Planner's Name:

SUBMITTAL CHECKLIST

Grading Permit

Location:

Project Name:

Date Received: ____________________

Receipt #: ____________________

File #: ____________________

ITEMS DESCRIPTION & SSID REFERENCE	City Community Development ●	City Development Engineer ●	Building Department O	Water District O	Sewer District O	Code Enforcement O	Total required
Application Fee(s)	1						
● Development Application Form* II-1	1	1	1	1	1	1	
● Submittal Checklist* III-1, #5	1						
● Review Agency Comment Sheet* III-1, #6	1	1	1	1	1	1	
● Location Map V-12	1	1	1	1	1	1	
● General Project Report VI-4	1	1	1	1	1	1	
● Grading Plan V-5	1	1	1	1	1	1	
● Legal Description IV-4, #15	1		1				
● Stormwater Management Plan/Permit* (if over 1 acre) V-26, VI-10	1	1	1			1	
● Planning Clearance* IV-4, #18	1						
O Final Geotechnical Report VI-3	1	1					
O Materials Testing Plan	1	1					
● Ownership Statement* IV-3, #14	1	1					
O Improvement Survey V-33	1	1					

SAMPLE

Notes: * An asterisk in the item description column indicates that a form is supplied by the City and available on the City website.

By federal regulation, it is the responsibility of mortgage lenders to make determinations as to whether or not a given property is located in an identified 100-year floodplain and, consequently, whether or not flood insurance should be required.