
**GRADING PERMIT
APPLICATION PROCESS**

APPLICABILITY

The procedures currently used by the City to review and process grading permit applications are those enumerated under the applicable sections of the most current UBC, including but not limited to Chapter 33 and its Appendix. Similarly the need for additional accompanying submittals, documents or plans necessary to review and process the subject permit are either enumerated under the referenced UBC Sections or are requested by the City Engineer, and may be required before the application is deemed complete by the City.

**QUICK CHECK LIST FOR
SUBMITTAL**

- Grading Permit Application Form
- Environmental Information form
- Plans
- Fee Deposit
- Other information that may be required.

All development projects in the City of Ferndale that require a permit are to be reviewed by the City Planner for conformance to the City’s General Plan and Zoning Ordinance (and other applicable ordinances); and, unless exempt, also need to be reviewed for CEQA compliance.

PURPOSE

The purpose of this permit process is to safeguard life, limb, property and the public welfare by regulating grading on private property.

EXEMPT: A Grading permit is NOT required for the following:

1. When approved by the Building Official, grading in an isolated, self-contained area if there is no danger to private or public property.
2. An excavation below finished grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit. This shall not exempt any fill made with the material from such excavation or exempt any excavation having an unsupported height greater than 5’ after the completion of such structure.
3. Excavations for wells or tunnels or utilities.
4. Exploratory excavations under the direction of soil engineers or engineering geologists.
5. An excavation that is
 - a. Less than 2’ in depth or
 - b. Does not create a cut slope greater than 5’ in height and steeper than 1 unit vertical in 1 ½ units horizontal (66.7% slope)
6. A fill less than 1 foot in depth and placed on natural terrain with a slope flatter than 1 unit vertical in 5 units horizontal (20% slope), or less than 3’ in depth, not intended to support structures, that does not exceed 50 cu. yards on any one lot and does not obstruct a drainage course.

GRADING DESIGNATION:

Except as exempted, no person shall do any grading without first obtaining a grading permit from the Building Official. A separate permit shall be obtained for each site, and may cover both excavations and fills.

1. Engineered Grading: Grading in excess of 5,000 cu. yds. shall be performed in accordance with the approved grading plan prepared by a civil engineer.
2. Regular Grading: Grading involving less than 5,000 cu. yds., unless the Building Official determines that special conditions or unusual hazards exist, in which case grading shall conform to the requirements for engineered grading.

ENGINEERED GRADING REQUIREMENTS

1. Two (2) sets of plans and specifications, and supporting data consisting of a soils engineering report and engineering geology report.
 - a. The plans and specifications shall be signed by an individual licensed by the state to prepare such plans or specifications when required by the Building Official.
 - b. Specifications shall contain information covering construction and material requirements.
 - c. Plans shall be drawn to scale upon substantial paper or cloth and shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that they will conform to the provisions of the most current California Building Code.
 - d. Plans will include
 - i. General vicinity of proposed site.
 - ii. Property limits and accurate contours of existing ground and details of terrain and area drainage.
 - iii. Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction.
 - iv. Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as a part of, the proposed work, together with a map showing the drainage area and the estimated runoff of the area served by any drains.
 - v. Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners that are within 15' of the property or that may be affected by the proposed grading operations.
 - vi. Recommendations included in the soils engineering report and the engineering geology report shall be incorporated in the grading plans or specifications. When approved by the Building Official,

- specific recommendations contained in the soils engineering report and the engineering geology report, which are applicable to grading may be included by reference.
- vii. The dates of the soils engineering and engineering geology reports together with the names, addresses and phone numbers of the firms or individual who prepared the reports.
 - viii. The soils engineering report and engineering geology reports shall include data as listed in the most current California Building Code.
 - ix. A Liquefaction Study may be required by the Building Official.

REGULAR GRADING REQUIRMENTS

- 1. Each application for a grading permit shall be accompanied by a plan in sufficient clarity to indicate the nature and extent of the work. The plans shall include the following:
 - a. General vicinity of the proposed site.
 - b. Limiting dimensions and depth of cut and fill.
 - c. Location of any buildings or structures where work is to be performed and the location of any buildings or structures within 15' of the proposed grading.

OTHER REQUIREMENTS

The Building Official may require that grading operations and project designs be modified if delays occur which incur weather-generated problems not considered at the time the permit was issued.

The Building Official may require professional inspection and testing by the soils engineer. When the Building Official has cause to believe that geologic factors may be involved, the grading will be required to conform to engineered grading.

