



**PUBLIC WORKS  
ENGINEERING DEPARTMENT**  
*P. O. Box 1609 Mammoth Lakes, CA 93546*  
**TELEPHONE (760) 965-3650, Fax (760) 934-7493**

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**GRADING PERMIT APPLICATION**

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

Permit No: \_\_\_\_\_  
(For Official use only)

Please complete the items listed below. The application, plan-checking fees must be paid in full at the time application is made.

Assessor's Parcel Number \_\_\_\_\_

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Project Address:

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Owner/Developer:

Contact Phone No.

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Owner/Developer Address:

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Contractor

Contractor Contact Name

Contractor Phone

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Contractor Address

Contractor City/ ST / Zip

Contractor Fax

1. Briefly describe the work to be covered by this permit:

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2. Describe the site on which the proposed work is to be performed. (Indicate by subdivision lot number or street address, or other description.)

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3. Estimated Quantity of Grading (in cubic yards) \_\_\_\_\_ CUBIC YARD  
(include calculations)

4. Estimated Cost of Grading: \$ \_\_\_\_\_

5. Describe the purpose for the proposed grading work.

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6. Application Fee: (**SEE ENGINEERING FEE SCHEDULE**)

Application Submitted By: (Print Name)

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Signature \_\_\_\_\_ Date \_\_\_\_\_



**GRADING PLAN SUBMITTAL REQUIREMENTS**

Grading plans shall be used to depict earthwork and improvements on private property. Any associated grading plans, easements and maps must be submitted concurrently for plan checking.

In order for your application to be reviewed, the following items are required with this submittal. Please check the appropriate box if submitted at this time:

<b>YES</b>	<b>NO</b>	<b>SUBMITTAL ITEM</b>
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application
<input type="checkbox"/>	<input type="checkbox"/>	(3) Three complete sets of Grading Plan (one wet stamped and signed), on 24" x 36" D size sheets.
<input type="checkbox"/>	<input type="checkbox"/>	Transmittal Letter from the Engineer or Owner, listing all items being submitted.
<input type="checkbox"/>	<input type="checkbox"/>	Plan check fee deposit.
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies of bound Soils and Geology Report based upon the plan being submitted (one set wet stamped and signed).
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all calculations that apply (Earthwork at a minimum).
<input type="checkbox"/>	<input type="checkbox"/>	(2) Two copies of bound Hydrology calculations showing estimated run-off and hydraulic calculations for the drainage improvements being constructed (one set wet stamped and signed).
<input type="checkbox"/>	<input type="checkbox"/>	(1) Copy of SWPPP (3-ring bound) with attached and flagged NOI and WDID for sites over 1 acre, or SWMP for sites disturbing less than 1 acre. (Area of disturbance = _____).
<input type="checkbox"/>	<input type="checkbox"/>	Project conditions of approval. <input type="checkbox"/> final <input type="checkbox"/> draft (need signed letter from applicant acknowledging changes may occur as a result of the conditions).
<input type="checkbox"/>	<input type="checkbox"/>	(1) Copy of Engineers Cost Estimate for bonding purposes, including detailed cost for erosion control, grading and paving, and drainage structures signed & stamped. (Grading bond estimate = 140% of engineers construction estimate).
<input type="checkbox"/>	<input type="checkbox"/>	Other:

When a grading plan is a part of an approved tentative map the following shall be submitted with the grading plan:

<b>YES</b>	<b>NO</b>	<b>SUBMITTAL ITEM</b>
<input type="checkbox"/>	<input type="checkbox"/>	Approved tentative map/plot plan.

NOTE: All applicable provisions of Chapter 33 of the Uniform Building Code (UBC), latest edition shall be met prior to submitting the plans for review.

**All items included in this submittal?**                      **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**BY:** \_\_\_\_\_ **Date** \_\_\_\_\_

**THE TOWN OF MAMMOTH LAKES  
PUBLIC WORKS DEPARTMENT**

**GRADING PLAN REQUIREMENTS**

**The following information shall be included on all grading plans submitted for plan check prior to plan approval.**

**A. VICINITY MAP**

1. SHOW location of site in relationship to the surrounding areas. Example: highways, towns, county and state boundaries.

