



**City of Wildomar**  
**Public Works/Engineering Department**  
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### GRADING PLAN PREPARATION CHECKLIST

<b>PROJECT NUMBER</b>		<b>PROJECT NAME</b>	
<b>DEVELOPMENT/PARCEL NUMBER</b>		<b>GRADING TYPE</b>	
<b>ENGINEER'S NAME</b>		<b>DATE</b>	
	YES	NO	IF NO, PROVIDE JUSTIFICATION
<b>I. ALL SHEETS</b>			
A. Medium			
1. 24"x36" size Mylar film conforming to City format (see PW/ENG Plan Submittal Requirements for details).			
2. No "sticky back", glued or taped on sections			
3. Drawn with waterproof ink or reproduced on photographic emulsion Mylar film, no Diazo or Zerographic copies			
B. Signed by the Engineer of Record, date of expiration of registration adjacent to signature			
C. Marked with the name, address and telephone number of the firm preparing the plans and date of preparation			
D. Consecutively numbered & the total number of sheets			
E. Lettered in a neat and legible style, no hand lettering smaller than 1/8" and no machine letter smaller than 1/10"			
F. Name and phase of development			
G. City benchmark identification, location and elevation noted			
H. Basis of bearing provided			
I. Prepared to appropriate scale(s)			
J. Scale noted. North arrow & bar scale			
K. Use standard plans and details to maximum extent			
L. Clearly designate between existing conditions and work proposed			
M. No duplication of any section or detail designation			
<b>II. TITLE SHEET</b>			
A. General Notes provided			
B. Additional notes are designated as "Special Notes"			

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C. Index Map (for plan sets with two or more sheets)			
1. Scale is 1" = 100' or 1" = 500'			
2. Sheet coverage shown			
3. Located on Title Sheet			
4. Street Names shown			
D. Vicinity Map			
1. Orient north as on key map			
2. Arterial streets shown			
3. Project boundary street shown			
E. Legend			
1. Symbols per City standards			
2. Non-standard symbols and abbreviations used are listed and described			
F. Approval block for City Engineer contains approval statement			
<p>G. Certification statement for the soils engineer (see below): These grading plans have been reviewed by me or under my direction and conform to the recommendations made in the soils report/geotechnical report entitled _____ prepared by _____ and dated _____.  _____ [STAMP] Soils Engineer's Name License No.</p>			
<p>H. Certification statement for the surveyor (see below): I hereby state that all easements as indicated in _____ Title Company Preliminary Title Report No. _____ dated as of _____, 20__ have been shown hereon and/or have been accounted for in note placed hereon. All easements proposed to be abandoned or quitclaimed and/or all easements that cannot be located are noted hereon.  Signature: _____ [STAMP] Print Name: _____ License No. _____  _____  <i>Note: Signature must be provided by an L.S. or a Civil Engineer licensed to practice Land Surveying in the State of California.</i></p>			
I. Standard Title block			
J. Owners/Developers name, address, phone number, and email address shown			
K. Separate written justification for deviations provided			

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L. Quantity estimates provided and broken out between public and private			
M. "Construction BMP/NPDES Summary Table" with the following information: <ul style="list-style-type: none"> <li>• Facility/Project Name</li> <li>• Facility/Project Address</li> <li>• Tract number(s) or Assessor Parcel Number(s) (APN)</li> <li>• Watershed, Subwatershed, and Hydrologic Subarea</li> <li>• Project Type (residential, commercial, industrial, etc)</li> <li>• Site Size (gross acreage)</li> <li>• Area of Disturbance (acres)</li> <li>• WDID Number (if applicable)</li> <li>• Grading Permit Number</li> <li>• Developer's Information</li> <li>• Site Contact Information</li> <li>• Estimated Project Start/Completion Dates</li> </ul>			
N. Summary of Construction Quantities tabulated including (but not limited to) the following minimum items: <ol style="list-style-type: none"> <li>1. Total Disturbed Area (acres)</li> <li>2. Total Grading (cubic yards) <ol style="list-style-type: none"> <li>a. Cut (cubic yards)</li> <li>b. Fill (cubic yards)</li> <li>c. Shrinkage, etc... (percentage)</li> <li>d. Net Import or Export (cubic yards)</li> </ol> </li> <li>3. BMPs (reference Grading Bond Worksheet for specific quantities to be summarized on plans)</li> <li>4. Drainage Facility Quantities (storm drains, inlets, manholes, etc...)</li> </ol> <p><i>Note: Quantities may also be required to be totaled and summarized per sheet.</i></p>			
<b>III. GRADING PLANS</b>			
A. Scale clearly conveys required information without crowding 1" = 40' maximum			
B. Grading limits, property/tract boundary, phase boundaries, lot boundaries, lot numbers shown			
C. Yardage figures: cut, fill, import/export shown			
D. Percent (%) grade and flow line arrows shown in streets, cul-de-sacs and knuckles.			
E. TC elevations at GB, BCR, ECR, VC, EC, BVCR, ECVR			
F. Vertical curve called out			
G. FL elevations for cross gutter intersections provided			