PROCESS

- 1. Pre-application Review (optional)

This optional step can include a review of preliminary plans and/or a meeting with City Staff. Staff may provide feedback in verbal and/or written form. Any feedback provided at this time is preliminary only, and subject to further refinement or change in the formal review process.

- 2. Application Completeness Check
 - a. Applicant files application form and other information required and pays all required fees and deposits. Two (2) copies of all materials are required.

- b. Within 30 days of submission at City Hall, the City Engineer reviews application materials to determine whether the application includes all information required and is considered complete. The City Engineer may refer application materials to the City Planner, or other staff, to obtain opinions regarding application completeness.
 - c. If the application is deemed to be incomplete, the City Engineer will provide a written explanation to the applicant within the 30-day review period.
 - d. Following notification of the applicant, incomplete applications are held without processing until such time as all deficiencies are corrected.
3. Application Processing
- a. Once the application is deemed complete, the applicant is contacted and requested to provide additional copies of application materials. A total of ten (10) complete sets of materials may be required.
 - b. City Planner or City Clerk will distribute materials to selected staff with a Routing Sheet that specifies the date by which response is needed, and any other relevant information.
 - c. City staff reviews application materials in accordance with his or her area of responsibility.
 - d. City staff provides written comments and recommendations to the City Engineer within the timeframe specified in the ROUTING SHEET.
 - e. City Planner performs environmental review as required by CEQA.

APPEALS

The decision of the City Engineer and/or City Planner is final unless appealed by the applicant or other affected party to the City Council. Appeals must be made within 10 calendar days of the date of City Engineer/City Planner action, as set forth in Zoning Ordinance Article XI.

Administrative decisions, including determinations relative to application completeness, may be appealed to the City Council within 10 days of staff's determination.

Fees for appeals are equal to the fee of the application being appealed.

APPLICATION REQUIREMENTS

A complete application consists of required forms, plans, and required fees and deposits, as described below.

1. Forms
 - a. Grading Permit Application Form (included)
 - b. Environmental Information Form (included)

2. Plans as specified above
3. Other information as deemed necessary by the Building Official.
4. Required Fees and Deposits

FEES

Fees are based on total quantity of excavation and fill in cubic yards. Consult City Clerk or City Planner for current fee and deposit requirements. A plan review fee will be charged by the City Engineer, and possibly the City Planner. City of Ferndale processing fees are intended to cover all costs typically incurred by the City in processing of applications. Fees are based on estimates of the City's administrative costs. Fees are minimum and non-refundable. If a project is determined to require more time than covered by the minimum fee, then an estimate of additional time required and estimated actual cost will become the basis for a supplemental application fee. If the supplemental fee exceeds actual costs to the City, the balance will be refunded. Applicant shall pay all costs to City prior to filing of final decision on project application.

ADDITIONAL INFORMATION

For additional information concerning planning application requirements and procedures, contact Ferndale City Hall at 707.786.4224 or cityplanner@ci.ferndale.ca.us

CITY OF FERNDALE
Environmental Information Form

Date Filed _____
(To be completed by Applicant)

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name, address, and phone number of person to be contacted concerning this project: _____

4. Indicate number of the permit application for the project to which this form pertains: _____
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: _____

6. Existing zoning district: _____
7. Proposed use of site (project for which this form is filed): _____

PROJECT DESCRIPTION

8. Site Size:
9. Square footage
10. Number of floors of construction.
11. Number of off-street parking spaces provided.
12. Attach plans.
13. Proposed scheduling (time line).
14. Associated project
15. Anticipated incremental development
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood-, city- or regionally-oriented, square footage of sales area, and loading facilities
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

Yes	No		
		21.	Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
		22.	Change in scenic views or vistas from existing residential areas or public lands or roads.
		23.	Change in pattern, scale or character of general area of project.
		24.	Significant amounts of solid waste or litter.
		25.	Change in dust, ash, smoke, fumes or odors in vicinity.
		26.	Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns
		27.	Substantial change in existing noise or vibration levels in the vicinity.
		28.	Site on filled land or on slope of 10 percent or more.
		29.	Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
		30.	Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
		31.	Substantially increased fossil fuel consumption (electricity, oil, natural gas, propane, etc.)
		32.	Relationship to a larger project or series of projects.

ENVIRONMENTAL SETTING:

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
34. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.); intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature

For _____