APPLICATION CHECKLIST

MINOR AND MAJOR GRADING PLAN (GP)

A request for a Grading Plan requires the following:

1) Minor Grading Plan - Approval of a Minor and Major Grading Plan by the Planning Director. Following a public notice, the Planning Director may waive the requirement for a public hearing if one is not requested. If a public hearing is requested, the Planning Director shall schedule and notice the Minor and Major Grading Plan for a public hearing before the Planning Commission or Design Committee. Processing time is normally six (6) weeks however, it is dependent upon the number of similar requests before the City. If a public hearing is required, the applicant or the applicant's representative must be present at the public hearing to answer questions.
2) Major Grading Plan – One (1) public hearing before the Planning Commission. Processing time is normally eight (8) weeks, however it is dependent upon the number of similar requests before the City. **The applicant or the applicant's representative must be present at all public hearings to answer questions.**

Applications shall be reviewed for compliance with the Application Submittal Requirements. ***Applications submitted without the required information are not required to be accepted for processing.***

Application Submittal Requirements:

A) **One (1)** copy of the completed application form, with an approved address and all required original signatures.

B) The required processing fee (refer to fee schedule) (There is an additional fee for City preparation of the radius list).

C) Twenty-five (**15) copies** of all site plans drawn to scale (must be engineer's scale - no smaller than 1" = 40') indicating:

___ Property lines
___ Existing and proposed grades (on site and adjacent property)
___ Street grades
___ All existing slopes in excess of 10% labeled
___ All proposed slopes labeled
___ Method of drainage
___ All natural features including, wetlands, streams, slopes, etc.
___ All mitigation areas for trees, wetlands and stream channel realignments
___ All existing trees with at grade elevations of the tree trunk
___ All existing trees numbered with numbers corresponding to an arborist report for native oak trees
___ Quantities of cut and fill
___ Existing easements and type
___ Locations of existing utilities
___ Driveways and access points
___ Existing site improvements
___ Street names
___ Project name
___ A vicinity map
___ North arrow and scale
___ One (1) 8 ½" x 11" reproducible copy

D) Additional information as deemed necessary by the Planning Department.

___ Hydraulic analysis (check with Engineering to verify precise analysis requirements)
___ Three (3) copies of a Preliminary Stormwater Quality Compliance Form
___ Arborist report for native oak trees
___ Wetland delineation
___ Mitigation plans for impacts to wetlands and native oak trees
___ Haul routes

NOTE: All maps larger than 8 ½" x 11" must be FOLDED prior to submittal.

If you have questions, call the Planning Department at (916) 774-5276 (California Relay Service 1-800-735-2929). Staff is available at 311 Vernon Street, Roseville, CA 95678.