



County Administration South
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OCPublicWorks.com



Administrative
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OC Development
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This checklist is intended to be used for **Rough Grading Permit** application 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>

The following basic documents are required to apply for a rough grading permit; additional information may be required by the OC Building Official based on individual project conditions.

Rough Grading Plan Submittal Requirements

- Permit Application** – Provide an electronic copy of completed application via <https://myOCeServices.ocgov.com>
 - Description** – Clearly describe the entire project proposal and scope of work consistent with the submitted plans.
 - Financially Responsible Party (FRP)** – Designate a FRP and an active trust account. FRP shall match the owner of the trust account provided in the application.
 - Other Approvals/Related Permits** – List all other related, previous and concurrent, applications and permits.
 - Existing Site Conditions and Uses** – Including mass grading, rough grading, precise grading, clearing and grubbing, and prior structures and other previous uses. If site has been previously graded, the application shall state “Proposed grading has been addressed by CEQA document PA _____.”
- Notarized Agent Authorization Letter
- Concurrent Processing Letter, if applicable.
- Grading Plan (including Erosion and Sediment Control Plan)** – Plans must be stamped and signed by the licensed Engineer.
- Geotechnical Report** – Reports/Addendum may not be over six (6) months old.
- Water Quality Management Plan (WQMP)** – For rough grading permits, provide Rough Grade “A” TTM WQMP as per the *Guidelines for the Preparation of Water Quality Management Plans for the Ranch Plan Planned Community* document.
 - WQMP Best Management Practices (BMPs) Exhibit, stamped and signed by the registered Engineer, should be included.
 - WQMP BMPs must be incorporated into the stamped grading plan.
 - Regional BMP Tracking Matrix must be included. All projects requiring a Project Specific “B” TTM WQMP shall be listed in the Tracking Matrix. The Tracking Matrix shall include the impervious and pervious area thresholds, water quality volume and hydromodification volumes identified for each project.
- Hydrology and Hydraulic Report
- Ranch Plan Compliance Matrix** – Provide compliance with applicable requirements. See the Memo, “Compliance with MM SC 4.4-3, EIR 589,” in Attachment 1.
- Plan Check Deposit** – Provide initial deposit required at the time of submittal for plan check. Refer to RA plan check deposit schedule.
- Acoustic Report** – The acoustical analysis reports shall be prepared by consultants who are on the Orange County list of certified consultants.
- Bond Estimates** – Provide Engineer’s Quantity Take-off
- Deviation Request Letter** – If applicable, see Attachment 2 for details.



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Notes

All supporting documents that are concurrently being submitted and reviewed are subject to plan check under each separate permit. Comments made on other plans, under different permit(s), may affect these plans and require design modifications/responses.

IMPORTANT: Below are the definitions from 2015 Grading and Excavation Code, the latest edition, to note the differences among three (3) different types of Grading Permits.

The following are important differences between Mass, Rough and Precise Grading Permits:

(1) Mass Grading permit is a preliminary grading permit allowing land disturbance, defined as the movement of earth materials by mechanical means in preparation for the construction of facilities. Mass grading results in a flattened, featureless landscape or a terraced hill with uniform engineered 2:1 slopes, alters the pre-existing hydrograph and impedes soil infiltration. Mass Grading permits can be superseded by either a Rough or Precise Grading Permits. Mass Grading permits shall comply with all Local, State and Federal water quality regulations.

(2) Rough Grading permit is a preliminary grading permit allowing land disturbance, defined as the movement of earth materials by mechanical means complete with long-term erosion and sediment control devices, desilting facilities, slope drainage improvements, etc. Rough Grading results in vertical elevations +/- 1 foot from finished precise grades and can be superseded by Precise Grading permits. Rough Grading permits shall comply with all Local, State and Federal water quality regulations.

(3) Precise Grading permit is a precise grading permit allowing land disturbance, defined as a permit which shows all precise structure locations, finish elevations, final site drainage, all on-site improvements, and installation of long-term erosion control devices. Precise Grading permits shall comply with all Local, State and Federal water quality regulations.

