



CITY OF EI CENTRO

City of El Centro
Engineering Division
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On-Site Grading Plan Submittal Requirements

Information
Bulletin

IB-002

August 2013

The following items are required to be completed prior to submittal acceptance for processing:

1. Two sets of Grading Plans prepared in accordance with City standards and design criteria. A registered Civil Engineer is required to sign plans and indicate state license number prior to submittal. *Note: The owner or architect may sign for single-family custom residential projects.*
2. One copy of completed Grading Permit Application. (Please complete in blue or black ink)
3. Two copies of the site-specific soils report prepared by an approved geotechnical engineering firm (may be waived by building official if site is of small nature).
4. A statement of Cut/Fill quantities must be included in the title sheet or general notes section.
5. Two copies of the Hydrology and Hydraulic calculations (Always required for commercial/industrial and large tract / condos. *Does not apply to single-family custom residential projects*)
6. All projects over 10,000 SF shall include a detention basin sized to hold a volume of 3" x Surface Area of the project. Detention basin shall be leached to a nearby storm system and drain within three days. Detention basin is to comply with El Centro Retention Basin standards.
7. Projects over 10,000 SF: An Erosion and Sediment Control Plan, Horizontal Control Plan, Utility Plan, and Striping Plan (if applicable) are to be included in each set of.
8. Projects 1 acre or more (single project or part of a master project): Three copies of the "Notice of Intent" (NOI) submitted to the State Water Quality Control Board, accompanied by a copy of payment check or receipt of payment with WDID from the State Regional Water Control Board.
9. For all precise grading plan checks, two copies of the letter from the civil engineer stating that the finish floor elevation is designed to be a minimum of 1'-0" above the water surface theoretical 100-year storm.
10. Copy of Site Plan Review, Tentative Tract Map and/or CUP site plan where applicable.
11. In addition to the above, when a project has a CUP or SPR associated to the project, the Title sheet or General Notes portion of the plan shall include a section titled, "Conditions of Approval or Site Plan Review Conditions" containing the following language and information:

"Conditions of approval (or Site Plan Review Conditions) required prior to the issuance of a Certificate of Occupancy are as follows; (Resolution Number(s) if applicable):"

Each condition from the text of applicable resolution(s) or other action(s) under the heading "Prior to the Issuance of Certificates of Occupancy" shall be listed. Each listing shall include the condition number, and condition language exactly as it appears in the referenced Resolution.

Prior to approval, the project reviewer will review the listing of conditions for completeness and accuracy.