



# **Site Grading Policy for Operations, Erosion Control, and Stormwater Management**

*August 2020*

## **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 department and agency approvals have been obtained, and all structures for the project have been approved by Building Plan Check. All permit applications submitted into Building Plan Check shall be subject to the standard procedures 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” will be issued when all requirements of the Site Grading Checklist have been completed. These requirements are included in the City’s Site Grading Policy packet. 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 ensure the project site is graded in conformance with all department and agency approval requirements and to establish a geotechnically sound building site which is accessible, sustainable, and durable. The approved project site will be static, require minimal maintenance, and 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, stormwater management plan and other concerns will be reviewed. Applicants shall have their project grading contractor and geologist onsite for the pre-grading meeting. It is also recommended that the project civil engineer attend.

### **Pre-Grading Site Meeting Required Prior to Grading Activities**

Prior to the commencement of any grading activities, a pre-grading site meeting must be conducted. The project manager for the grading activities must schedule a meeting with a City Inspector through the online system at [MalibuCity.org/inspection](https://www.malibucity.org/inspection) at least two 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 Onsite
- 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.



# City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861  
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## Site Grading Checklist

Project Address \_\_\_\_\_

Grading Permit Number \_\_\_\_\_

### Preliminary Grading Inspection

Approved

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

### Rough Grading Checklist

Required      Approved

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Key Way / Bottom Excavation Approval from Geologist/Geotechnical Engineer      |
| <input type="checkbox"/> | <input type="checkbox"/> | Removal / Over-Excavation Bottom Approval from Geologist/Geotechnical Engineer |
| <input type="checkbox"/> | <input type="checkbox"/> | Erosion Control Devices in Place   |
| <input type="checkbox"/> | <input type="checkbox"/> | Daily Field Observation Reports  |
| <input type="checkbox"/> | <input type="checkbox"/> | Rough Grading Pad Elevation Certificate  |
| <input type="checkbox"/> | <input type="checkbox"/> | Supervised Rough Grading Certificate   |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Compaction and Geologic Reports  |
| <input type="checkbox"/> | <input type="checkbox"/> | Primary Drainage Devices Constructed   |
| <input type="checkbox"/> | <input type="checkbox"/> | Subdrain Outlets   |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Conditions as per Plan  |
|                          |                          | <input type="checkbox"/> As-Built Required                                     |
|                          |                          | <input type="checkbox"/> Planning Division Approval (required for alterations) |
| <input type="checkbox"/> | <input type="checkbox"/> | Slope Conditions and Vegetation Installed                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspection by Los Angeles Fire Dept for rough grading approval                 |

### Final Inspection Checklist

Required      Approved

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Final Supervised Grading Inspection Certificate            |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Grading Inspection and Approval                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Drainage Approval                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Agency / Departmental Approvals                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Job in Substantial Compliance                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Approval of As-Built Plans                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Compaction and Geologic Reports Approved             |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage and Stormwater Management Plan Observation Report |



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## Rough Grade Pad Elevation Certification

Project Address: \_\_\_\_\_

Grading Permit Number: \_\_\_\_\_

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

\_\_\_\_\_  
ELEVATION LOCATION

\_\_\_\_\_  
ELEVATION LOCATION

\_\_\_\_\_  
ELEVATION LOCATION

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:**



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## 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 \_\_\_\_\_  
for 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:**



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## 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

Stamp of Engineer

Signed \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, CA  
day month city

X \_\_\_\_\_  
Wet Signature of Registered Engineer