PLACER COUNTY ENGINEERING AND SURVEYING DEPARTMENT

AUBURN OFFICE
3091 County Center Dr, Auburn, CA 95603
530-745-3000 / FAX 530-745-7589
Website: www.placer.ca.gov

TAHOE OFFICE
775 North Lake Blvd., Tahoe City, CA 96145
PO Box 1909, Tahoe City, CA 96145
530-581-6227 / FAX 530-581-6204

GRADING PERMIT APPLICATION

Grading in Placer County is subject to Article 15.48, Grading, Erosion and Sediment Control Ordinance.

To obtain a Grading Permit, please follow these steps:

1. Fill out the Grading Permit Questionnaire and Exemption Verification Form.

2. Provide two (2) sets of grading plans (one for ESD and one for Planning Services).

3. Grading plans shall provide the following information: Sufficient topographical information for ESD review; include spot elevations, slopes, the limits of grading, location of all existing and proposed structures, septic systems, fences, and property lines; show all features and directions of flow before and after the grading project; show appropriate erosion control Best Management Practices (BMPs); and show area of vegetation removal. The drawing should be at a minimum scale of 1" = 40' or larger (i.e., 1" = 30', 1" = 20', 1" = 10', etc.) for all required information to be easily reviewed. All required information shall be provided for a minimum of 100' beyond the area of grading even when this area extends into the adjacent property. ****Show erosion control plan.****

4. Engineer required grading plans shall be provided when cuts and fills involve a combined total of 1,500 cubic yards of material, where depth of fill exceeds 10 feet, for an access road serving five or more existing or potential residences, for construction of a retaining wall equal to or greater than 4 feet in height, for construction of a private vehicular bridge, or where otherwise required in Article 15.48.310. Requirements for engineered grading plans are listed in Article 15.48.320. ***If your project has a retaining wall over 4 feet in height, two sets of Structural Engineering calculations are required with the engineered grading plans.***

5. Submit the Grading Permit Questionnaire, Exemption Verification Form, and grading plans (plus structural engineering calculations and drainage report, if applicable) to the Front Counter at the Community Development Resource Agency, Auburn or Tahoe office location as identified above, with the current application fee for the cost of processing, evaluation, and inspection.

6. The grading plans will be preliminarily reviewed to determine if they are adequate for environmental review and issuance of the Grading Permit. If the plans are adequate, the application package will be routed to the Planning Services Division for completion of the environmental review process. If it is determined that the grading project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA), the application packet will be returned to the ESD for further review and processing. You will be contacted directly by Planning Services if the project is determined not to be categorically exempt.

7. For Grading Permit requests to do grading work east of the Sierra Crest between October 15th and May 1st, additional requirements may apply depending on the rules/restrictions of other regulatory agencies. Please contact the Tahoe office for specific requirements.

8. A letter of approval from the Tahoe Regional Planning Agency (TRPA), in addition to a Grading Permit from the CDRA, may be required for any grading on land that is within the Tahoe Basin, but which does not have an approved Building Permit.

