding 100 cubic yards** for the entire project, inclusive of pad, foundation and basement excavations, will be cause for **automatic denial** of the Minor Grading Plan and Permit; a Precise Grading Plan and Permit will be required for the project.

Project Qualification Determination

1. Does the subject property contain a slope or a change in elevation for any portion of the lot that is greater than 3-feet? Yes No
2. Is the subject property located on a hillside? Yes No
3. Will the project require a retaining wall greater than 2-feet in height for any portion of the lot?
 Yes No
4. Are Caissons or footings greater than 3-feet deep required for the proposed building(s)?
 Yes No
5. Is the subject property located within or near a Special Flood Zone or Flood Plain?
 Yes No
6. Is the subject property located within the Coastal Zone? Yes No

7. Is the subject property located within an environmentally sensitive area? Yes No
8. Does the project anticipate off-site grading or improvements within the public right-of-way?
 Yes No
9. Does the project anticipate cross lot drainage or propose major drainage improvements?
 Yes No
10. Does the project propose clearing or removal of any significant amount of existing brush and/or vegetation (more than 25%) beyond the building footprint, driveway and/or sidewalk?
 Yes No
11. Is the subject property located in an area with an active or historic landslide area, or have geologic or slope stability issues or problems? Yes No
12. Is the subject property one acre or larger in size? Yes No
13. Will the property be used for commercial or industrial purposes? Yes No
14. Will the property include a Duplex, Multiplex, Apartment, Townhome or other multi-family building?
 Yes No

If you answered “**Yes**” to any of these questions, **your project does not meet the requirements** to issue a Minor Grading Permit and your grading plans must be processed as a Precise Grading Plan.

Description of Project

General Conditions for Approval (additional Conditions may apply as noted herein)

The Application will be reviewed by city staff to ensure it is consistent with the City of Oceanside Ordinances, Polices, Procedures and Engineering Design Manual. A response will be provided no later than the seventh (7th) business day from the submittal date.

If your project will include a Duplex or Multi-family building regardless of the lot size, the project does **NOT** qualify for a Minor Grading Permit/Plan. This process is for Single Family Residences and Accessory Dwelling Units only.

This permit will not be granted unless Building, Engineering, Planning and Utilities all indicate the project is in conformance with the City of Oceanside Codes, Ordinances, Policies and requirements.

Proposed work, the placement of mechanized equipment and/or the staging of such equipment in the public right-of-way or City-owned property requires issuance a right-of-way permit.

If the Minor Grading Plan and Permit process is approved, the project will require review and approval by the City's Fire Department for fire service and sprinkler improvements.

Survey for the property will be required; survey may not be more than one-year old at the time of the submittal date and must be obtained from a Professional Land Surveyor or a Professional Engineer; use of USGS or other publically available survey information does not provide the level of detail needed to accurately determine project grades and as such will not be accepted as the basis for design.

Temporary benchmarks will not be approved – all survey shall be tied to a current city or county benchmark. Contours will be limited to 1-foot maximum.

Due to the nature of soils within the City of Oceanside, a soils report, inclusive of foundation design requirements, will need to be submitted. The soils report shall not be more than one-year old from the date of submittal and may not have been used for an adjacent site – soils reports shall be site specific for the project. The soils report shall be signed and sealed by both a Registered Geotechnical Engineer and a Certified Engineering Geologist.

A Preliminary Title Report no more than one-year old at the time of Application submittal will be required.

All plans shall include topography and shall be digitally prepared; hand drawings will not be accepted for any project and will be returned unchecked and unapproved.

Planning Staff Determination

The project is recommended for approval for submittal for plan review as a Minor Grading Plan through the Engineering Department. The Applicant will need to comply with the following items:

The project site is NOT approved and must be submitted as a Precise Grading Plan/Permit in accordance with the City Grading Ordinance. The proposed project site is subject to:

Staff Member/Title

Signature

Date

Building Staff Determination

The project is recommended for approval for submittal for plan review as a Minor Grading Plan through the Engineering Department. The Applicant will need to comply with the following items:

The project site is NOT approved and must be submitted as a Precise Grading Plan/Permit in accordance with the City Grading Ordinance. The proposed project site is subject to:

Staff Member/Title

Signature

Date

Utilities Staff Determination

The project is recommended for approval for submittal for plan review as a Minor Grading Plan through the Engineering Department. The Applicant will need to comply with the following items:

The project site is NOT approved and must be submitted as a Precise Grading Plan/Permit in accordance with the City Grading Ordinance. The proposed project site is subject to:

Staff Member/Title	Signature	Date
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Engineering Staff Determination

The project is recommended for approval for submittal for plan review as a Minor Grading Plan through the Engineering Department. The Applicant will need to comply with the following items:

The project site is NOT approved and must be submitted as a Precise Grading Plan/Permit in accordance with the City Grading Ordinance. The proposed project site is subject to:

Staff Member/Title

Signature

Date

City Engineer's Determination

The project is approved for submittal for plan review as a Minor Grading Plan through the Engineering Department subject to the requirements contained herein.

The project site is NOT approved and is required to be submitted under the requirements of the Precise Grading Plan and Permitting process as outlined in the City's Grading Ordinance.

Brian K. Thomas, PE, City Engineer

Signature

Date

Distribution: Building: 1 copy of Site Plan
Planning: 1 copy of Site Plan, 1 copy of Survey and 1 copy of Preliminary Title Report
Utilities: 1 copy of Site Plan, 1 copy of Survey, 1 copy of Soils Report
Geotechnical: 1 copy of Site Plan, and 1 copy of Soils Report
Engineering: 2 copies of Site Plan, 2 copies of Survey, 2 copies of Preliminary Title Report, and 1 copy of Soils Report