



CITY OF VISTA

Minor Grading Plan Submittal Requirements

Grading plans shall be used to depict earthwork and improvements on private property. Any associated easements and maps must be submitted concurrently for plan checking. **Submittal appointment with Land Development Division is required. Incomplete submittal will not be accepted. Please contact Land development staff to schedule an appointment.**

JOB ADDRESS, APN: _____

ENGINEER OF WORK (Name, Address, Phone, Email):

OWNER (Name, Address, Phone, Email):

PROVIDE COMPLETE DIGITAL SUBMITTAL of the following through file sharing link or USB drive, plus **HARD COPIES** as noted.

- (Digital + 1 copy) **Transmittal Letter** from Engineer of Work listing all items been submitted
- (Digital + 5 full-size folded sets) **Grading and Erosion Control plans** with below required format:
 - o On 24" x 36" D size sheets, City title block, notes and PC, GP or DWG No. & plot date. Available on City website.
 - o Engineer's signature stamp & statements, min 0.1" text, max 20-scale, sheets numbered consecutively
 - o Job Data: "(Rough or Precise) Grading, Drainage, and Erosion Control Plans for _____", Address
 - o Site Data: APN's and legal description.
 - o Date and time stamped at bottom of all plan sheets
- (Digital + 1 copy) **Project Determination Checklist**
- (Digital + 1 copy) **Hydrology and Hydrologic** Report (if applicable)
- (Digital + 1 copy) **Storm Water Quality Management Plan** (SWQMP, Standard or Priority Development Project) per City of Vista Template including Project Determination Checklist. Modeling input output files (SWMM or SDHM) should be provided. NOI and WDID No. required for sites over one disturbed acre. (if applicable)
- (Digital + 1 copy) **Soils Report** and any update letters less than 2 year old. Infiltration testing is required for SWQMP Priority Development Projects that include infiltration basin.
- (Digital + 1 copy) Signed & stamped engineer's **Cost Estimate** including detailed cost for erosion control, grading, paving, and drainage structures, per the current San Diego County unit price list.
- (Digital only) Vested **Deed** for bond preparation
- (Digital only) Current **Title Report** less than 3 months old in **pdf with working hyperlinks** and Lot Book report
- (Digital only) Copy of any applicable studies or reports (mitigation etc.), if applicable
- (Digital only) **Project Information Form** and **Construction Inspection Form** for stormwater. Available on City Website.
- Fees - Plan check fees due upon the acceptance of 1st submittal.** Please contact city staff for initial fee invoice and acceptable payment methods before initial submittal.
- Other: