



County Administration South

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Administrative Services



OC Development Services



OC Facilities Design & Construction Management



OC Facilities Maintenance & CUF



OC Fleet Services



OC Construction



OC Environmental Resources



OC Operations & Maintenance



OC Infrastructure Programs



OC Survey



This checklist is intended to be used for Grading Permit applications for projects located within the Ranch Plan Planned Community and processed through Land Development under a Reimbursement Agreement (RA). Plans must be submitted via the Land Management System (LMS) at: <https://myoceservices.ocgov.com>.

Land Development – Grading Submittal Checklist

- 1) **Permit Application:** All applications must be submitted for review electronically through the County's myOCeServices portal, accessed at: <https://myoceservices.ocgov.com>. Review periods begin once the application is deemed complete, payment is processed, and the Applicant is notified that the application review has begun.

The application must identify all other approvals and related permits, including concurrent permit applications. The application must also provide a complete scope of work, including primary and accessory structures and outdoor uses. The Application must indicate whether an Encroachment permit will be required; if required, a separate Encroachment permit application must be submitted. The application must designate a Financially Responsible Party (FRP) and an active trust account to which the application will be linked. The FRP listed in the application must match the owner of the trust account.

- 2) **Authorization Forms:**
 - Agent Authorization Letter
 - Concurrent Processing Letter (If applicable)

Grading Submittal Requirements:

- a) Job Description – Clearly describe the entire project proposal and scope of work consistent with submitted plans, including primary and accessory structures and outdoor uses.
 - b) Other Approvals & Applications – List other related approved and concurrent applications.
 - c) Existing Site Conditions and Uses – Including mass grading, precise grading, clearing and grubbing, and prior structures or other previous uses. If site has been previously graded, the application shall state "Proposed grading has been addressed by CEQA document PA_____."
- 1) **Grading Plan:** Provide Grading Plan and Erosion and Sediment Control Plan.
 - a) Copy of mass grading, rough grading or precise grading plans. Plans must be signed and stamped by the responsible engineer.

- 2) **Soils Report Sets**: Provide soils reports. Reports/Addendum may not be over six (6) months old.
- 3) **Water Quality Management Plan**: Provide applicable Water Quality Management Plan (WQMP). For mass grading permits, provide Conceptual Planning Area WQMP or reference Conceptual Planning Area WQMP that covers the mass grading permit. For rough grading permits, provide Rough Grade "A" TTM WQMP. For precise grading permits, provide Project Specific "B" TTM WQMP.
 - a. Best Management Practices (BMP) Exhibit should be included unless exempt (See Section V.B-3. E for plan components) if not with grading plans.
 - b. WQMP Exhibit must be signed and stamped by the responsible Engineer.
- 4) **Hydrology/Hydraulic Report/Calculations Requirement**: Provide the Hydrology/Hydraulic Report/ Calculations.
- 5) **Ranch Plan Compliance Matrix**: Provide compliance with applicable requirements.
- 6) **Plan Check Deposit**: Provide initial deposit required at the time of submittal for plan check. Refer to RA plan check deposit schedule.
- 7) **Acoustical Report** – Provide acoustical report(s) for the site. The acoustical analysis reports shall be prepared by consultants who are on the Orange County list of certified consultants.
- 8) **Grading Bond Estimates** – Provide grading bond estimates to be reviewed and approved with the grading plan submittal.

Note: For units that will be built in reverse, clearly identify them with an "R" and add note to precise grading plans indicating "R" unit will be built in reverse.