Rough Grading Plan Review Checklist

Project Title: _____

Permit No.: _____ Checked By: _____

Tract/PM No.: _____ Checked Date: _____

ITEM		PLAN CHECK		
		Yes	No	N/A
Rough Grading Specific Conditions				
A	Please note that rough grading results in flattened areas with construction pads in vertical elevations +/- 1 foot from finished precise grades, or terraced hills with uniform engineered slopes and terrace drains.			
B	Rough grading is to prepare the earthwork/grading for streets, drainage facilities, WQMP-related BMPs, and other facilities to follow in future precise grading. No structure or hardscape shall be shown on rough grading plans except retaining walls and grading-related drainage features.			
C	Rough grading and retaining wall permits may be issued at the same time. <ul style="list-style-type: none"> - Rough grading plan demonstrates that the proposed grading could stand alone without the retaining wall. If not, a separate retaining wall permit will be required. - If the height, location, and other details of retaining walls change from the approved rough grading plan, then a revision to the rough grading plan will be required. 			
General				
1	Incomplete plans: please resubmit completed plans.			
2	Provide the following information on the Title Sheet, as applicable: <ul style="list-style-type: none"> - Assigned Project Address - Identify the Tract, Lots, Planning Area and Subarea - List of Reference Permits and Entitlements (Include WQ#) - List of Alternative Development Standards (ADS) used - General Plan and Zoning Designation - Legal Description 			
3	The following notes shall be added on the Title Sheet: "There shall be no trenches nor excavations five (5) ft or more in depth, into which a person is required to descend; or obtain a permit from the State of California, Division of Occupational Safety and Health Administration (Cal/OSHA). This permit and any other safety permit shall be obtained prior to the commencement of any work."			

ITEM		PLAN CHECK		
		Yes	No	N/A
	Contact Cal/OSHA at 714-558-4451 for additional information.			
4	Show site acreage and earthwork quantities on the Title Sheet, as applicable: <ul style="list-style-type: none"> - Site Acreage _____ acres - Disturbed Areas _____ acres - Cut _____ cu. yds. - Fill _____ cu. yds. - Import _____ cu. yds. - Export _____ cu. yds. - Remedial Grading _____ cu. yds. 			
5	Each sheet of all plan sets must be stamped and wet- or digital- signed by the Civil Engineer or Architect of Record for the project.			
6	Show location of all existing and proposed structures, buried tanks, wells, etc.			
7	Submit a bond estimate form prior to approval; an itemized summary of the unit and total cost of all drainage devices, grading, paving, erosion and sediment control devices, plus, a 10% contingency and round up to the nearest whole thousand-dollar amount.			
8	Show on plans, as applicable: <ul style="list-style-type: none"> - North Arrow - Scale - Grading Legend - Vicinity Map - Building Number - Record Tract or Parcel Map Lot Numbers - Tentative Tract or Parcel Map Lot Numbers - Grading Limits and Off-Site Grading Limits (Clearly labeled) - Permit Limits (Clearly labeled) - Property Lines (Clearly labeled with P.L. symbols) and Dimensions - Tract Boundaries with Number - Planning Area and Subarea Boundaries 			
9	A notarized letter of "Permission to Grade Off Site" from adjacent property owner(s) is required for slope encroachment or other off-site grading work. Include off-site legal description and Assessor's Parcel Number. "Permission to Grade Off Site" Form is available on website: https://ocds.ocpublicworks.com/service-areas/oc-development-services/planning-development/applications-and-forms			
10	If applicable, show location of retaining walls on the grading plan, plus top of wall elevations and adjacent finished surface elevations.			

