

COUNTY OF RIVERSIDE

TRANSPORTATION and LAND MANAGEMENT AGENCY

DEPARTMENT OF BUILDING AND SAFETY



*Mike Lara,
Director*

GRADING ADMINISTRATION – SECURITIES AND AGREEMENTS SECTION PROCEDURES

The Grading Division develops and directs the implementation of programs necessary to enforce Federal and State Statutes, local ordinances and county policy within unincorporated Riverside County specific to grading, local area drainage, surface mines and landscaping for the purpose of mitigating the adverse affects of erosion.

A Grading Bond or security is required on a commercial project when 199 cubic yards or more of earth is cut, filled, or imported on a site. A grading bond or security is required on a single family residential site when 5,000 cubic yards or more of earth is cut, filled, or imported on a site.

SIGNATURES

When executing the securities documents: All signatures must be acknowledged by a Notary Public, with the Notary Acknowledgement attached. A power of attorney or copy of bylaws which empowers signatories to bind the financial institution must accompany the document.

LANDSCAPE IMPROVEMENTS SECURITIES

Cost Estimate

Prior to Building Permit Issuance and per the Conditions of Approval, the developer of a commercial project is required to submit a security guaranteeing the installation and one-year maintenance of all plant material "conditioned" to be installed.

The developer shall submit to the Planning Department, a cost estimate prepared by a landscape architect or contractor which details the replacement cost of all conditioned landscape materials and a one year maintenance of that plant material. The cost estimate shall reference the legal description (plot plan, conditional use or public use case number) of the project, as well as all BNR numbers associated with the project. The Landscape Improvements security amount shall be based on the total

of the cost estimate plus a 10% contingency fee. The total shall be rounded-off to the nearest \$500.00. The cost estimate provided shall include all material and labor involved. The maintenance figure provided shall cover all maintenance of conditioned plant material for a one-year period of time.

TYPES OF SECURITY ACCEPTED

The forms or types of security accepted include: bond, letter, instrument of credit, certificate of deposit, cash deposit. Note that per County Ordinance, the applicant is required to provide a cash deposit (cash, check or money order) when the dollar amount of the security is \$2,500.00 or less. Once the security paperwork is executed, it shall be returned to Building and Safety Administration for processing and approval. If the package is complete, it will be approved by Building and Safety and the condition will be cleared. If the package is not complete, it will be returned to the developer for corrections. County Counsel review is required on all commercial projects; and single family securities exceeding \$5,000.00.

REQUIREMENTS FOR AGREEMENTS AND SECURITIES

Successful processing of improvement agreements and securities by this Department and County Counsel requires the submittal of specific information authorizing the signatory executing the documents. Please refer to your "Requirements for Agreements and Securities" sheet included in your securities package. To obtain State filings, go to the California Business Portal website: <http://kepler.ss.ca.gov/list.html>

FORMS

Security package forms are now available via email. Contact:

When requesting bond or security packages by email, phone, or fax, please provide your Project and Permit Number.

CONTACT GRADING ADMINISTRATION

email

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Surface Mines
Securities and Agreements (951) 955-1871 almiller@rctlma.org

Inspections

Riverside (951) 955-1800

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