



## LDS-05

**GRADING PLAN CHECK CHECKLIST**  
PUBLIC WORKS AGENCY | LAND DEVELOPMENT SERVICES  
800 South Victoria Avenue, Ventura, CA 93009-1670  
(805) 654-3027 | PWA\_LDServices@ventura.org



Application Date: \_\_\_\_\_ Grading Permit Number: \_\_\_\_\_

APN(s) #: \_\_\_\_\_ Address of Site: \_\_\_\_\_

Reviewed: \_\_\_\_\_  
Date of 1<sup>st</sup> Check Date of 2<sup>nd</sup> Check Date of 3<sup>rd</sup> Check

### Note:

1. This Application expires if permit is not issued within one year of date of first check.
2. Submit complete package for the permit issuance as requested in the plan check letter. Additional Fees may be collected.
3. This form "LDS-05" shall be completed and signed below by the preparer of the Grading Plans and Submitted with the application. The preparer of the plans should use this checklist as a guide with minimum requirements.

COMPLETE  
YES NO N/A

\_\_\_\_\_  
Printed Name Signature Date

The following checked items must be corrected, completed and submitted prior to permit approval.

### ADMINISTRATIVE

- \_\_\_ 1. Complete all sections of the Grading Permit Application.
- \_\_\_ 2. Technical Acknowledgment Form LDS-04 must be submitted with the grading permit application and must be signed by:
- | OK                       | ✓                        | N/A                      | OK                       | ✓                        | N/A                      |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                          |                          | Owner                    |                          |                          | Engineering Geologist    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                          |                          | Civil Engineer           |                          |                          | QSD/QSP/CPESC            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
|                          |                          | Soils Engineer           |                          |                          |                          |
- \_\_\_ 3. Retaining walls, bridges, and exterior stairways connected to structures or within path of exit require a separate permit and must be submitted to Ventura County Building and Safety Department for permit. Add note "Separate Permit Required" to the plans.
- FYI 4. Fire Department requirements for roadway/driveways should be followed.
- \_\_\_ 5. A registered Civil Engineer is required to prepare the plan if the Cut or Fill quantity exceeds 500 cubic yards or drainage facilities are required or geological issues are present. Engineer must Sign and Stamp each sheet of the Grading Plans on all submittals.

- \_\_\_ 6. A standard county grading cover sheet is required for all grading plans. A county signature block is required for remaining grading sheets. Obtain the 24X36 sheet size CAD title block at <https://www.vcpublishworks.org/es/lds-documents/> under "GRADING PERMITS" tab.
- \_\_\_ 7. A Will Serve Letter (WSL) from the water purveyor may be required for Building Permit Issuance. WSL may only be processed for purveyors with accepted Water Availability Letters (WAL) on file with County of Ventura Public Works Agency. To confirm WAL acceptance, identify water purveyor here\_\_\_\_\_.
- \_\_\_ 8. Offsite grading shown requires a separate grading permit or an offsite permission letter.
- \_\_\_ 9. Provide representative digital photographs of all property lines and private or public streets adjacent to the proposed grading. Streets shall be documented up to 400 feet from the project site (VCBC § J101.7.1). Emailing photos is acceptable.
- \_\_\_ 10. Comply with conditions of approval for Planning Project #\_\_\_\_\_.
- \_\_\_ 11. Your grading as shown is discretionary. This will require compliance with CEQA.
- Where the average natural slope within the area to be graded exceeds 10% and the amount of excavation or fill exceeds 10,000 cubic yards.
  - Where the average natural slope within the area to be graded exceeds 35% and the amount of excavation or fill exceeds 1,000 cubic yards.
  - Where the proposed grading slopes exceed 40 feet in vertical height.
  - Where the proposed grading is within an area officially designated by the County as a Sensitive Ecological, Archaeological, Scenic, or Biological Sensitive Area.
  - Where the total truck roundtrips for the grading operation carrying earth materials exceeds 5 trucks per hour, or occurs during peak traffic hours, or creates a safety hazard for ingress or egress routes such as truck staging, clogging turn pockets, or line of sight.
- \_\_\_ 12. The project site has been cited for unauthorized grading or grading non-compliance. (UN or GC #\_\_\_\_\_). Show the location and extent of the unauthorized grading on the plan. The UN or GC Investigation balance due of \$\_\_\_\_\_ must be paid prior to issuance of the grading permit.
- \_\_\_ 13. Show the trunk location of all protected trees within the area of grading (including access roads and storage areas). Show the approximate outline of all protected tree canopies with trunks outside the grading area that are within 50' of the limits of grading, including canopies of trees growing on adjacent parcel(s). Contact Planning Div. for tree permit information including a list of protected trees & required setbacks. Visit website: <https://vcrma.org/tree-permits-and-the-tree-protection-ordinance>. Provide a copy of Planning's Tree Permit or Exemption letter. If no trees are in the area of disturbance or affected per the ordinance then state here:\_\_\_\_\_.

