



COUNTY OF SUTTER

GRADING AND EROSION CONTROL PERMIT

GENERAL INFORMATION

Sutter County Development Services Department
1130 Civic Center Boulevard
Yuba City, CA 95993
(530) 822-7400

A Grading and Erosion Control Permit issued by the County shall be required before any of the following activities shall occur within the unincorporated area of the County:

- (a) Grading, filling, excavation, storage or disposal of 350 cubic yards or more of soil or earthly material; or
- (b) Clearing or grubbing (i.e. removing trees and brush, including stumps and debris) of one acre of land or more; or
- (c) Grading, filling or storage of 50 cubic yards or more of soil or earthly material in a designated floodway; or
- (d) Relocation, reshaping, re-routing, obstructing, or altering an existing watercourse.

A Grading and Erosion Control permit shall **NOT** be required for grading activities necessary for agricultural operations, including but not limited to, grading, routine tilling, ripping, leveling, re-contouring or other field preparation activities. However, this exception shall not apply to those activities which constitute a danger to any structure intended for human or animal habitation, any public road, or any watercourse or drainage conduit.

A Building Permit, an Improvement Plan, an Encroachment Permit, or a Floodplain Development Permit issued by the County Building Official or the Director covering the regulated activities shall constitute **“Regular Grading”** and act as the Grading Permit.

A separate application is not required unless specified by a Condition of Approval associated with a planning project or activity that would constitute **“Engineered Grading”**.

A separate permit shall be required for work on each site unless the sites are contiguous; have the same ownership; and included in the approved plan.

Attached are the necessary filing forms and instructions for submitting a complete Grading and Erosion Control Permit application. **All forms must be completely filled out and submitted with any necessary supporting information.**

Required Information for Grading Permit Application:

- Grading involving more than 350 cubic yards but, less than 1,000 cubic yards shall be designated as "Regular Grading" unless
 - (i) fill is being placed upon which a building will later be constructed, or
 - (ii) the Director of Development Services or the County Building Official determines that special conditions or unusual hazards exist. In such an instance, grading shall conform to the requirements for engineered grading.
- Grading involving more than 1,000 cubic yards shall be designated as "Engineered Grading" and must be performed in accordance with an approved drainage study and grading plan that has been prepared, signed and stamped by a licensed Civil Engineer.

If "Regular Grading" submit Plans and Specifications that include all of the following:

- (1) General vicinity map of the proposed site;
- (2) Dimensions, including the grade and depth of cut and fill shown on a plot plan with typical cross-sections;
- (3) A statement setting forth:
 - (i) The quantity of material to be excavated;
 - (ii) The quantity of material to be filled;
 - (iii) Whether such excavation or fill is permanent or temporary;
 - (iv) The amount of material to be imported to or exported from the site.
- (4) Method and standard for compaction;
- (5) Site Map depicting the location of structures, utilities, existing and proposed roads, watercourses and drainage ways, and major vegetation on the property and on adjacent properties if they might be affected by or are within 30 feet of the proposed grading. In addition, the map shall be required to show, or provide narrative, the location of discharge points to the nearest natural area (for example: creeks, ponds, rivers, etc.).

- (6) The location, implementation schedule, and maintenance schedule of all erosion, sediment, and dust during or after the proposed activity;
- (7) Delineation of the area to be cleared and grubbed; and
- (8) If applicable, excess soil stockpile locations or disposal plans.

If **“Engineered Grading”**, submit Plans and Specifications signed and stamped by a Registered Professional Engineer, that include all the items required for regular grading in addition to each of the following:

- (1) A drainage study with additional hydrologic and hydraulic analysis as required by the Director. Any such study must, at a minimum, demonstrate that post-grading runoff rates and volumes will not exceed pre-construction runoff rates and volumes. The drainage study must identify pre-grading and post-grading stormwater runoff rates for a 100-year rainfall event at every location where runoff leaves the property;
- (2) Accurate contours with maximum two-foot contours and spot evaluations where relatively flat conditions exist, showing existing topography and elevations, locations, extent and slope of all proposed grading shown by contours, cross-sections or other means, and location of any disposal areas, fills or other special features to be included in the work;
- (3) Geotechnical engineering or engineering geology reports used;
- (4) An Erosion and Sediment Control Plan shall be prepared for all projects involving grading activities in excess of 1,000 cubic yards. The plan shall specify how the applicant proposes to:
 - (i) Control surface runoff and erosion;
 - (ii) Retain sediment on a particular site;
 - (iii) Prevent pollution of site runoff during preconstruction-related grading activities which occurs before the final improvements or permanent structures are complete;
 - (iv) For those projects where more than one acre of soil will be disturbed, a Storm Water Pollution Prevention Plan shall suffice as the Erosion and Sediment Control Plan.
- (5) Any additional information and/or analysis required by the Director or applicable standards, laws, regulations and ordinances.

Upon receipt of the completed forms, site plan, and filing fees, the Director of Development Services or their designee will determine the completeness of the application. This review will be completed, within thirty (30) days of the submittal of the application. If the application is determined to be complete, the County will issue a permit.

If sufficient information has not been submitted to adequately process your application, you will receive a notice of incomplete application with instructions on how to complete the application. Upon receipt of that additional information or revised application, the thirty (30) day review period will begin again.

Since the information contained in your application is used to evaluate the project and any environmental impacts as well as preparation of staff reports, it is important that you provide complete and accurate data. Failure to provide adequate information could significantly delay the processing of your application.

