



## GRADING PLAN CHECK APPLICATION AND INFORMATION OUTLINE

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**T**his outline provides you with information on how to apply for a Grading Plan Check. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review your application. The more thorough and complete the application submitted to the Town, the better we are able to serve you and help you achieve your goals.

Included is the **GRADING PLAN CHECK APPLICATION**. Should you have any questions, please contact the Public Works Department at (760) 369-6579 x308. The Public Works Department is located in the Community Development/Public Works Department building at 58928 Business Center Drive, off of Indio and Yucca Trail, north of the Monterey Business Center. You may visit our website for additional information at:

<https://www.yucca-valley.org/our-town/departments/public-works-engineering>

### **What is a Grading Plan Check?**

A Grading Plan Check is a review process a Grading Plan undergoes to ensure Town standards and guidelines for on-site grading are met prior to any new construction within Town limits.

### **When and how do I submit my grading plans?**

An in-person appointment must first be made with the Building & Safety Department to bring in the project for review. The grading plan application and plans will be submitted simultaneously with the building plan check application and native plant permit. At the time of submittal, all grading related maps, plans, special studies, and reports, must be submitted electronically by flash drive or email.

### **How long do plan checks take?**

The Initial Plan Check Process takes a maximum of thirty (30) calendar days, re-submittals take a maximum of twenty (20) calendar days, and it typically takes two (2) revisions before plans are approved. Revisions will be sent directly to the applicant's Engineer.

Following the final plan check, the Engineering Division will contact the applicant and request the grading plans be printed on mylars and submitted to the office for final approval. The mylars must be 24"x 36" with a white finish.

Town of Yucca Valley  
Public Works Department  
58928 Business Center Dr  
Yucca Valley, CA 92284  
760 369-6579 Fax 760 228-0084  
[www.yucca-valley.org](http://www.yucca-valley.org)

**What is the next step once Grading Plans are approved?**

Once a Grading Plan is approved via the Grading Plan Check process, the next step is to fill out a Grading Permit application to seek approval for issuance of a Grading Permit. Once a Grading Permit is issued, on-site grading may commence.

**Plan Check Fees**

In the case of plan check submittals, the initial deposit shall cover the cost of the initial plan check and two (2) re-submittals. An additional per sheet charge of one-half (1/2) of the original fee shall be paid on the third re-submittal for plan check. The Plan Check process will be placed on hold until the fees have been submitted to the Town.

Fixed Base Fee			
		x # of pages =	
Grading Plan Per Sheet Cost - Number of sheets including Title Sheet			
		x 1 =	
*Geology Report Review			
		x 1 =	
*Drainage/Hydrology Study Report			
<b>Total Initial Grading Plan Application Fee</b>			

***\* Geotechnical/Soils Study Reports and Drainage/Hydrology Study Reports are not required at the time plans are submitted, unless requested by the Town Engineer during the plan check process.***

**Submittal Requirements**

To apply for a Grading Plan Check, the following steps shall be completed along with the completed application form:

- Grading plans must be submitted via flash drive or email to [bdudra@yucca-valley.org](mailto:bdudra@yucca-valley.org) prior to submitting building plan check application. Ensure Grading Plans use the Town Standard Title Block and follow plan requirements which can be found here: <https://www.yucca-valley.org/our-town/departments/public-works-engineering/engineering/engineering-applications>
- The Engineer or other person(s) preparing Engineering plans must have a valid Town of Yucca Valley Business Registration. The application can be found on our website at [www.yucca-valley.org](http://www.yucca-valley.org) under "Quick Links".
- Plan Check fees are due at the time plans are submitted. Cash, check or credit card payments are accepted, with the exception of American Express credit cards. Payments can be made over the phone by calling (760) 369-6579 Ext. 308.

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# Grading Plan Check Application

**(FOR TOWN USE ONLY)**

Date Received \_\_\_\_\_

By \_\_\_\_\_

Fee \_\_\_\_\_

GP # \_\_\_\_\_

## General Information

**Property Owner** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **Email** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Engineer** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **Email** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Applicant Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Applicant Title** \_\_\_\_\_ **Email** \_\_\_\_\_

## Project Information

**Project Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

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

**Building Permit Number:** \_\_\_\_\_

Select one of the following:

- Single Family Residence
- Commercial/ Industrial/ Multi-Family
- Parcel Map/ Residential Tract Map
- Unclassified Miscellaneous Project

Select one of the following:

- Rough Grading Plans
- Precise Grading Plans