



# ROUGH GRADING PERMIT Submittal Checklist

7/5/11 VII

## City of Henderson Development Services Center

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This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff. Please use the checklist to ensure that your application includes all of the information necessary for a timely review of your plans.

### Part. 1 Applicant's Responsibility

**Applicants are responsible for submitting complete applications.** Incomplete applications will result in permit being rejected for acceptance, or returned to the applicant during the review process. City service commitments will not apply to incomplete submittals.

### Part. 2 Prerequisites

The following must be completed before a rough grading permit application can be accepted for processing:

- Approved Drainage [Hydrology] Study**
- An approved Design Review, Planned Unit Development or Tentative Map [if applicable]**
- Associated Civil Improvement Plans**  
*Must have completed the First Review of submitted Civil Improvement Plans.*
- CLOMR Approval Letter [if applicable]**  
*Provide a copy of the CLOMR approval letter if the property is located within a flood zone.*
- Hillside Development Area Approval Letter [if applicable]**  
*Provide a copy of approval letter from the City's Community Development Department if the property is located in the Hillside Development Area.*

### Part. 3 Applicable Codes

Project must meet the requirements of the City's adopted codes, ordinances, and regulations:

2009 International Building Code, with Southern Nevada Building Code Amendments  
Development Code, of the Henderson Municipal Code [Titles 13 & 19]  
Henderson Municipal Code 15.50 incorporating Clark County Regional Flood Control District Uniform Regulations for Control of Drainage, Part II  
Clark County Standard Specifications for Offsite Construction  
Clark County Regional Flood Control Hydrologic Criteria and Drainage Design Manual

### Part. 4 Submittal Package

Provide the following information at the time you submit your application for a rough grading permit. Please submit the required number of copies of plans and related documents for routing to reviewing departments:

- Completed Grading Permit application**
- Grading Permit Fee [if applicable]**  
*Only applicable if not required to obtain a Final Grading permit.*
- 2 complete sets of grading plans [24" x 36"]**  
*These must be "wet sealed", signed and dated by a civil engineer registered in the State of Nevada.*
- Notarized letter giving permission to grade on adjacent property**  
*[where required]*
- Copy of the approval letter and permit number from the approved Drainage [Hydrology] study**
- Storm Water Discharge "Notice of Intent" (NOI)**  
*A copy of the NOI for the Storm Water Discharge Permit issued by the Nevada Division of Environmental Protection.*
- A completed Desert Conservation form**

## Part. 4

### Submittal Package Continued

- Dust Mitigation Cash Deposit: \$2,000 per acre**  
*Cash deposit is refundable upon issuance of Grading Permit. If dust mitigation is not effectively maintained, City will use deposit to ensure compliance.*
- Tortoise Mitigation Fee: \$550 per acre**  
**Tortoise Administration Fee: \$50 for all projects, except \$25 for single lot residential**

## Part. 5

### Plan Contents

Plans must contain the following minimum contents. It is not intended to be all inclusive of every detail required. It does provide an overview of the basic plan contents.

*See the Clark County Area Standard Drawings for more information.*

### Grading Plan

- Flood Zone Identification**  
If the subject property is located within a flood zone, identify the flood zone(s), FIRM community panel number and date.
- General Information**
  - \_\_\_ Provide a general vicinity map of the proposed site.
  - \_\_\_ Identify property limits and accurate contours of existing ground and details of terrain and area drainage.
  - \_\_\_ Address the possible impacts on adjoining properties and mitigating measures to be undertaken.
- Dimensions and Elevations**
  - \_\_\_ Show limiting dimensions and elevations to be achieved by the grading, and proposed drainage channels and related construction.
  - \_\_\_ Provide elevation datum and benchmark as established by the NAVD88.
- Proposed location of any buildings or structures on the property**  
Identify where the work is to be performed and the location of any buildings or structures on land of adjacent owners that are within 50 feet of the property or that may be affected by the proposed grading operation.
- Soils Engineering & Geology Reports**  
Provide the dates of the soils engineering and geology reports together with the names, addresses, and phone numbers of the firms or individuals who prepared the report. Recommendations included in the soils engineering and engineering geology report shall be incorporated in the grading plans or specifications.
- Topographical Features**  
Identify location of other existing topographical features either natural or man-made such as streets, drainage structures, pavements, fence walls, etc.
  - \_\_\_ Existing contours at least 50 feet beyond the property lines.
  - \_\_\_ Proposed finish contours or spot elevations at the property corners and at swale flow lines.
- Details and Cross Sections**  
Provide details and cross sections at property lines, fence walls, retaining walls, berms, etc.
- Roads or Streets**  
Include elevation of curbs or centerline of roads or streets. [if applicable]
- Earthwork Quantities**  
Provide earthwork quantities in cubic yards and scope of work. Designate a disposal area for any excess excavation.
- Slope**
  - \_\_\_ Check for areas of existing terrain with a slope greater than 5:1. Ensure the grading plan incorporates the recommendations of the soils report and for the placement of fill on slopes steeper than 5:1. Provide details and cross section of typical fill slopes and cut slopes.
  - \_\_\_ Provide typical details of fill over natural slopes and fill over cut slopes where fill is to be placed on natural or cut slopes steeper than 5H:1V.
- Cut and Fill**
  - \_\_\_ Provide the cut to fill transition line.
  - \_\_\_ Identify setback dimensions of cut and fill slopes from site boundaries.