



Site Grading Policy for Operations, Erosion Control, and Stormwater Management

November 2021

Rough Grading Policy

All construction projects within the City of Malibu which involve landform alteration requiring a Grading Permit must obtain a “Rough Grading Approval” prior to the issuance of any construction permit not directly associated with the site grading. A Grading Permit may be issued when all required department and agency approvals have been obtained, and all structures for the project have been approved by Building Plan Check. All permit applications submitted into Building Plan Check shall be subject to the standard procedures for plan check expirations and extensions. The issuance of a Grading Permit and commencement of grading will not extend a plan check expiration date.

A “Rough Grading Certificate” will be issued when all requirements of the Site Grading Checklist have been completed. These requirements are included in the City’s Site Grading Policy packet. Not all elements of the “Rough Grading Checklist” may be applicable to every grading project. Staff will determine the requirements based on the scope of work and site-specific conditions.

When grading projects require the construction of site and/or basement retaining walls, or other similar earth supporting structures, building permits for the walls may also be issued provided all approvals have been obtained. All requisite reviews and approvals must first be obtained prior to permit issuance for the scope of work. When the retaining walls, or similar earth supporting structures, are a component of a building, a retaining wall permit may be issued for the structure. The permit shall be specific as to the scope of work authorized, and only such work will be inspected for approval.

This policy has been implemented to ensure the project site is graded in conformance with all department and agency approval requirements and to establish a geotechnically sound building site which is accessible, sustainable, and durable. The approved project site will be static, require minimal maintenance, and assure facilitation of surface drainage and erosion control year-round.

Prior to commencement of grading activities, a pre-grading site meeting must be conducted. All elements of the grading operations, erosion control, stormwater management plan and other concerns will be reviewed. Applicants shall have their project grading contractor and geologist onsite for the pre-grading meeting. It is also recommended that the project civil engineer attend.

Pre-Grading Site Meeting Required Prior to Grading Activities

Prior to the commencement of any grading activities, a pre-grading site meeting must be conducted. The project manager for the grading activities must schedule a meeting with a City Inspector through the online system at MalibuCity.org/inspection at least two business days prior to the proposed meeting date.

The pre-grading site meeting must be attended by the project grading contractor and the geologist of record, and may be attended by any other interested or concerned party(s). Larger grading projects may require the attendance of the civil engineer. The intent of the pre-grading site meeting

is to familiarize all parties with the expectations of the City and to discuss any issues or concerns relative to the permitted grading operations and the maintenance of the site.

At the pre-grading site meeting the following topics will be covered:

- Site Evaluation
- Site Brushed and Debris Removed
- Erosion Control Devices Implemented & Materials Onsite
- Water Availability
- Sanitary Facilities
- Documentation Requirements
- Grading Procedures

Failure to provide sufficient information regarding the elements listed above may delay authorization to begin the permitted grading operations.

Grading in the Rainy Season

Each year during the rainy season (November 1 – March 31), Project Managers must have Best Management Practices (BMP) in place onsite. This includes ensuring all excavated soil is located on the site in a manner that minimizes the amount of sediment running onto the street, drainage facilities, or any adjacent properties. Soil piles must be bermed or covered with plastic or similar materials until the soil is either used or removed from the site.

The below table shows the minimum required site BMPs. If these BMPs are not implemented, City Building inspectors will not allow any further construction or grading until the completion of the rainy season; Code Enforcement will also be notified of noncompliance.

Erosion Controls	Scheduling
	Preservation of Existing Vegetation
Sediment Controls	Silt Fence
	Non plastic Sandbag Barrier
	Stabilized Construction Site Entrance/Exit
Non-Stormwater Management	Water Conservation Practices
	Dewatering Operations
Waste Management	Material Delivery and Storage
	Stockpile Management
	Spill Prevention and Control
	Solid Waste Management
	Concrete Waste Management
	Sanitary/Septic Waste Management

Permits will be issued upon demonstration of approval from the Building Official. Final approval of issued permits will not be given until compliance is verified by City of Malibu Building Safety staff.



City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861
Phone (310) 456-2489 · Fax (310) 456-7650 · www.malibucity.org

Site Grading Checklist

Project Address _____

Grading Permit Number _____

Preliminary Grading Inspection

Approved

- Site Evaluation
- Site Brushed and Debris Removed
- Erosion Control Devices Implemented & Materials On Site
- Water Availability
- Sanitary Facilities

