

REVIEW PROCESS

PRE-APPLICATION: The applicant may apply for a Pre-Application meeting to meet with staff from each department, known as the Development Advisory Board (DAB), to become familiar with applicable General Plan, zoning, utility, traffic, environmental, and engineering requirements pertaining to the project. The DAB may also identify additional entitlements required for the project.

APPLICATION SUBMITTAL: Once the applicant submits a Grading Plan Modification application and development plans to the Planning Division, and if no Pre-Application meeting was held, staff holds a DAB meeting to review the application for completeness. If complete, staff conducts environmental review in compliance with the California Environmental Quality Act, and schedules review by the Planning Commission, City Council, and other boards and commissions as deemed necessary.

PLANNING COMMISSION: The Planning Commission conducts a public hearing and approves, conditionally approves, or denies the project based upon the Planning staff analysis and recommendation and public testimony received on the project.

BUILDING PERMIT PROCESS

Once the project has received approval from the Planning Commission, the applicant will need to obtain Building Permits prior to construction.

ZONING CONFIRMATION: Construction documents pertaining to the Grading Plan Modification must be re-submitted to the Planning Division with a Zoning Confirmation Plan check Application and plan check fee for review. Staff will review the plans for consistency with the Planning Commission's approved plans.

BUILDING PERMIT: Once the applicant receives Zoning Confirmation approval, they must submit to the Building Division for a Building and Grading Permit. The Building Division routes plans to associated organizations and departments as necessary for the development. In order to provide appropriate review, the applicant must submit a Building Permit Application, all necessary review fees, up to four sets of plans, up to three sets of structural calculations and geotechnical reports, and a cost estimate to the Building Division. The Building and Grading Permit's first review may take up to 21 days, and up to five working days for each resubmittal after corrections.

ANY QUESTIONS? Please contact the Planning Division at (949) 443-6331.



Your Guide to Understanding
the
**GRADING PLAN
MODIFICATION
APPLICATION
PROCESS**

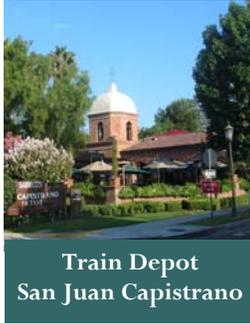


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GRADING PLAN MODIFICATION PROCESS

The City's Grading Plan Modification process has been established by Section 9-2.323(f) of the Land Use Code. The process assures that grading plan changes conform to the original Planning Commission-approved or City Council-approved grading concept for a project or parcel.



Section 9-2.323 allows the Planning Director to administratively approve grading modifications to previously-approved grading plans and/or previously graded lots if the proposed modification is no greater than 2'-0". However, in cases where proposed grading plan modifications would alter natural or finished grades for a project or parcel by more than 2'-0", such modifications require review and a public hearing by the Planning Commission.

The proposed grading modification will be evaluated with respect to retaining wall height and appearance, slope height and appearance, re-vegetation and landscaping plans. Processing times vary from three to eight months depending upon the project's complexity.

SUBMISSION REQUIREMENTS

- Application for Development Approval.
- Developer Deposit per adopted City Council resolution.
- Preliminary drainage and hydrology studies.
- Preliminary title report for the property prepared within 30 days of your application submittal.
- List of property owners required to be notified of development proposal (see Notification Requirements).
- Letter of Intent describing proposed grading and intent of grading.
- A Tree Survey of existing mature trees proposed for removal or otherwise affected by the proposed grading, prepared by an arborist or landscape architect indicating the type of tree, location, condition, diameter, height, and disposition.
- Other technical studies such as soils and geotechnical reports. Such reports are subject to peer review by a geotechnical engineer selected by the City with the cost of peer review being the applicant's responsibility.
- Three 24" x 36" and ten 11" x 17" copies of preliminary grading plans and sections drawn to scale and folded to 9" x 12".
- Conceptual Water Quality Management Plan (if classified as "priority project").
- One set of photographic reductions .

Plans shall include the following:

- Existing and proposed topography, limits of grading, cut/fill quantities (cubic yards), finished slope grades, and retaining wall elevations with full dimensions.
- Representative cross-sections of proposed grading plan modifications and proposed retaining walls. Where grading modification would create or alter a building pad, cross sections of any proposed structures.
- Preliminary landscape plan for graded areas of the project showing type, number, location, container size of plant species, and existing specimen trees/plants to be preserved or relocated.

NOTIFICATION REQUIREMENTS

- A diskcopy of an Excel spreadsheet of the property owner's mailing list for all real properties within the required feet of the project including the assessor parcel number, name, and mailing address. A copy of the relevant assessor parcel map(s) delineating the limits of the required public notice area.
 - A signed affidavit by the person responsible for preparing the list attesting to its accuracy and its compliance with Title 9.
 - A signed affidavit of on-site posting, if required.
- ★ See Notification Preparation Packet for project specific noticing requirements.