- \_\_\_ 14. A watercourse permit from Watershed Protection is required for work in a Red Line Channel, or a flowage easement.
- \_\_\_ 15. The project is located within a FEMA Floodplain. Please complete and submit the Floodplain Development Permit Application packet with the appropriate fee.  
<https://www.vcpublishworks.org/es/lds-documents/> under the "FLOODPLAIN PERMIT" tab.
- \_\_\_ 16. Provide a Zoning Clearance for the project. ZC# \_\_\_\_\_
- \_\_\_ 17. Conditions from the Floodplain Development permit FD \_\_\_\_\_ have been met.
- \_\_\_ 18. Indicate Assessor's Parcel Number(s) on all plan sheets.
- \_\_\_ 19. Indicate Grading Permit number on all plan sheets. Leave the "VCPWA Drawing No." box Blank.
- \_\_\_ 20. Submit Form No. LDS-03 if agent acts on behalf of the owner.
- \_\_\_ 21. No grading in coastal zone October 1 to April 15. Add statement to plans if in coastal zone.
- \_\_\_ 22. Check the CC & R's on the deed and with the Home Owners Association for restrictions on the proposed grading or if not applicable, state "No HOA" here: \_\_\_\_\_.
- \_\_\_ 23. A Grading Security Bond is required prior to permit issuance. Provide an Engineers estimate of the grading & drainage improvement construction cost.
- \_\_\_ 24. The Grading Permit inspection deposit must be paid prior to permit issuance.

### GRADING

- \_\_\_ 25. Provide "Original" existing topography of property to 100 feet beyond project boundaries or as otherwise agreed.
- \_\_\_ 26. Earthwork Quantities of Cut and Fill must be provided. Destination of export, or source of import and haul route is required.
- \_\_\_ 27. Final grade elevations must be shown on Pads and final contours shown on Cut and Fill slopes.
- \_\_\_ 28. Slope grades must be clearly identified (i.e., 2:1 Cut or 2:1 Fill).

FYI 29. Setbacks must be:

- a. From toe of slope to structure, the setback should be  $H/2$  need not exceed 15 ft.
- b. From top of slope to foundation, the setback should be  $H/3$  need not exceed 40 ft.
- c. From toe of slope to property line, the setback should be  $H/2$  but 2 feet (0.6 m) minimum and need not exceed 20 ft.
- d. From top of slope to property line, the setback should be  $H/5$  but 3 feet (0.6 m) minimum and need not exceed 10 ft.

\_\_\_ 30. A Vicinity Map is needed with sufficient information to find the property in the field. Provide Gate Codes for access to the site.

\_\_\_ 31. The footprint of all structures within 100 feet of the grading disturbed area must be shown.

\_\_\_ 32. Show cross-section(s) as noted on plan.

\_\_\_ 33. An appropriate engineer's scale must be used. Indicate scale graphically and numerically.

\_\_\_ 34. Indicate true north on the plans.

