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

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)