



CITY OF LOMPOC DEVELOPMENT ASSISTANCE BROCHURE

E-20

GRADING PERMITS AND GRADING PLANS

The City of Lompoc has determined that the Engineering Division should administer and issue Grading Permits under the authority of the Uniform Building Code and the City of Lompoc Construction Standards. The Engineering Division has prepared the following information to facilitate the processing of these permits. Additional information required for grading projects and related plans may be found in other City of Lompoc Development Assistance Brochures (hereafter *DAB*).

Administrative Information

1. Grading Permits are required for nearly all work that requires clearing of vegetation, or removal of earth, or placing, or moving earth where the total volume of earth exceeds 50 cubic yards. Single-family residence construction which does not include basements, or day-light basements, are usually exempt from this requirement unless the lot is within or adjacent to steep, unstable, wetlands, or other sensitive areas. Contact the Engineering Division for additional information regarding when Grading Permits are required.
2. Fees for Grading Plan Review and Grading Permits are taken from the City of Lompoc Fee Schedule.
3. Each complete application for a Grading Permit shall contain the following items:
 - a. Four (4) copies of the Grading Plan or Detailed Grading Plan on 24-inch x 36-inch paper. See the Grading Plan requirements given below for the information that is required on these plans.
 - b. Four (4) copies of the Temporary Erosion/Sedimentation Control Plans on 24-inch x 36-inch paper.
 - c. Four (4) copies of the Detailed Drainage Plans on 24-inch x 36-inch paper and two (2) copies of the Drainage Report.
 - d. Two (2) copies of required Soil Logs (required for all development projects).
 - e. Two (2) copies of required Geotechnical Report (required when development is within or adjacent to unstable slopes, and when any cut is intended to be steeper than 2 horizontal to one vertical that will support structures).
4. Property owners, or their agents may prepare Simple Grading Plans for the following projects:
 - a. Single-family homes that require Grading Permits only because they include a basement, or a day-light basement, providing they provide enough information for the Engineering Division to clearly evaluate their proposal and their impacts.
 - b. Grading activities in isolated, self contained areas where there is no danger to private or public property as determined by the City Engineer.
5. Detailed Grading Plans shall be prepared by a professional civil engineer or architect licensed in the State of California for developments which contain the following elements:
 - a. Grading volumes in excess of 50 cubic yards.

- b. Clearing or grading within, or adjacent to, steep or unstable slopes regardless of the grading volumes involved.
- c. Clearing or grading within, or adjacent to, wetlands, wetland buffers, and/or other sensitive areas.

Grading Plan Requirements

General

1. Grading Plans shall be submitted on separate plan sheets and not included as one composite drawing or set of drawings that include such improvements such as utility, street, storm drain, etc., unless otherwise approved by the Engineering Division.
2. Grading Plan originals are filed in the Office of the City Engineer after final approval and signature.
3. Plans shall be in conformance with Section 2, "Grading," of the City of Lompoc Standard Specifications and Details, as last revised. These Standard Specifications are available at the Engineering Division.
4. Sheet Material and Size – Plans shall be prepared on 3 MIL Mylar. Sheet shall be 24" x 36" with 2" margin on left, and 1" margin on all other sides.
5. Plans shall be drawn using permanent drafting ink.
6. All plan sheets shall have:
 - a. Title Block
 - b. Development Engineer's Block
 - c. Revision Block
 - d. City Engineer Signature Block that states:
"On-Site Grading reviewed to be in conformance with Appendix Chapter 33, of the 1997 U.B.C."
7. Cover Sheet Shall Have:
 - a. General Notes - see *DAB #E-50, "General Grading Notes."*
 - b. A vicinity map that clearly shows the subject site and adjacent properties and streets.
 - c. Grading Plans shall be drawn to a scale and shall be of sufficient clarity to fully indicate the extent of the work proposed and shall show in detail that the work will conform to all applicable standards and regulations. All text and details shall be of sufficient size as to easily be read and understood.
 - d. If more than two Sheets are necessary, include a Sheet Index.
 - e. The legal description and assessor's parcel number.
 - f. The name, mailing address, e-mail address and telephone number of the person preparing the Grading Plan.

Simple Grading Plan Requirements

1. Simple Grading Plans shall contain the General information listed above.

2. Typically, Simple Grading Plans are adequate only for the projects listed below:
 - a. Single-family homes that require Grading Permits only because they include a basement, or a daylight basement, providing they provide enough information for the Engineering Division to clearly evaluate their proposal and their impacts.
 - b. Grading activities in isolated, self contained areas where there is no danger to private or public property as determined by the City Engineer.

