|  |  |  |
| --- | --- | --- |
| COO Logo Building Dept | **CITY OF ONTARIO** **BUILDING DEPARTMENT**303 East B StreetOntario, CA 91764Ph (909)395-2023, Fax (909)395-2180 | **INFORMATION BULLETIN****500**Effective: 8 / 23 / 2023 Revised: - |
|  |
| **GRADING PLAN SUBMITTAL REQUIREMENTS** |

|  |
| --- |
| Starting July 1, 2023, all permit applications for the Building Department will be required to be submitted digitally through Citizen Portal Access - <https://automation.ontarioca.gov/OnlinePermits/Default.aspx>. For Digital Submittals Instructions see Information Bulletin 109 on Building Department website under Applications/Forms - <https://www.ontarioca.gov/Building/Applications>. **THE FOLLOWING SHALL BE PROVIDED AT EACH SUBMITTAL FOR STOCKPILE, MASS, ROUGH, AND PRECISE GRADING PERMIT APPLICATION:**  1. Grading permit application completed (for first submittal).
2. Grading plans include onsite storm drain, sewer, and domestic water plans. Onsite storm drain, sewer, and water plans submitted at precise grading only.
3. Erosion and Sediment Control Plan for sites with a disturbed area less than one acre.
4. Water Quality Management Plan (WQMP).
5. Storm Water Pollution Prevention Plan (SWPPP) for sites with disturbed area of one acre or greater.
6. Soil/geology report dated within the last 12 months.
7. Hydrology/hydraulic calculation (if applicable).
8. Design calculations for onsite domestic water and sewer pipe sizing calculations.
9. Preliminary Methane Assessment Report (if applicable).
10. Conditions of Approval printed on plan.
11. Any reference plans such as street, storm drain, sewer, and water plans.
12. For resubmittal include previous submittal plans, correction list, and plan check correction responses.

**THE FOLLOWING MINIMUM INFORMATION IS REQUIRED ON ALL TYPE OF GRADING PLANS (i.e., STOCKPILE, MASS, ROUGH, AND PRECISE GRADING):** 1. Grading plans shall be prepared, stamped, and signed by a licensed civil engineer.
2. Plans shall be drawn to scale with a scale no smaller than 1” = 30’.
3. List the applicable current codes, and soil/geology report used in the design; names, addresses, and phone numbers of the civil engineer, soil engineer, property owner, developer, and contractor; and complete and correct legal description, assessor parcel number (APN), and address of the project site.
4. A legend for all symbols, lines, and abbreviations used on the plans, elevation datum and benchmark, and grading general notes.
5. A vicinity map of the proposed project site, and north arrow direction.
6. The yardage of soil cut and fills, amounts of any soil import or export.
7. Identifying all streets and alleys shown on the site plan as public or private.
8. The boundary of the property and accurate contours of the existing ground including current drainage pattern and devices. Show the use, type and size of all existing buildings and structures, and utilities onsite and within 15’ of the subject site on adjacent properties. Clearly specify if any existing building/structures and drainage devices are to be demolished or altered.
9. Label Limit of Work/Daylight Line.
10. Identify all utilities in the streets adjacent to the site.
11. Soil/geology report recommendation shall be incorporated in the plan.
12. Soil/geotechnical engineer review statement that grading plan has been reviewed must be provided on the cover sheet of plan, stamped, and signed.
13. A separate sheet showing the areas and depths (existing and proposed finished contour lines) of any contaminated or unstable soil condition reported in the soil report, and if they are to be removed and hauled away.
14. The finished contours elevations to be achieved by the proposed grading work.
15. The plan must show Best Management Practices (BMP), which include scheduling, operating and maintenance procedures, treatment requirements, and any management practice that prevents, eliminates, or reduces pollution.
16. For sites with a disturbed area less than one acre, an Erosion and Sediment Control Plan (ESCP) must be developed (reviewed by Engineering Dept), which provides temporary erosion and sediment control measures during the rainy season.
17. For projects which are one acre or larger a State Storm Water Pollution Prevention Plan (SWPPP) is required (reviewed by Engineering Dept). The SWPPP must provide general site management, waste management, non-stormwater management, and materials pollution control BMPs, in addition to erosion and sediment control BMPs.
18. Provide cross sections at property lines, site boundaries, streets, fence walls, retaining walls, berms, typical fill slopes and cut slopes etc. Details of drainage swales and sidewalk underdrains.