**B. SITE PLAN**

1. SHOW property boundaries, dimensions of the area, watercourses, water bodies, drainage courses, roads, structures, and other significant geographic features.
2. SHOW the proposed division of land, if any.
3. SHOW all topographic features including buildings, roads, utilities and other improvements within the area. Roads shall include the full right-of-way topography.
4. SHOW adjacent improvements that may be affected by the proposed work.
5. SHOW the North Arrow.

**C. ENGINEERED GRADING PLAN**

1. SHOW details of conditions existing before and after work of terrain, existing drainage channels and facilities, and erosion control.
2. SHOW significant features and structures outside of property boundaries that may be affected.
3. SHOW any structures and contours within 25' (feet) of boundary.
4. SHOW existing and finish grade contours, dimensions and elevations within the boundaries on completion of work as intended to be built or "As Built".
5. SHOW proposed drainage channels and facilities including hydrological and physical design calculations. (Table of values, i.e. station, invert elevation, depth of flow, HGL elevation)
6. SHOW planned elevations, grades and slopes of excavations and embankments.
7. SHOW location of observed springs, swampy areas, areas subject to flooding, landslides, surface faults, mud flows and avalanche runout areas where appropriate.

8. SHOW typical cross sections of the site showing proposed ground surfaces with grades, slopes and elevations noted.
9. SHOW locations, circumference, species and approximate base location of all trees within the boundaries.
10. SHOW all trees that may be affected including the root systems, that are adjacent to the proposed limit of grading whether inside or outside of the boundaries.
11. SHOW the 100 year "Flood Plain" boundary.
12. SHOW areas known or suspected to be subject to flooding or drainage hazard.
13. SHOW the plan profile on top and the plan on the bottom of the sheet.
14. SHOW plan revisions indicated by triangle with cloud around revision.

#### **D. SOILS REPORT**

1. Description of earth and rock materials, bedding or other geological features.
2. Information on the soil classification, depth, water table and other pertinent information as revealed by test borings.
3. Slide conditions existing or anticipated.
4. Suitability of material for the use.
5. Data on expansive or unsuitable soils.
6. Recommendations for construction procedures to obtain required stability and relative compaction.
7. Foundation soil bearing values.
8. Suitability for drywell/percolation basin and whether or not elevated water table will affect the drywell.

#### **E. OTHER**

1. Any other pertinent data that is necessary to evaluate the grading design and construction.

#### **F. PLANS AND SPECIFICATIONS FOR THE CONTROL OF CONSTRUCTION METHODS AND MATERIALS IN THE WORK INCLUDING:**

1. Provisions for control of grading operations, including the Firm responsible for staking the project.

2. Safety methods to be followed, including traffic control where necessary.
3. Control of dust.
4. Initial erosion and sediment control plan, with list of BMPS to be implemented and located of deployment. Show location of BMP stockpile.
5. The location, design and specifications for the final erosion and sediment control plan, including method of maintaining facilities.
6. An Engineer's Estimate of the quantities and cost of the work.
7. A time schedule for doing the work, including, but not limited to:
  - (A) The proposed grading schedule.
  - (B) Proposed conditions of the site on October 15th of each year that the Grading Permit is in effect.
  
  - (C) The proposed schedule for:
    - a. Installation of interim erosion and sediment control measures, devices and plantings.
    - b. Construction of improvements.
    - c. Installation of final erosion and sediment control measures and devices.
    - d. Proposed date of final completion.
8. Proposed hours and days of equipment operation.
9. Tree and vegetation protection and revegetation plans including specifications covering the methods to be used in saving, clearing, storing and disposing of trees and vegetation.
10. Drainage design including drainage areas, method of calculation, design flows and other related drainage design features and information.
11. Other related matters.

