



GRADING GUIDELINES PERMITS AND ENVIRONMENTAL REVIEW

Section I: When a Grading Permit is NOT Required:

Pursuant to Section 23.24.090 of the City's Grading Ordinance, an applicant is not required to obtain a grading permit if all of the following criteria are met:

- A. The land area which is disturbed or filled is 10,000 square feet or less.
- B. The effected natural and finished slopes are less than 25% gradient and the grading could not result in an adverse condition to existing or proposed structures, neighboring properties, public rights-of-way or storm water pollution control devices. (Ord. 2008-03)
- C. The volume of soil or earth materials stored, graded, moved, replaced, imported, exported or otherwise disturbed is 50 cubic yards or less. (Ord. 2008-03)
- D. Rainwater runoff is diverted, either during or after construction, from an area smaller than 5,000 square feet.
- E. An impervious surface, if any, of less than 5,000 square feet is created.
- F. No drainageway is blocked or has its stormwater carrying capacities or characteristics modified.
- G. The activity does not take place on an inland or coastal bluff, within 100 feet by horizontal measurement from the top of an inland or coastal bluff, the bank of a watercourse, the mean high water-mark (line of vegetation) of a body of water or within the wetlands associated with a watercourse or water body, whichever distance is greater. (Ord. 2008-03)
- H. Retaining wall constructed six feet or lower measured from the top of the wall to the lowest adjacent grade. (Ord. 2008-03)
- I. Grading is proposed for a development that is not classified as a priority project for post construction storm water pollution control. (Ord. 2008-03)
- J. No clearing and grubbing of vegetation and no disturbance of land within an environmentally sensitive area are proposed. (Ord. 2008-03)

A grading permit is not required for excavation which is strictly limited to that below the finished grade of a building (for basements or footings), below a retaining wall for footings, or excavation for a swimming pool, septic tank, or similar below-ground structure authorized by a valid building permit. The use of such excavated material as fill, however, may require a grading permit, as determined by criteria above.

Section II: Environmental Review of Grading Plan Applications

The Planning and Building Department shall determine if environmental review is required prior to submitting the grading plans to the Engineering Services Department for processing. Grading plans will not be accepted by Engineering Services unless environmental clearance has been obtained from Planning and Building.

Section 23.24.110 of the City's Grading Ordinance provides that all grading permit applications shall be reviewed by the Planning and Building Department, whereupon a determination will be made as to whether environmental review will be required. If such review is required, the developer must complete and submit an application for an Environmental Initial Study (EIS) to the Planning and Building Department along with the associated deposit amount. The Planning and Building Department shall then determine the appropriate form of environmental review given the project particulars, i.e., Negative Declaration or Environmental Impact Report. Whichever form environmental review takes, all documentation shall be prepared in accordance with the California Environmental Quality Act (CEQA) as well as the City's CEQA Implementation Guidelines and environmental processing procedures. The environmental review process shall be completed pursuant to CEQA prior to issuance of the grading permit.

Section III: California Coastal Commission Review

No grading permit shall be issued for a project or development within the California Coastal Zone without evidence of an approved Coastal Act permit or a certificate of exemption from Coastal Act requirements granted by the Coastal Commission. Regardless of City requirements for grading permits, any grading activity in the Coastal Zone is subject to review for conformance with the Coastal Act. Therefore, any person proposing to grade within the Coastal Zone should contact the California Coastal Commission as to permitting requirements.

Section IV: Grading Permit Application and Plans

A: Preparation of the Grading Plan

Grading plans are to be prepared on D-size (24" x 36") sheets with the City title block by a Registered Civil Engineer. The City standard title block is on the City website, www.CityofEncinitas.org. When approved by the City to do so, the grading plan shall be printed on mylar sheets and all signatures but the signature of the Engineering Department shall be obtained by the applicant. The complete mylar plan is submitted to the Engineering Department for the final approval signature.

The following information is to be included on the grading plan. Further information on formatting plan requirements can be found in the Engineering Design Manual, Chapter 3 on the City website.

