

# GRADING AND EROSION CONTROL PERMIT

## APPLICATION PACKET

Sutter County Water Resources Department  
1130 Civic Center Boulevard  
Yuba City, California, 95993  
(530) 822-7400

A Grading and Erosion Control Permit issued by the County shall be required before any of the following activities shall occur within the unincorporated area of the County:

- (a) Grading, filling, excavation, storage or disposal of 350 cubic yards or more of soil or earthy material; or
- (b) Clearing or grubbing (i.e. removing trees and brush, including stumps and debris) of one acre of land or more; or
- (c) Grading, filling or storage of 50 cubic yards or more of soil or earthy material in a designated floodway; or
- (d) Relocation, reshaping, re-routing, obstructing, or altering an existing watercourse.

A Grading and Erosion Control Permit shall **not** be required for grading activities necessary for agricultural operations, including but not limited to, grading, routine tilling, ripping, leveling, re-contouring or other field preparation activities. However, this exception shall not apply to those activities which constitute a danger to any structure intended for human or animal habitation, any public road, or any watercourse or drainage conduit.

A Building Permit, an Improvement Plan, an Encroachment Permit, or a Floodplain Development Permit issued by the County Building Official or the Director covering the regulated activities shall constitute a grading permit, and a separate application is not required.

A separate permit shall be required for work on each site unless the sites are contiguous; have the same ownership; and, are included in an approved plan.

Attached are the necessary filing forms and instructions for submitting a complete Grading and Erosion Control Permit application. All forms must be completely filled out and submitted with any necessary supporting information. This packet includes the following forms:

- Application for Grading and Erosion Control Permit
- General Application Information

Upon receipt of the completed forms, site plan, and filing fees, the Director of Public Works will determine the completeness of the application. This review will be completed as soon as possible, but at most, within thirty (30) days of the submittal of the application. If the application is determined to be complete, the County will issue a permit.

If sufficient information has not been submitted to adequately process your application, you will receive a notice of incomplete application with instructions on how to complete the application. Upon receipt of that additional information or revised application, the thirty (30) day review period will begin again.

Since the information contained in your application is used to evaluate the project and in the preparation of the staff report, it is important that you provide complete and accurate data. Failure to provide adequate information could significantly delay the processing of your application.

Each section of the application packet should be carefully reviewed prior to submittal and responses to every question provided. If a particular response is not applicable, an N/A should be marked in the space provided indicating that the question has been reviewed by the applicant. If there are any blank spaces, staff will assume that the applicant has not completed the application packet and will return it for completion.

**PLEASE CONTACT THE WATER RESOURCES DEPARTMENT at (530) 822-7400 IF YOU HAVE ANY QUESTIONS WHILE PREPARING THE APPLICATION, OR AT ANY TIME DURING THE PERMIT PROCESS. WE WILL BE HAPPY TO ASSIST YOU IN ANY WAY WE CAN.**

**COUNTY OF SUTTER  
APPLICATION FOR GRADING AND EROSION CONTROL PERMIT**

Grading and Erosion Control Permit Fee.....At Cost (with Deposit)

OFFICE USE ONLY	
Application No.:	Date Filed:
Receipt No.:	Fee Amount: \$695 (Flat Fee)

**To be completed by Applicant:**

**Assessor's Parcel No(s):** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

	Property Owner	Applicant
NAME:	_____	_____
ADDRESS:	_____	_____
CITY:	_____	_____
PHONE:	_____	_____
EMAIL:	_____	_____

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_

**Project Characteristics:**

- A. Describe the proposed project including all existing and proposed uses of the site.  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- B. Parcel size (acres): \_\_\_\_\_
  
- C. Existing land use:  
 Undeveloped (Includes agriculture) \_\_\_\_\_ Developed \_\_\_\_\_  
 If developed, describe extent (type and use of all structures):  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- D. Existing surrounding land uses:  
 North \_\_\_\_\_  
 South \_\_\_\_\_  
 East \_\_\_\_\_  
 West \_\_\_\_\_
  
- E. Will the project use, store, or dispose of any potentially hazardous materials, such as toxic substances, flammables, or explosives? (Circle one) YES / NO  
 If yes, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_