\_\_\_ 35. Indicate source and verification of base contours. (Typical plan note: "Topography Verification, Contours were verified by field survey dated 00-00-00 by XXX Land Survey Inc.").

\_\_\_ 36. Identify cut/fill line(s) and limits of the overall disturbed area of the project.

FYI 37. Use of exposed plastic pipe in areas of high fire hazard may not be prudent.

\_\_\_ 38. All easements must be shown on the property. Construction within easement requires written permission from the easement holder(s). Are all easements shown? \_\_\_\_\_

\_\_\_ 39. A legend must be provided that identifies existing and proposed contours, cut/fill daylight lines, over-excavation limits, wall location, property lines, right-of-ways, easements, County/City boundaries, utilities, storm drains, etc.

\_\_\_ 40. Encroachment permit required. Contact the VCPWA Roads & Transportation Dept. and obtain necessary permits.

\_\_\_ 41. All Existing Utilities (subsurface, Exposed, Overhead, Etc.) within the vicinity of the work area shall be shown on the plans. Are all utilities shown? \_\_\_\_\_

DRAINAGE

\_\_\_ 42. Building pad drainage must be a minimum of 2%. Impervious surfaces within 10-feet of the building foundation shall be sloped a minimum of 2% away. Ground immediately adjacent to the foundation requires minimum 5% slope away from the building for a minimum distance of 10-feet. (CBC §1804.4)

- \_\_\_ 43. Signed and stamped hydrology & hydraulic calculations are needed to demonstrate that no additional runoff from the property occurs as a result of this project. The hydrology report should include a map showing drainage areas and estimated runoff. The report shall include analysis for several frequency storms (2, 10, 50 and 100 year) and demonstrate that the proposed site drainage will either retain or detain the difference between Q predeveloped and the Q developed. (VCBC §J105.3.5)

FYI 44. Diversion or concentration of runoff is not allowed.

- \_\_\_ 45. A paved interceptor drain is required on top of all graded slopes greater than 5 feet in height and receiving water from an area above, with the drainage direction and flow line elevations shown. (VCBC § J110.3)
- \_\_\_ 46. Berms or swales must be placed on top of all fill slopes, with drainage direction and flow line elevations shown. Detail B-1 on the standard grading cover sheet.
- \_\_\_ 47. A drainage terrace of 8 feet in width shall be established at no more than 30 feet vertical intervals on cut and fill slopes. When only one terrace is required it shall be at mid height. For cut and fill slopes greater than 100 feet up to 129 feet in vertical height a terrace width of 20 feet at mid height is required.
- \_\_\_ 48. Provide energy dissipaters at drainage outlets with supporting calculations/letter to show the runoff from the dissipater is non-erosive. If rip-rap is used, un-grouted riprap is encouraged.

#### STORMWATER POLLUTION CONTROL

- \_\_\_ 49. Complete and submit Form DS-06 "Stormwater Permit Requirements for New Development and Redevelopment Questionnaire". If Post construction BMP's are required, please contact the County Stormwater Program at (805) 662-6737.
- \_\_\_ 50. Complete and submit "DS-07 Stormwater Permit Requirements for Construction Activities Questionnaire".
- \_\_\_ 51. Please complete and submit the appropriate Storm Water Quality Form(s).

SW-1

SW-2

SW-HR

- \_\_\_ 52. A Notice of Intent and a Storm Water Pollution Prevention Plan are required for more than one (1) acre of disturbed area. WDID must be registered in SMARTS system. Provide the WDID# on the plans & of copy of the NOI. See:  
[https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/smarts/](https://www.waterboards.ca.gov/water_issues/programs/stormwater/smarts/)
- \_\_\_ 53. Graded slopes shall be planted/stabilized prior to "Notice of Completion-Grading" (VCBC § J111). Identify method(s) on plans.

- ADDITIONAL ITEMS:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Provide response to all review comments on this checklist or directly on the plan.