

# COUNTY OF SACRAMENTO

## *Site Improvement & Permits Section*

### *ELECTRONIC GRADING PLAN SUBMITTAL CHECKLIST*

The following items shall be provided at the time of grading plan submittal:

- PDF file of Project Information Form
- Signed Statement of Applicants Responsibility
- A check for \$1,400 payable to “Sacramento County” to open billing account
- PDF copy of Grading plans (22” x 34” or 24” x 36” sheets)
- PDF copy of on-site drainage shed map to scale with calculations
- PDF copy of off-site drainage shed map encompassing site to scale with calculations
- PDF copy of Mitigation Monitoring & Reporting Program (MMRP) fee payment (Contact Eric Stackhouse at 874-8117)
- PDF copy of Final Conditions of Approval (if applicable)
- PDF copy of retaining wall calculations with soils report, if retaining wall is greater than 2 feet high or any walls greater than six feet is proposed

Note: It is the responsibility of the applicant to know if their project has an MMRP.

Revised 10/23/15

# PROJECT INFORMATION

## COUNTY OF SACRAMENTO

PROJECT NAME:

PROJECT ADDRESS:

PARCEL NO:

DESCRIPTION OF PROJECT:

### ENGINEER / CONSULTANT INFO

COMPANY NAME:

CONTACT PERSON:

ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE NO:

FAX NO:

EMAIL:

### DEVELOPER / OWNER INFO

COMPANY NAME:

CONTACT PERSON:

ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE NO:

FAX NO:

EMAIL:

### FOR COUNTY USE ONLY:

CUSTOMER IDENTIFICATION NO:

ORDER NO:

SUB ORDER NO:

BOND TYPE:

BOND AMOUNT:

BOND RELEASE 90%:

BOND RELEASE 10%:

FEE DISTRIBUTION:

SIPS:

PLANNING:

ENVIRONMENTAL:

# STATEMENT OF APPLICANTS RESPONSIBILITY

## Grading Plan

Dear Applicant:

Please read the following statement outlining your responsibilities regarding the checking and approval of your Grading Plan. A Civil Engineer is required to prepare these plans and certify his work with his seal and signature.

California Government Code Section 66451.2 authorizes cities & counties to charge a fee for the actual cost of review. Sacramento County has implemented this fee in Section 22.20.016 of Sacramento County Code. In submitting your plan for review and signing this form, you are agreeing to take responsibility for the costs generated by the County related to plan review, material testing, and construction inspections. An initial deposit \$1,400.00 is to accompany this plan submittal. Upon receipt, a unique account will be established in your name. You will receive a statement on a monthly basis, and all charges must be paid in full prior to the County Engineer's approval of your plans. If you are the owner of the affected land please sign on the line below. If you are an authorized agent of the owner please sign below and present a copy of your power of attorney for this project. Failure to keep your account current may result in delays of plan approval and issuance of building permits.

I hereby confirm that I understand my financial responsibility for this plan. If I sell or option this property, I will disclose the terms of this statement, and if I fail to do so, I will be jointly responsible.

(Please Print)

Assessor's Parcel No.: \_\_\_\_\_

Property Address/Project Name: \_\_\_\_\_

Planning Control No. (if applicable): \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signed & Date: \_\_\_\_\_