Each section of the application packet should be carefully reviewed prior to submittal and responses to every question provided. If a particular response is not applicable, an N/A should be marked in the space provided indicating that the question has been reviewed by the applicant. If there are any blank spaces, staff will assume that the applicant has not completed the application packet and will return it for completion.

PLEASE CONTACT THE DEVELOPMENT SERVICES DEPARTMENT at (530) 822-7400 IF YOU HAVE ANY QUESTIONS WHILE PREPARING THE APPLICATION, OR AT ANY TIME DURING THE PERMIT PROCESS. WE WILL BE HAPPY TO ASSIST YOU IN ANY WAY WE CAN.



COUNTY OF SUTTER
**GRADING AND EROSION CONTROL
PERMIT APPLICATION**
(Flat Fee Amount = \$695)

TO BE COMPLETED BY APPLICANT:

Assessor's Parcel No.(s): _____ Zoning: _____

Applicant/Property Owner:

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Contractor/Engineer:

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Signature of Applicant/Property Owner: _____ Date: _____

Project Characteristics:

A. **Entitlements and Environmental Review:**

Is the proposed grading activity associated with another project that has been approved by the County where there are conditions of approval? Note: Mitigation measures will be listed as project conditions and identified as such part.

Y _____ N _____

If "Yes", what is the Project type and Number: _____

Also attach copies of all applicable conditions of approval related to this application.

If "No", the application will be reviewed by the County to determine the applicability of The California Environment Quality Act (CEQA) prior to approval and issuance of the permit. Any application subject thereto shall be required to comply with CEQA requirements prior to issuance of a Grading and Erosion Control Permit.

B. Total Parcel Size (acres):

Undeveloped (acres) _____ Developed (acres) _____

For developed portion, describe extent (type and use of structures): _____

For undeveloped portion, describe extent (includes agriculture): _____

C. Existing surrounding land uses:

North _____

South _____

East _____

West _____

D. Describe the proposed project including all existing and proposed uses of the site: _____

E. Will the project use, store, or dispose of any potentially hazardous materials, such as toxic substances, flammables, or explosives? Y _____ N _____

If "Yes" please explain: _____

F. Will the project include utility services (electric, gas, water, sewer, telecom) installation or relocation? Y _____ N _____

If "Yes", please explain: _____

G. Is a private drainage facility proposed as part of the project? Y _____ N _____

If "Yes", please explain: _____

Any permit issued for the construction of a privately-owned drainage or stormwater facility, including but not limited to peak flow attenuation/detention basins, storm drains, channels, ditches or swales, shall be conditioned upon the applicant providing a written acknowledgement of the obligation to maintain the facility in accordance with the original design capacity and

standards. The acknowledgement shall be recorded with the Sutter County Recorder's Office and the maintenance obligation shall run with land.

H. State and Federal Permits:

Are there any State and/or Federal permits required for the proposed activity? Y ____ N ____

If "Yes", list here and attach copies of all permits to this application: _____

I. Right of Entry:

Will the proposed work require Right-of-Entry documents for land owned by others?

Y ____ N ____

If "Yes", list here and attach copies of all documents to this application: _____

J. Quantity of soil disturbed:

Will the proposed work result in soil disturbance/grading? Y ____ N ____

1,000 cubic yards or more of material? Y ____ N ____

What is the total amount of soil disturbance/grading? _____ (cubic yards)

K. Floodplain Management: Will the proposed activity take place within a base floodplain as delineated on a Flood Insurance Rate Map? Y ____ N ____

If "Yes", provide the following information:

FIRM Map/Panel No. 0603940 _____ Flood Zone: _____ BFE: _____

I hereby certify, to the best of my knowledge, that the above statements are correct.

Signature of Person Preparing Form

Date

Telephone Number

Attach required information after this page for either "Regular Grading" or "Engineered Grading" as needed to complete your application.

COUNTY OF SUTTER
**GRADING AND EROSION CONTROL
PERMIT APPLICATION**

SUTTER COUNTY OFFICE USE ONLY	
Application No.:	
Date Filed:	Receipt No.:

Summary sheet to be completed by Development Services Staff:

For the following questions, acceptable answers are underlined:

Is the application complete? Yes No

Would proposed work comply with County regulations? Yes No

Would work impact historic drainage patterns? Yes No

Would work result in increased erosion? Yes No

Would work affect adjacent properties? Yes No

Would there be a risk of debris transport? Yes No

Would there be an increased risk to life or property? Yes No

Is the application subject to CEQA? Yes No

SUTTER COUNTY OFFICE USE ONLY

Development Services Staff Recommendation:

Approved Conditionally Approved Disapproval

Development Services Staff Signature: Date:

California Environmental Quality Act Review:

Project Planning No.: _____ Date Approved: _____

Existing CEQA Sufficient CEQA Required CEQA Not Required

Disposition:

Approved Conditionally Approved Denied by the Director of Development Services

Director Signature: Date:

Conditions Attached: Yes No

A Grading and Erosion Control Permit shall be effective upon the date of the issuance and shall remain in force for a period of one (1) year, unless it is otherwise suspended, revoked, or voluntarily relinquished by the recipient. Prior to expiration of the permit, the recipient may apply for a one-time extension to complete the proposed work. The Director shall have the discretion to authorize extensions as necessary.