**THE FOLLOWING ADDITIONAL MINIMUM INFORMATION IS REQUIRED ON STOCKPILE AND MASS GRADING PLANS:**1. Provide complete and correct legal description (Tract, Lot, Block, and Grant Deed) on

plans and the assessor parcel number (APN).1. Show location of existing utility lines and easement, if applicable.
2. Show location of construction entrances onto public streets.
3. Specify proposed slope ratio of cut and fill slopes.
4. Provide a separate sheet of Organic Material Removal Plan showing the areas, depths (existing and proposed finished contour lines) of any contaminated or unstable soil condition reported in the soil report, and to be removed /hauled away (if applicable).
5. Identify all the existing property lines that are to remain or adjusted.
6. Indicate proposed starting and anticipated completion dates of construction.
7. Provide a horizontal control plan (dimension from property lines to toe of stockpile).
8. Provide cross section of stockpile and indicate elevations and slope.
9. Specify & detail method to stabilize stockpile from wind and rain.
10. All graded cut or fill slope shall not be steeper than two horizontals to one vertical.
11. Show site drainage direction & slope.
12. Toe of fill slopes shall not be nearer to a site boundary line than one-half the height of the fill, with a minimum 2 ft. and a maximum 20 ft.
13. Top of cut slope shall not be nearer to a site boundary line than one-fifth the height of the slope, with a minimum 2 ft. and a maximum 10 ft.
14. If there is any export or import of earthwork, the location where soil is taken to or taken from is subject to the Building Department approval. Indicate on plan location of export. No grading permit will be issued until such approval is obtained.
15. Provide detail and show location of dust control construction signs. Indicate the contact person name & phone number in case of excessive dust generated from site.

**THE FOLLOWING ADDITIONAL MINIMUM INFORMATION IS REQUIRED ON ROUGH GRADING PLANS:**1. Proposed grade will be indicated using a solid line and existing grade using a broken (dashed) line.
2. Rough earthwork grades and utility elevations shall be shown to tenths of a foot.
3. Provide cross sections showing existing grade and proposed rough grade cut. Indicate pad elevations.
4. Provide note on pan: Pad elevation certificates must be submitted for each pad a minimum of 3 days prior to requesting final rough grading inspection. The certificate must be an original signed and sealed by a California licensed land surveyor or registered civil engineer and must contain an elevation to the nearest tenth of a foot. The statement “substantial conformance” will not be allowed.
5. Print on plan “Methane Assessment for projects in the new model colony” (if applicable). See City Policy on Building Department website on General Requirement under Submittal Requirements - <https://www.ontarioca.gov/Building/GeneralRequirements>. Reference on plan the Methane Assessment Report.
6. Add note on plan clearly: All lots in potential methane areas identified in the Methane Site Assessment report shall be tested for the presence of any methane and its concentration 30 days after building pads are graded and created.
7. Print on plan the potential methane area’s location per Methane Assessment Report.
8. Provide methane engineer statement on cover sheet of plan stating that grading plan has been reviewed, stamped, and signed.

**THE FOLLOWING ADDITIONAL MINIMUM INFORMATION IS REQUIRED ON PRECISE GRADING PLANS:** 1. Listing of the applicable current codes, and soil/geology report used in the design; names, addresses, and phone numbers of the civil engineer, soil engineer, property owner, developer, and contractor; and complete and correct legal description, assessor parcel number (APN), and address of the project site.
2. A legend for all symbols, lines, and abbreviations used on the plans.
3. A vicinity map of the proposed project site.
4. The yardage of soil cut and fills, disturbed area, amounts of any soil import or export, and the sizes and lengths of pipes. Include paving area square footage and valuation.
5. Identifying all streets and alleys shown on the site plan as public or private. For any storm drain, domestic water, and sewer lines on private streets, state if they are public or private system.
6. Show any existing and new easement areas.
7. The boundary of the property and accurate contours of the existing ground including current drainage pattern and devices. Show the use, type and size of all existing buildings and structures, and utilities onsite and within 15’ of the subject site on adjacent properties. Clearly specify if any existing building/structures and drainage devices are to be demolished or altered.
8. A separate sheet showing the areas and depths (existing and proposed finished contour lines) of any contaminated or unstable soil condition reported in the soil report, and if they are to be removed and hauled away.
9. The finished contours to be achieved by the proposed grading work.
10. All surface drainage devices including, but not limited to, dispersal or retaining walls, berms, swales, and water retention areas. All sub-surface drainage devices, water, and sewer lines.
11. Accessible routes must be shown on the plan from the public sidewalk to each building’s main entrances, between buildings on site, accessible parking to the building’s main entrance, and accessible route from building to trash enclosure.
12. Show location and outline of all existing and proposed structures. Identify uses of all existing and proposed structures. Include finished floor and pad elevations.
13. Show sufficient finished elevations on plan to show drainage patterns. Indicate the percentage of slope.
14. Provide sufficient demolition/construction notes to construct new driveways and remove existing driveways. (AC Sawcut, AC Removal, C&G Removal, Sidewalk Removal, Full Depth AC, New C&G, New Sidewalk, Grind & Overlay, etc.)
15. Provide Driveway details with elevations, slopes, grade breaks, ramps and join to existing.
16. Print on plan “Methane Assessment for projects in the new model colony” (if applicable). See City Policy on Building Department website on General Requirement under Submittal Requirements - <https://www.ontarioca.gov/Building/GeneralRequirements>. Reference on plan the Methane Assessment Report.
17. Add note on plan clearly: All lots in potential methane areas identified in the Methane Site Assessment report shall be tested for the presence of any methane and its concentration 30 days after building pads are graded and created.
18. Print on plan the potential methane area’s location per Methane Assessment Report .
19. Provide methane engineer statement on cover sheet of plan stating that grading plan has been reviewed, stamped, and signed.

