

Change of Ownership

TO: Grading Plan Check **DATE:**

FROM: Grading Inspection **BY:**

SUBJECT: Change of Ownership

SITE ADDRESS: _____

TRACT _____ **LOTS** _____

NEW OWNER _____

CURRENT/PREVIOUS OWNER _____

CURRENT/PREVIOUS GRADING PERMIT # _____

CURRENT/PREVIOUS GRADING PERMIT EXPIRATION DATE _____

A new ownership is planned for the above referenced project. The following information must be provided by the new owner at the Development Processing Center, 300 N. Flower, Santa Ana.

- 1) Copy of the current grading permit
- 2) Copy of the previous owner's grading bond
- 3) Set of last approved grading plans from the previous owner
- 4) New grading plans (a minimum of 3 sets) identical to current approved set, except a revision is added changing the ownership on the plans (NOTE: If new owner is revising the plans to delete/add lots or revise grading, a new grading plan check and permit will be required, and the procedure outlined here can not be followed.)
- 5) A new grading bond for the amount of \$_____. This bond can be cash (bank check only) or a surety.
- 6) A grading permit deposit fee of \$_____ plus a **\$15** issuance fee (company check ok).
- 7) OTHER REQUIREMENT _____

If previous owner's permit is already expired, this procedure will establish a new permit that will expire in 2 years. If previous owner's permit has not expired, the new owner's permit can expire on date of previous owner's permit (noted above), as determined by inspector.