



## Requirements for Grading Plan Check

**City of Diamond Bar**  
Public Works I Engineering Department

21810 Copley Drive, Diamond Bar California 91765

### **The following items constitute a submittal for grading plan check:**

1. Transmittal letter from the Engineering or Owner indicating a submittal of grading plan check.
2. Four (4) copies of grading/drainage/erosion control plans.
3. Four (4) copies of a complete Soils and Geology Report.
4. Earthwork calculations to support the quantities shown on the plan.
5. Payment of plan check fees as determined by the City.
6. Hydrology/Hydraulic Report if applicable.
7. LID Report if applicable.

### **Grading Plans shall include the following:**

- A. City of Diamond Bar's grading general notes.
- B. Title block in the lower right hand corner showing Lot #, Tract #, site address, owner's name, address and phone number.
- C. Vicinity Map indicating site location.
- D. Existing land use and zoning.
- E. Details of all drainage devices.
- F. Civil Engineer's name, address, phone number, signature and stamp.
- G. Geotechnical Engineer's name, address, phone number, signature and stamp.
- H. Engineering Geologist's name, address, phone number, signature, and stamp.
- I. Estimated earthwork quantities including the amount of export or import (in cubic yards).
- J. Legend.
- K. Location and depth of maximum cut and fill.
- L. Location of Septic Tanks if applicable.
- M. Estimated start date and completion date of grading work.
- N. Boundary lines, with distances and bearings, of the property on which the work is proposed.
- O. Existing contour lines shown dashed and reference made as to the source of topo.
- P. Existing structures and topography on or within 15 feet of the boundary line.

- Q. Tops of toes of proposed slopes. TC elevations on proposed streets. Grades on streets/driveways slope ratios.
- R. Clearly indicate runoff pattern on building pads with arrows.
- S. Rate of grade on graded swales. Rate of grade on concrete swales. Maximum grade on streets is 12% and driveways is 20%.
- T. North arrow and scale.
- U. Seal of registered Civil Engineer, including expiration date on the at least one set of bond plans and all final mylar plans. (Seal is to be sprayed with affixitive to prevent smearing).
- V. Wet signatures of soils engineer, engineering geologist, and civil engineer on at least one set of bond plans and all final mylar plans.
- W. Export site identified if applicable.
- X. Signature approval block for City Engineer and City review consultant.
- Y. Existing utilities in project area.
- Z. An erosion control plan is required.

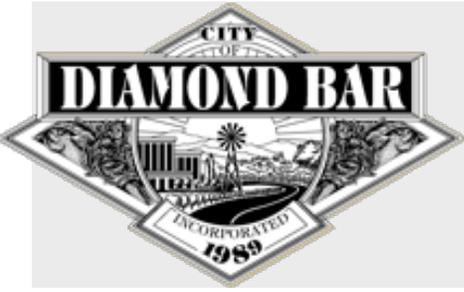
This list has been compiled in order to outline the most common type of residential submittal. All requirements for specific projects may not be included.

It is the owner's responsibility to verify conditions of approval.

All plans must be submitted on 24" x 36" sheets.

For additional information regarding the grading plan check process with the Public Works/ Engineering Department, please contact 909-839-7040.

Rev. 10/14



# GRADING PERMIT APPLICATION

CITY OF DIAMOND BAR  
Public Works | Engineering Department

21810 Copley Drive, Diamond Bar California 91765

The undersigned hereby makes application for Grading on private property at the location described below with the understanding all work is subject to the provisions of City Municipal Code, the plans and General and Special Provisions approved by the City Engineer. I am aware that in the interest of public safety, special regulations apply in hillside areas and that geological or engineering reports, or both, may be required before a permit is issued.

If excavated materials are to be obtained from or are to be disposed of on a separate, non-contiguous site, located within the City of Diamond Bar, a grading permit shall be required for that site also.

Permittee shall indemnify and hold harmless City (including its officers, employees and agents) from and against all claims, causes of action, liabilities, losses and damages for injuries to persons and property, including reasonable costs of defense and attorney and expert fees, arising from permittee's work described in and undertaken under and pursuant to this permit. Permittee shall promptly pay the amount of any judgement rendered against City (including its officers, employees and agents) for any such indemnified claims, and reasonable costs and attorney and expert fees incurred by City in the defense of such claims.

Traffic control devices shall be installed per Caltrans Traffic Control Manual and W.A.T.C.H. Handbook before start of construction.

**PROJECT DATA:**

**APPLICATION NUMBER: PR** \_\_\_\_\_

SITE ADDRESS	APN	LOT NUMBERS/ TRACT NUMBER	
OWNER	MAILING ADDRESS	PHONE NUMBER	E-MAIL
DESIGN ENGINEER	MAILING ADDRESS	PHONE NUMBER	E-MAIL
APPLICANT	MAILING ADDRESS	PHONE NUMBER	E-MAIL

PROJECT DESCRIPTION: \_\_\_\_\_

CHECK IF SUPERVISED GRADING

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CUBIC YARDS HANDLED	
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SPECIAL CONDITIONS:

PLAN CHECK FEE:	PERMIT FEE:	INSPECTION FEE:
TOTAL FEE:	PROCESSED BY:	DATE:

**PERMIT IS REQUIRED BEFORE COMMENCING WORK.  
INSPECTION IS REQUIRED.  
CALL (909) 839-7040 AT LEAST 48 HOURS BEFORE STARTING WORK.**