ITEM		PLAN CHECK		
		Yes	No	N/A
	Mechanically Stabilized Earth (MSE) segmental retaining walls can be part of a grading permit, but Concrete Masonry Unit (CMU) retaining walls will require a separate building permit.			
11	Show all cut/fill transitions and daylight lines.			
12	Show existing and proposed elevations using contours and/or spot elevations.			
13	Indicate disposition of excess earth materials. A separate permit may be required. OC Traffic Engineering must approve haul routes over public roadways.			
14	Add the following on plans: <ul style="list-style-type: none"> - Grading Notes - NPDES Notes 			
15	Show typical cross-sections with street width and centerline including rough grade undercut.			
16	Show all easements with dimensions and ownerships (e.g., drainage, access, utilities, maintenance, etc.)			
17	Extend existing contours or spot elevations to reflect off-site areas and identify drainage patterns at a minimum fifteen (15) feet beyond property lines.			
18	Approved erosion and sediment control measures are to be installed and functional throughout the construction period. Justify design with hydrology and hydraulic calculations as required.			
19	Show section on plan how finished grades meet adjoining properties.			
20	Show on the Title Sheet - name, address, telephone number and license number of the following: <ul style="list-style-type: none"> - Owner - Geotechnical/Soil Engineer - Architect - Engineering Geologist - Civil Engineer - Archaeologist - Paleontologist - Surveyor 			
21	Show benchmark and basis of bearing (reference based on Orange County Surveyor vertical datum and recorded map or survey, respectively). Note: Civil engineers authorized to practice land surveying and licensed land surveyors can establish property boundaries and set TBMs, etc.			
22	Submit a Topography Survey map signed and stamped by a licensed land surveyor, or a civil engineer authorized to practice land surveying.			

ITEM		PLAN CHECK		
		Yes	No	N/A
23	Show location of septic tanks and leach lines on the grading plan. A separate plumbing permit must be obtained from Building Permit Section.			
24	Submit a Water Quality Management Plan (WQMP) in compliance with requirements in the <i>Guidelines for the Preparation of Water Quality Management Plans for the Ranch Plan Planned Community</i> document. Document is available on website: https://ocds.ocpublicworks.com/service-areas/oc-development-services/planning-development/land-development/ranch-plan-documents . Submit a Regional BMP Tracking Matrix. All projects requiring a Project Specific "B" TTM WQMP shall be identified in the Regional BMP Tracking Matrix. The Matrix shall include the impervious and pervious area thresholds, water quality volume and hydromodification volumes for each project.			
25	Verify WQMP structural BMPs have been incorporated into grading plan including typical cross-sections, depth, side slope gradient, and or other details/specifications.			
Drainage Improvements				
26	"Agreement for Drainage Encumbrance" is required from adjacent property owner(s) for acceptance of unnatural drainage. Include legal description and Assessor's Parcel Number. Applicant must have this document recorded. "Agreement for Drainage Encumbrance" form is available on website: https://ocds.ocpublicworks.com/service-areas/oc-development-services/planning-development/applications-and-forms			
27	Submit a hydrology and hydraulic report.			
28	Show limits of flood plain.			
29	Show existing off-site terrace and drainage features that could significantly affect the project.			
30	Show typical detail for an earthen berm, four (4) feet wide by one (1) foot high, which is required at the top of all slopes (slopes between 5:1 to 2:1).			
31	Show location and provide complete details for all canyon subdrain systems: <ul style="list-style-type: none"> - As recommended in the approved geotechnical engineering/geology report by _____ dated _____ - Approved Standard Plans 			
32	Minimum acceptable gradients: <ul style="list-style-type: none"> - Earth 1.0% - Asphalt Concrete 1.0% - Concrete 0.5% - Terrace Drains 6.0% Note: Building pads can be flat provided with swale details/alternatives.			

