



GRADING PERMIT APPLICATION INSTRUCTIONS AND INFORMATION

1. It shall be unlawful for any person to commence or perform any grading of more than fifty (50) cubic yards without first having complied with the conditions and requirements of Butte County Code Chapter 13, Article I.
2. Each application for a permit that is required by this article shall be made by the property owner or his authorized agent to the Director on this permit application form accompanied by fees as set forth in the Butte County master fee schedule.
 - (a) Application review fee - \$153 per hour, minimum \$700 deposit due at the time of application. The deposit may be waived if you are pre-approved for an exemption request. If the deposit is waived, there is a minimum ½-hour charge of \$76.50.
 - (b) Environmental review fee - \$194.75 per hour, minimum \$3,505.32 deposit due when requested.
3. Each application shall include a grading plan prepared and signed by a licensed civil engineer in accordance with county improvement standards and contain at a minimum the following information:
 - (a) An accurate location map showing the relation of the project to the nearby community.
 - (b) An accurate plot plan showing the exterior boundaries of the area affected, and the location of any buildings.
 - (c) A description of the work to be done together with the materials to be used thereon, including depth of fills, height of cuts, proposed spoils location for any excess excavation, and estimated volumes in cubic yards of excavation and fill.
 - (d) The location of all drainage to and from the site and the location of culverts and natural watercourses.
 - (e) A relocation plan for existing waterway or drainage facilities proposed to be altered.
 - (f) Details of proposed drainage structures.
 - (g) A description of the methods to be used for erosion and sediment control.
 - (h) The locations of anticipated stockpile areas.
 - (i) Other pertinent information, as requested by the Director.
4. An erosion and sediment control plan prepared and signed by a licensed civil engineer conforming to the standards set forth in Chapter 13, Article I of Butte County Code shall be provided.
5. In certain circumstances in which an environmental review is performed under the control of another regulatory agency, the Director may approve of an exemption prior to grading as listed in section III of the permit application. Sufficient information must be submitted to demonstrate that an exemption is warranted.
6. Permit applications may be referred to the Planning Division of the Development Services Department for review pursuant to the Butte County Environmental Review Guidelines and the California Environmental Quality Act.
7. The Director may submit a report including his recommendations to the Planning Commission together with a request that the matter be set for public hearing by the Planning Commission.
8. Where it has been determined that the parcel for which the application has been submitted cannot prove that it was created in conformance with government code, additional documentation shall be provided as requested.
9. Before submitting an application for grading permit, the applicant is requested to discuss with staff all questions about application requirements, county procedures, zoning provisions and possible conditions of approval.



APPLICATION FOR GRADING PERMIT AND ENVIRONMENTAL REVIEW

SECTION I. GRADING PERMIT INFORMATION

1. Applicant's Name: _____
2. Business Phone Number: _____ Home Phone Number: _____
3. Applicant's Mailing Address: _____
4. Applicant's E-mail Address: _____
5. Applicant's Interest in Property: Owner Buyer Lessee Contractor Other
6. Owner's Name: _____
7. Owner's Phone Number: _____
8. Owner's Mailing Address: _____
9. Street Address of Project Site: _____
10. Assessor's Parcel Number(s): _____
11. Acreage of Parcel: _____
12. Describe location of parcel(s) and attach an accurate location map showing the exterior boundaries of the area affected, locations of buildings, stockpiles and spoils storage area, drainage, culverts, natural watercourses, and relocation plan for existing waterways or drainage facilities. Attach details of all proposed drainage structures and erosion control measures. _____

13. Description of Proposed Development and Use (Describe the buildings in terms of height, length, width; describe landscaping use in terms of commercial, residential, recreational and activities associated with the use): _____

14. Description of Existing Land Use: _____

15. Proposed Scheduling (Estimate when earthwork will begin: leveling, rough grade work, finish grade work, etc.): _____

16. Anticipated Future Development (Are there going to be future roadways, driveways, buildings pads, etc. developed on the project site after leveling or grading): _____

