



GRADING PERMIT APPLICATION AND INFORMATION OUTLINE

This outline provides you with information on how to apply for a Grading Permit. 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 PERMIT 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 Permit?

A Grading Permit is required when grading, filling, excavating, storage or disposal of soil or earth materials or any other excavation or land filling activity are shown on approved Grading Plans and must meet the Town's Standard Provisions.

Are Grading Permits required for all new construction?

No, Grading Permits apply to development applications on parcels that are one acre or greater in size or have a slope of greater than ten percent (10%) and as required by the Town (Development Code Chapter 9.37.040). Project must complete the Grading Plan Check process prior to acquiring a grading permit.

How long is my permit valid?

The Grading Permit expires sixty (60) days from the date of issuance.

What are my next steps after I receive the Grading Permit?

The contractor shall submit a proposed work schedule for review by the Town Engineer prior to the start of grading and shall notify the Engineering Division in the event of any deviation from the schedule.

The contractor shall notify the Town twenty-four (24) hours prior to beginning work and within forty-eight (48) hours of completing work. Inspection requests shall be made at least forty-eight (48) hours in advance. Minimum inspection requirements include trench backfill and final paving. Inspections may be canceled without penalty by notifying the Town at

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

(760) 369-6579 Ext. 303 a minimum of two hours prior to the scheduled inspection.

What documents do I need to provide to prove work was done as shown on the Grading plans?

Original Rough and Precise Grading Certifications attached to this permit shall be completed and submitted to the Town of Yucca Valley for review and acceptance once grading is complete.

Plan Check Fees

The Grading Permit Fee includes administrative expenses involved in the issuance of a grading permit, checking plans for compliance with Chapter 12.60 of the Town of Yucca Valley Development Code and other ordinances, and field inspections conducted to ensure compliance with this chapter and the terms and conditions under which the grading permit was issued, including costs for any necessary enforcement actions.

Fee schedules may be established and amended from time to time by resolution of the Town Council. Grading Improvements are subject to full cost recovery as set forth by resolution of the Town Council and shall make a general deposit, in the amount established by Town Council resolution(s), to be sufficient to pay the costs of the permit, engineering and inspection fees. The general deposit is in addition to any security deposits that may be required under Chapter 12.60 of the Town of Yucca Valley Development Code.

The Public Works/Engineering Fee Schedule can be viewed at: <https://www.yucca-valley.org/our-town/departments/public-works-engineering>

Submittal Requirements

To apply for a Grading Permit, the following steps shall be completed/submitted along with the completed application form:

- Grading plans must be approved prior to applying for a Grading permit.
- Permit fees are due at the time the application is submitted. Cash, check or credit card payments are accepted, with the exception of American Express credit cards. Payments can be made over the phone at (760) 369-6579 Ext. 308.
- Submit a proposed work schedule. In the event of any deviation from the schedule, please notify the Engineering Division.



Grading Permit Application

(FOR TOWN USE ONLY)

Date Received _____

By _____

Fee _____

GPMT # _____

General Information

Applicant/Owner _____ Phone _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

Contractor _____ Phone _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

Contractor's License Number: _____

Project Information

Location of Work: _____

APN/Tract – Lot No.: _____

Description of Work: _____

Grading C.Y. Cut: _____ Grading C.Y. Fill: _____

Excavation Length: _____ Excavation Width: _____

Person In Charge of Work: _____

Estimated Total Cost/Value of Work: _____

(FOR TOWN USE ONLY)

GPMT # _____

ACKNOWLEDGEMENT AND ACCEPTANCE

I certify under penalty of perjury that I have read this application and state that the information herein is true; that I acknowledge, understand, and accept the standard provisions and special provisions of this permit, and that I will abide by all applicable County and Town Ordinances. I further agree to pay for removal and replacement of any additional items in excess of the amounts shown herein that may be cut or damaged as a result of any work accomplished under this permit. The Applicant and Contractor shall comply with all provisions of Underground Service Alert (Government Code § 4216) in regard to the contact of a regional notification center (1-800-227-2600) before excavating.

Signature of Applicant

Date

Signature of Contractor

Date

(BELOW FOR TOWN STAFF USE ONLY)

<u>FEE TYPE</u>	<u>DESCRIPTION/DIMENSION</u>	<u>FEE</u>
GRADING	_____	_____
TRENCH EXCAVATION	_____	_____
OTHER	_____	_____
	APPLICATION FEE	_____
	TOTAL	_____

Permit Approval

Subject to the provisions and requirements of Yucca Valley Ordinances, the standard provisions and any special provisions that are attached hereto, permission is hereby granted for the purpose of performing indicated grading operations or other work on-site at the designated location. This permit is to be strictly construed and no work other than that specifically mentioned herein is authorized hereby. Performance of the work shall be deemed to be acceptance by the applicant and contractor of all terms and conditions of this permit.

Signature of Town Designee

Date

Note:

If the work or use authorized under this permit is not initiated within fifteen (15) days from the date of issuance, then the permit may become void. Otherwise, this permit expires sixty (60) days from the date of issuance unless additional time is granted at the time of permit application, or an extension is granted.

Date of Permit Expiration: _____