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H. Existing contours shown at 1' intervals (2' if natural slopes exceed 10%) and screened to background; 100' beyond construction boundary			
I. Pad elevation and finished floor elevations shown			
J. Lot swale with H.P. labeled and elevations provided, 1% minimum slope			
K. Typical lot grading and sections show:			
1. Slope from pad to swale at 5% minimum for the first 10', per CBC Section 1804.3, 2% minimum thereafter, 21% maximum <ul style="list-style-type: none"> <li>a. If 5% minimum is not provided, engineer must provide the following exception statement within Grading Note No. 15: "The engineer of record has determined that considering the site conditions including the soils and the climate, the proposed site drainage slopes shall be satisfactory and do not warrant the more conservative requirements specified by the building code."</li> </ul>			
2. Slope from property line to swale at 2% minimum, 2:1 maximum			
3. Distance from pad to swale 3' minimum at the side			
4. Swale 6" minimum below side property line			
5. Minimum distance from pad to property line			
6. Screen walls			
7. Elevations at back of lot on typical lot grading or provided for each lot on the plan			
L. Slope setbacks per the California Building Code			
M. Maximum slopes at 2:1 unless approved by soils engineer			
N. Slopes clearly designated with degree of slope shown (percentage or ratio - % or X:X)			
O. No sheet flow drainage allowed over manufactured slopes exceeding 10% except in approved drainage device			
P. Interceptor drain provided at toe of slopes where drainage path to top of slope exceeds 25' (as supported by soils report).			
Q. Existing improvements and buildings shown on site and within 100' of boundary with disposition noted			

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R. Daylight lines with spot elevations or contours show where matching existing			
S. Finished floor elevations of nearby buildings provided			
T. Details and sections shown for all drainage facilities that are not provided in improvement plans			
U. Easements shown and dedications language provided in plan and sectional detail			
V. Retaining and screen walls shown in plan view and annotated to be constructed under separate permit			
W. TW/FS elevations provided or height of earth retained provided along retaining walls			
X. Sections provided showing tract and lot boundaries and walls			
Y. Where height of retained earth varies, varies with maximum height called out in section			
Z. Footing and wall are outside of right-of-way			
AA. No earth retention allowed against non-retaining wall even with modifications unless constructed by the same owner			
BB. Sight triangles provided and sight easement areas labeled with type of surface indicated			
CC. Offsite flows affecting tract addressed			
DD. Written notarized permission provided from the owner for construction outside of property boundary			
EE. Minimum acceptable gradients:			
1. Earth 1%			
2. Lot swale 1%			
3. Asphalt concrete 0.5%			
4. Concrete in earth 0.5%			
5. Concrete in A.C. 0.5%			
6. Terrace drains 0.5%			
FF. Concentrated drainage exceeding 5% gradient in concrete or other approved non-erosive device			
GG. Benchmark & bearing reference called out			
HH. Names, addresses, phone numbers, and email addresses of soils engineer and engineer of record shown on plan			

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	YES	NO	IF NO, PROVIDE JUSTIFICATION
II. Velocity reducers provided where drains discharge onto natural ground. If rip rap specify class, thickness & size			
JJ. Area Drains per City Std. No 310 with note indicating that "Area Drains must outlet to a full-height curb, not within driveway wings."			
KK. Sewer manhole rim elevations provided on precise grading plans to verify the need for backwater valves.			
LL. Backwater valves identified on lots requiring them.			
MM. Deepened Footings are shown where required.			
NN. Adequate access for lots/easements requiring access is provided.			
<b>IV. COST ESTIMATE</b>			
A. All items of construction/demolition shown			
B. Units of measure same as on unit price list			
C. Standard unit price list used			
D. Standard unit prices are appropriate			
E. Special unit prices are justified			
F. Quantities are correct based on plans			
G. City contingency added			
<b>V. CONSTRUCTION RUNOFF MANAGEMENT PLAN (Formally Referred to as Sediment and Erosion Control)</b>			
A. Provide appropriate facilities to eliminate pollutants, including sediment & debris, from entering public facilities			
B. Provide 24 hour phone number for emergencies			
C. WQIP Compliance (in conformance with the City's WQIP Strategies): All jurisdictional areas (e.g. Army Corps of Engineers and Fish and Wildlife Jurisdictions, etc...) on-site and within 50' of the project boundaries must be clearly delineated on all applicable plan sheets with indication as to jurisdiction and limits. Construction Notes shall require field delineation of these areas and limits on-site, to reduce potential unintended impact to these areas, prior to ground disturbance. BMPs to protect these areas shall be shown on the plans. Sediment Control BMPs in these areas shall be enhanced, to minimize potential sediment runoff into these areas.			
D. WQIP Compliance (in conformance with the City's WQIP Strategies): For sites with historical uses associated with higher levels of nutrients (e.g. project sites with an historical agricultural land use, project sites with known septic systems currently or previously installed onsite, etc...), enhanced BMPs shall be provided to reduce the potential for nutrient rich soils to discharge from the project site during construction.			

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E. Construction Signage is shown on plans, per <a href="#">WMC 15.04.030</a> . Plans shall include a specific sign detail with applicable text, dimensions, construction notes, etc... Plans shall also identify where on the site the signs will be installed.			