ITEM		PLAN CHECK		
		Yes	No	N/A
33	Show drainage conveyed to a street, natural watercourse, or other approved location.			
34	Drainage over a manufactured slope is not permitted except in approved devices. Sheet-flow over 5:1 or flatter slopes are allowed.			
35	Show details for interceptor drains (brow ditches) at the top of manufactured slopes to intercept surface drainage.			
36	If water quality or flood control basins are proposed, show details of cutoff walls at inlet/outlet locations, desilting basin spillways, inclined riprap pads, etc. Follow County Standard Plans and Specifications for design.			
37	Show plan and detail of velocity reducer (i.e., energy dissipater) where drains discharge onto natural ground. If riprap is to be used, specify class, size, strength, and dimensions of cutoff walls.			
38	Show approved non-erosive devices where concentrated drainage exceeds 4% gradient. Use concrete, gunite, or other approved materials.			
39	Show flow line elevations of all swales and other drainage devices.			
40	If applicable, show retaining wall subdrain connection/discharge points, flow line/invert elevations and pipe material. Subdrain pipe shall be SCH. 40 PVC with four (4) inch minimum diameter.			
Slopes				
41	Show detail of typical slope benching preparatory to fill placement. See OC Grading Manual, Figure 1.			
42	Provide a minimum six (6) feet wide terrace with maximum interval of 30 feet measured vertically. Maximum paved width should be five (5) feet with a minimum depth of 18 inches (i.e., flow line to top of paved section).			
43	Provide a minimum 12 feet wide terrace if slope exceeds 60 feet in height. Lowest terrace should be 12 feet wide when only two terraces are required. When three or more are required, the mid-slope terrace will be 12 feet wide. Show section details on the approved grading plans.			
44	For slopes steeper than 20% (5:1), elimination of terracing will require the Building Official's approval.			
45	Show a down drain for every single run of terrace drain that collects runoff from the slope, watershed area of 13,500 square feet.			
46	Show civil cross-sections of existing and proposed grades with reference to the project Geotechnical Report for details of remedial grading sections.			
47	Show top and toe of all cut and fill slopes.			

ITEM		PLAN CHECK		
		Yes	No	N/A
48	Submit report/calculations for the following, but not limited to wall layout, wall profile, subdrains, geogrid pullout strengths, global stability, etc. for the proposed segmental retaining walls. See APPENDIX H of the OC Grading Manual.			
Geotechnical				
49	Obtain approval of geotechnical and/or engineering geology reports. Reports are to be or will be forwarded for their review.			
50	If applicable, show rock disposal areas on the plans and provide details as recommended by the project Geotechnical Engineer of Record.			

Reviewed By: _____

Printed Name: _____

Date: _____

Company: _____

Attachment 1



To: Bea Bea Jiménez, Division Manager, Land Development
Hadi Tabatabaee, Building Official/Building & Safety Division Manager

From: Robert Zegarra, Contract Planner, Land Development

Date: August 26, 2021

Subject: Compliance with Mitigation Measure SC 4.4-3, EIR 589

This memorandum pertains to compliance with Ranch Plan EIR Mitigation Measure SC 4.4-3 (Ranch Plan Compliance Matrix Item 524). Mitigation Measure SC 4.4-3 provides as follows:

Ranch Plan EIR Mitigation Measure SC 4.4-3 (Compliance Matrix Item 524) – Geology and Soils


“Prior to the recordation of a subdivision map or prior to the issuance of any grading permit, whichever comes first, and if determined necessary by the County of Orange Manager, Subdivision and Grading, the applicant shall record a letter of consent from the affected property owners permitting off-site grading, cross lot drainage, drainage diversions and/or unnatural concentrations. The applicant shall obtain approval of the form of the letter of consent from the Manager, Subdivision and Grading Services before recordation of the letter.”

Specifically, a question has arisen as to how this condition can be satisfied where the owner of the adjacent and affected properties is a single entity. The condition can still be satisfied and the developer’s compliance with the condition can still be documented in such instances.

