

**COUNTY OF SAN MATEO PLANNING & BUILDING DEPARTMENT**  
**Application for an Exception to the Winter Grading Moratorium**  
**(October 1 through April 30)**

Last Update: 1/12/17

**Application Requirements**

1. Completed Grading Permit Hard Card with current schedule of work, using the *National Weather Service* as weather source.
2. Plan Sets of an enhanced Erosion and Sediment Control Plan (3 Full Size; if associated with a Building Permit, submit to Building counter) that details what measures will be taken in case of inclement weather and to protect the site overnight and on non-working days. The plan shall also include a description of the final stabilization measures for the site (example: landscaping, construction, jute netting, seeding).
3. An explanation of why project grading/construction cannot be delayed until after April 30.
4. Concurrence by Geotechnical Engineer for repair, large grading projects (if required by Geotechnical Section).

**Date of Request:** \_\_\_\_\_ (Allow 7 business days for staff review)

**Grading Permit No.: PLN:** \_\_\_\_\_ **BLD:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Grading Quantities:** \_\_\_\_\_ cut cubic yards \_\_\_\_\_ fill cubic yards

**Applicant Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Conditions of Approval for Winter Grading:**

1. A Building Permit, including payment of inspection fees, is required to track monthly wet season Erosion Control inspections. Weekly inspections are required in ASBS area.
2. A Pre-Site Inspection for erosion control and tree protection is required, including payment of inspection fees, prior to issuance of an associated Building Permit or Grading "hard card".
3. Applicant must comply with all conditions of approval of the Grading Permit.
4. If grading period must be extended, provide an updated schedule to the project planner.
5. Grading may occur only on dry days. No grading shall occur within 24-hours after a rain event.
5. Applicant shall send photos of final stabilization to the project planner within one week of completion of grading.

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

**STAFF USE ONLY** Project Planner: \_\_\_\_\_ Date: \_\_\_\_\_

Planner Recommendation (initial one): \_\_\_\_\_APPROVE (subject to Winter Grading Conditions, above)  
\_\_\_\_\_DENY/DEFER

Comments: \_\_\_\_\_

EC Team Determination (initial one): \_\_\_\_\_APPROVED (subject to Winter Grading Conditions, above)  
\_\_\_\_\_DENIED/DEFERRED

Comments: \_\_\_\_\_

**Date of EC Team Approval:** \_\_\_\_\_

Instructions for Staff: 1) Update PLN/BLD cases; 2) Stamp each BLD plan set with EC stamps; 3) Scan approved form and schedule to BLD Doc tab, attach copy to grading hard card, file original in EC Binder; 4) Follow Pre-Site Procedures