



# MONO COUNTY DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517  
760.932.5440 • Fax 760.932.5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov) • [www.monocounty.ca.gov](http://www.monocounty.ca.gov)

## GRADING PERMIT QUESTIONNAIRE

This questionnaire is designed to help the Department of Public Works determine whether a grading permit is required for your proposed project. Please answer all the following questions, provide project information, and sign the questionnaire.

The following questions apply to grading activities associated with your project, but does not apply to work to be done within the footprint of your building if this questionnaire is being completed in conjunction with a Building Permit. For example, do not consider excavation for a basement – the Building Permit covers that; but do consider excavation for a driveway to a garage in the basement.

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Will you remove the vegetation from more than 10,000 square feet of land? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will you excavate for an underground storage tank larger than 10,000 gallons? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will you excavate 200 or more cubic yards of soil and/or rock? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will your excavation be over 4 feet in depth at any point? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will your excavation be closer than 2 feet to any property line? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will any excavation slopes be steeper than 2:1 (horizontal to vertical)? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Will your excavation slopes be bare soil without vegetation? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will you fill more than 200 cubic yards of soil and/or rock? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will you fill three feet or more in depth at any point? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will you fill closer than two feet to any property line? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will you fill on ground having a natural slope steeper than 5:1 (horiz. to vertical)? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Will you construct a fill that has slopes steeper than 2:1 (horizontal to vertical)? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Will your fill slopes be bare soil without vegetation? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Will you excavate, fill, or clear on or within, any property such that soil or debris washed, eroded, or moved from the property by natural or artificial means creates a public nuisance or hazard on other property or road? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Will you modify, re-direct, obstruct, divert, or interfere with natural or artificial surface drainage swales, ditches, gutters, or other improved or unimproved drainage channels or drainage ways? .....                           | <input type="checkbox"/> | <input type="checkbox"/> |

If all questions were answered no, a grading permit is not required; please return the completed questionnaire to the Department of Public Works. If completing this in conjunction with a Building Permit, please include it with your Building Permit application.

If any question was answered yes, a grading permit *is* required. Please contact the Department of Public Works to request a grading permit application.

Project Location

Street Address: \_\_\_\_\_ Town: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Property Owner

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

Certification Statement

I certify under penalty of perjury in accordance with the laws of the State of California that I am the owner\*, or have authority to act on behalf of the owner\*\*, of the above-described property and that the answers to the foregoing questions are true and correct to the best of my knowledge. I hereby agree to defend, indemnify, and hold harmless the County of Mono, its officers, and employees for any damage and/or expenses arising as a result of an incorrect answer(s) to any of the above questions.

Owner / Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Owner is defined by Mono County Code section 13.08.020 as "the fee simple owner, an easement holder, licensee, or person claiming a property interest in the property on which work subject to this chapter [Mono County Code Chapter 13.08] is planned, where the applicant represents that the property interest encompasses and allows the type of work sought to be performed pursuant to the permit."

\*\* A valid "Owner's Statement and Authorization of Agent to Act on Owner's Behalf" must be completed and on file with Public Works.



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## GRADING PERMIT APPLICATION

### APPLICATION REQUESTING AUTHORIZATION TO PERFORM LAND CLEARING, EARTHWORK, AND/OR DRAINAGE ALTERATION

Project data consistent with sections 13.08.060 & 13.08.070 of the Mono County Code and an Application Fee must accompany this application to initiate plan review (check payable to "County of Mono"). Depending upon project scope, additional reports, plans, details, or surveys may be required to complete the application. An inspection fee may be required and acceptable surety may also be required prior to permit issuance.

The Department of Public Works reviews and processes grading permit applications in the order received. Every effort will be made to conduct an initial completeness review within one week of application receipt, and a detailed initial plan check and issuance of technical review comments within three weeks of receiving a complete application, but project work load, staff resources, and other factors may extend these goals.

The undersigned hereby applies for a permit to perform the following activities (complete all that apply to your proposed project; attach additional sheets if necessary):

LAND CLEARING area: \_\_\_\_\_ sq. ft.

