



ENGINEERING DEPARTMENT
SINGLE FAMILY GRADING PLAN CHECK SUBMITTAL
APPLICATION AND CHECKLIST

130 SOUTH MAIN STREET, LAKE ELSINORE, CA 92530
P: 951.674-3124, F: 951.476-1261

Fill in the requested information and submit with the requested documents and fees to initiate Plan Check.
Incomplete submittals will not be processed for plan check.

PARCEL/TRACT NO.: _____ **PROJECT NAME:** _____

ASSESSOR'S PARCEL NO(S): _____

TOTAL LOT AREA: _____ Gross Acres _____ Sq Ft _____ **CUT:** _____ cy **FILL:** _____ cy

COUNTRY CLUB HEIGHTS AREA: _____ Yes _____ No **PLANNING PROJECT/ DEVELOPMENT REVIEW NO:** _____

SUBMITTAL TYPE: Check one Mass Grade _____ Rough Grade _____ Precise Grade _____ Drainage _____ **REVISION No. :**

Are the project Hardscape Improvements (curb, gutter, sidewalk, driveway cut, pavement, striping, etc.) both onsite and/or offsite shown on this grading plan?

If yes, Engineer's Cost Estimate required with submittal

☐ No ☐ Yes

OWNER / DEVELOPER: _____

STREET ADDRESS/CITY/ZIP: _____

TELEPHONE: _____ **FAX:** _____

EMAIL: _____

PROJECT MANAGER: _____

If different from above

STREET ADDRESS/CITY/ZIP: _____

TELEPHONE: _____ **FAX:** _____

EMAIL: _____

ENGINEER: _____ **COMPANY:** _____

STREET ADDRESS/CITY/ZIP: _____

TELEPHONE: _____ **FAX:** _____

EMAIL: _____

Distribution: Original- File / Copy - Planchecker

GRADING PLANCHECK CHECKLIST

NEW SUBMITTAL:

REQUIRED DOCUMENTS:

APPLICATION

GRADING PLANS (pdf)

ENGINEER'S COST ESTIMATE (separate on & off-site hardscape improvements)

CONDITIONS OF APPROVAL (signed by owner)

PRELIMINARY TITLE REPORT (within 6 months)

SOILS REPORT (pdf)

PLANNING APPROVED SITE PLAN (pdf)

SUBMITTING PROJECT GUIDE:

- PROJECT MUST BE SUBMITTED ONLINE USING THE CITY'S CUSTOMER SELF SERVICE PORTAL (CSSP): https://mill.lake-elsinore.org/EnerGov_Prod/SelfService#/home
- CITY STAFF WILL REVIEW SUBITTAL TO ENSURE CHECKLIST IS COMPELTE. AN INVOICE WILL THEN BE CREATED FOR PLAN CHECK. **PLEASE NOTE:** THIS INVOICE MUST BE PAID BEFORE REVIEW CAN START.
- PAYMENT CAN BE MADE ONLINE USING THE (CSS PORTAL) OR BY MAILING A CHECK TO CITY HALL. **PLEASE NOTE:** THERE IS A 2.75% CONVENIENCE CHARGE FOR CREDIT CARDS + 0.54% PORTAL USE FEE FOR PAYMENTS
- REVIEW TIME IS 10 BUSSINESS DAYS FOR THE FIRST SET OF COMMENTS. 5 BUSSINESS DAYS FOR ANY SUBSEQUENT REVIEWS. **PLEASE NOTE:** CITY ORDINANCE PROVIDES FOR COST RECOVERY OF FEES; REVIEWS THAT EXCEED 4 CHECKS WILL RESULT IN ADDITIONAL FEES.
- PLAN CHECK FEES CAN BE CALCULATED USING OUR [FEE SCHEDULE](#) OR PROJECT [ESTIMATE CALCULATOR](#). IF YOU HAVE ANY QUESTIONS ON HOW YOUR INVOICE WAS CALCULATED PLEASE REACH OUT TO CITY STAFF FOR ASSISTANCE.