



Community Development Department  
14000 City Center Dr., Chino Hills, CA 91709  
(909) 364-2740 Fax (909) 364-2795  
www.chinohills.org

Trust Deposit Acct. No.: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Accepted By: \_\_\_\_\_

## ROUGH GRADING APPLICATION

This application is required to submit rough grading plans for review.

### PROJECT INFORMATION:

Development Name (if any): \_\_\_\_\_ Map Number: \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

General Plan Land Use: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_

Nearest Major Cross-Streets: \_\_\_\_\_

Gross Acres: \_\_\_\_\_ Net Acres: \_\_\_\_\_

### APPLICANT INFORMATION:

Firm/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

### ENGINEER OF RECORD:

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name of person who prepared the plan: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_ License Expiration: \_\_\_\_\_

### APPLICANT CERTIFICATION

**I/we certify under penalty of perjury that I/we am/are the Applicant for the project and that, to the best of my/our knowledge, the information contained in this application is true and correct.**

I/we further agree that if any such information proves false or incorrect, the City of Chino Hills shall be released from any liability incurred if the application is approved.

### APPLICANT SIGNATURE(S)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**PROPERTY OWNER CERTIFICATION**

I/we, the undersigned owner(s) or authorized agent for the person/organization owning the land(s) for which this application is made, state that I/we am/are aware that the application is being filed with the City of Chino Hills Community Development Department, and that, to the best of my/our knowledge, the information contained in this application is true and correct.

I/we further agree that if any such information proves false or incorrect, the City of Chino Hills shall be, released from any liability incurred if the application is approved.

When signing on behalf of the owner(s) as an "Authorized Agent", attach a notarized copy of the Power of Attorney or a notarized letter of authorization.

**PROPERTY OWNER/AUTHORIZED AGENT SIGNATURE(S)**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

The information provided on this form may be subject to disclosure pursuant to the California Public Records Act (Gov't Code 6250 et seq.) and, at the City's discretion, may be posted/published on the City's website.

**SUBMITTAL CHECKLIST**

**One (1) signed and dated** copy of the "Trust Deposit Account Procedures/ Agreement" Form.

**Initial Deposits** Refer to the current Fee/Deposit schedule for the applicable amounts.

**Four (4) Sets** Rough Grading Plans including Erosion Control.

**Three (3) Copies** Geotechnical Report.

**One (1) Copy** Hydrology Study.

**Three (3) Sets** Retaining wall plans and structural calculations.

**One (1) Set** Copies of all reference maps, deeds, easements or CC&R's relative to the development.

**One (1) Digital Copy** Rough grading and erosion control plan, geotechnical report, hydrology study, retaining wall plans and structural calculations, and Reference Documents.

**Plan Review Checklist**

- Current City Engineering Plan Sheet at 24"x36" or 30"x42".
- Title sheet shall be labeled with "Rough Grading Plan and Tract Number" at top, General Notes, Construction Notes, earthwork quantities, utility contacts, vicinity map, etc.
- Location map shown on title sheet. When plan set consists of more than three sheets, an index map shall be provided. (minimum scale 1"=200')
- Is the grading plan in substantial conformance with the approved tentative map or site plan?
- Lot lines, frontage distances and lot numbers shall be shown and consistent with final map. Tract boundary lines shall be shown and labeled.
- North arrow, scale and legend shall be on each plan sheet. Unless otherwise approved, north arrow shall point up or to the right.
- Grading plans shall be drawn at a scale of 1"=40' or 1"=20'. With the approval of the City Engineer scale of 1"=30' may be used.
- Estimate of quantities for earthwork shall be shown on the title sheet. Quantities shall include both raw and net quantities with all adjustments shown.
- Title sheet shall include a signature block for Design Engineer. Signature block shall list company name, address, phone number, engineer name, RCE seal, number and expiration date.
- Title sheet shall include a signature block for design Geotechnical. Signature block shall list company name, address, phone number,

