All Residential/Commercial Grading Project Applications must contain the following:

1. One (1) Completed Building Permit Application Form
2. One (1) 8 ½” X 11” Scaled Plot Plan per the Plot Plan Instruction List
3. One (1) Directions to Site Form
4. One (1) Completed Access/Drainage Permit Form (if needed)
5. Construction Drawings/Plans (Two* (2) Complete Sets per required content listed below)
   *One (1) additional set of plans may be required for Engineered projects
6. Storm Water Pollution Prevention Plan (SWPPP) if applicable
7. Plan check deposit as follows:
   - Up to 1000 Cubic Yards  $  37.50
   - 1001 Cubic Yards or more $100.00

All submittals shall be site specific and designed to the provisions of the Yavapai County Grading Ordinance 2014-9

**Grading Designation**

1. Grading in excess of 2,000 cubic yards shall be performed in accordance with the approved grading plan prepared by a civil engineer, and shall be designated as "engineered grading."
2. Grading involving 2,000 cubic yards or less shall be designated "regular grading" unless the Building Official determines that special conditions or unusual hazards exist, in which case grading shall conform to the requirements for engineered grading.
3. Grading within established ingress/egress easements not intended to support structures involving any cut and/or fill shall be designated as ingress/egress easement grading. When in excess of 2,000 cubic yards grading shall be performed in accordance with the approved grading plan prepared by a civil engineer per “Engineered Grading” designation.

**THE MINIMUM CONTENT REQUIREMENTS FOR PLAN SUBMITTALS ARE AS FOLLOWS:**

Plans shall be drawn to scale on minimum size 18” X 24” (maximum 30” X 42”) sheet(s) and shall be of sufficient clarity to indicate the nature and extent of the work proposed. Plans shall show in detail that they will conform to the provisions of this ordinance and all relevant laws, ordinances, rules and regulations. The first sheet of each set of plans shall give location of the work, the name and address of the owner, and the person by whom they were prepared

**Regular Grading Requirements.**

The plan shall include the following information:

1. Estimated cubic yards of material to be excavated and/or filled (total of the combination).
2. General vicinity of the proposed grading site.
3. Property limits and accurate contours of existing ground and details of terrain and area drainage.
4. Limiting dimensions, elevations, or finish contours to be achieved by the grading, and proposed drainage channels and related construction. Plans shall include 2 cross sections at 90 degree angle to each.
5. Detailed plans are to be provided of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed. Detailed plans are to include as a part of, the proposed work, a map showing the drainage area and the estimated runoff of the area served by any drains.
6. Location of any buildings or structures on the property and the location of any buildings or structures on land of adjacent owners that are within fifteen feet (15’) of the property line(s) that may be affected by the proposed grading operations.
7. Type and source of fill material
8. A soil investigation report and a report of satisfactory placement of fill, both acceptable to the building official, shall be submitted for fills used to support the foundations of any building or structure.

The following notes are required on the plans:

A. The ground surface shall be prepared to receive fill by removing vegetation, non-complying fill, and other unsuitable materials.
B. No rock or similar irreducible material with a maximum dimension greater than twelve inches (12") shall be allowed in fills in the absence of a soils report and inspection by a soils engineer.
C. All fills shall be compacted to a minimum of 90% of maximum density and verified by a compaction report when supporting a structure.

9. The Storm Water Pollution Prevention Plan (SWPPP) if applicable

A. The Storm Water Pollution Prevention Plan should include all erosion and sediment control measures necessary to meet the objectives of the ADEQ, (AZPDES General Permit No. AZG2013-001) regulations throughout all phases of construction and after completion of development of the site.

Engineered Grading Requirements.