Detailed Grading Plan Requirements

1. Detailed Grading Plans shall contain the following information at a minimum:
 - a. In conformance with Chapter 27, Section 2774.E of the Lompoc City Code, the Grading Plans shall be prepared based upon the control monuments as established by the City of Lompoc Coordinate Control System by Record Of Survey filed August 22, 2003, in Book 172, Pages 4 through 7, Santa Barbara County Records. The Grading Plans shall be prepared in accordance with the requirements currently in effect, with the additional requirement that all said drawings and improvement plans shall be delivered in a computer format readily compatible for transfer to the City Geographic Information System. The following computer formats are acceptable for delivery: DGN (native Microstation); DWG (same as or less than Version 14); DXF.
 - b. Existing contour lines, with the maximum contour interval equal to 5 feet; 2-foot contour lines are desired for properties where the maximum slope is less than 15 percent.
 - c. Limiting dimensions and elevations of proposed cuts and fills.
 - d. Impervious surface and building setback lines from tops of curb slopes, from wetlands & wetland buffers and from any other sensitive areas.
 - e. Detailed plans of existing and proposed permanent surface and subsurface drainage facilities including those required for walls, cribbing, dams, and other protective facilities to be constructed with, or as part of, the proposed work, together with a map showing the drainage area and the estimated amount of runoff of the area served by any drains.
 - f. Details for all structural retaining walls, terracing, and cribbing. Details shall show lengths, widths, and heights and depths of all such construction features. Terracing and drainage shall conform to the Drainage and Terracing Provisions of Chapter 70 of the Uniform Building Code unless otherwise indicated on the approved Detailed grading Plans.
 - g. Terracing, swales, ditches, and other interim drainage provisions.
 - h. Locations of any existing or proposed buildings or structures, including any on the land of adjacent properties if within 15 feet of the top of slope or the toe of slope, or which may be affected by the proposed grading operations.
 - i. The total volume of excavation (cut) in cubic yards, and the total volume of embankment (fill) in cubic yards, and an explanation of where the difference in volume came from, or will go to. (As an example, if you propose to remove / excavate 100 cubic yards in one place and place / fill the same volume in another place on the same site, the volumes reported would be 100 cubic yards for excavation, and 100 cubic yards for fill.)
 - j. Construction requirements consistent with Soils Report and/or Geotechnical Report where those reports are required, including typical cross section(s) identifying excavation under structures.
 - k. Setbacks from top of cut slopes and from toe of fill slopes consistent with the provisions of Chapter 70 of the Uniform Building Code.
 - l. The legal description and assessor's parcel number.
 - m. The name, phone number, mailing address, e-mail address, professional engineering seal, the signature of the design engineer, the date of expiration of the seal, and the date the seal was

signed.

2. Grading involving more than 50 cubic yards, but not more than 500 cubic yards shall require a Detailed Grading Plan prepared by professional civil engineer or architect licensed in the State of California, unless the City Engineer determines that the grading is in an isolated, self contained area where there is no danger to private or public property, or that the grading is of the type and scope usual and customary for a single-family residence, in which case Simple Grading Plans may be prepared by any person the City Engineer deems able to present the information required for a Grading Plan.
3. Grading involving less than 5,000 cubic yards, but more than 500 cubic yards shall require a Detailed Grading Plan prepared by a professional civil engineer or architect licensed in the State of California, and the plans shall meet the requirements for “regular grading”, as defined in Chapter 70 of the Uniform Building Code.
4. Grading volumes in excess of 5,000 cubic yards shall require a Detailed Grading Plan prepared by a professional civil engineer or architect licensed in the State of California, and the plans shall meet the requirements for “engineered grading”, as defined in Chapter 70 of the Uniform Building Code.
5. Final Reports and Record Drawings (As-Built Plans) are required for all “engineered grading” plans, and for all “regular grading plans” unless this requirement is waved by the City Engineer, and these reports and Record Drawings shall include the following:
 - a. Record Drawings shall be prepared by the civil engineer or architect who prepared the Detailed Grading Plans, except that Record Drawings may be prepared by a licensed professional land surveyor providing the civil engineer or architect also signs the Record Drawing Certification on the plans. See *DAB #E-30, “Record Drawings,”* for the information that is required on these plans.
 - b. The Record Drawings of the Grading Plan shall include the following:
 - (1) Original ground surface elevations.
 - (2) As graded surface elevations.
 - (3) Lot drainage patterns
 - (4) Locations and elevations of surface drainage facilities and of the outlets of subsurface drains.
 - c. After construction is complete and the Record Drawings have been approved by the City, the Applicant / Owner shall then provide the City Management Services Department, Information Systems Division, with a copy of the Record Drawings, in a computer format readily compatible for transfer to the City Geographic Information System. The following computer formats are acceptable for delivery: DBN (native Microstation); DWG (same as or less than Version 14); DXF.
 - d. The Final Report shall be prepared by the civil engineer or architect and/or engineering geologist who prepared the report(s) for the project.
 - e. Final Reports shall contain the following information:
 - (1) Civil engineer or architect shall state that to the best of their knowledge the work within the area of their responsibility was done in accordance with the approved Soils Engineering Report and the approved Detailed Grading Plan.
 - (2) Engineering geologists shall state that to the best of their knowledge the work within the area of their responsibility was done in accordance with the approved Engineering Geologist Report and the approved Detailed Grading Plan.