- engineer name, RCE or GE seal, number and expiration date.
- ❑ Plans have benchmark identified consistent with City benchmark log.
  - ❑ Indicate on title sheet where any export material is to be placed.
  - ❑ Pad elevations shall be given for each lot, top and toe of all slopes shall be flagged at lot corners,
  - ❑ Bearings on all streets shall be shown.
  - ❑ Stations shall be given at all intersections, cul-de-sac's and knuckles.
  - ❑ Stations shall be given for BCR's and ECR's, BC and EC of horizontal curves on all streets.
  - ❑ Grades and elevations shall be given for all streets including BCR's and ECR's, BC's and EC's, BVC's and EVC's, etc.
  - ❑ Elevations shall be flagged at front and rear lot corners.
  - ❑ Existing topography shall be shown on each sheet and a minimum of 100 feet beyond project limits.
  - ❑ All existing utilities, structures, power poles, trees, fire hydrants within or 100' outside of the project limits shall be shown, labeled and dimensioned on the plans.
  - ❑ Existing, proposed and future right-of-way and improvements shall be labeled and dimensioned.
  - ❑ Provide details for all drainage structures, inlets, outlets, desilting and/or detention basins, sub-drainage systems, etc.
  - ❑ Show details of all improvements not constructed per City standard drawing. Where standard is used, check standard drawing vs. what is shown.
  - ❑ Approved street names shall be shown on the plans.
  - ❑ Construction notes shall be shown for all drainage devices to be constructed.
  - ❑ Show all cut/fill transitions and daylight lines.
  - ❑ City standards shall be used for all drainage structures wherever possible.
  - ❑ Contours shall be labeled every 10 foot vertical minimum, preferably 5 foot with a spacing appropriate to ensure easy identification throughout the plan sheet.
  - ❑ A typical section, drawn to scale, shall be shown for all streets within the project showing proposed rough grade cuts relative to top of proposed curb.
  - ❑ In sump conditions show grading required as necessary to provide secondary overflow from catch basins.
  - ❑ An erosion control plan shall be submitted as part of the grading plan set. Plan shall show all measures necessary to meet City and NPDES requirements to eliminate drainage debris from leaving the site.
  - ❑ Plans shall have sufficient sections to show grading conditions at property boundary.
  - ❑ Minimum grade of any earth flowline shall be 1.0%.
  - ❑ Are the hydrology report and the grading plan consistent with each other?
  - ❑ No drainage shall be allowed to flow over any manufactured slope unless contained in an approved drainage device.
  - ❑ If offsite grading is required for construction of the proposed improvements it shall be indicated on the plans and a grading permission letter shall be obtained from the adjacent property owner.
  - ❑ A 30" wide x 15" deep gunite brow ditch shall be constructed at the top of all cut slopes.
  - ❑ A six (6') foot wide terrace with a concrete swale @ 5% minimum slope shall be provided for all slopes in excess of 30 feet. Terraces shall be placed at 30' vertical intervals maximum.
  - ❑ For slopes in excess of 60' in vertical height, every other third terrace shall be twelve (12') foot wide with a concrete swale @ 5% minimum slope.
  - ❑ A 36-inch wide gunite down drain shall be installed at intervals not to exceed 400 feet.
  - ❑ Provide details for splash walls at the intersection of terrace drains and down drains.
  - ❑ Retaining walls shall be shown on the rough grading plan. Top of footing and wall elevations shall be given as well as any sub-drain system required. Retaining walls are reviewed as part of the rough grading plan although a separate permit will be issued for retaining walls.
  - ❑ Setbacks for top / toe of slopes shall comply with CBC Section 1805A.2.3 thru 1805A.3.3 and Figure 1805A.3.1. (H/2 from toe, 2' min. 15' max.) (H/3 from top, 2' min. 40' max.).
  - ❑ Does the grading meet requirements for undulation based on the Development Code (slopes vary 2:1 to 4:1)?