



City of St. Helena  
1480 Main St.  
St. Helena, CA 94574

## GRADING PERMIT APPLICATION

Today's Date: \_\_\_\_\_

Fee: \$800.00

Start Date: \_\_\_\_\_ Total Days: \_\_\_\_\_

APN #: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

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### Office Use Only - Do Not Write in this Area

File Number \_\_\_\_\_

General Plan \_\_\_\_\_ Zoning \_\_\_\_\_

Background Files \_\_\_\_\_

Related Applications \_\_\_\_\_

Initial Deposit Received \_\_\_\_\_

Received By \_\_\_\_\_

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### Please Type or Print

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City, State: \_\_\_\_\_ City, State: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ License Number: \_\_\_\_\_

City, State: \_\_\_\_\_ Business License Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Description and Purpose of Project:

\_\_\_\_\_

\_\_\_\_\_

Approximate Dimensions of Project Area:

\_\_\_\_\_

Maximum Slope of Area to be disturbed by grading or construction: \_\_\_\_\_

Estimated Quantity of Excavation: \_\_\_\_\_ Cu. Yd.

Depth of Excavation: \_\_\_\_\_ Ft. Maximum \_\_\_\_\_ Ft. Average

Estimated Quantity of Fill: \_\_\_\_\_ Cu. Yd.

Depth of Fill: \_\_\_\_\_ Ft. Maximum \_\_\_\_\_ Ft. Average

Are streams, creeks, or other natural drainage areas present on the site?  Yes  No

\_\_\_\_\_  
\_\_\_\_\_

Describe how the natural drainage of the site will be altered by the proposed project. If drainage will be altered, please submit a preliminary drainage plan.

\_\_\_\_\_  
\_\_\_\_\_

Proposed erosion control measures. Please describe pre and post erosion control measures to be used on site. If the project involves an area greater than one acre, a complete SWPPP and WDID is required.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Additional property owners and/or applicants (name, address, phone number, and signature) shall be attached to the application. In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.

If you would like project correspondence and notice of meetings to be sent to parties other than the applicant, please list their names, address and telephone numbers on a separate sheet.

I hereby certify that I have the authority to make the foregoing application; I have read this application and all information is true and correct to the best of my knowledge; and all development activities undertaken will be carried out in compliance with the approved grading permit.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

**INFORMATION FOR FILING A COMPLETE GRADING PERMIT  
APPLICATION**

**Grading permit applications will only be reviewed after all of the above information is complete, unless the City Engineer waives the submittal of any component.**

- **Soils report**
  
- **Three (3) sets of fully dimensioned plans prepared by a civil or geotechnical engineer showing:**
  - Property lines
  - Existing and proposed contours
  - Existing drainage ways.
  - Existing or proposed wells
  - Existing or proposed septic tanks and leach fields
  - Location of existing or proposed underground utility lines
  - Footprint of existing and proposed buildings
  - Cross sections illustrating slopes of all cuts and fills
  - Tree protection plan

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**FEES and DEPOSITS**

I, \_\_\_\_\_, hereby file this application for a grading permit and agree to pay any and all processing fees imposed by the St. Helena Municipal Code and City Council Resolutions (as they may be amended from time to time). The current fee schedule is attached.

In the event the property owner is different from the applicant, the property owner must sign to indicate her/his/its consent to the filing and agreement to be liable with the applicant for payment of the processing fees.

Failure to pay all accumulated fees by the time of public hearing will result in a continuance or denial of the project.

A finance charge of 12% per annum shall accrue on any balance unpaid after 30 days.

In the event the City is required to take legal action to enforce any of the terms and conditions of this application, Applicant and Property Owner agree to pay to City reasonable attorney fees and costs incurred in such action.

We, the owner and the applicant, will defend, indemnify and hold the City, its agents, officers, and employees harmless from any claim, action or proceeding to attack, set aside, void or annul an approval of the City concerning the project, as long as the City promptly notifies the applicant of any such claim, action or proceedings and the City cooperates fully in the defense. We have also reviewed the requirement to disclose the complete list of partners and/or shareholders.

Date: \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Property Owner's Signature: \_\_\_\_\_