

**SUBMITTAL CHECKLIST FOR
 GRADING PLANS**

***By appointment only, please call Chandra @ (805-654-7714)
 Email: cchandrashaker@cityofventura.ca.gov***

DATE: _____ LOCATION: _____
 PROJECT: _____
 APN: _____ AREA: _____ AC
 CUT: _____ C.Y. FILL: _____ C.Y. OVEREXCAVATION: _____ C.Y.

If any of the below items are missing, project submittal will be returned.

(Please provide a digital copy of all items listed below with your submittals)

- 1 copy of all signed project conditions;
- 1 copy of current preliminary title report;
- 1 copy of approved Tentative Map, PD Site Plan and/or CUP site plan;
- 3 sets of grading plans;
- 1 set of all building plans;
- 2 copies of cost estimate for projects in excess of 500 C.Y. in hillside areas or 1,000 C.Y. in other areas or any work, which requires retaining walls. Cost estimate to be as determined by the cost of cut or fill (whichever is greater), and shall include cost of retaining walls, drainage structures, erosion control, and other protective devices;
- 1 copy of soils report (2 copies for hillside projects);
- 2 copies of drainage report;
- 2 copies of MS4 calculations;
- 1 copy of SWPPP (w/NOI) or SWPCP;
- Grading Plan Check Fees: \$ _____
- Storm Water Pollution Control Plan Processing Fee: \$ _____
 (Refer to Land Development Fee Schedule)

First submittal must include the following (as applicable):

- Final map (Follow submittal checklist for final maps);
- DRAFT deeds, drawings, descriptions and calculations for right-of-way dedication;
- Grading plans for rough grading;
- Grading plans for finish grading (plus drainage and paving for access and parking);
- Retaining wall plan, profile & section (also submit to Building & Safety for review & approval);
- Drainage plan & profile drawings and calculations;
- Stormwater treatment (SWPPP w/NOI &WDID or SWPCP) plans and calculations;
- Plans for screening above ground utilities;
- Landscape plans including hardscape, irrigation, planting (public and private when required).
- Street Lighting Plans
- Digital copy of all submittals on CD or Thumb Drive.