



CITY OF RIVERBANK GRADING PERMIT

Development Services Department
6617 Third Street, Riverbank, CA 95367
(209) 863-7127 Fax (209) 869-1849

Applicability

Anyone excavating or grading within the City of Riverbank is required to obtain a "Grading Permit" from the City of Riverbank Development Services Department. The excavation and grading permit is intended to establish uniform standards to safeguard life, limb, property, water quality and natural resources and to promote the public welfare by regulating grading.

Project Review Procedure

Schedule an Appointment with Staff: It is strongly recommended that you make an appointment to submit your project to the Development Services Department. Contact (209) 863-7127 for your appointment. In some cases a "grading permit" may be issued over the counter, if the plan is complete and correct or needs only minor revisions and the person submitting the authority to revise the plan.

Notice of Exemption: A "Notice of Exemption" may be issued if it is determined that your project meets the specific criteria, see Attachment "A".

Grading Permits: If a permit cannot be issued over the counter, the check print will be returned within 10-working days.

Submittal Instructions

For any Grading Permit, the following documents need to be submitted:

1. **Application for Grading Permit Form** completely filled out along with the applicant's name and signature or their authorized representative.
2. **Three (3) copies** of the original (24" x 36"), Attachment "B".
3. **Soils and Geologic Report** if required.
4. **Project Earthwork Specifications** two (2) copies each, submitted under separate cover from the soil report and title "Grading Specifications". Specifications shall contain information pertaining to grading construction and material requirements, methods and scheduling.
5. **City Fees.** A plan check fee of \$500.00 shall be required for all Grading Permits.

Other Requirements

Haul Route

If your project will be moving more than 1,000 CY of earth, then you will be subject to a Haul Route Permit.

Final Route

If a Final Report is required, adhere to the "Final Report Guidelines" shown on Attachment "D".

Permit Extension

The term of a valid Grading Permit can be extended at the discretion of the Development Services Director or their representative. The renewal of an expired Grading Permit can be allowed at the discretion of the Development Services Director or their representative.

For further questions or inquiries, contact Development Services Department at (209) 863-7127.

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ATTACHMENT "A"

Notice of Exemption Criteria

If your grading project meets any of the criteria below and your project is not on a **Geologic Hazard Zone, Flood Hazard Zone** or contains **wetlands**, you may be exempt from obtaining a Grading permit from the City of Riverbank.

1. An excavation below finished grade for basement or footings of a building, retaining wall or other structures authorized by a valid building permit. This shall not exempt any excavation having an unsupported height greater than five (5) feet after completion of such structure;
2. Excavations for swimming pools, wells, utilities, storm drains and sanitary sewers;
3. Exploratory excavations under the direction of soil engineers or engineering geologists;
4. Grading or temporary stockpiling in an isolated, self-contained area if there is no danger apparent to private or public property;
5. Any project meeting **all** of the following conditions:
 - No excavation having a slope greater than 2:1 or having a slope distance greater than 5-feet.
 - No engineers slope steeper than 2:1 or having a slope distance greater than 5-feet.
 - Earthwork which will not penetrate or disturb any permanent or seasonal spring, or any permanent, seasonal or perched aquifer and will not obstruct any surface drainage course.
 - All embankments for the support of structures are less than 1-foot in depth and placed on terrain having a natural slope of 5-percent or flatter and
 - The total quantity of cut or fill does not exceed **50-cubic yards**.
6. Earthwork entirely within public rights-of-way or easements and/or which is authorized and administered by a public agency.

A grading permit exemption shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the grading requirements or any other laws or ordinances of the City of Riverbank.

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ATTACHMENT "B"

Requirements for Preparation of Plans and Specifications

Plans should.....

1. Be drawn to scale and must be of sufficient clarity to indicate that nature and extent of the work proposed.
2. Be prepared under the direction of a Registered Civil Engineer and signed by the engineer with his/her registration number, date of expiration, and seal (for engineered grading or grading in excess of 500 cubic yards).
3. Include the following information:

- These statements shall be placed on any plans or other documents pertaining to this application.**

The City Engineer for the City of Riverbank has reviewed the plans for conformance with the City requirements only. Since plans were prepared by others, no responsibility for the adequacy of the design is expressed.

