Engineer submits digital file of Precise Grading Plan to Accela Citizens Access. Public Works staff will request applicable plan check deposit.

Plan is distributed to 5 departments for review.

1st Plan Check Review Time
Commercial: 4 Weeks
Residential: 3 Weeks

Plan check comments and revisions are posted to the grading record on ACA.

Engineer resubmits revised Precise Grading Plan along with previous plan check comments.

Plan is distributed to remaining departments for review.

2nd Plan Check Review Time
Commercial: 3 Weeks
Residential: 2 Weeks

Plan check comments and revisions are posted to the grading record on ACA.

Engineer resubmits revised Precise Grading Plan along with previous plan check comments.

Plan is distributed to remaining departments for review.

3rd or more Plan Checks Review Time 1 Week

Plan check comments and revisions are posted to the grading record on ACA.

After all departments approve the Grading Plan, the Engineer will submit the approved set to the Public Works counter. Plan set must be on bond paper in black white. The Engineer must wet sign the bond copy with blue ink.

Plan is routed for approval signatures.

Fire
Planning
Public Works

Plan is Approved

Public Works staff will prepare grading permit and grading fees

The Engineer will be asked to submit a copy of the SIGNED plans to Public Works. This will be the inspector's copy.

After the permit is signed, the fees have been paid, and the inspector copy has been received the permit will be issued.

Note: The flowchart above demonstrates the typical process for a Precise Grading Plan. If the Code Requirements and/or Conditions of Approval for a project require the submittal of other reports/plans (i.e. Water Quality Management Plan, Hydrology & Hydraulics Study, Storm Water Pollution Prevention Plan, Easement Dedications, etc.), these items shall also be submitted to Public Works with the first plan check of the Precise Grading Plan.