**THE FOLLOWING ADDITIONAL MINIMUM INFORMATION IS REQUIRED ON PRECISE GRADING PLANS FOR RESIDENTIAL (e.g., TRACT HOMES, INFILL LOTS):** |
| 1. North arrow.
2. Building address. For multifamily buildings include unit number and building number.
3. Tract number and lot number.
4. Specific Plan.
5. Building setbacks dimension all sides including post setbacks for projections.
6. Plan type and elevation type (and if reversed plan).
7. Porches, patio covers, balconies, and decks (if any).
8. AC condenser location (Provide 3 feet minimum clearance between condenser and property line).
9. Number of bedrooms and bathrooms.
10. Complete square footage breakdown (e.g., 1st floor area, 2nd floor area, garage, porch, patio cover, balconies, deck, etc.).
11. Gas meter location (not to interfere with gate swing or access).
12. Gates location (all gates swing toward the street).
13. Grade high point elevation and drainage flow line.
14. Provide continuous concrete walkway from garage man door to driveway or sidewalk.
15. Driveway slope (12% maximum slope).
16. Deepened footing location (if any).
17. Wall and fence location, type, height, and length to be issued with this property. Include block wall/ fence information in Table or Matrix format available on Building Department website on General Requirements under Submittal Requirements - <https://www.ontarioca.gov/Building/GeneralRequirements>.
18. Indicate if sewer back water valve required or not.
19. Number of PV Modules and KW (Indicate master/stock PV plan permit #).
20. Include options that are not part of the “basic plan” (e.g., bonus room, 2nd story deck, etc.).
21. Applicable codes.
22. Master/stock building plan permit number and precise grading permit number.
23. Owner/developer information (name, address, and phone number).
24. Engineer information (name, address, and phone number).
25. The responsible engineer’s stamp and signature on plot plan.
26. Any extraordinary conditions (list and show on plot plan e.g., utilities easement, methane mitigation required, etc.).

**GRADING PLAN REVIEW PROCESS:**1. Applicant submits a grading permit application with grading plan and supporting documents to Building Department digitally through Citizen Portal Access - <https://automation.ontarioca.gov/OnlinePermits/Default.aspx>.
2. Permit Specialist validates the submittal package and assigns an application tracking number once plan check fee paid.
3. The submittal package is then routed for a concurrent plan review to the following Departments:

|  |
| --- |
| Departments Reviewing Grading Plan |
| Grading Plan Type | Building  | Planning | Engineering | Landscape | Utilities Engineering | IPA/ Broadband |
| Stockpile, Mass Grading |  |  |  |  |  |  |
| Rough Grading |  |  |  |  |  |  |
| Precise Grading |  |  |  |  |  |  |

1. It is important that the applicant/engineer coordinates their submittals such that corrections from each plan review department are incorporated on each set of plans. **Plans will not be allowed to be resubmitted until all reviewing departments have completed their review and address all their corrections**.
2. After the grading plan is reviewed and approved by all departments, the Building Department coordinates the final approval process and permit creation.
 |