The plans and specifications shall be prepared and signed by an individual licensed by the State to prepare such plans or specifications. Specifications shall contain information covering construction and material requirements. The plans shall include the following information:

1. Estimated cubic yards of material to be excavated and/or filled (total of the combination).
2. General vicinity of the proposed grading site.
3. Property limits and accurate contours of existing ground and details of terrain and area drainage.
4. Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction. Plans shall include 2 cross sections at 90 degree angle to each.
5. Detailed plans are to be provided of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed. Detailed plans are to include as a part of, the proposed work, a map showing the drainage area and the estimated runoff of the area served by any drains.
6. Location of any buildings or structures on the property and on land of adjacent owners that are within fifteen feet (15’) of the property where the work is to be performed.
7. Recommendations included in the soils engineering report and the engineering geology report shall be incorporated in the grading plans or specifications. When approved by the Building Official, specific recommendations contained in the soils engineering report and the engineering geology reports, which are applicable to grading, may be included by reference.
8. The dates of the soils engineering and engineering geology reports together with the names, addresses and phone numbers of the firms or individuals who prepared the reports.
9. The Storm Water Pollution Prevention Plan (SWPPP) if applicable.

A. The Storm Water Pollution Prevention Plan should include all erosion and sediment control measures necessary to meet the objectives of the (ADEQ) (AZPDES General Permit No. AZG2013-001) regulations throughout all phases of construction and after completion of development of the site.
INSTRUCTIONS FOR DRAWING A PLOT/SITE PLAN

Plot Plans must be drawn in Black Ink to scale on the form provided and must include all of the following information: (8 ½” X 11” form will be provided to you)

Site Plans must contain the following information and be drawn on the same size sheet as your construction drawings. (Minimum Paper Size is 18” X 24”)

1. Property Dimensions
2. Indicate scale used (Engineer’s Scale ONLY – Not Smaller than 1” = 60’)
3. Indicate “North” with directional arrow
4. Proposed structure(s) with all dimensions, including POOLS, walls, fences, etc.
5. Existing structure(s) with all dimensions, including POOLS, walls, fences, etc.
6. Distance(s) between structures
7. Distances all structure(s) to all property lines
8. Description of each structure’s use
9. Adjacent streets/roads
10. Location of driveway(s) and material used (i.e., gravel, concrete…)
11. Location, size, dimensions of septic system with leach area (show perc test holes, 100% expansion area [minimum distance from septic & leach], length & slope of outlet lines [5’ minimum], distribution box/diversion valve, inspection pipe(s) length, width & number of leach lines [distance between trenches], degree of slope in leaching area, length & slope of building sewer lines, setbacks from property lines, buildings, wells, dry washes, other sewage systems, water lines) {Note: If individual wells provide water, maintain minimum septic setbacks of 50' from property lines and 100' from all wells including neighboring wells.}
12. Locations of all utility poles, meters, and lines
13. All easements regardless of purpose must be displayed
14. Slope information: slope information may be given in feet or percentage of slope
   a. Indicate high and low point of lot if lot slopes
   b. Indicate by arrows the direction of slope
   c. Indicate how much difference there is in elevation (in feet) between high and low point.
15. Any watercourse(s) on the parcel or within 200 feet of existing or proposed structure(s); wells within 100 feet of the parcel; and road-cuts within 50 feet of the parcel (A watercourse is defined as any topographic feature that carries water periodically. Other appropriate terms might be wash, creek, river arroyo, slew or drainage way.) Distance from the closest structure to the top of any watercourse. Indicate elevation difference of proposed building site to the lowest wash elevation adjacent to the building site.
16. Location of existing roadside ditches and road culverts with size
17. Layout of parking spaces, including handicapped, per use requirements (pertains to all except single family dwelling permits)
18. Signage must be identified but requires a separate permit
19. Location and type of exterior lighting
20. Location where orange card will be posted.
21. Full size SITE PLAN must also include existing and proposed grades, building pad elevations, drainage, and, cut and fill amounts.

Drainage Report/Plans (if required) must be in accordance with the Yavapai County Drainage Criteria Manual. (See the Flood Control District with any questions.)