

## Grading Approval (G) / Abatement (GA)

The following is a list of documentation required by the Planning Office in order to process your application for Grading Permit. Your application will **not** be accepted unless it is signed by the property owner, accompanied by the current filing fee, and includes **all** the pertinent items described below. Following initial distribution and review of submitted materials, additional information may be required. **Questions?** Contact: Planning Office (408) 299-5770

### Checklist of Required Application Materials

The documents listed below are **required** for your application and **must be submitted in electronic form through the County InSite Public Portal**. **Incomplete submittals will not be accepted**. All plans must be legibly drawn to an appropriate scale.

#### Preliminary Grading Plans

Preliminary grading plans must include all items specified in Sec. C12-424 of the County Grading Ordinance. Include a table detailing the amount of cut and fill (in cubic yards) associated with each individual proposed improvement (e.g. building pad, driveway, access road, accessory structures, landscaping and other improvements etc.), the total amount of cut and fill and maximum height and depth of cut and fill must also be included on the preliminary grading plans.

**Copy of Assessor's Parcel Map** (Available at the Assessor's Office-5<sup>th</sup> Floor, County Government Center)

**Copy of Current Recorded Grant Deed**

**Evidence showing legal creation of lot** (See "Deeds & Lot Legality" handout)

**Completed Grading Design Standards Forms** (Prepared and signed by a registered civil engineer)

**Copy of Assessor's Parcel Map** (Available at the Assessor's Office-5<sup>th</sup> Floor, County Government Center)

**Copy of Current Recorded Grant Deed**

**Evidence showing legal creation of lot (See handout enclosed with application packet)**

**Petition for Exemption from Environmental Assessment and Environmental Information Forms**

All Grading Approvals are subject to the requirements of the California Environmental Quality Act (CEQA) unless otherwise exempt. Determination as to whether a project is subject to or exempt from CEQA will be made by the Planning Official. If a Grading Approval is subject to CEQA, an environmental assessment (EA) will be undertaken at the applicant's expense.

**Completed Well Information Questionnaire** (enclosed with application packet)

**Hazardous Sites Questionnaire** (enclosed with application packet)

**Acknowledgements and Agreements form**, signed by owner or authorized representative.

### Additional Application Materials that may be Required

The documents listed below **may or may not** be required for your Grading Approval. **Please consult staff to make an accurate determination**.

#### Statement of Justification for Proposed Grading

- Provide written justification explaining how the proposed grading is consistent with the findings detailed in Section C12-433 of the County Grading Ordinance (see below), addressing the proposed improvements (e.g. location of proposed house, driveway and other improvements) and quantities of cut and fill.
- Grading Approval may be granted if all of the following findings are made:
- The amount, design, location, and the nature of any proposed grading is necessary to establish or maintain a use presently permitted by law on the property.
- The grading will not endanger public and/or private property, endanger public health and safety, will not result in excessive deposition of debris or soil sediments on any public right of way, or impair any spring or existing watercourse.
- Grading will minimize impacts to the natural landscape, scenic, biological and aquatic resources, and minimize erosion impacts.
- Grading associated with a new building or development site, the subject site shall be one that minimizes grading in comparison with other available development sites, taking into consideration other development constraints and regulations applicable to the project.
- Grading and associated improvements will conform with the natural terrain and existing topography of the site as much as possible, and should not create a significant visual scar.
- Grading conforms with any applicable general plan or specific plan policies; and
- Grading substantially conforms with the adopted "Guidelines for Grading and Hillside Development" and other applicable guidelines adopted by the County.

**\*\*\*Turn page for additional requirements\*\*\***

❑ **Environmental Information Forms including photos of project site.**

An environmental assessment may be required for your project unless it is determined that your project qualifies for an exemption from environmental assessment.

❑ **Geologic Reports & Applicable Fee**

A geologic report may be required, depending on the project and location. If a geologic report is required, submit one (1) original wet signed paper copy and one (1) electronic copy (PDF on thumb drive). Contact County Geologist at (408) 299-5774.

❑ **Septic System Plan** (field checked and signed by Department of Environmental Health (DEH) field office)

If a septic system is existing or proposed, each site must be evaluated by DEH. The evaluation entails a site assessment, a soil profile trench and a percolation test prior to Grading Approval. DEH charges an additional fee for site evaluations. Contact DEH at (408) 918-3400.

❑ **Storm Water Discharge/Disturbance of One Acre or More of Land Area**

If the proposed project disturbs one acre or more of land area, you are required to submit to the State Water Resources Control Board a Notice of Intent to comply with NPDES requirements. For additional details and information, see Storm Water Handout #3: Filing a Notice of Intent. Contact: NPDES Coordinator at (408) 299-5737.

❑ **Stanford University**

Submit one copy of the Stanford University General Use Permit Project Checklist (8½ x 11) signed by a Stanford University LUEP Planner. Incorporate the completed checklist into the project plan set submittal.

❑ **Identification of Potential Historic Resources (Part I and Part II forms)**

If the project includes demolition of structures 50 years or older, submit a completed and signed *Identification of Properties for Potential Historic Significance* forms, a copy of the Santa Clara County Residential Unit Property Record (available from the County Assessor's Office, 5<sup>th</sup> Floor) for the subject property and photographs of each elevation of the subject structure and any related structures or associated features. Please note that the 50-year age reference is a discretionary guideline; there are circumstances where a property less than 50 years old may be potentially significant.

❑ **Williamson Act Compatible Use Determination**

If the subject property is restricted by a Williamson Act contract, file for and obtain a Compatible Use Determination prior to filing the application for Grading Approval. Refer to the Williamson Act Compatible Use Determination checklist for more details.

❑ **Santa Clara Valley Habitat Plan-Coverage Screening Form**

If the subject property is located within the Habitat Plan Permit Area, submit a completed Coverage Screening Form. The Coverage Screening Form will assist in determining if the proposed project is classified as a "covered project" under the Plan. If the project is identified as a "covered project" per the Screening Form, submit the *Fees and Conditions Worksheet* with the application.

❑ **Fire Protection Information**

- Provide information water source (name of water provider or on-site well).
- Hydrants: Show type (wharf or standard) and location of closest available or proposed hydrant(s).
- Private Access Road/Driveways: Show drivable width, vertical clearance, surface, load-bearing capacity, turning radii, percent grade, turnarounds, turnouts and bridges.

❑ **Other Reports/Studies**

Your project may require a detailed report or study. For example, a biological, archeological, noise, or traffic study could be required depending on the location and/or intensity of the project.