EXCAVATION max. depth: \_\_\_\_\_ ft. volume: \_\_\_\_\_ cubic yards

FILL max. height: \_\_\_\_\_ ft. volume: \_\_\_\_\_ cubic yards

DRAINAGE ALTERATION (describe): \_\_\_\_\_

Will the activity precede residential building construction by one year or less? n/a  Yes  No

Have you submitted a NOI to the SWRCB under the statewide NPDES permit? n/a  Yes  No

#### Project Location

Assessor's Parcel No.: \_\_\_\_\_ Zoning: \_\_\_\_\_

Street Address: \_\_\_\_\_ Town: \_\_\_\_\_

#### Property Owner

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

Grading permits may only be issued to the owner of the property upon which the work is to be performed. Owner is defined by Mono County Code section 13.08.020 as "the fee simple owner, an easement holder, licensee, or person claiming a property interest in the property on which work

subject to this chapter [13.08] is planned, where the applicant represents that the interest encompasses and allows the type of work sought to be performed pursuant to the permit.”

The owner is responsible for obtaining all other necessary permits or approvals related to the proposed work including, but not limited to, those that may be required by the Department of Fish and Game, the Regional Water Quality Control Board, and the Great Basin Unified Air Pollution Control District. As a condition to the issuance of a grading permit for the proposed work, the owner must agree to defend, indemnify, and hold harmless County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney’s fees, arising out of, resulting from or in connection with the performance of the work covered by the grading permit or its issuance. The owner may be required to provide a bond to guarantee this obligation.

By signing this application (or, in the case of an application signed by an agent for the owner, by signing the attached Owner’s Statement and Authorization of Agent to Act on Owner’s Behalf), the owner certifies, under penalty of perjury in accordance with the laws of the State of California, that he/she is the legal owner of the land upon which all grading, land clearing, earthwork, and or/drainage alteration described in the application to which this authorization is attached (the “Work”) will be performed, or that he/she otherwise has a property interest in such land (e.g., easement, license, or other interest) which gives him/her the legal right to access said lands and to perform the Work thereon.

If this application is signed by an agent of the owner, then Attachment A, “Owner’s Statement and Authorization of Agent to Act on Owner’s Behalf” must be completed by the owner.

Owner / Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- Space below reserved for Public Works use only-----

Received:     Site Plan     Description     Questionnaire     Application Fee    Project No.: **GP**\_\_\_\_\_

# ATTACHMENT A TO GRADING PERMIT APPLICATION

## OWNER'S STATEMENT AND AUTHORIZATION OF AGENT TO ACT ON OWNER'S BEHALF

Assessor's Parcel No.: \_\_\_\_\_

Street Address: \_\_\_\_\_ Town: \_\_\_\_\_

I, \_\_\_\_\_ (insert name of owner), hereby certify, under penalty of perjury in accordance with the laws of the State of California, that I am the legal owner of the property described above (and in the attached grading permit application) upon which all grading, land clearing, earthwork, and or/drainage alteration for which a grading permit is sought (the "Work") will be performed, or that I otherwise have an interest in such property (e.g., easement, license, or other interest) which gives me the legal right to access said property and to perform the Work thereon. All references to the "owner" of the property in this document shall refer to the individual named in this paragraph.

I hereby designate \_\_\_\_\_ (insert name of agent) to act on my behalf with respect to the grading permit application to which this authorization is attached. Such authorization includes, without limitation, authority to: execute and submit a grading permit application on my behalf; execute and complete a grading permit questionnaire on my behalf; and perform any other task necessary to facilitate the issuance of the grading permit, unless such task is specifically required to be completed by the owner as noted below.

I understand that, as the owner of the property and the person to whom the grading permit will be issued, I am responsible for obtaining all other necessary permits or approvals related to the Work, including, but not limited to, those that may be required by the Department of Fish and Game, the Regional Water Quality Control Board, the Great Basin Unified Air Pollution Control District, and/or any other owner of the property whose permission is legally required.

I also understand that, as a condition to the issuance of a grading permit for the proposed Work, I will be required to sign a statement obligating me to defend, indemnify, and hold harmless the County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from or in connection with the performance of the Work or arising out of, resulting from, or in connection with the issuance of the grading permit. My agent cannot sign that statement on my behalf. I further understand that I may be required to provide a bond to guarantee the obligations contained in that statement.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_