Site Grading Policy

Information & Forms
Rough Grading Policy

All construction projects within the City of Malibu which involve landform alteration requiring a Grading Permit must obtain a “Rough Grading Approval” prior to the issuance of any construction permit not directly associated with the site grading. A Grading Permit may be issued when all required departmental and agency approvals required have been obtained, and all structures for the project have been approved by Building Plan Check. All Building Permit applications submitted into Building Plan Check shall be subject to the standard policy for plan check expirations and extensions. The issuance of a Grading Permit and commencement of grading will not extend a plan check expiration date.

A “Rough Grading Certificate” shall be issued when all requirements of the Site Grading Checklist have been completed. Please refer to the “City of Malibu Site Grading Policy” packet for these requirements. Not all elements of the “Rough Grading Checklist” may be applicable to every grading project. Staff will determine the requirements based on the scope of work and site specific conditions.

When grading projects require the construction of site and/or basement retaining walls, or other similar earth supporting structures, building permits for the walls may also be issued provided all approvals have been obtained. All requisite reviews and approvals must first be obtained prior to permit issuance for the scope of work. When the retaining walls, or similar earth supporting structures, are a component of a building, a retaining wall permit may be issued for the structure. The permit shall be specific as to the scope of work authorized, and only such work will be inspected for approval.

This policy has been implemented to assure the project site is graded in conformance with all departmental and agency approval requirements and to establish a geotechnically sound and safe building site which is accessible, sustainable, and durable. This will provide a building site which will be static and require minimal maintenance to assure facilitation of surface drainage and erosion control year round.

Prior to commencement of grading activities, a pre-grading site meeting must be conducted. All elements of the grading operations, erosion control, storm water management plan and other concerns will be reviewed. Grading applicants shall have their grading contractor and project Geologist on site for the pre-grading meeting. It is also recommended that the project Civil Engineer attend.
Pre-Grading Site Meeting Required Prior to Commencement of Grading Activities

Prior to the commencement of any grading activities, a pre-grading site meeting must be conducted. The project agent responsible for the grading activities must schedule a meeting with a City Inspector through the online system at MalibuCity.org/inspection at least 2 business days prior to the proposed meeting date.

The pre-grading site meeting must be attended by the project grading contractor and the geologist of record, and may be attended by any other interested or concerned party(s). Larger grading projects may require the attendance of the civil engineer. The intent of the pre-grading site meeting is to familiarize all parties with the expectations of the City and to discuss any issues or concerns relative to the permitted grading operations and the maintenance of the site.

At the pre-grading site meeting the following topics will be covered:

- Site Evaluation
- Site Brushed and Debris Removed
- Erosion Control Devices Implemented & Materials On Site
- Water Availability
- Sanitary Facilities
- Documentation Requirements
- Grading Procedures

Failure to provide sufficient information regarding the elements listed above may delay authorization to begin the permitted grading operations.
Rough Grade Pad Elevation Certification

Project Address: _______________________________________________________

Grading Permit Number: ________________________________________________

I certify the graded pad elevations created during the rough grading operations are:

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<th>ELEVATION</th>
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I also certify the pads and the rough grading is in conformance with the City of Malibu Environmental Sustainability Department approved plans.

Civil Engineering Firm or Licensed Land Surveying Company:

______________________________________________________________

PRINT NAME

Civil Engineer’s or Licensed Land Surveyor’s Name:

______________________________________________________________

PRINT NAME

Signature:

______________________________________________________________       _____________

SIGN NAME        DATE

License Stamp:
## Site Grading Checklist

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<thead>
<tr>
<th>Project Address</th>
<th>Grading Permit Number</th>
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### Preliminary Grading Inspection
- [ ] Site Evaluation
- [ ] Site Brushed and Debris Removed
- [ ] Erosion Control Devices Implemented & Materials On Site
- [ ] Water Availability
- [ ] Sanitary Facilities

### Rough Grading Checklist

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- [ ] Key Way / Bottom Excavation Approval from Geologist/Geotechnical Engineer
- [ ] Removal / Over-Excavation Bottom Approval from Geologist/Geotechnical Engineer
- [ ] Erosion Control Devices in Place
- [ ] Daily Field Observation Reports
- [ ] Rough Grading Pad Elevation Certificate
- [ ] Supervised Rough Grading Certificate
- [ ] Final Compaction and Geologic Reports
- [ ] Primary Drainage Devices Constructed
- [ ] Subdrain Outlets
- [ ] Site Conditions as per Plan
  - [ ] As–Built Required
  - [ ] Planning Division Approval (required for alterations)
- [ ] Slope Conditions and Vegetation Installed

