



GRADING  
PLANS CHECKLIST

APPLICANT: \_\_\_\_\_ PLANNING NO. \_\_\_\_\_

PROJECT: \_\_\_\_\_ FILE NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHECKED BY: \_\_\_\_\_ ( ) 1<sup>st</sup> Check ( ) 2<sup>nd</sup> Check ( ) 3<sup>rd</sup> Check

PRIOR TO CHECKING:

1. Review all conditions of approval.
2. Obtain street improvement plans, if required.
3. Field review site.

**GENERAL:**

1. All grading plans shall be prepared in ink on 24" x 36" sheet, with City standard title block.
2. Slope created along lot lines shall only be allowed to be constructed on a lower lot. If lower lot not within project limits, a letter of permission shall be obtained from property owner affected, which grants approval for slope or a retaining wall shall be constructed.

PLEASE MAKE THE FOLLOWING X MARKED CORRECTIONS

I. GENERAL REQUIREMENTS:

- 1. For submittal see Plan Check Submittal Requirements.
- 2. Obtain:  Regional Board,  Caltrans, or  Other Agency: \_\_\_\_\_ approval before a grading permit will be issued.
- 3. Within a designated flood zone? A Zone \_\_\_\_\_, B Zone \_\_\_\_\_, X Zone, Floodway \_\_\_\_\_
- 4. Submit Geotechnical Report
- 5. Submit Final Map or Parcel Map

II. TITLE BLOCKS:

- 1. Provide a legal description of property, include Tract No., or Parcel Map No., and Lot No.
- 2. Include name, address, and phone number of:  
 owner,  engineer,  soils engineer,  geologist
- 3. Provide a R.C.E. and Soil Engineer wet signatures on all plans, calculations, etc.
- 4. Include scale and north arrow
- 5. Benchmark, use City of Benicia benchmark. Give benchmark name, elevation, location, and adjustment date.



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6. Provide source of topography.

III. GRADING NOTES:

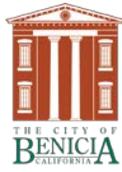
1. Add circled notes on General Grading Plan Notes to plan.  
 2. Add pavement notes (if any).  
 3. Check additional general or construction notes.  
 4. Provide quantity estimates.  
 5. State what will be done with excess dirt.

IV. SURVEY INFORMATION:

1. Provide a vicinity map on plan.  
 2. Include a north arrow and graphic scale.  
 3. Show distance and bearing or curve data on each property line.  
 4. Monumentation notes, if any.  
 5. Provide \_\_\_ copies of street plans.  
 6. Provide the following street information:  survey data,  street names on all streets,  Street and right-of-way dimensions,  direction of flow and grade of street,  TC/FL elevations,  driveway entries and widths  
 7. Show existing and proposed contour lines.  
 8. Include parcel or lot number and street address, if known.

V. GRADING PLAN:

1. Delineate pad dimensions.  
 2. Show building footprint.  
 3. Indicate elevations of pad and finished floor.  
 4. Show typical lot drainage with arrows slopes (grade) and adequate spot elevations.  
 5. Show daylight lines of all cuts/fills.  
 6. Show location of berms, swales, ridges, brow ditches, down drains and other drainage facilities on plans.  
 7. Show location and details of public improvements (curb, gutter, sidewalk, street light, fire hydrants, driveway approaches....) on plans.  
 8. Show finish floor elevations of existing buildings to remain and finish floor elevations of buildings on adjacent property within 40' of project property lines.  
 9. Show accurate contours and/or elevations of existing and finish grade within 40' of project property line.  
 10. Show location of all existing trees with 6" or larger caliper, measured 6" above rootball and show as to be saved or removed. (removal requires permit)



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VI. DETAILS:

- 1. Show details of all surface and subsurface drainage facilities, walls, and other drainage/protective devices on plan.
- 2. Show details of berms, swales, etc. on plan.
- 3. Show details of benching and keying (per soils report).
- 4. Show details of pavement structural section for on-site areas (if any).
- 5. Show cross section details to clarify existing and/or proposed improvements and cross sections at critical points along property line.

VII. SLOPES/ SETBACKS:

- 1. Observe creek, slope and building setbacks per City Code and standards.
- 2. Show detail of footing and slope face relation.
- 3. Show tops and toes of all cut/ fill slopes to scale.
- 4. Show details of typical slope and driveway slopes.
- 5. Obtain notarized, written permission for the off-site grading show on the plan.
- 6. Submit slope stability calculations.

VIII. DRAINAGE:

- 1. Provide concrete or gunite drainage devices to carry concentrated water.
- 2. Provide velocity reducers at drain outlet.
- 3. Design so as not to run drainage over the top edge of any slope or onto adjacent properties.
- 4. Provide terrace drains, interceptor drain and subsurface drain down drains for cut and fill slopes.
- 5. Design to carry water to the nearest street, storm drain or natural watercourse while addressing overland drainage release routes.
- 6. Provide a recorded drainage easement.
- 7. Add the following general note that: "No obstruction of flood plains or natural water course by landfills or buildings shall be permitted."
- 8. On-site drainage over A.C. pavement shall be minimum grade of 1%. And drainage over concrete shall be no less than 0.6%.
- 9. Provide drainage calculations.

IX. RETAINING WALLS:

- 1. Show natural grade/proposed grade elevations on both sides of wall.
- 2. Show top of wall and top of footing elevations.
- 3. Indicate all elevation changes on the wall.
- 4. Provide a typical design and engineering calculations for proposed wall.
- 5. If retaining walls are required:



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- a. Submit \_\_\_\_ copies of typical design and supporting engineering calculations.
- b. Obtain a separate permit for the retaining walls/stem walls.

X. EROSION CONTROL/ LANDSCAPING:

- 1. Submit erosion control/ landscape plans prepared by a registered civil engineer / Qualified SWPPP Developer and a registered Landscape Architect, respectively.
- 2. Submit temporary erosion and sediment control plans with details.
- 3. Submit \_\_\_\_ copies of Storm Water Control Plan (C3) per City requirements (if applicable).
- 4. Submit SWPPP and NOI, if applicable.

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Graham Wadsworth, City Engineer/Public Works Director

Date: \_\_\_\_\_