



# Precise Grading Plans — from start to finish —



## Precise Grading Plan Review and Permit Process

The purpose of this handout is to provide a comprehensive outline of the city's plan review and permit process for precise grading plans. A property owner or developer should use the information provided in this handout when selecting an engineer and contractor to perform the scope of work associated with the plan review process. Applicants are encouraged to submit the requirements listed in digital format to Development Services to reduce processing time.

### 1) Required Submittals:



Precise grading plans and supporting plans and studies are submitted through the Development Services counter. **To prevent delays in the plan review process, all required plans and studies should be submitted at the same time.** The following submittals are always required:

- [Precise Grading Plan](#)
- [Erosion Control Plan](#)

The following supporting plans and studies may be required for the project and should be submitted with the Precise Grading Plans:

- [Drainage Study](#)
- [Water Quality Management Plan \(WQMP\)](#)
- [Storm Water Pollution Prevention Plan \(SWPPP\)](#)
- [Retaining Wall Plan](#)

Incomplete submittals for the above items will not be accepted for review. All submittals require the payment of plan check fees, which can be found in the [Development Services \(previously Public Works\) fee schedule](#). Additional submittals may be required if the project involves public improvements within the city's rights-of-way or dry utility encroachments. Please contact Development Services to determine if this applies.

### 2) Plan Review & Turnaround Time:



#### [Precise Grading and Erosion Control Plan](#)

Reviewed by the Development Services and Planning Divisions

- Submittal requirements are found on the [Precise Grading Plan Submittal Checklist](#). City forms and documents can be found on the [Development Services webpage](#).
- The precise grading and erosion control plans shall be combined into a single plan set.
- Submittals shall be accompanied by a title report, soils or geotechnical report, cost and bond estimates, and an [acknowledgement concerning employment of professionals form](#) signed by the owner.
- Grading plans shall be prepared by a California State Licensed Civil Engineer ([Board of Engineering](#)).
- A grading permit shall be issued to the property owner or an "A" or "B" [California State Licensed Contractor](#).

#### City Review Times:

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
Third Plan Review: 10 business days  
All other reviews: 10 business days

Processing Times are Included

#### [Drainage Study \(when applicable\)](#)

Reviewed by the Development Services Division

- Required for commercial and industrial projects that have storm drain improvements. Required for residential projects necessitating an engineering analysis, including residential subdivision projects.
- The study is a separate submittal from the grading plan.
- The study shall be prepared by a California State Licensed Civil Engineer ([Board of Engineering website](#)).
- The study shall include:
  - Hydrologic and hydraulic calculations for the 10 year and 100 year storms.
  - Written introduction.
  - Discussion and conclusion.
  - Executive summary.
  - Hydrology maps for existing and proposed conditions.
  - Hydraulic diagrams showing storm drain system recommended.
- The drainage design shall follow City of Corona and Riverside County Flood Control and Water Conservation District standards.

#### City Review Times:

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
Third Plan Review: 10 business days  
All other reviews: 10 business days

Processing Times are Included

#### [Water Quality Management Plan \(WQMP\) \(when applicable\)](#)

Reviewed by the Development Services Division

- Required for industrial and priority projects as defined by the Guidance Document for the Middle Santa Ana River Watershed meeting the applicability requirements of Exhibit E. The WQMP shall satisfy the requirements of the Guidance Document and Exhibit F ([Riverside County Watershed Protection program website](#)).
- The WQMP is a separate submittal from the grading plan and drainage study.
- The WQMP shall be prepared by a California State Licensed Civil Engineer ([Board of Engineering website](#)).

#### City Review Times:

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
Third Plan Review: 10 business days  
All other reviews: 10 business days

Processing Times are Included

#### [Storm Water Pollution Prevention Plan \(SWPPP\) \(when applicable\)](#)

Reviewed by the Development Services Division

- Required for projects causing land disturbance of one acre or more. The legally responsible person (LRP), as defined the California State Water Resources Control Board, shall submit a permit application through the State and obtain a WDID number for the project ([California State Water Resources Control Board website](#)).
- A copy of the SWPPP shall be submitted with the grading plans. The WDID number shall be displayed on the title sheet of the grading plans.

#### City Review Times:

Reviewed concurrently with the Grading Plan.

#### [Retaining Wall Plan \(when applicable\)](#)

Reviewed by the Development Services and Planning Divisions

- Retaining wall design can be shown on the grading plans or on a separately submitted Retaining Wall Plan.
- Submittals shall be accompanied by a soils or geotechnical report with wall design recommendations, structural calculations, cost and bond estimates, and an [acknowledgement concerning employment of professionals form](#) signed by the owner.
- Retaining wall plans shall be prepared by a California State Licensed Civil (or Structural) Engineer ([Board of Engineering website](#)).
- Retaining walls are permitted through the Building Division once plans are approved. Retaining walls shall be issued to a "B" licensed contractor with the [Contractors State Licensing Board](#).

#### City Review Times:

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
Third Plan Review: 10 business days  
All other reviews: 10 business days

Processing Times are Included

**Note: The Department's goal is to have grading plans approved no later than third plan check. An applicant may request meetings with city staff to discuss plan check corrections.**

### 3) Plan Approval & Permits:



#### Plan and study approval:

- A Bond and Fee Letter with the required securities and fees is sent to the owner.
- A Grading Agreement is prepared by the city and sent to the owner.
- The owner signs and notarizes the agreement and submits the original documents to the city.
- Grading and erosion control securities are posted by applicant. Twenty-five percent of the erosion control security or \$2,500 must be posted as a cash deposit, whichever is greater.
- Final plans and documents are received from the Engineer of Record and routed for approval.

#### Permit issuance:

- Applicant fulfills the [requirements for obtaining a grading permit](#).
- Permit is issued.
- Applicant calls Inspection for a pre-construction meeting 48 hours prior to the commencement of grading activity.

#### Bond Release:

- Upon final completion of all work authorized under the grading permit, the Engineer provides to the Inspector:
  - As-built precise grading plans.
  - Precise grading certification using the [City's form](#).
  - Any final engineering reports including soils or geology reports.
- Inspector provides notice of completion to Development Services.
- 100% of the grading and erosion control securities are released.

#### Development Services

Email: [DSCounter@CoronaCA.Gov](mailto:DSCounter@CoronaCA.Gov)

Phone#: 951-736-2259

#### Grading Inspection

Phone#: 951-279-3511