The following are the three possible means of compliance for Item 524:

1. If the project does not include off-site grading, cross lot drainage, drainage diversions and/or unnatural concentrations, the applicant shall provide a stamped and signed letter from the Project Engineer stating as such. The statement shall be verified by the County review team prior to final clearance.
2. If the project includes off-site grading, cross lot drainage, drainage diversions and/or unnatural concentrations that affect surrounding properties under different ownership, the affected property owners shall provide a letter of consent permitting such conditions. The letter shall be reviewed by the Building Official/Building & Safety Division Manager (formerly referred to as the Manager, Subdivision and Grading Services) before recordation of the letter.
3. If the project includes off-site grading, cross lot drainage, drainage diversions and/or unnatural concentrations that affect surrounding properties owned by the same owner(s), a letter of consent permitting such conditions shall still be required from the owners of the affected property. This is to ensure there are no future disputes should there be a change of ownership of any of the affected properties. The letter shall be reviewed by the Manager, Subdivision and Grading Services before recordation of the letter.

Concurrence:


Bea Bea Jiménez
Division Manager, Land Development
OC Development Services


Hadi Tabatabaee PE, CBO, CGBP, CASp
Building Official/Building & Safety Division Manager
OC Development Services

Attachment 2

Land Development – PCRA PROCESSING SPECIAL REQUESTS

PURPOSE:

To provide staff with guidelines for processing of special requests that an applicant may make relative to the development their property when extraordinary situations/conditions exist.

AUTHORITY:

Section 7-1-810 of the County of Orange Grading and Excavation Code identifies the powers and duties of the Building Official.

DEFINITION:

The County of Orange Grading and Excavation Code contains provisions which allow the Building Official to approve special requests for unusual grading/construction cases where extraordinary situations exist.

AREAS WHERE SPECIAL REQUESTS ARE APPLICABLE:

The following is a list of areas where application for special requests may be made under extraordinary situations as identified in the County of Orange Grading and Excavation Code and Grading Manual. When processing a special request, please refer to the applicable Sections of the Code and Manual.

	Code	Manual
Cuts	Sec. 7-1-830	Sec. 8.1
Fills	Sec. 7-1-831	Sec. 9.1 to 9.6
Setbacks	Sec. 7-1-832	Sec. 10.1 to 10.3
Drainage and Terracing	Sec. 7-1-833	Sec. 11.1 to 11.7

Use applicable sections of the current California Building Code (CBC) where they are more conservative than County Code.

PROCEDURE:

The applicant submits a letter, addressed to the Building Official, to the PCRA Project Manager to petition for the approval of a special request for the development of property relative to the above identified Section of the Code and Manual and/or the CBC. The letter must contain the following information:

1. The nature of the request must be clearly described in the letter. It must also contain the special circumstances and/or conditions that exist which warrant the request.
2. The actual limits/extent of the areas involved in the request must be designated on a plan drawn to an appropriate scale (actual grading plan should be utilized whenever possible). Cross-sections must be included where applicable to demonstrate the relationship between the request, the proposed development, and site conditions as well as any impact upon adjacent property/structures.

3. Appropriate documentation must be provided to show that the property owner has reviewed and is in agreement with the special request.
4. The geotechnical consultant of record must review and comment upon the geotechnical aspects of the special request. He must provide data and migration measurements to support/justify those portions of the request that are within his purview. The inclusion of a statement of his opinion alone will not be sufficient. If the special request has no impact upon the geotechnical aspect of the subject site and/or adjacent property, the consultant of record must so state. Geotechnical Engineer and Geologist must recommend the approval of waiver.
5. The initial submittal of the special request package must be addressed to the Building Official, but submitted to the assigned PCRA project manager.
6. The grading and geotechnical consultants assigned to the project will review the special request package. Depending upon the nature of the request, comments may be solicited from the Grading Plan Check Section, Grading Inspection Section, Geotechnical and/or other agencies within the County that may have jurisdiction over the area or adjacent areas impacted by the special request.
7. The special request package along with any additional data required by the initial review, and comments made by the individual reviewers, will be submitted to the Building Official for this evaluation.
8. The applicant will be notified by the Building Official of the acceptance or rejection of the special request.