



City of San Clemente Engineering Division

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ENGINEERING DIVISION PLAN CHECK SUBMITTAL REQUIREMENT CHECKLIST- SINGLE FAMILY DEVELOPMENT

To ensure timely processing, applicants should check their submittal packages for completeness and compliance to the following checklist. City staff will inventory these items upon submittal and mark either N/A or T.B.D. for any items not submitted.

Fee schedules and current versions of the required forms are located on the Engineering page of the City's website at www.san-clemente.org

A Grading Permit application package for first submittal shall consist of the following items and forms in order to be considered complete, unless otherwise specified by the City Engineer:

- This Submittal Checklist. *(Staff use)*

- Completed and signed City Engineering Plan Check Application form. _____
- **Two** copies of Coastal Development Permit or Certificate of Exemption from California Coastal Commission, if applicable. _____
- **Two** copies of any City Conditions of Approval for the project, if applicable. _____
- **Five** sets of the signed & stamped grading plans prepared in accordance with the City's standards and requirements. _____
- **Five** sets of signed & stamped retaining wall plans with design calculations for exterior retaining walls associated with the site grading plan. Directly attach these to the Grading Plans. These plans may be engineered by a different Engineer-of-Record than the Grading Plan Engineer-of-Record. _____
- **Two** copies of the Engineer's Cost & Earthwork Quantity Estimates. The cost estimate shall be separated into the following three subsections with subtotals for each portion with a 10% contingency added to each:
 1. **Grading** - All (and only) earthwork quantities including cut, fill, embankment, over-excavation, import, export, etc.

2. On-site Improvements - All on-site items including but not limited to mobilization, site retaining walls/shoring, drainage facilities, hardscape and paving, striping, erosion and sediment control, all BMP's (street sweeping, toilets, material storage and wash-out, gravel bags, etc.
3. Off-site Improvements – All off-site items including but not limited to street improvements, driveway approaches, sidewalks, curb & gutters, all utility connections including independent fire line, etc. _____

- **Five** copies each of the site-specific soils & geology reports prepared by an geotechnical engineering firm including a written review of the most recent grading plan. These reports shall all be wet-signed & stamped by a Civil (or Geotechnical) Engineer and an Engineering Geologist registered in the State of California. _____
- **Five** copies of signed & stamped Shoring Plans incorporated in the grading plan set, with **three** copies of design calculations, if applicable. _____
- **Three** copies of wet signed & stamped Hydrology and Hydraulic calculations, as determined by the City Engineer. This typically applies to houses with finish floors at or below street grade. _____
- **Five** sets of signed & stamped Erosion Control Plans incorporated into the grading plan sets. _____
- **Two** copies of completed and signed 'Storm Water Quality Assessment for Discretionary and Administrative Permit Applications' form. This is not applicable if the project has already been deemed "priority" and requiring a Water Quality Management Plan. Form located online @ <http://www.san-clemente.org/home/showpublisheddocument?id=40495>. _____
- **Two** copies of wet signed & stamped Water Quality Management Plans (WQMP) if determined to be 'significant development' or 'priority project' per the above SWQ Assessment form. _____
- **Two** physical copies, and **one** electronic copy of signed & stamped Water Quality Management Plan (WQMP) binder if determined to be 'significant development' or 'priority project' (see Storm Water Quality Assessment Form above). _____
- **One** original and **one** copy of a Notarized letter of permission from any adjacent property owners granting permission for any grading activities or encroachments onto adjacent properties. _____
- Payment of plan check fees (see latest fee schedule). _____

Note: For Grading Plan check, please ensure that items listed above are submitted directly to the Engineering Department counter. Grading Plans submitted with Architectural (or other) Plans through the Building Department Plancheck will not be routed to Engineering for review. Any Grading Plans attached to Architectural Plans are treated as 'Reference Copies Only' for the Building Department reviewer.

City Engineering Division Grading Plan Check Review Times

1st Review – Three weeks

2nd & subsequent Reviews – Two weeks