F. Will the project include utility services (electric, gas, water, sewer) installation or relocation? (Circle one) YES / NO  
If yes, please explain:

---

---

G. Is a private drainage facility proposed as part of the project? (Circle one) YES / NO  
If yes, please explain:

---

---

H. What is the total amount of soil disturbance/grading (in cubic yards)? \_\_\_\_\_

I. Is a private drainage facility proposed: (Circle one) YES / NO

Any permit issued for the construction of a privately-owned drainage or stormwater facility, including but not limited to peak flow attenuation/detention basins, storm drains, channels, ditches or swales, shall be conditioned upon the applicant providing a written acknowledgement of the obligation to maintain the facility in accordance with the original design capacity and standards. The acknowledgement shall be recorded with the Sutter County Records Office and the maintenance obligation shall run with land.

J. **Entitlements:** Is the proposed grading activity associated with another project that has been approved by the County where there are conditions of approval? Note: Mitigation measures will be listed as project conditions and identified as such. (Circle one) YES / NO

If "Yes", attach copies of all applicable conditions of approval related to this application.

---

---

K. **State and Federal Permits:** Are any State and/or Federal permits required for the proposed activity? (Circle one) YES / NO

If "Yes", list here and attach copies of all permits to this application.

---

---

L. Right of Entry: Will the proposed work require right-of-entry documents for lands owned by others? (Circle one) YES / NO

If "Yes", list right-of-entry documents here and attach copies of all documents to this application.

---

---

- M. Quantity of soil disturbed: Will the proposed work result in disturbance (i.e. grading) of 1,000 cubic yards or more of material? (Circle one) YES / NO

Grading equal to or greater than 1,000 cubic yards shall be performed in accordance with an approved grading plan prepared by a civil engineer and shall be designated as "Engineered Grading." Grading involving less than 1,000 cubic yards shall be designated as "Regular Grading" unless (i) fill is being placed upon which a building will later be constructed, or (ii) the Director of Public Works or the County Building Official determines that special conditions or unusual hazards exist. In such an instance, grading shall conform to the requirements for engineered grading.

If "Regular Grading", submit Plans and Specifications that include all of the following:

- (1) General vicinity map of the proposed site;
- (2) Dimensions, including the grade and depth of cut and fill, shown on a plot plan with typical cross-sections;
- (3) A statement setting forth:
  - (i) The quantity of material to be excavated;
  - (ii) The quantity of material to be filled;
  - (iii) Whether such excavation or fill is permanent or temporary;
  - (iv) The amount of material to be imported to or exported from the site.
- (4) Method and standard for compaction;
- (5) Site Map depicting the location of structures, utilities, existing and proposed roads, watercourses and drainage ways, and major vegetation on the property and on adjacent properties if they might be affected by or are within 30 feet of the proposed grading. In addition, the map shall be required to show, or provide by narrative, the location of discharge points to the nearest natural area (For example: creeks, ponds, rivers, etc.);
- (6) The location, implementation schedule, and maintenance schedule of all erosion, sediment, and dust control measures to be implemented or constructed prior to, during or after the proposed activity;
- (7) Delineation of the area to be cleared and grubbed; and
- (8) If applicable, excess soil stockpile locations or disposal plans.

If “***Engineered Grading***”, submit Plans and Specifications signed and stamped by a Registered Professional Engineer, that include all of the items required for regular grading in addition to each of the following:

- (1) A drainage study with additional hydrologic and hydraulic analysis as required by the Director. Any such study must, at a minimum, demonstrate that post-grading runoff rates and volumes will not exceed pre-construction runoff rates and volumes. The drainage study must identify pre-grading and post-grading stormwater runoff rates for a 100-year rainfall event at every location where runoff leaves the property;
- (2) Accurate contours with maximum two foot contours and spot elevations where relatively flat conditions exist, showing existing topography and elevations, location, extent and slope of all proposed grading shown by contours, cross-sections or other means, and location of any disposal areas, fills or other special features to be included in the work;
- (3) Geotechnical engineering or engineering geology reports used;
- (4) An Erosion and Sediment Control Plan shall be prepared for all projects involving grading activities in excess of 1,000 cubic yards. The plan shall specify how the applicant proposes to:
  - (i) Control surface runoff and erosion;
  - (ii) Retain sediment on a particular site;
  - (iii) Prevent pollution of site runoff during preconstruction and construction-related grading activities which occurs before the final improvements or permanent structures are complete;
  - (iv) For those projects where more than one acre of soil will be disturbed, a Storm Water Pollution Prevention Plan shall suffice as the Erosion and Sediment Control Plan.
- (5) Any additional information and/or analysis required by the Director or applicable standards, laws, regulations and ordinances.

