



City of Oceanside
Development Services Department
Engineering Division

Memorandum

Date: July 29, 2019
To: Development Services Department Staff
Development Community
Utilities Staff
From: Brian Thomas, City Engineer *BTM*
Subject: Minor Grading Plans and Permits – Single Family Residences (SFRs), and Accessory Dwelling Units (ADUs)

FOR PUBLIC POSTING AND ON-LINE POSTING

Due to difficulties with the interpretation and implementation of the City's Minor Grading Permit process, all prior memos issued on this topic are hereby rescinded immediately.

Effective today, all new Minor Grading Plans and Permits will require an application (attached to this memo) to be completed and approved before city staff will accept plans for review under this program.

Applications will only be accepted for Single Family Residences or Accessory Dwelling Units. Condominiums, Townhomes, Apartments, Duplexes, and Quadplexes, or other multi-family residences, industrial and commercial projects do not qualify for the application and must be processed as a Precise Grading Plan/Permit per the City's Grading Ordinance.

Beginning August 26, 2019, a \$300 Application Fee will be required to process the Application.

Upon written application from the property owner or developer, city staff will evaluate the appropriateness of the request; a written determination will occur within seven (7) working days from receipt of the owner's/developer's application. Minor Grading Plans prepared without this written determination will not be accepted or approved. Written or oral exemption or waiver requests will not be considered; the Application process must be followed.