



CITY OF LAGUNA NIGUEL
Community Development Department
30111 Crown Valley Parkway
Laguna Niguel, CA 92677
949-362-4300
www.cityoflagunaniguel.org

GRADING PERMIT FILING INSTRUCTIONS – FORM 301

The submittal items necessary to file a Grading Permit are provided below. These filing instructions are intended to assist you in assembling a complete application packet. Please review each section and make sure to complete all necessary forms that apply to your situation. Please note that incomplete submittals will not be accepted.

Applications can be accepted one of two ways:

1. By emailing one (1) PDF of all required submittal documents to grading@cityoflagunaniguel.org.
2. By bringing one (1) PDF of all required submittal documents on a USB drive to the Planning Counter during regular counter hours Monday-Friday 8:00 AM to 4:00 PM.

The City of Laguna Niguel stands ready to help you through the application process and we look forward to working with you. Should you have any questions, please contact us at 949-362-4300.

SUBMITTAL ITEMS

Please provide one (1) electronic copy (via USB flash drive, or FileShare/Transfer through email):

- Grading Permit Application.** Completed and signed by the recorded property owner or authorized agent (included as page 4). Applications signed by anyone other than the property owner require a signed authorized agent letter.
- Grading Plans & Erosion/Sediment Control Plans.** Include the applicable listed items below:

Plan Size & Scale

- o 24" x 36" (if they were to be printed we do not actually require printed copies)
- o Using standard Architect or Engineer scales of 1/16"=1' or 1"=40', or larger).

Plan Cover Sheet

- o Owner's name, address, and telephone number.
- o Preparer of the plans name, address, and telephone number. Plans shall be stamped with expiration date and wet signed.
- o Name, address, and telephone numbers of any Civil Engineer, Architect, Soils Engineer, Geologist, Contractor, Archaeologist, or Paleontologist associated with the project.
- o Address, legal description of the site, and assessor's parcel number.
- o North arrow, scale, legend, vicinity map, benchmark, basis of bearings, and plan description (in lower right corner).
- o Engineer's estimate of earthwork quantities (cut and fill, including any necessary export or import).
- o City of Laguna Niguel Grading Notes and StormWater Pollution Prevention Plan notes.



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- o Estimated starting and completion dates.

Grading Site Plan

- o Property lines and bearings.
- o Location of any existing or proposed buildings or structures on the site where the work is to be performed, and the locations of any buildings or structures on adjacent properties which are within 15' of the property line. (Note: The location or footprint of a proposed building on the grading plan does not signify any type of acceptance or approval of the location or design of a structure. All structures need to be reviewed by the appropriate City entities for compliance with City codes).
- o Location, dimension, and name of holder of existing and proposed easements.
- o Cross-sections of proposed cuts, fills, building pads, and driveways (including property lines where appropriate).
- o Street names, centerline, right-of-way, curb to curb, and bearings.
- o Right-of-way call outs and all proposed street improvements within right-of-way.
- o Existing utilities including line locations, dimensions, and type.
- o Proposed topography with proposed 1' contour lines. Spot elevations are acceptable for flatland projects.
- o Existing flow lines and details of all existing on-site drainage structures.
- o Proposed flow lines and details of all drainage structures (including those for water quality).
- o Walls and/or fences, including height.
- o Proposed utility equipment and structures, including fire protection devices, and method of screening.
- o Proposed on-site parking and circulation facilities, including dimensions for aisles, curb cuts, driveways, and parking stalls (residential multi-family and non-residential projects).
- o Verification that all requirements of the City of Laguna Niguel Grading Notes have been and will be complied with.
- o Such other information or data as may be required by the City.

Erosion/Sediment Control Plan (may be combined with Grading Site Plan for minor projects)

- o 24-hour contact information for the contractor/contact person responsible for erosion and sediment control.
- o Property lines and existing and proposed structures.
- o Proposed limits of site area disturbance.
- o Locations and details of proposed erosion and sediment control measures. If applicable, provide a schedule of grading and the erosion and sediment control methods that will be used and revised during the grading process (during phases of construction). Provide schedule and identify methods that will be used and revised during the grading process (during phases of construction).
- o Existing and proposed contour lines and direction of drainage flow.
- o Description of proposed dust control best practices to be used.
- o Location of proposed soil stockpiles.
- o Description on how adjacent public and private roadways will be kept clean.



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- City water quality and erosion control notes.
 - Location of storm drain inlets where runoff from site could enter the storm drain system and detail how the inlets will be protected from silt and debris from the site.
 - Such other information or data as may be required by the City Engineer.
- Geotechnical Report.** Must be less than twelve (12) months old or accompanied by an updated memorandum/letter. Report to be stamped with expiration date and wet signed by report preparer.
- Stormwater Pollution Prevention Plan (SWPPP) and/or Water Quality Management Plan (WQMP).** When applicable.
- Preliminary Title Report.** Must be less than six (6) months old.
- Grading Plan Check Deposit.** A grading plan check deposit is required to be paid at the time of initial submittal based on the project scope. Plan check fees will be billed based upon plan checking time as incurred against the plan check deposit. Additional deposits may be required depending on the amount of plan checking time required to complete the plan check process. If the actual cost is less than the deposit, the balance will be refunded.
- Additional Items and/or Technical Reports.** If determined necessary based on the scope of the project, additional items and/or technical studies may be required. This may include, but potentially not limited to, the following:
- Landscape and Irrigation Plans.
 - Homeowners' Association (HOA) approval.
 - Hydrology report and hydraulic calculations.
 - Retaining wall plans and structural calculations (require a separate Building Permit).
 - Cost estimate breakdown to calculate bond amount.
 - Insurance.
 - Approved Subdivision Map.
 - Street Improvement Plans.
 - Recorded agreement for offsite grading or drainage.
 - Conditions of Approval and approved Preliminary Grading/Civil Plan(s) for entitlement projects.
 - Other requirements as indicated by the City.