William Kull, City Engineer

The applicant or applicants successor in interest shall indemnify, defend and hold harmless the City of Riverbank, it's agents, officers and employees from any and all claims, actions or proceedings against the City of Riverbank, its agents, officers and employees to attach, set aside, void or annul any approval by the City of Riverbank and its advisory agency, appeal board, or legislative body concerning this application.

- Vicinity map, north arrow, legend and scale
- Approval signature block as formatted below:

APPROVED FOR GRADING ONLY
Development Services Department
City of Riverbank

By: _____
Date: _____
Expiration Date: _____

- Quantities (cubic yards)

Cut _____ Fill _____ Import _____ Export _____

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- All applicable standard grading notes, as included in this package (see Attachment “C”)
- Property limits and accurate contours of existing ground and details of terrain and area drainage; including off-site data relating to slopes and drainage;
- Plans of all surface and subsurface drainage devices, septic tanks, septic tank drain fields, walls, cribbing, dams and other protective devices to be constructed with, or as a part of, or subsequent to the proposed work;
- Plans for all off-site mitigation measures required under the project Conditions of Approval.
- Location of any proposed or existing buildings, structures or wells on the property where the work is to be performed and the location of any building, structures or wells on adjacent land which are within 25-feet of the property or which may be affected by the proposed grading operations;
- Location of all trees 18-inches or greater in diameter at a height of 2-feet above the adjacent ground and appropriate tree protection detail for them;
- Include an erosion control plan, if deemed necessary by the Development Services Department and/or City Engineer;
- List of exceptions from standards established by these requirements as stated in the application.

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ATTACHMENT "C"
Standard Grading Plan Notes

Note: this drawing is approved subject to:

1. All grading is subject to observations by the City. Permittee or representative shall notify the City of Riverbank at (209) 863-7127 at least 72-hours before start of any grading.

The Project Inspector is: _____
24-Hour Inspection Line: (209) 863-7121

2. Approval of this plan applies only to the excavation, placement and compaction of natural earth materials. This approval does not confer any rights of entry to either public property or the private property of others. Approval of this plan also does not constitute approval of any improvements. Proposed improvements are subject to review and approval by the responsible authorities and all other required permits shall be obtained.
3. It shall be the responsibility of the Permittee or agent, to identify, locate and protect all underground facilities.
4. The Permittee or agent shall maintain the streets, sidewalks and all other public rights-of-way in a clean, safe and usable condition. All spills of soil, rock or construction debris shall be removed from the publicly owned property during construction and upon completion of the project. All adjacent property, private or public shall be maintained in a clean, safe and usable condition.
5. All grading shall be performed in such a manner as to comply with the standards established by the San Joaquin Air Pollution Control District for airborne particulates.
6. This project has been designed to comply with the Flood Hazard Regulations as stated in Chapter 151 of the City of Riverbank Code of Ordinances.
7. All known well locations on the site have been included and such wells shall be maintained or abandoned according to current regulations administered by the City of Riverbank Development Services Department. Call (209) 863-7127 to apply for a well abandonment and observation of all well abandonments.
8. In the event that Human Remains and/or Cultural Materials are found, all project related construction shall cease with a 100-foot radius. The contractor shall, pursuant to Section 70505 of the Health and Safety Code, and Section 5097.94 of the Public Resources Code of the State of California, notify the City of Riverbank Development Services Department immediately.
9. This plan does not approve the removal of trees. Appropriate tree removal permits and methods of tree preservation should be obtained from the City of Riverbank Planning Department.

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ITEMS 10 THROUGH 15 IN BOLD, SHOULD BE INCLUDED IF APPLICABLE TO THIS PROJECT.