### Final Inspection Checklist

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</table>
- [ ] Final Supervised Grading Inspection Certificate
- [ ] Final Grading Inspection and Approval
- [ ] Final Drainage Approval
- [ ] Final Agency / Departmental Approvals
- [ ] Job in Substantial Compliance
- [ ] Approval of As-Built Plans
- [ ] Final Compaction and Geologic Reports Approved
- [ ] Drainage and Stormwater Management Plan Observation Report
Supervised Rough Grading Inspection Certificate

Project Address: ___________________________________________ Grading Permit Number: ____________________________

Owner: __________________________________________ Contractor ___________________________________________

Soils Engineer Verification
I verify that the earth fills placed on the referenced lot(s) were placed upon competent and properly prepared soil base material and compacted under my supervision and in compliance with the requirements of the Malibu Building Code and sound engineering practices. I further verify that where the report(s) of an Engineering Geologist, relative to this site, has recommended the installation of stabilization measures, such earthwork construction has been completed in accordance with the approved design. Fill slope surfaces have been compacted in accordance with my recommendations. Subdrains have been properly installed where required.
See Final As-Built Report dated ________________________ by ____________________________________________________

Compaction test data, recommended allowable soil bearing values, and other special recommendations.
Expansive soils: □ Yes □ No
Buttress fills: □ Yes □ No
Remarks: _____________________________________________________________________________________________

Soils Engineering Firm (please print): ____________________________________________________________________
Soils Engineer (please print): __________________________________________ Registration No.: _____________________
Signature: _________________________________________________ Date: ______________________________

Civil (Field) Engineer
I verify that the rough grading of the site referenced above has been graded under my supervision and in conformance with the plans as approved by the City of Malibu. The grading verified as in conformance includes grading to approximate final elevations, staking of property lines, location and gradient of cut and fill slopes, cross sectional configurations, and the correct installation of all primary drainage devices and facilities required to stabilize the site. I further verify the required Storm Water Pollution Control devices appropriate for the site have been properly installed and maintained.
Complete one of the following:
□ There have been no changes to the original plan and the site is in conformance with the approved plans
□ As-Built Plans are required and have been prepared.
Plan Revision Date: ________________________ City of Malibu Approval Date: ________________________
Remarks: _____________________________________________________________________________________________

Civil Engineering Firm (please print): ____________________________________________________________________
Engineer (please print): __________________________________________________________________________________
Signature: __________________________________________ Date: ______________________________

Grading Contractor
I verify that the Rough Grading of the referenced site has been completed under my supervision and in conformance with the plans approved by the City of Malibu. The scope of work verified as correct includes; grading to approximate final elevations, location and gradient of cut and fill slopes, location of drainage swales, terraces and berms, where indicated and required as per the approved grading plans.
□ There have been no changes to the design of the grading project as approved by the City of Malibu
Remarks: _____________________________________________________________________________________________

Grading Contracting Firm (please print): __________________________________________________________________
Contractors Individuals Name (please print): __________________________________________ Lic. No.: __________
Signature: __________________________________________ Date: ____________________________

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Final Supervised Grading Inspection Certificate

Project Address: ______________________________________________________________________

Grading Permit No.: _____________________________

Project Owner: _______________________________________________________________________

I verify the satisfactory completion of the project grading is in accordance with the plans as approved by the City of Malibu. All required drainage devices have been installed, slope vegetation has been established and an appropriate irrigation system has been installed (where required). Adequate provisions have been instituted for the proper drainage of all surface waters away from each building and the building site is consistent with standard engineering practices. Where required, effective rodent control measures have been implemented.

Remarks: ___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Civil Engineering Firm (please print): ________________________________________________

Civil Engineer (please print): _________________________________________________________
Registration No.: _________________________

Signature: _________________________________ Date: ___________________________

Engineer’s Stamp:
Drainage & Stormwater Management Plan
Engineer’s Observation Report

Project Address: ____________________________________________________________
Owner Name: __________________________________________________________________
Date of Observation: __________________________________________________________________
Engineer of Record: __________________________________________________________________
License / Registration No.: __________________________________________________________________
Phone No.: _________________________________________________________________________
Observed Drainage/Stormwater Management Elements: __________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Location of Observed Elements: __________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Observed Deficiencies: __________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
May be continued on reverse

Deficiencies require revisions to approved plans: □ Yes □ No
Deficiencies require follow-up inspection: □ Yes □ No

I declare the following statements are true to the best of my knowledge & belief:
1. I am the registered Engineer responsible for the observation of the drainage/stormwater elements.
2. All deficiencies that I documented have been corrected unless otherwise indicated above.
3. I am responsible for submission of the original of this report to the Environmental Sustainability Department, Grading Section.
4. I have provided this observation in accordance with the requirements of the City of Malibu

Signed ______ of ________, 20____, at __________, CA
day month city

Wet Signature of Registered Engineer

Stamp of Engineer

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