



# MINOR GRADING PLAN CHECKLIST

PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION  
 8130 Allison Avenue, La Mesa, CA 91942  
 Phone: (619) 667-1166 • Fax: (619) 667-1380

Grading plans shall address both rough grading and precise grading activities. The precise grading plan may be incorporated into rough grading plan or may be submitted by separate grading plan(s) as may suit the individual project subject to the discretion of the city engineer. Grading plans shall be of the following types: Engineered, General and Minor, as defined in La Mesa Municipal Code Section 14.05. "Precise" items appear throughout. Use Remarks column to indicate if it is known that an item will come in separate precise grading plan.

The following items are a check list to be used when reviewing plans in conformance with La Mesa Municipal Code. This checklist should be used as a general guide for plan checking purposes. Any discrepancies are subject to the City Engineer's interpretation of the La Mesa Municipal Code on a case specific basis. **"Any parcel that is not established by a parcel map or subdivision map after 3/4/72 shall be referred to a planner for processing a certificate of correction."**

		1st Check	2nd Check	3rd Check	Final Mylar	Remarks
<b>General:</b>						
	Plans must be folded into <b>9" x 11"</b> . ENGINEER OF WORK'S ASSESSMENT OF LEVEL OF COMPLETENESS, must be at 65% or better for 1st submittal.					
<b>1.</b>	<b>1st submittal package should include:</b>					
a.	Refer to the " <b>Minor Grading Submittal Requirements</b> " handout. <i>If rough grade release is less than one year old and if copies of soils reports are on file with the City of La Mesa inspection department, reference the following on plan: said rough grade permit number; soils report preparer name, phone number, address, and effective date.</i>					
<b>2.</b>	<b>Drafting Format:</b>					
a.	Prepared on 24"x 36" D-sheets with City Title Block and Notes					
b.	Title block per City of La Mesa standard					
c.	Title block indicates: Precise Grading and Drainage Control Plans for: <b>Project Name &amp; Address</b>					
d.	All lettering size min. 0.1"					
e.	Sheets are numbered consecutively					
f.	Revision block on all sheets					
g.	Subdivision boundary line is dark, thick, bold line-type					
h.	Proposed easement line is bold, dashed line-type					
i.	Existing easement line is light, dashed line-type					
j.	Proposed topo line is bold, solid line-type (with elevation no.)					
k.	Existing topo line is light, dashed line-type (with elevation no.)					
m.	Topo lines are smooth and continuous to at least 50-feet beyond project limits					

LEGEND: **v** = ACCEPTABLE; **X** = NOT ACCEPTABLE; **?** = UNCLEAR (PROVIDE MORE INFORMATION); **O** = MISSING INFORMATION; **N/A** = NOT APPLICABLE

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n.	All structures within 100-feet of project boundary are shown					
o.	Slope arrow indicators should point down-slope					
<b>3. Verify the following items:</b>						
a.	Use the City of La Mesa Minor Grading Plan Checklist					
b.	Verify if conclusions in soils report are incorporated into grading plans, for walls and deepened footings.					
c.	Include name, address, phone number, and dated signature of person preparing plans. (In most cases, plan will not require an engineer's wet-seal and signature for as-built.)					
d.	Include a vicinity map.					
e.	Show existing (rough graded) contours and features in gray or fine line type and all proposed work in stronger line type to clarify work to be done.					
f.	Show property lines.					
g.	Exist./Proposed public/private easement lines (with appropriate recording information)					
h.	Show proposed contours, elevations at key points, and minimum grades as apply.					
i.	Show dimensions from dwellings/structures to PL and any flow concentration and/or flow line of swales.					
j.	Show proposed finished floor elevation(s).					
k.	Clearly show how flow will discharge to road or other watercourse. Refer to any plans, studies, and or agreements that apply. Minimum pad grades: 1% swale, 2% cross-fall.					
l.	Show a brow ditch at top of cut slopes.					
m.	Show a berm at the top of fill slopes.					
n.	Cut slopes may not be steeper than 2:1 horizontal to vertical ratio.					
o.	Fill slopes may not be steeper than 2:1 horizontal to vertical ratio.					
p.	The top of a cut slope must be 3'0" minimum from property line.					
q.	The toe of a fill slope must be 3'0" minimum from property line.					
r.	Retaining walls may be required. Provisions for drainage behind the retaining wall must be shown. A separate permit is required for all retaining walls.					
s.	Show driveway grades. Driveway grades exceeding 12% shall be surfaced with P.C.C. prior to final building approval. Concrete driveways are not permitted in the City right-of-way unless there are existing concrete curbs. Maximum driveway grade allowed is 14% (20% w/ Fire approval); 5% for first 16' back of ROW rising to street.					

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t.	Provide earth work calculations if quantities are questionable. If it's not a balanced job show what will be done with excess or shortage. All import/export material shall be obtained / disposed from / to a designated legal site.					
u.	Submit drainage calculations by a registered civil engineer to prove the adequacy of drainage structures.					
v.	Verify the following note is on the plans: <i>"A soils report with compaction tests is required for all fill that is over 12 inches in depth. Certification of fill compaction, and 2 copies of the compaction report filled out by a RCE, are to be submitted after the grading has been completed."</i>					
w.	Show on plans that all grading shall be supervised under the direction of a registered soils engineer.					
x.	Prior to issuance of a grading permit, submit a letter from a soils engineering firm stating that they have been retained for testing and supervision of your grading.					
y.	Provide evidence the site is not in the flood plain.					
z.	Cut and fill slopes in excess of 3 feet vertical height shall be planted and maintained with ground cover or other planting to protect the slopes against erosion and instability.					
i.	Planting shall commence as soon as slopes are completed and must be completed and established prior to final approval of the grading and building. All work shall conform to the city of La Mesa's grading ordinance 14.05.					
ii.	The application shall be signed by the owner of the property to be graded as well as by the contractor, if any.					
iii.	The plans shall show the location of any building or structure on the site where work is to be performed and the location of any building or structure on land of adjacent property owners which is within 15 feet of the site.					
iv.	Drainage ditches may need to be paved.					
v.	Final compaction tests are required prior to building permit.					
vi.	Fees will be due for grading plan check and permit (check with development services division regarding these fees).					
vii.	Complete legend detailing the existing and proposed work (legend items should refer to San Diego Regional Standard Drawings (SDRSD) where applicable, or to City of La Mesa standard drawings). Legend should show "DESCRIPTION" "STANDARD", "SYMBOL", and "QUANTITY" (check units and values):					
	(1) Subdivision/property boundary with bearings and distances					
	(2) Right-of-way lines (Existing and Proposed)					

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	(3)	Lot lines (Existing and Proposed)					
	(4)	Existing topo lines					
	(5)	Existing spot elevations					
	(6)	Existing water, sewer, storm drain, reclaimed water lines, etc.					
	(7)	Existing cleanouts, inlets, headwalls, vaults or other substructures					
	(8)	Proposed topo lines					
	(9)	Proposed limits of grading					
	(10)	Proposed slopes (2:1 maximum)					
	(11)	Proposed storm drains or yard drains, if any					
	(12)	Proposed cleanouts, inlets, headwalls, if any					
	(13)	Proposed concrete or vegetated swales					
	(14)	Paving and hardscape					
	(15)	Retaining walls					
	(16)	Fence types; cedar, wrought iron, perimeter block wall, etc.					
	(17)	Sewer Laterals w/ cleanouts, backflows, utility box					
	(18)	Water Laterals					
viii.		Required Letters of Permission if offsite grading is proposed (original and one copy)					
ix.		Legal Description and APN(s)					

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