1 GENERAL INFORMATION.

The grading plan must include the Standard Grading Notes, Standard Erosion Control Notes, and Storm Water Pollution Control Notes presented in Appendices 3.3, 3.4, and 3.5 of the Engineering Design Manual, available at www.CityofEncinitas.org . A sample grading title sheet is included as Appendix 3.2 and can be found in CAD format on the City website.

1.1 Complete Legend.

1.2 Property Lines and Easements for the existing and proposed condition for the subject property and the adjacent properties, shown in their true locations. Show bearings and dimensions as well as recording or other source information for easements.

1.3 Setbacks as per the Municipal Code shall be shown.

1.4 Topography, both existing and proposed, shown with spot elevations and contour lines. Areas sloped less than 2% shall be shown with 1' contours; other areas shall be 2' contours. The elevation information shall be based upon a City-approved benchmark, NAVD 88 datum. Contours shall extend a minimum of 50' beyond the property boundaries on all sides, or as required to adequately show onsite and offsite drainage.

Average slope shall be determined by using the following formula, in which S is the average slope (%), I is the contour interval (ft), L is the length of the contours (ft), and A is the total site area (acres):

$$S = \frac{(0.0023) \times (I) \times (L)}{A} \text{ Where:}$$

1.5 Details, Profiles, and Cross Sections as necessary to clearly show proposed improvements.

2 EARTHWORK.

2.1 Cut, Fill, and Slope Undulation. Top and toe of existing and proposed slopes shall be shown. In accordance with Chapter 23.24 of the Municipal Code, the maximum allowable cut and fill slope gradient is 2:1 horizontal to vertical.

2.2 Bounds of Any Proposed Remedial Grading.

2.3 Building Pads and proposed drainage for the pads.

2.4 Boundaries of Undocumented Fill Material, if any exists onsite.

- 2.5 Contaminated Material with contaminant levels in excess of the thresholds established by San Diego County shall be shown on the plan with the type of anticipated contaminant labeled.

3 DRAINAGE.

- 3.1 Existing Facilities with drawing numbers whenever available, shown with size, slope, length, material, invert, flowline, and top of grate elevations, as applicable. Label each facility "public" or "private".
- 3.2 Proposed Facilities shown in plan view and in profile with size, slope, length, material, invert, flowline, and top of grate elevations, as applicable. The City Engineer may not require a profile for simple, private single family drainage systems. Label each facility "public" or "private". Private landscape drainage systems are required to be shown.
- 3.3 100-Year Floodplain and Floodway as shown on the most recent Flood Insurance Rate Map (FIRM).

4 DRIVEWAYS AND HARDSCAPE.

The grading plan shall include all existing and proposed hardscape such as driveways, sidewalks, and proposed patios. A typical cross-section through the driveway showing the cross-slope and the pavement section shall be provided on the grading plan.

- 4.1 Grades. Finish surface elevations shall be shown.
- 4.2 Driveway Surfacing with surface protection as provided by gravel, pavement, and pavers is required for all driveways.
- 4.3 Stormwater Treatment for Hardscape Areas, with stormwater runoff from all hardsurface areas including driveways, patios, pathways, pool hardscape, and any other hardscape areas routed to landscape areas for stormwater treatment.
- 4.4 Hardscape Proposed without Earthwork. A permit will be required for the construction of hardscape areas in excess of 500 square feet even if no earthwork is associated with the proposed hardscape, at the discretion of the City Engineer. Refer to Municipal Code Section 23.24.105. Resurfacing or maintenance of existing paved surfaces are exempt from this requirement.

5 RETAINING AND FREESTANDING SITE WALLS.

The grading plan shall depict all existing and proposed retaining and site walls as well as walls on the adjacent properties within a distance equal to

the maximum proposed excavation or 10' of the propertyline, whichever is greater. Elevations at the top of wall, top of footing, and at finish grade at the bottom of wall on either side of the wall shall be indicated.

- 5.1 Standard and Specially Designed Walls. Proposed retaining walls shall utilize the San Diego Area Regional Standard Drawings (SDRSD) designs. If an SDRSD design is not suitable for the proposed development, a specially designed wall may be proposed. The specially designed wall shall be reviewed and approved by the City's third-party structural consultant, at an additional cost to the applicant, consistent with the approved fee schedule.

