



**Engineering Department**  
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# ENGINEERING LAND DEVELOPMENT GRADING PERMIT FEES & INFORMATION

A Grading permit is required for any land disturbing activity that is not exempted under Encinitas Municipal Code Chapter 23.24.

The grading permit application will be routed to all applicable City Departments for review, however if project is within the jurisdiction of OMWD and/or LWD, the applicant must consult directly with that agency to address their comments as their approval will be required prior to issuance of a permit. The review process is iterative until such time all Item Reviewers are satisfied with the proposed grading plan. Please note, if third-party review is required, the cost is born by the applicant in addition to any City fees.

Approved permits are not transferable to another location.

## **Fees:**

Review fees that may be charged depending on scope of the project:

- Grading Plan Check \$2,020/sheet
- NPDES Plan Check \$252/sheet
- Erosion Control Plan Check \$274/sheet
- Landscape/Irrigation Plan Check - Public \$524/sheet
- Landscape/Irrigation Plan Check - Private \$252/sheet
- Structural Review \$404/sheet (plus consultant review fee)
- Storm Water Control Simulation Model Revision - Minor \$1,551
- Storm Water Control Simulation Model Revision - Major \$2,865
- Construction Change: Minor \$322/sheet
- Construction Change: Major \$706/sheet
- Construction Change: New Sheet \$2,020/sheet
- Structural Review New Sheet: \$404/sheet

Additional fees that may be charged prior to permit issuance:

- Grading Inspection
  - Approved Cost Estimate  $\leq$  \$100,000 - 6.7% of ACE
  - Approved Cost Estimate  $>$  \$100,000 - \$6,767 plus 4% of ACE over \$100,000
- NPDES Inspection
  - Approved Cost Estimate  $\leq$  \$100,000 - 1.2% of ACE
  - Approved Cost Estimate  $>$  \$100,000 - \$1,353 plus 0.8% of ACE over \$100,000
- Flood Control Fees \$0.21 per SF of new impervious surface

## **Business Registration**

- Must have a current business registration with the City. If your business is not registered with the City, please complete a Business Registration application online using Customer Self Service (CSS). Business Registration is a separate process and can be applied for concurrently with this permit. (\$39 new/\$24 renewal)

## Documentation Required:

- **Application - Grant Deed (required)** - Current vested grant deed listing current owner of subject property
- **Application - Preliminary Title Report (required)**- Current Preliminary Title Report including ALL listed documents in PTR - Less than 6 months old
- **Application - Supplemental (as applicable)** - Copy of Corp, Partnership, LLC, Trust, etc. docs showing authorized members/managers
- **Calculations - Structural (as applicable)** - Calculations for any non-standard structural improvements - Ret. Walls, Site Walls, Shoring, etc.
- **Calculations - Traverse (as applicable)** - Survey calculations
- **Certificate - Insurance** - Must have general liability coverage, minimum \$1 million for each occurrence and aggregate for combined bodily injury and property damage. The policy number, effective date, and expiration date must be provided. Work must be completed prior to the expiration date of the policy.
- **Cost Estimate (required)** - Estimate generated by project engineer using City's Unit Price List for all work shown on plan
- **Form - Priority Development Project (SWQMP) Stormwater Quality Management Plan (as applicable)** - Priority Development Project Stormwater Quality Management Plan
- **Form - Stormwater Intake Form & Standard SWQMP (required)** - Required for every project to categorize and document the project's status as it relates to local and state stormwater quality requirements.
- **Form - Stormwater Pollution Prevention Plan Stormwater Pollution Prevention Plan (as applicable)** - if applicable for reference - City does not review
- **Land Records - Exhibits (as applicable)** - Exhibits to accompany variety of land record documents including easements, covenants, and agreements.
- **Notice of Decision (as applicable)** - Signed approval of Discretionary Plan submittal.
- **Plans - Grading (required)** - Digitally generated vector file, scanned files are not acceptable. Construction document used to approve and permit grading improvements proposed as part of a project. Includes but not limited to site topo, existing improvements, property boundary info as well as proposed grading, drainage, utility improvements, road improvements, stormwater quality facilities, impervious surface quantity, earthwork quantity, etc.
- **Plans - Parcel Map (as applicable)** - Copy of any associated approved Tentative Map or Tentative Parcel Map
- **Plans - Traffic Control (as applicable)** - Identify construction work-zone limits, description of work to be done, roadways, existing signing and striping, speed limits, specify construction duration and work hours, temporary traffic control devices (cones, delineators, signs, barricades, k-rail, etc), vehicle detours, pedestrian detours, existing and proposed lane dimensions, lane reduction transition lengths, lane closures. Traffic control plans shall be developed to follow the California MUTCD and the San Diego Regional Standard Drawings.
- **Resolution (as applicable)** - Approval of plan by City Council or Planning Commission.
- **Tech Study - Geotechnical (required)** - Geotechnical investigation and recommendations report for proposed project - Less than 3 years old
- **Tech Study - Hydrology (required)** - Hydrology and hydraulics study/report for proposed project.