17. Describe the work to be done including the equipment and materials to be used: _____

18. Estimate Total Cubic Yards of Excavation: _____

19. Estimate Total Cubic Yards of Fill: _____

20. Estimate Total Cubic Yards of Spoils: _____

21. Maximum Height of Cuts: _____ Maximum Height of Fills: _____

22. Maximum and Minimum Slope of Work Site: Cuts (H:V) _____ Maximum _____ Minimum
Fills (H:V) _____ Maximum _____ Minimum

23. Describe Erosion Control Methodology to be Utilized: _____

24. When the total excavation plus the total fill exceeds 10,000 cubic yards, a detailed engineering plan and specifications, soil engineering report, and erosion and sediment control plan prepared and signed by a licensed civil engineer is required when one or more of the following conditions apply:

1. Cuts or fills exceed 15 vertical feet in height.
2. Existing average slope exceeds 20%

The above plans shall be prepared pursuant to the Butte County Code Section 13-8, 13-9, and 13-10. Chapter 13 Article I, "Grading", is available at <http://www.buttecounty.net/publicworks> - click on Documents.

7. Describe project design features or special conditions of approval (mitigation measures) which are proposed to alleviate potential environmental impacts: _____

8. 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: _____

9. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use, intensity of land use, and scale of development: _____

SECTION III. EXEMPTION INFORMATION

1. **An exemption to the grading permit may be requested if an environmental review is performed under the control of another regulatory agency. (Check box that applies and provide additional information to support exemption request)**
- Excavation and grading authorized by a valid building permit as provided for under appendix J - Grading of the 2007 California Building Code, as adopted by section 26-1 of chapter 26 of the Butte County Code.
 - Construction of roads for forestry or fire protection purposes, as required by a governmental fire protection agency.
 - Excavations for: cemetery graves, tunnels, wells, mining, quarrying, under grounding of utilities, public works projects, archaeological sites, or dams and public refuse disposal sites, controlled by other regulatory agencies.
 - Emergency projects due to landslides, road and bridge washouts, flooding or other natural disasters.
 - Routine maintenance of roads or manmade or engineered flood control channels and levees.
 - Grading, specifically authorized by the terms of any discretionary permit or approval granted by the County of Butte.
 - Routine Agricultural Grading maintenance to support, keep, replace, refurbish, replant, cultivate and continue in an existing state or condition without decline, including existing agricultural improvements, such as, but not limited to, fields, pastures, crops, vineyards, orchards, facilities, buildings, structures, walls, fences, poles, ponds, reservoirs, dams, pipes, irrigation systems, bridges, and roads. All other agricultural grading for the conversion of existing Non-agricultural vegetation to an agricultural operation will require an Agricultural Process Grading Review by submission of an Agricultural Grading Application to the Butte County Agricultural Commissioner for review and approval.
 - Maintenance of existing firebreaks and roads to keep the firebreak or road substantially in its original condition.
 - Timber harvest and management activities when approved and carried out consistent with the California Forest Practices Act.
 - Clearing of vegetation for fire protection purposes within 100 feet of a dwelling unit. Any additional clearing for fire prevention, control or suppression purposes is exempt when authorized or required in writing by a fire prevention or suppression agency.
 - Construction pursuant to subdivision plans or site improvement plans, which have been approved by the Department of Public Works. The storage of excess soil from approved projects to be used as fill for other approved projects is exempt as long as proper erosion and sediment controls are maintained at the stockpiled storage site.
 - Maintenance of irrigation and drainage facilities.
 - An excavation for a sewage disposal system or a well that is constructed in accordance with a valid permit issued by the Butte County Public Health Department, Environmental Health Division.
 - An excavation for installation, closure, or remediation of an underground storage tank, performed in accordance with a valid permit issued by the Butte County Public Health Department, Environmental Health Division.
 - An excavation for removal or remediation of site contamination, performed under the oversight of the Butte County Public Health Department, Environmental Health Division, or the California Environmental Protection Agency, or the United States Environmental Protection Agency.
 - Other – explain on additional sheet of paper.

