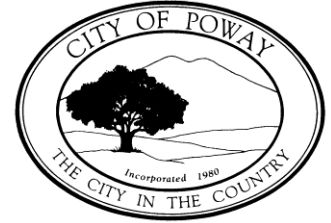


**CITY OF POWAY**  
**DEPARTMENT OF DEVELOPMENT SERVICES**  
**GRADING PLANS SUBMITTAL CHECKLIST**



**Prior to submitting hard copies:**

Email a copy of the completed application, cost estimate and a PDF of the plans to [apalacios@poway.org](mailto:apalacios@poway.org)

**Initial submittal**

- A. Transmittal letter
- B. Fees:
  - Initial plan check fees based on latest City fee schedule
  - Grading Permit fee (***Doubled for grading violations***)
- C. Completed Grading Permit application
- D. 4 copies of Grading Plans – signed and stamped
- E. 2 copies of Soils Report – signed and stamped
- F. 2 copies of Cost Estimate – signed and stamped
- G. 1 copy of Hydrology and Hydraulic Report – signed and stamped
- H. 1 copy of Stormwater Intake Form and 1 copy of Storm Water Quality Management Plan (if applicable) – signed and stamped
- I. 1 copy of City Conditions of Approval - Letter from Planning (if applicable)
- J. 1 copy of Preliminary Title Report (prepared within the last 6 months)
- K. Reference maps or plans as referred to on the plans

**Submittals thereafter**

- A. Transmittal letter
- B. City's previous transmittal letters
- C. Previous check prints
- D. Revised Grading Plans (number of copies to be determined by plan checker)
- E. Additional information required by plan checker

**Before City Engineer's approval**

- A. Transmittal letter
- B. City's previous transmittal letters
- C. Previous check prints
- D. Mylars of Grading Plans
- E. Grading security
- F. Inspection fees based on revised cost estimate
- G. 1 copy of approved Notice of Intent (NOI), if project grading disturbance is one acre or more
- H. 1 copy of the Storm Water Pollution Prevention Plan, if project grading disturbance is one acre or more
- I. Completed Storm Water Facilities Maintenance Agreement (if applicable)
- J. Completed Pre-Construction Meeting Request form

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

- A. Transmittal letter
- B. 4 copies of signed Grading Plans
- C. 1 electronic copy of the signed Grading Plan mylars
- D. 1 electronic copy of the signed Hydrology & Hydraulic Report
- E. 1 electronic copy of the signed Storm Water Quality Management Plan (if applicable)