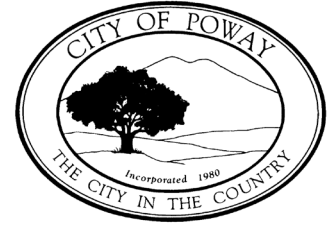


**CITY OF POWAY**  
**DEPARTMENT OF DEVELOPMENT SERVICES**  
**GRADING PLANS SUBMITTAL CHECKLIST**



**Initial submittal – all items to be uploaded to City of Poway’s Online Service Portal. Hard copies as required are noted below:**

- A. Fees/Deposits Due (review will not begin until all fees/deposits have been paid):
  - Hard copy check for plan check fees, based on the prepared cost estimate and latest [City Master Fee Schedule](#)
  - Grading Permit fee (***Doubled for grading violations***) from latest [City Master Fee schedule](#)
- B. Transmittal letter
- C. Grading plans – signed and stamped
- D. Soil Report – signed and stamped
- E. Cost Estimate – signed and stamped
- F. Hydrology and Hydraulic Report – signed and stamped
- G. [Stormwater Intake Form](#) and Storm Water Quality Management Plan ([Standard](#) or [Priority](#)) -- signed and stamped
- H. Project Conditions of Approval - Letter from Planning (if applicable)
- I. Preliminary Title Report (prepared within the last 6 months)
- J. Reference maps or plans as referred to on the plans

**Submittals thereafter:**

- A. Transmittal letter
- B. Revised grading plans
- C. Additional information/documents as required by plan checker

**Before City Engineer’s approval:**

- A. Transmittal letter
- B. Mylar copy of the grading plans
- C. Grading securities
- D. Payment of all plan check fees
- E. Inspection fees based on final cost estimate
- F. 1 copy of approved Notice of Intent (NOI), if project grading disturbance is one acre or more
- G. 1 copy of the Storm Water Pollution Prevention Plan, if project grading disturbance is one acre or more
- H. Completed Storm Water Facilities Maintenance Agreement (if applicable)
- I. Completed Pre-Construction Meeting Request Form

**After City Engineer’s approval and prior to scheduling Pre-Construction Meeting:**

- A. Transmittal letter
- B. 3 bond/paper copies of the signed grading plans
- C. 1 electronic copy of the signed grading plan mylars
- D. 1 paper copy of the final Soils Report
- E. 1 electronic copy of the final signed Hydrology & Hydraulic Report
- F. 1 electronic copy of the final signed Storm Water Quality Management Plan