



Department of Public Works

Development Review Division

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GRADING PLAN REVIEW CHECKLIST

Application No.: _____ APN: _____

Does the plan provided meet the following?:

YES	NO	N/A	
___	___	___	Minimum Required Sheet Size: 24"x36"
___	___	___	All sheets must be legible - must be reproducible in as electronic files
___	___	___	Project Name- address of property and Application # in lower right corner
___	___	___	Engineer's name, address, phone number, and E-mail
___	___	___	Engineer's original stamp, signature, date, and expiration date
___	___	___	Revision Box
___	___	___	Vicinity Map and sheet key map
___	___	___	Legend identifying CC approved Standard Symbols and Abbreviations
___	___	___	North Arrow and Bar Scale (on each sheet) 1" = 40' SMALLEST
___	___	___	Elevation Datum (NAVD88 Required) and Benchmarks
___	___	___	Property Lines
___	___	___	Legal description of the site, which includes the Assessor's Parcel Number
___	___	___	Existing & Proposed Easements and widths
___	___	___	Right-of-Way Lines, Street Widths, Stationing, Slopes
___	___	___	Street names, Public or Private, Entity jurisdiction boundaries
___	___	___	Existing condition of the Streets. Paved/Gravel/Unimproved
___	___	___	Contours existing and proposed, <i>must extend 100 feet beyond property lines</i> or show existing adjacent improvements with existing grades and existing floor elevations
___	___	___	Spot Elevations, Drainage Arrows, Flow line Elevations & Grade breaks
___	___	___	Pad Elevations or Finish Grades at all Building corners
___	___	___	Proposed Finish Floor Elevation, full number plus two decimals (0000.00), 18" above centerline or top of curb, whichever is greater
___	___	___	Base Flood Elevation, in Zone A, AE, AH, AO, reference FIS or approved Drainage Study. If site is impacted by a flood zone it requires a drainage study. Limits of Flood Zones, Flood Zone Note referencing FIRM Panel, Series, and Date
___	___	___	Elevations at all lot corners, & along lot lines
___	___	___	Top of curb or edge of pavement, and crown elevations at lot lines and/or extension of lot lines
___	___	___	Proposed commercial driveway location(s) and elevations
___	___	___	Proposed retaining walls with top of footing and top of wall elevations
___	___	___	Details of retaining walls, showing maximum total height of ret. wall & screen wall
___	___	___	Details of fences/block walls, & berms (existing & proposed)
___	___	___	Details of flood walls, & footings
___	___	___	Details of drainage swales
___	___	___	Details of block wall openings, for drainage (existing & proposed)
___	___	___	Other Title 30 Requirements
___	___	___	Deed Restrictions (Restrictive Covenant Running with the Land)

STRUCTURES WITH BASEMENTS MUST SHOW:

___	___	___	All openings to basement
___	___	___	Basement Finish Floor
___	___	___	Main Floor Finish Floor
___	___	___	Top of window well/bottom of window (if no well) elevations
___	___	___	Top of window well must match main finish floor elevation
___	___	___	Positive drainage away from all basements opening