GRADING PERMIT QUESTIONNAIRE

Permit #: _____ **Date:** _____

Property Owner(s): _____ Telephone: _____

Property Owner(s) Mailing Address: _____

Agent Name: _____ Telephone: _____ Email: _____

Project Location/Description: _____

Building Permit #: _____ APN: _____Tahoe Basin? ☐ Y ☐ N

Type of Project (i.e., residential, pond, retaining wall, MUP, VAA, etc.) _____

List any existing entitlements or permits on this parcel: _____

YES	NO		
☐ ☐	☐ ☐	1.	Are you placing or removing (or in combination) a total of 250 cubic yards or more of material? If project located in Tahoe Basin – Is the total material more than 3 cubic yards or area of disturbance greater than 200 square feet?
☐	☐	2.	Are you adjacent to a stream, waterway, canal, sewage disposal system, in a flood plain, or building a private vehicular bridge?
☐	☐	3.	Do you have a retaining wall(s), 4 feet or higher, as measured from the bottom of the footing? Or a surcharge, if less than 4 feet high?
☐ ☐	☐ ☐	4.	Are you going to have cut or fill depths on the property greater than 4 feet? If project located in Tahoe Basin – Is the fill depth greater than 3 feet?
☐ ☐	☐ ☐	5.	Are you going to remove vegetation on 10,000 square feet or more on slopes of 10% or greater; or 1 acre or more on slopes less than 10%? If project located in Tahoe Basin – Is clearing of vegetation more than 1,000 square feet of area?
☐	☐	6.	Does this or adjacent property have drainage problems?
☐	☐	7.	Is any proposed work within 2 feet of the adjacent property line? Note: Maximum slopes are 2 to 1 (two feet of run to one foot of rise).
☐	☐	8.	Will your work affect any public facilities such as County roads, canals, or other? Show any utility poles, lines, canals, etc. in detail.
☐	☐	9.	Will the grading create unstable or erodible slopes?
☐	☐	10.	Has the utility company been contacted to mark underground utilities?
☐	☐	11.	Is septic or well present on this property? If yes, please see Environmental Health for sign-off.

NOTES:

1. Construction activity over 1 acre requires evidence of a State-issued Waste Discharge Identification (WDID) number under the State NPDES General Construction Permit.

2. If the property is served by septic and/or well, there may be an EHS field review and fee.

3. Any administrative decisions or requirements in regard to a Grading Permit may be appealed, within 15 calendar days, to the Placer County Planning Commission, 3091 County Center Drive, Auburn, CA 95603.

4. If you have questions regarding grading plans and/or the permit application process, please call:
   Auburn office: Engineering and Surveying Department (530) 745-7542, Ted Rel
   Planning Services Division (530) 745-3110
   Tahoe office: Engineering and Surveying Department (530) 581-6226, Andy Deinken
   Planning Services Division (530) 581-6280

Owner/Agent Signature: _____ Date: _____

Updated 7/13

PLACER COUNTY PLANNING SERVICES DIVISION

AUBURN OFFICE
3091 County Center Dr, Auburn, CA 95603
530-745-3000/FAX 530-745-3080
Website : www.placer.ca.gov
E-mail : planning@placer.ca.gov

TAHOE OFFICE
775 North Lake Blvd., Tahoe City, CA 96146
PO Box 1909, Tahoe City, CA 96145
530-581-6280/FAX 530-581-6282

EXEMPTION VERIFICATION

Fee $ _____ Receipt # _____ Accepted by _____ Date Received: _____ Permit #:_____

--TO BE COMPLETED BY APPLICANT--

Assessor's Parcel Number(s) _____

Property Owner _____

Mailing Address _____City _____State _____

Phone _____E-mail address _____

Project Location -- Be Specific _____

Proposed Project _____

_____

		YES	NO
1.	Are any trees located on the property within 50' of any proposed grading? (if **yes**, show all tree locations and their driplines within 50' of any grading activity)	☐	☐
2.	Is the project within a floodplain?	☐	☐
3.	Are any archaeological, cultural, or historical sites present?	☐	☐
4.	Are any wetlands, riparian areas, or vernal pools present onsite?	☐	☐
5.	Are any rare, threatened, or endangered species present onsite?	☐	☐
6.	Is the project within an overflight zone of any airport?	☐	☐
7.	Can the project impact, or be impacted by, either landfill operations, or sewage disposal facilities?	☐	☐
8.	Is the project within the Tahoe Basin?	☐	☐
9.	Is there any grading associated with this project?	☐	☐
10.	Is there a significant amount (10,000 sq. ft. or more) of impervious surface (paving, roof, sidewalk, etc.) proposed?	☐	☐
11.	Is there a potential for increased traffic?	☐	☐

_____ _____

Signature of individual completing this form Printed name and telephone number

--TO BE COMPLETED BY REVIEWER--

Categorical Exemption Class and Number _____

Project Planner _____

Field Verification Date _____

Field Planner _____ _____

Name Title

Print