



Grading Plans

June 2017

Purpose: This handout is a guide for Grading Plans submittals. Plans must be Accepted prior to commencing any grading activities on property. Additional project specific information may be required during the review process. If grading begins prior to plan acceptance, property owner will be in violation of the following provisions: Elk Grove Municipal Code Title 13 “Water Courses;” Elk Grove Municipal Code Chapter 16.44 “Land Grading and Erosion Control;” Local Floodplain Management Plan; and the NPDES Storm MS4 Permit. The property owner will be sited a Notice of Non-Compliance; will have to stop work immediately until plans are accepted; and maybe subject to fines. To receive plan acceptance, conformance with the City of Elk Grove Improvement Standards, Construction Specifications, Standard Drawings, Ordinances, and Conditions of Approval for the project are required. The City of Elk Grove Development Engineering Division shall accept plans prior to commencing construction.

Plan Submittal Requirements:

- 5 full size, hard copy sets of plans shall be provided at 1st review only. PDF's are acceptable for subsequent submittals.

Required Information:

- Existing and Proposed Grade 100 Feet Beyond the Project Site
- Erosion and Sediment Control Measures
- Cubic Yards of Import and Excavation (Total Sum)
- FEMA or Local 100-Year Floodplain
- Environmental Issues (Oak Trees/Tree Plan)
- City of Elk Grove General Notes
- City of Elk Grove Erosion and Sediment Control Notes
- City of Elk Grove Drainage Notes
- National Pollution Discharge Elimination System Notes
- Approval Block
- Utility Conflict Letter for all Utilities

- Payment Verification Form (*1)
- Project Billing Information Form
- Letter of Authorization (if applicable)
- Plan Review Deposit information is available through the City's Fee Schedule. (*2)

(*1) The payment verification form shall be required if this project has other components, such as improvement plans being processed along with a final map.

(*2) All Deposits will be held against actual time and materials billing for the project. You will receive regular billing statements from the City. Should work on your project come in at a total billing amount lower than the original deposit, a refund will be issued. If at any point, your deposit falls below 25% of the original deposit amount, all work will be stopped until 1/2 of the original deposit is replenished back to the project.

The deposit will need to be made at the City of Elk Grove on 8401 Laguna Palms Way, Development Engineering Front Counter. Once paid, a project number will be assigned.

Plan Submittal Information: Please refer to Improvement Standards, Section 3. Public, native oak, heritage and landmark trees shall be indicated on plans. All plans shall be designed in accordance with accepted engineering practices. Studies, reports and cost estimate shall be prepared, stamped, and “wet-signed” with an expiration date by a registered civil engineer and shall be submitted in hard copy format at the time the final mylars are submitted.

Plan Title Sheet: Plans shall be titled as follows:

- ✓ Subdivision Developments by “*Subdivision Name*”
- ✓ Commercial Buildings by “*Project Name and Address*”

Size: Plans shall be submitted on 24” x 36” sheets. Only common engineering scales shall be used.

Where to Find Improvement Standards and Construction Specifications: Standard documents are on the City of Elk Grove website www.elkgrovecity.org.

Submittals to Other Public Agencies: Separate submittal of a set(s) of plans in hard copy format may be

required for their review and approval along with any fees that are required.

For contact information, refer to the handout “Utility Representative Contact List,” also available on the city’s website.

Additional Requirements: Additional project specific information may be required during the review process.

Grading Plan Acceptance: Once the plan checker has determined that the plans are ready for signatures mylars may be made. The title sheet shall be signed by all outside Agencies (if applicable) **prior** to the City signing the plans.

Questions: If you have any questions regarding the process of submitting Improvement Plans to the City of Elk Grove, please contact (916) 627-3436 or visit our website at www.elkgrovecity.org.