10. a. **The Civil Engineer for this project is: (name and address, phone #)**
-
- b. **This Rough Grading Plan has been prepared based on the recommendations of the referenced project Geotechnical Report.**
11. a. **The Soil Engineer for this project is: (name and address phone #)**
-
- b. **The author of the Geotechnical Report for this project is:**
-
- c. **All grading work shall conform to the recommendations of the project Geotechnical Report and/or the project Soil Engineer.**
- d. **All grading work shall be observed and approved by the Soil Engineer. The Soil Engineer shall be notified at least 48-hours before beginning any grading. Unobserved and/or unapproved grading work shall be removed and replaced under observation.**
12. **A post construction “Final” Report is required by the Public Works Director from a Civil Engineer retained by the owner and/or permittee to observe the construction stating:**
- a. **“That the final construction conforms to the lines and grades on the approved plans”; or**
- b. **“That all significant changes were reviewed and approved in advance by the Public Works Department and the Civil Engineer shall submit a “Record Drawing” plan.**
13. **A Haul Route Permit from the City of Riverbank Sheriff’s Department is required for all projects moving more than 1000 CY of earth. This Grading Permit is invalid without the Haul Route Permit.**
14. **Noise Source Exemptions. The following activities shall be exempt from the provisions of this chapter:**
- Noise sources associated with construction, provided such activities do not take place between 6:30 p.m. and 6:00 a.m. on weekdays or 5:00 p.m. and 8:00 a.m. on weekends and legal holidays.**
15. **A post construction “as-built” sub-drain plan is required by the Development Services Director from a Civil or Soils Engineer retained by the owner to provide the final horizontal and vertical locations of sub-drains installed for this project site.**

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ATTACHMENT "D"

Grading Permit Final Report Guidelines

Grading plan approval is required to assure that the on-site grading meets long term requirements of the development and that it does not adversely affect the off-site interests of the neighbors and the City. Final Reports by the Civil and Soil Engineers assures that any grading deficiencies will be found, corrected and documented before structures are constructed on the site.

The Final Report is required to attest that the actual conditions encountered during construction and the design assumptions based on the site investigation are compatible, or if they were not, define what mitigations were approved and executed to make them compatible, and that the construction work complied with the requirements of the approved plans and specifications.

The City requires that this report be prepared by the Civil and Soil Engineers and Engineering Geologists who prepared the documents upon which the plans and specifications were approved. Should the Permittee change any of the professionals on the project, the replacing professionals shall be required to assume full responsibility for the suitability of their aspect of the project performance before such substitution will be approved by the City. A transfer of responsibility needs to be submitted in writing to the City of Riverbank.

The Final Report shall include all the following as applicable or as required by the City of Riverbank Development Services Department.

1. A statement by the Soil Engineer as to the adequacy of the site as constructed for the intended use, together with locations and elevations of all field density tests, summaries of field and laboratory test results and other substantiating data, and comments on all changes made during the course of the works and their effect on the recommendations made in the Soil Engineering Report.
2. A statement by the Engineering Geologist as to the adequacy of the site for the intended use with regard to site stability, as to geologic hazards, together with a description of the geology of the site and the finished site conditions, including any new information disclosed during the course of the work and its effect on the recommendations made in the Engineering Geology Report.
3. A statement of completion by the Permittee or his agent notifying the Development Services Department that all the grading work including installation of drainage facilities and the protective devices and all erosion and sediment control measures have been completed in accordance with the final approved grading plan and that the required plans and reports have been submitted.

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CITY OF RIVERBANK GRADING PERMIT APPLICATION

Permit No. _____

Permit Type _____

Permit Fee _____

Date of Issuance _____

1. Name of Property Owner _____

Property owner phone number _____

Name of Contractor _____

Address _____

Phone number _____

2. Date of Application _____

The application must be submitted at least 10-working days prior to the time set for beginning of proposed work.

3. Identify and describe the work to be covered by the permit and the estimated quantities of work involved: _____

4. Described the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify the property.

5. Indicate the use or occupancy for which the proposed work is intended: _____

6. This application must be accompanied by submittal documents such as specified in the Grading Permit Application Specifications.

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- 7. The issuance of a grading permit does not relieve the applicant from compliance with all other applicable laws and regulations, including the requirement for notice to the State Notification Association for purposes of locating under-grounding utilities prior to any excavation.

I have read, understand and will comply with all requirements, provisions and conditions of this grading permit. I understand that no variance is granted, unless expressly stated herein, from any adopted code, policy, or regulation of the City of Riverbank.

PROPERTY OWNER'S OR CONTRACTOR'S PRINTED NAME DATE

PROPERTY OWNER'S OR CONTRACTOR'S SIGNATURE DATE

Each grading permit issued by the City of Riverbank shall be kept at the site of the grading while the work is in progress and shall be exhibited upon request to the Public Works Inspector or building administrator or other authorized employee of the City of Riverbank.

The above permit is hereby issued to the above applicant pursuant to compliance with all applicable policies of the City of Riverbank and the Riverbank Municipal Code.

APPROVED BY THE DEVELOPMENT SERVICES DEPARTMENT DATE