



City of Pinole  
PUBLIC WORKS DEPARTMENT

2131 Pear St.  
Pinole, CA 94564  
Phone: (510) 741-2065  
Fax: (510) 724-4921

# GRADING PERMIT APPLICATION

JOB ADDRESS	
If no formal address assigned at time of application, simply provide APN.	
APN:	Lot Acreage:
PROPERTY OWNER	APPLICANT
Name:	Name:
Contact:	Contact:
Address:	Address:
City:	City:
State, Zip	State, Zip
Phone:	Phone:
E-Mail:	E-Mail:
Fax:	Fax:
CIVIL ENGINEER	GEOTECHNICAL CONSULTANT
Name:	Name:
Contact:	Contact:
Address:	Address:
City:	City:
State, Zip	State, Zip
Phone:	Phone:
E-Mail:	E-Mail:
Fax:	Fax:

CONTRACTOR INFORMATION	
Name:	Contractor's License #:
Contact	City of Pinole Business License #
Address:	
City	
State, Zip	
Phone:	
E-Mail	
Fax	
PROJECT INFORMATION	
Approx. Area of Disturbance:	Will natural drainage be affected? <input type="checkbox"/> Yes <input type="checkbox"/> No:
Cut Information: Estimated Quantity (CY): _____ Estimated Depth (FT): _____	
Fill Information: Estimated Quantity (CY): _____ Estimated Depth (FT): _____	
If creating a reservoir: Estimated Storage (AC-FT): _____	
Location of fill or disposal sites of excavated material if other than on site of excavation:	
Haul Route: Describe the route for all off-hauling or hauling to site:	

### **Grading Plan Requirements:**

- A. The grading plans, 24" x 36" prepared and signed by a civil engineer shall contain the following information.
1. A vicinity map showing the location of the work.
  2. The property line boundary of the site.
  3. All existing improvements on and adjacent to the property.
  4. The existing and proposed contours of the site. The minimum contour interval shall be one foot or less for slopes five percent or flatter, and five feet or less for slopes steeper than five percent. The contour interval shall be small enough to clearly show the drainage pattern of the site.
  5. The existing and proposed drainage.
  6. The extent and manner of the cutting of trees and the clearing of vegetation, the disposal of same, and the measures to be taken for the protection of undisturbed trees and vegetation, unless this information is shown on an erosion and sediment control plan.
  7. Any other information required by the director of public services.
- B. Runoff calculations must be submitted with the grading plan.
1. Maximum runoff shall be computed using the rational method. The rainfall intensity-duration curve contained in the Pinole 5-year Facility Plan, dated 1975, or a similar curve approved by the director of public services shall be used in the computation.
  2. Runoff design shall accommodate the full and anticipated future development within the drainage area.
  3. Drainage channels having a drainage area of four-square miles or more shall be designed to contain a fifty-year frequency of occurrence runoff. Drainage channels having a drainage area of less than four square miles and more than one square mile shall be designed to contain a twenty-five-year frequency of occurrence runoff. Drainage channels having a drainage area of one square mile or less shall be designed to contain a ten-year frequency of occurrence runoff.
- C. The maximum size of each sheet of the grading plan shall be 24" by 40".
- D. The scale of the grading plan shall be an engineering scale large enough to show clearly all details, but not less than one inch equals one hundred feet.
- E. The details of any drainage structures or retaining walls must be shown on the grading plan.
- F. Specifications describing proposed construction methods and materials to be used must be submitted with the grading plan.
- G. The grading plan must be signed by a registered civil engineer and must be prepared under his or her direction.
- H. An estimate of the cost of accomplishing the work described and delineated on the grading plan and the permit must be submitted in a form which is acceptable to the Public Works Director.