N. Environmental Review: Is there an associated Planning Division application that is pending or has been approved by the County? (Circle one): YES / NO

If “Yes”, list the applicable project name and number.

---

If “No”, the application will be reviewed by the County to determine the applicability of CEQA prior to approval and issuance of the permit. Any application subject thereto shall be required to comply with CEQA requirements prior to issuance of a Grading & Erosion Control permit.

O. Floodplain Management: Will the proposed activity take place within a base floodplain as delineated on a Flood Insurance Rate Map? (Circle one): YES / NO

If "Yes", provide the following information:

FIRM Map/Panel No: 0603940 \_\_\_\_\_ Flood Zone: \_\_\_\_\_ BFE: \_\_\_\_\_

I hereby certify, to the best of my knowledge, that the above statements are correct.

\_\_\_\_\_  
Signature of Person Preparing Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

<b>OFFICE USE ONLY</b>	
Public Works Staff Recommendation:	Date: _____
<input type="checkbox"/> Approval <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Disapproval	
CEQA Review:	Date: _____
<input type="checkbox"/> Existing CEQA Sufficient <input type="checkbox"/> CEQA Required <input type="checkbox"/> CEQA Not Required	
DISPOSITION: <input type="checkbox"/> APPROVED <input type="checkbox"/> CONDITIONALLY APPROVED <input type="checkbox"/> DENIED by the Director of Public Works.	
Director Signature:	Date:
Conditions Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	

A Grading and Erosion Control Permit shall be effective upon the date of issuance and shall remain in force for a period of one year, unless it is otherwise suspended, revoked, or voluntarily relinquished by the recipient. Prior to expiration of the permit, the recipient may apply for an extension of time within which to complete the proposed work. The Director shall have the discretion to authorize extensions as necessary.

**COUNTY OF SUTTER  
GRADING AND EROSION CONTROL PERMIT APPLICATION**

<b>OFFICE USE ONLY</b>		
Application No.:	Date Filed:	Receipt No.:

**Summary Sheet (to be completed by Water Resources Staff)**

**For the following questions, acceptable answers are underlined:**

- Is application complete? ( ) Yes ( ) No
- Would proposed work comply with County regulations? ( ) Yes ( ) No
- Would work impact historic drainage patterns? ( ) Yes ( ) No
- Would work result in increased erosion? ( ) Yes ( ) No
- Would work affect adjacent properties? ( ) Yes ( ) No
- Would there be a risk of debris transport? ( ) Yes ( ) No
- Would there be an increased risk to life or property? ( ) Yes ( ) No
- Is the application subject to CEQA? ( ) Yes ( ) No

**Staff recommendation:**

- ( ) Approve Permit
- ( ) Approve Permit with Conditions
- ( ) Deny Permit

\_\_\_\_\_  
Water Resources Staff Signature

\_\_\_\_\_  
Date

## **Placing information under Engineering Division on the County Website**

### **Grading and Erosion Control Permit**

A Grading and Erosion Control Permit issued by the County shall be required before any of the following activities shall occur within the unincorporated area of the County:

- Grading, filling, excavation, storage, or disposal of 350 cubic yards or more of soil or earthy material; or
- Clearing or grubbing (i.e., removing trees and brush, including stumps and debris) of one acre of land or more; or
- Grading, filling, or storage of 50 cubic yards or more of soil or earthy material in a designated floodway; or
- Relocation, reshaping, re-routing, obstructing, or altering an existing watercourse.

A Building Permit, an Improvement Plan, an Encroachment Permit, or a Floodplain Development Permit issued by the County Building Official or the Director covering the regulated activities shall constitute a grading permit, and a separate application is not required.

Contact Sutter County Development Services Engineering at 530-822-7400 if you have any questions.