## **G. EROSION AND SEDIMENTATION CONTROL**

1. The faces of cut and fill slopes must be permanently protected against damage by erosion and the methods used must offer effective erosion control prior to the beginning of each winter season.
2. The faces of all cut and fill slopes steeper than 3 to 1 shall be protected with temporary soil stabilization measures such as jute matting or an equivalent mulch

- until planting is established. Hydro- mulch alone is not considered as meeting the requirement.
3. The top of all excavation slopes shall have slope rounding for three to five feet on each side of the catch point. The Director will approve the distance. The Director may waive rounding.
  4. Slopes shall be planted with perennial grasses or other ground cover as approved by the Director. Other plants recommended by a State licensed landscape architect may be used subject to the approval of the Director.
  5. In addition to other vegetative cover, slopes higher than 15 feet shall be planted with shrubs spaced ten feet maximum on centers or trees spaced twenty feet maximum on centers or a combination thereof. Shrubs and trees may be placed on random centers to achieve a more natural look.
  6. The planting or seeding of vegetative cover, including shrubs and trees, must be effective in preventing erosion and sedimentation. If the vegetation does not grow and offer the proper protection, it shall be replanted or reseeded.
  7. The maintenance of vegetative protection shall be the responsibility of the Owner of the land and shall be guaranteed until the vegetation is established as determined by the Director.
  8. Sediment control facilities must be constructed and in working order prior to the beginning of the winter season and must prevent sediment from being transported from the site.
  9. In the spring, during snow melt runoff conditions, and at other times as necessary, the Permittee shall inspect all erosion and sediment control devices on a weekly basis or more often if needed and repair any damage or revise.



## GRADING AND DRAINAGE

### CHECK LIST

1. \_\_\_\_\_ Application.
2. \_\_\_\_\_ Vicinity Map.
3. \_\_\_\_\_ Site Plan.
4. \_\_\_\_\_ Engineered Plans.
5. \_\_\_\_\_ Consent to Enter Adjacent Property.
6. \_\_\_\_\_ Plans and Specifications for the Control of Construction

### Methods and Materials.

7. \_\_\_\_\_ Plans, Design and Details of Retaining Walls, Cribbing, Slope Protection Facilities and Planting.
8. \_\_\_\_\_ Method for the Removal of Surplus Material.
9. \_\_\_\_\_ Waste Discharge Report
10. \_\_\_\_\_ Soils Report.
11. \_\_\_\_\_ Runoff Calculations and Design.
12. \_\_\_\_\_ Erosion and Sedimentation Control.
13. \_\_\_\_\_ Grading Permit Fee - See Master Fee Schedule.
14. \_\_\_\_\_ Security = 100% of the Estimated Cost of Work + 20% contingency.
15. \_\_\_\_\_ Cost Estimate.
16. \_\_\_\_\_ Maintenance Security - 10% of Security of No. 14 above.
17. \_\_\_\_\_ Notice of Default.
18. \_\_\_\_\_ Right of Entry.
19. \_\_\_\_\_ Inspection - All Underground Work Prior to covering.
20. \_\_\_\_\_ Engineers Monthly Progress Report.
21. \_\_\_\_\_ Approval of Grading Permit.
22. \_\_\_\_\_ Certificate of Insurance.
23. \_\_\_\_\_ Grading Permit Issuance.
24. \_\_\_\_\_ On Site - Job Plans and Permit Posting.
25. \_\_\_\_\_ Changes
26. \_\_\_\_\_ Amend Permit.
27. \_\_\_\_\_ Time Extension.
28. \_\_\_\_\_ Consent of Surety - Time Extension
29. \_\_\_\_\_ Transfer of Permit.
30. \_\_\_\_\_ Suspension, Revocation, Default, of Permit
31. \_\_\_\_\_ Notice to Stop Work.
32. \_\_\_\_\_ Soils Engineer - To Perform Continuous inspection.
33. \_\_\_\_\_ Soils Engineer - Inspection Report.
34. \_\_\_\_\_ Encroachment Permit.
35. \_\_\_\_\_ Use of Explosives.
36. \_\_\_\_\_ Certificate of Completion.
37. \_\_\_\_\_ Set of "As Built" Plans.
38. \_\_\_\_\_ Appeal.
39. \_\_\_\_\_ Violation.