

Small Grading Permit (GS)

The following is a list of documentation required by the Planning Office in order to process your application for Small Grading Permit. Your application will **not** be accepted unless it is signed by the property owner, accompanied by the current filing fee, and includes **all** the pertinent items described below. Following initial distribution and review of submitted materials additional information may be required. **Questions?** Contact: Planning Office (408) 299-5700

Pursuant to County Ordinance Section C12-456, proposed grading may qualify as a Small Grading project if proposed grading work consists of:

- Cut and fill each of which is 500 cubic yards or less in volume, or cut and fill each of which is 1,000 cubic yards or less in volume where the average slope of the proposed developed area is 15% and less, **AND**
- The use associated with the proposed grading does not require or has already received a land use approval (for example, the property is an approved building site), **AND**
- An Environmental Assessment is not required.

On a site where there is no approved land use (for example, one where building site approval is required), the GS application is not allowed. In those cases, the standard grading permit application should be filed with the land use application.

Checklist of Required Application Materials

The documents listed below are **required** for your application and **must be submitted in electronic form through the County InSite Public Portal**. **Incomplete submittals will not be accepted**. All plans must be legibly drawn to an appropriate scale.

Final Grading Plans

Final grading plans must include all items specified in Sec. C12-465 of the County Grading Ordinance. Include a table detailing the amount of cut and fill (in cubic yards) associated with each individual proposed improvement (e.g. building pad, driveway, access road, accessory structures, landscaping, other improvements and retaining wall plans and sections). The total amount of cut and fill and maximum height and depth of cut and fill must also be included on the final grading plans.

Completed Grading Design Standards Forms (Prepared and signed by a registered civil engineer)

Grading Quantities

Provide a table detailing the amount of cut and fill (in cubic yards) associated with each individual proposed improvement (e.g. building pad, driveway, access road, accessory structures, landscaping and other improvements etc.) and the total amount of cut and fill. The maximum height and depth of cut and fill must also be included on the site plans.

Evidence showing legal creation of lot (See handout enclosed with application packet)

Copy of Current Recorded Grant Deed

Improvement Plan Checklist (prepared and signed by a registered civil engineer, 1 original and 1 copy)

Engineer's Cost Estimate (original and copy)

Drainage Calculations

Geotechnical Reports

Retaining Wall Calculations

Petition for Exemption from Environmental Assessment and Environmental Information Forms

All Grading Approvals are subject to the requirements of the California Environmental Quality Act (CEQA) unless otherwise exempt. Determination as to whether a project is subject to or exempt from CEQA will be made by the Planning Official. If a Grading Approval is subject to CEQA, an environmental assessment (EA) will be undertaken at the applicant's expense.

Copy of Assessor's Parcel Map (Available at the Assessor's Office-5th Floor, County Government Center)

Acknowledgements and Agreements form, signed by owner or authorized representative.

Additional Application Materials that may be Required

The documents listed below **may or may not** be required for your Grading Permit. **Please consult staff to make an accurate determination**.

Statement of Justification for Proposed Grading

Provide written justification explaining how the proposed grading is consistent with the findings detailed in Section C12-433 of the County Grading Ordinance (see below), addressing the proposed improvements (e.g. location of proposed house, driveway and other improvements) and quantities of cut and fill.

*****Turn page for additional requirements*****

Small Grading Permit may be granted if all of the following findings are made:

- The amount, design, location, and the nature of any proposed grading is necessary to establish or maintain a use presently permitted by law on the property.
- The grading will not endanger public and/or private property, endanger public health and safety, will not result in excessive deposition of debris or soil sediments on any public right of way, or impair any spring or existing watercourse.
- Grading will minimize impacts to the natural landscape, scenic, biological and aquatic resources, and minimize erosion impacts.
- Grading associated with a new building or development site, the subject site shall be one that minimizes grading in comparison with other available development sites, taking into consideration other development constraints and regulations applicable to the project.
- Grading and associated improvements will conform with the natural terrain and existing topography of the site as much as possible, and should not create a significant visual scar.
- Grading conforms with any applicable general plan or specific plan policies; and
- Grading substantially conforms with the adopted “Guidelines for Grading and Hillside Development” and other applicable guidelines adopted by the County.

Environmental Information Forms including photos of project site.

An environmental assessment may be required for your project unless it is determined that your project qualifies for an exemption from environmental assessment.

Stanford University

Submit one copy of the Stanford University General Use Permit Project Checklist (8.5”x11”) signed by a Stanford University LUEP Planner. Incorporate the completed checklist into the project plan set submittal.

House Size – Viewshed (-d1/-d2)

If the project is located within the –d1 or –d2 combining districts, the gross floor area of the proposed house must be indicated on the plans.

Identification of Potential Historic Resources (Part I and Part II forms) If the project includes demolition of structures 50 years or older, submit a completed and signed *Identification of Properties for Potential Historic Significance* forms, a copy of the Santa Clara County [Residential Unit] Property Record (available from the County Assessor’s Office, 5th Floor) for the subject property and photographs of each elevation of the subject structure and any related structures or associated features. Please note that the 50-year age reference is a discretionary guideline; there are circumstances where a property less than 50 years old may be potentially significant.

Santa Clara Valley Habitat Plan-Coverage Screening Form

If the subject property is located within the Habitat Plan Permit Area, submit a completed Coverage Screening Form. The Coverage Screening Form will assist in determining if the proposed project is classified as a “covered project” under the Plan. If the project is identified as a “covered project” per the Screening Form, submit the *Fees and Conditions Worksheet* with the application.

Septic System Plan (field checked and signed by Department of Environmental Health (DEH) field office)

If a septic system is existing or proposed, each site must be evaluated by DEH. The evaluation entails a site assessment, a soil profile trench and a percolation test. One copy of the site plan should be field checked, stamped, and signed by DEH field office and then submitted with the application. DEH charges an additional fee for site evaluations.

Contact DEH at (408) 918-3400. South County office: (408) 779-0631.

Fire Protection Information

- Provide total square footage of structure(s) to determine size of water tanks per CMFO-W1.
- Identify the type of construction per California Building Code of all existing and proposed structures.
- Clarify the type of fire sprinkler system proposed for each structure. Label fire sprinkler systems as a deferred submittal.
- Provide water source (name of water provider or on-site well). If water connection is proposed, provide a will serve letter for source of potable water. If the source of water is on-site well, show the location and capacity of existing or proposed aboveground water tank(s), and means of delivering water at required pressure (e.g., fire pump or gravity).
- All fire hydrants are to be shown and labeled as wharf or standard and location of closest available or proposed hydrant(s).
- Show drivable width, vertical clearance, surface, load-bearing capacity, turning radii, percent grade, turnarounds, turnouts, and bridges.
- Label if parcel is within the State Response Area (SRA) or the Wildland Urban Interface (WUI).

Note: All parcels located within the WUI are to meet Chapter 7A of the CBC. All parcels located within the SRA, or within the Local Response Area (LRA) and the Very High Fire Hazard Severity Zones (VHFHSZ) are to meet PRC-4290.