Rough Grading Checklist

Required Approved

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Key Way / Bottom Excavation Approval from Geologist/Geotechnical Engineer |
| <input type="checkbox"/> | <input type="checkbox"/> | Removal / Over-Excavation Bottom Approval from Geologist/Geotechnical Engineer |
| <input type="checkbox"/> | <input type="checkbox"/> | Erosion Control Devices in Place |
| <input type="checkbox"/> | <input type="checkbox"/> | Daily Field Observation Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | Rough Grading Pad Elevation Certificate |
| <input type="checkbox"/> | <input type="checkbox"/> | Supervised Rough Grading Certificate |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Compaction and Geologic Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | Primary Drainage Devices Constructed |
| <input type="checkbox"/> | <input type="checkbox"/> | Subdrain Outlets |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Conditions as per Plan |
| | | <input type="checkbox"/> As-Built Required |
| | | <input type="checkbox"/> Planning Division Approval (required for alterations) |
| <input type="checkbox"/> | <input type="checkbox"/> | Slope Conditions and Vegetation Installed |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspection by Los Angeles Fire Dept for rough grading approval |

Final Inspection Checklist

Required Approved

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Final Supervised Grading Inspection Certificate |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Grading Inspection and Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Drainage Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Agency / Departmental Approvals |
| <input type="checkbox"/> | <input type="checkbox"/> | Job in Substantial Compliance |
| <input type="checkbox"/> | <input type="checkbox"/> | Approval of As-Built Plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Compaction and Geologic Reports Approved |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage and Stormwater Management Plan Observation Report |



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Supervised Rough Grading Inspection Certificate

Project Address: _____ Grading Permit Number: _____
Owner: _____ Contractor: _____

Soils Engineer Verification

I verify that the earth fills placed on the referenced lot(s) were placed upon competent and properly prepared soil base material and compacted under my supervision and in compliance with the requirements of the Malibu Building Code and sound engineering practices. I further verify that where the report(s) of an Engineering Geologist, relative to this site, has recommended the installation of stabilization measures, such earthwork construction has been completed in accordance with the approved design. Fill slope surfaces have been compacted in accordance with my recommendations. Subdrains have been properly installed where required.

See Final As-Built Report dated _____ by _____
for compaction test data, recommended allowable soil bearing values, and other special recommendations.

Expansive soils: Yes No

Buttress fills: Yes No

Remarks: _____

Soils Engineering Firm (please print): _____

Soils Engineer (please print): _____ Registration No.: _____

Signature: _____ Date: _____

Civil (Field) Engineer

I verify that the rough grading of the site referenced above has been graded under my supervision and in conformance with the plans as approved by the City of Malibu. The grading verified as in conformance includes grading to approximate final elevations, staking of property lines, location and gradient of cut and fill slopes, cross sectional configurations, and the correct installation of all primary drainage devices and facilities required to stabilize the site. I further verify the required Storm Water Pollution Control devices appropriate for the site have been properly installed and maintained.

Complete one of the following:

- There have been no changes to the original plan and the site is in conformance with the approved plans
- As-Built Plans are required and have been prepared.

Plan Revision Date: _____ City of Malibu Approval Date: _____

Remarks: _____

Civil Engineering Firm (please print): _____

Engineer (please print): _____

Signature: _____ Date: _____

Grading Contractor

I verify that the Rough Grading of the referenced site has been completed under my supervision and in conformance with the plans approved by the City of Malibu. The scope of work verified as correct includes; grading to approximate final elevations, location and gradient of cut and fill slopes, location of drainage swales, terraces and berms, where indicated and required as per the approved grading plans.

- There have been no changes to the design of the grading project as approved by the City of Malibu

Remarks: _____

Grading Contracting Firm (please print): _____

Contractors Individuals Name (please print): _____ Lic. No.: _____

Signature: _____ Date: _____



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Final Supervised Grading Inspection Certificate

Project Address: _____

Grading Permit No.: _____

Project Owner: _____

I verify the satisfactory completion of the project grading is in accordance with the plans as approved by the City of Malibu. All required drainage devices have been installed, slope vegetation has been established and an appropriate irrigation system has been installed (where required). Adequate provisions have been instituted for the proper drainage of all surface waters away from each building and the building site is consistent with standard engineering practices. Where required, effective rodent control measures have been implemented.

Remarks: _____

Civil Engineering Firm (please print): _____

Civil Engineer (please print): _____
Registration No.: _____

Signature: _____ Date: _____

Engineer's Stamp:



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Drainage & Stormwater Management Plan Engineer's Observation Report

Project Address: _____

Owner Name: _____

Date of Observation: _____

Engineer of Record: _____

License / Registration No.: _____

Phone No.: _____

Observed Drainage/Stormwater Management Elements: _____

Location of Observed Elements: _____

Observed Deficiencies: _____

May be continued on reverse

Deficiencies require revisions to approved plans: Yes No

Deficiencies require follow-up inspection: Yes No

I declare the following statements are true to the best of my knowledge & belief:

1. I am the registered Engineer responsible for the observation of the drainage/stormwater elements.
2. All deficiencies that I documented have been corrected unless otherwise indicated above.
3. I am responsible for submission of the original of this report to the Environmental Sustainability Department, Grading Section.
4. I have provided this observation in accordance with the requirements of the City of Malibu

Stamp of Engineer

Signed _____ of _____, 20____, at _____, CA
day month city

X _____
Wet Signature of Registered Engineer