LAND USE SERVICES DEPARTMENT
Planning Division

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www.sbcounty.gov/uploads/LUS/Planning/Applications/HillsideGrading.pdf

HILLSIDE GRADING REVIEW
INFORMATION SHEET AND APPLICATION

Fees: **$1,920.00*** (L624) (L632/L697 ***this includes a $25 Job Closure fee, which is not applicable when application submitted electronically through the ePlans system.)

A Hillside Grading application is required by the County Development Code to (1) facilitate appropriate hillside development through standards and guidelines for hillside areas; (2) ensure that development in the hillside areas is designed to fit the existing landform; (3) preserve significant features of the natural topography, including swales, canyons, streams, knolls, ridgelines, and rock outcrops; (4) provide a safe means of ingress, egress and traffic flow for all forms of permissible traffic within hillside areas; (5) provide alternative approaches to conventional grading practices by achieving development intensities that are consistent with the natural characteristics of hillside areas (e.g., land form, scenic quality, slopes, and vegetation); and (6) encourage the planning, design, and development of sites that provide maximum safety with respect to fire hazards, exposure to geological hazards, drainage, erosion and siltation, and materials of construction; provide the best use of natural terrain; and to discourage development that will create or disproportionately increase fire, flood, slide, or other safety hazards to public health, welfare, and safety.

The Director of Land Use Services will review each application on a discretionary basis, using the Staff Review without Notice procedures. Actions of the Director of Land Use Services may be appealed to the Planning Commission. Appeals must be made by means of a separate application and will require an additional fee.

Please use this information sheet as a checklist to assemble the materials required for the submittal of your Hillside Grading application and bring it with you when you submit your application. An appointment is not required to submit your application; however, appointments are available upon request. If you wish to schedule an appointment, please call one of the numbers listed above.

GENERAL PROCEDURES

1. Submit application and fees – County staff will use the Hillside Grading application checklist to determine whether your application may be accepted. A copy of this checklist is contained in this packet.
2. Determination of Application Completeness – County staff will determine whether the materials you have submitted are adequate or if additional materials or reports are required. You will be notified in writing if any additional materials are required.
3. Application processing – Any required corrections, questions or revisions to the plans or other materials will be reviewed by the project planner and then provided to you.
4. Recommendations, conditions of approval and final report – The project planner will prepare these materials for consideration by the Director of Land Use Services or his/her designee.

CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your application. County staff will use the checklist to determine whether your application is acceptable for submission. **If your submittal package does not contain all of the information listed below, your application will not be taken in and receipted for processing.** If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Application Intake Center at (909) 387-8311.

Section A – Fees

1. _____ Check or money order made payable to "San Bernardino County" in the amount of **$1,920.00*.** (L624)

Planning Review Fee (L624)	$1,895.00
Records Media Conversion for Job Closure Fee (L697*)	$25.00
TOTAL	**$1,920.00**

(L632/L697 ***this includes a $25 Job Closure fee, which is not applicable when application submitted electronically through the ePlans system.)

Section B - County Documents

2. _____ **Two copies** of a completed Land Use Application Questionnaire.

Section C – Other Documents

Some of the required submittals listed below may be displayed on a single map or plan.

3. _____ **Natural features map.** A natural features map shall identify all existing slope banks, ridgelines, canyons, natural drainage courses, Federally recognized blue line streams, rock outcroppings, and existing vegetation. When a geology report is required, landslides and other existing geologic hazards shall also be depicted.
4. _____ **Grading plan.** A conceptual grading plan shall include the following items:
   (A) A legend with appropriate symbols shall include the following items: change in direction of drainage, elevation of regulated trees subject to the provisions of Section 88.01.070(b) (Regulated trees), estimated volumes proposed to be cut and/or filled, finished floor elevations, high point, low point, pad elevations, spot elevations, top of curb, and top of wall.
   (B) A separate map, with proposed fill areas colored in green and cut areas colored in red, with areas where cut and/or fill exceed depths established in compliance with this Chapter. If custom foundations are proposed, this shall be noted on the map. Additionally, the area of cut and/or fill, calculated as a percentage of the total surface area of the site, shall be included on the plan; and
   (C) Contours for existing and natural land conditions and proposed work. Existing contours shall be depicted with a dashed line with every fifth contour line darker; and proposed contours shall be depicted similarly with solid lines. Contours shall be shown at maximum five-foot intervals above 20 percent slope.
5. _____ **Drainage map.** A conceptual drainage and flood control facilities map describing planned drainage improvements.
6. _____ **Slope analysis map.** A slope analysis map for the purpose of determining the amount and location of land as it exists in its natural state falling into each slope category as specified in this subparagraph. This map shall be prepared and signed by a registered civil engineer or licensed land surveyor, and shall have a scale of not less than one inch to 100 feet and a contour interval of not more than two feet, provided that the contour interval may be five feet when the slope is more than 20 percent. A scale of not less than one inch to 200 feet may be used for developments greater than 100 acres in size. This map shall show the closest structures on all contiguous properties. It shall delineate slope bands in the range of zero to less than 15 percent, 15 to less than 30 percent, 30 percent to less than 40 percent, and 40 percent or greater. Also included shall be a tabulation of the land/area in each slope category specified in acres.
7. _____ **Slope profiles.** A sufficient number of slope profiles shall be provided as required by the Director to clearly illustrate the extent of the proposed grading. The slope profiles shall:
   (A) Be drawn at the same scale and indexed, or keyed, to the grading plan.
   (B) On a property plot plan that is a minimum of 18" x 24", show existing and proposed topography, structures, and infrastructure. Proposed topography, structures, and infrastructure shall be drawn with a solid, heavy line. Existing topography and features shall be drawn with a thin or dashed line. Include the following information on the plan:

I. Land Use (Zoning) District classification and the type of development on all adjacent properties, including across any streets. Show distance of structure(s) on adjacent properties from the project property lines.
II. Vicinity map showing location of project.
III. Indicate existing native trees six inches or greater in diameter or if none exist, a statement MUST be placed on the plot plan. EXAMPLE: “No Native Trees six inches in diameter exist on this site”.
IV. The Assessor's book, page and parcel number(s) of the existing parcel(s).
V. Name, address and telephone number of the record owner, applicant and the person preparing the map (if different than owner).
VI. Legal Description: Complete legal description of the property including number of acres.

(C) The slope profile shall extend far enough from the project site boundary to clearly show impact on adjacent property, within at least 150 feet.

(D) The profiles shall be drawn along those locations of the project site where:
(I) The greatest alteration of existing topography is proposed;
(II) The most intense or dense development is proposed;
(III) The site that is most visible from surrounding land uses; and
(IV) At all site boundaries illustrating maximum and minimum conditions.

(E) At least two of the slope profiles shall be roughly parallel to each other and roughly perpendicular to existing contour lines. At least one other slope profile shall be roughly at a 45-degree angle to the other slope profiles and existing contour lines.

8. _____ Original color photos of the project site from various angles (digital photos are preferred).
9. _____ **One copy** of each of the above-listed maps/plans reduced to 11” X 17”.

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HILLSIDE GRADING REVIEW
APPLICATION

Complete all sections of this form. If you believe that an item does not apply to your project, mark it "N/A." Do not leave any blank spaces.

All Assessor's Parcel Numbers (APNs):
: _____

Section 1 – Applicant Data (This is the person who the County will contact regarding this application unless a separate representative has been hired.)

Applicant Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ FAX No.: _____ E-Mail: _____

Firm Name: _____

Engineer/Representative's Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ FAX No.: _____ E-Mail: _____

Section 2 – Project Description and Location/Legal Data

Briefly describe the project and use:

_____

Land Use District: _____ Improvement Level: _____

Overlay Districts: _____

Legal Description: Township: _____ Range: _____ Section: _____

USGS Quad Name: _____

Location: Community: _____ Nearest cross street: _____

Street name: _____ Side of street: _____

Site Size (Gross acres or square footage): _____ Number of lots: _____

Site Address: _____

Proposed Development Area: _____

Size of Proposed Buildings: _____

Previously approved land use applications for this site: _____

Are you filing other land use applications for this site at this time? Yes ☐ No ☐

If yes, please list other application types _____

Section 3 – SIGNATURE

I certify under penalty of perjury that I am the (check one)

☐ Legal Owner (all individuals must sign as their names appear on the deed to the land), **OR**

☐ Owner's legal Agent, and that the foregoing is true and correct. (Please submit an authorization letter from legal owners).

(Print) OWNER(S) OF RECORD*	Signature	Date
(Print) OWNER(S) OF RECORD*	Signature	Date
(Print) OWNER(S) OF RECORD*	Signature	Date
(Print) OWNER(S) OF RECORD*	Signature	Date
(Print) APPLICANT OR LEGAL AGENT	Signature	Date

*If property is owned by a corporation, partnership or other group, signee should indicate corporate position or title and submit substantiating documentation (e.g. incorporation certificate).