### **EROSION AND SEDIMENT CONTROL PLAN**

- A. A final erosion and sediment control plan, prepared by a registered civil engineer, shall be submitted unless all of the following conditions are met:
1. The site is less than one-quarter of an acre in area and there is less than one hundred fifty cubic yards of excavation or fill.
  2. The provisions for runoff control are in accordance with the provisions of this chapter and are acceptable to the director of public services.
  3. The average slope of the site before grading is less than fifteen percent.
  4. The proposed grading does not pose a threat to adjacent or downstream properties as determined by the director of public services.
  5. The proposed grading does not obstruct drainage channels.
  6. The proposed grading is deemed to have no significant environmental impact as determined pursuant to the provisions of the California Environmental Quality Act, as amended, and the regulations promulgated by the California Resources Agency and the Pinole city council to implement said Act.
- B. The final erosion and sediment control plan must effectively minimize soil erosion and sedimentation from-

the completed project site and must also provide for the control of runoff from the site.

- C.** The final and interim erosion and sediment control plans shall contain the following information:
1. A description and delineation of the vegetative measures to be taken to minimize erosion and sedimentation.
  2. A description and delineation of the temporary and permanent measures to be taken to protect manufactured or disturbed slopes from erosion by mechanical means such as with mulches, diversion dikes, etc.
  3. The delineation of the drainage control measures to be taken which shall include surface runoff and sediment yield calculations.
  4. The extent and manner of the cutting of trees and the clearing of vegetation, the disposal of same, and the measures to be taken for the protection of undisturbed trees and vegetation.
  5. The methods to be used for the disposal of excess materials.
  6. The methods to be used for the control of dust.
  7. A description and delineation of the temporary and permanent measures to be taken to retain sediment on the site.
  8. A description of the measures to be taken to maintain the devices shown on the plan during grading operations and construction on the site.
  9. The extent of disturbed ground that will exist, what streets will be paved, and what drainage devices will be installed prior to the start of each rainy season.
  10. Any other information required by the director of public services.
  11. Schedule for installation and maintenance of erosion and sediment control measures.
- D.** The Erosion and Sediment Control Handbook should be used as a guide as to what measures should be taken for any particular set of circumstances.
- E.** An interim erosion and sediment control plan is required prior to each rainy season during construction for a project for which a final erosion and sediment control plan is required by this chapter. The city will determine by July 15th if an interim plan will be necessary and on what stage of project completion the plan shall be based. The plan must be submitted in a timely manner thereafter to allow the city to review and approve the plan prior to September 1st. The measures delineated and described in the plan must be operational prior to October 1st.
- F.** An estimate of the cost of accomplishing the work described and delineated on the final and interim erosion and sediment control plans and the permit must be submitted in a form which is acceptable to the director of public services.
- G.** Rainy season work may be authorized by the public services director if erosion and sediment control measures are installed and functioning.

### **TIME SCHEDULE**

The time schedule shall define the staging of the work, including the construction and implementation of the facilities shown on the grading plan and the interim and final erosion and sediment control plan.

### **SIGNATURES**

I hereby authorize employees, agents, and/or consultants of the City of Pinole to enter upon the subject property upon reasonable notice, as necessary, to inspect the premises and process this application. I understand that in cases where the development site is large or cannot be easily seen or accessed from the nearest public road, the Department of Public Works may determine that a publicly noticed site inspection by the decision maker is necessary. In this instance, I hereby authorize the conduct of such inspections of the premises upon reasonable notice.

I hereby authorize the Department of Public Works to reproduce plans, reports, and exhibits as necessary for the processing of this application. I understand that this may include circulating copies of the reduced plans and

supporting documentations/reports for public inspection. Multiple signatures are required when plans are prepared by multiple professionals.

I hereby certify I agree to do work in accordance with City of Pinole Municipal Code §15.36 Excavation, Grading and Earthwork Construction and the rules, regulations, and general/special conditions of the City of Pinole Department of Public Works Department subject to its inspection and approval.

I hereby certify I have read this application form and to the best of my knowledge, the information in this application form and all the exhibits are complete and accurate. I understand any misstatement or omission of the requested information or of any information subsequently requested shall be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending, or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper to the City of Pinole. I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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Property Owner Signature

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Print Name

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Date

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Property Owner Signature

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Print Name

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Date

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Civil Engineer Signature

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Print Name

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Date

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Contractor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date