6 *STREETS, ALLEYS, AND STREET IMPROVEMENTS.*

- 6.1 Adjacent Street Easements and Rights-of-Way for adjacent public and private streets and alleys, labeled with the width on either side of centerline in at least two places, and marked "public" or "private".
- 6.2 Right-of-Way Dedication Required. Any required right-of-way dedication shall be shown on the grading plan with recording date and document number. The grant of easement is required to record prior to issuance of the grading permit.
- 6.3 Existing and Proposed Street Improvements.
- 6.4 Existing and Proposed Encroachments. An encroachment permit is required for the construction of private or non-standard improvements within the public right-of-way or public easements.
- 6.5 Trees Within Public Easements and Rights-of-Way to be shown and labeled as "to be removed" or "protect in place".

7 *EXISTING AND PROPOSED UTILITIES.*

- 7.1 Water Main and Service labeled as being within either San Dieguito Water or Olivenhain Municipal Water District. Projects within the jurisdiction of the Olivenhain Municipal Water District must be processed separately with OMWD.
- 7.2 Sewer Main and Service labeled with the record drawing number, unless a record is unavailable. At the discretion of the City Engineer, a property will be required to connect to the public sewer system and in some cases to extend the sewer main. Projects within the jurisdiction of Leucadia Wastewater District (LWD) must be processed separately with LWD.
- 7.3 Septic Systems shown with existing/ proposed septic tanks, tight lines, vertical pits, trenches, and/or leach lines. If the City Engineer allows a

septic system, the application must be processed separately with the County of San Diego Department of Environmental Health.

- 7.4 Overhead Utilities within the subject property or within any easement contiguous with the subject property shall be shown, with pole numbers given and facilities labeled as “protect in place” or “to be removed”. Utility undergrounding requirements are discussed in Chapter 23.36 of the Municipal Code.

8 PERMANENT STORMWATER QUALITY FEATURES.

Details and cross-sections shall be provided as necessary for plancheck, construction, and to the satisfaction of the City Engineer. Schematic representations will not suffice. The location of any roof drain system shall be shown.

9 BUILDING FOOTPRINTS.

When structures are proposed, the building footprints shall be shown on the grading plan with basement or raised foundation areas noted. Distances from the face of wall to any proposed slope shall be labeled.

10 SWIMMING POOLS AND POOL HARDSCAPE.

Any proposed swimming pool shall be shown on the grading plan. The proposed pool hardscape shall also be shown, complete with the drainage and the stormwater treatment for the runoff from the pool area.

Specialty plans such as landscape, shoring, phasing, bluff stabilization, groundwater discharge and treatment, or traffic control plans may be required prior to grading plan approval, at the discretion of the City Engineer. See the Engineering Design Manual, Chapter 3, on the City website for additional information.

B: Items to be Submitted with the Grading Plan Application

Please refer to the attached Grading Plan Initial Submittal List. Elaboration upon the items required can be found in Section 3.600 of the Engineering Design Manual, available on the City website. Incomplete applications may not be accepted by the City.

C: Requirements for the Erosion Control Plan

All grading plans must include an erosion and sediment control plan meeting the standards of the City of Encinitas consistent with the City of Encinitas Best Management Practice manual. A brief outline of requirements is presented in Section 3.500 of the Engineering Design Manual.

D: The Grading Plancheck and Permit Process

A flowchart of the plancheck and inspection processes is attached to this packet. The plancheck process commences with the initial submittal by the applicant. City staff review the applications in the order they are received; the review process is described in detail in Section 2.500 of the Engineering Design Manual, available at www.CityofEncinitas.org. Consult City staff for a current plancheck turnaround time.

Prior to permit issuance, the applicant will be required to post with the City security to guarantee the performance of the project and to pay inspection fees. Information can be found in Section 2.500 of the Engineering Design Manual.

Once a permit has been issued, changes to the work proposed are not allowed without prior authorization from the City Engineer. To request a change, redline prints of the proposed construction change are submitted to the City as described in Section 2.500 of the Engineering Design Manual.

Engineering Design Manual Section 2.600 provides information on the construction process, commencing with the preconstruction meeting and including rough grade approval, building permit clearance, partial and complete security releases, Engineering field clearance for building occupancy, and preparation of as-built drawings.