



CITY OF DANA POINT

PUBLIC WORKS – ENGINEERING SERVICES

33282 Golden Lantern, Suite 212

Dana Point, Ca 92629

949.248.3554

(www.danapoint.org)

March 16, 2020

**SUBJECT: LOCAL EMERGENCY
GRADING PERMIT PROCESS**

With the current Local Emergency and City Hall Public counter closure, the Public Works Department is continuing to process Grading Permit applications and permits for all applicants.

NEW GRADING PERMIT APPLICATIONS:

Currently all Grading Permit Applications shall be electronically submitted via email to smoss@danapoint.org and mkunk@danapoint.org. A complete application is required in accordance with the submittal requirements available on the City website at:

www.danapoint.org/department/public-works-engineering/engineering-permits/grading-permit

You will receive an email confirming a complete submittal or requesting items needed for a complete submittal. Once a complete submittal is received via email, the submittal will be processed for review and approval. During this public closure period of electronic submittals, the City will print out all plans and reports needed for review and approval at City Hall. These costs will be included in the review fees as needed.

Upon completion of the review process, the review comments will be emailed to the applicant only. Any redlined plans will be available for pick-up at City Hall by appointment only. The City will contact the applicant to coordinate the pick-up of plans as needed.

All resubmittal of plans and geotechnical response to comments will be done electronically as well. The resubmittal of all Grading Permit Applications shall be electronically resubmitted via email to smoss@danapoint.org and mkunk@danapoint.org. A complete resubmittal is required for review and approval.

Please note that it is the applicant's responsibility during this public closure period to scan and electronically resubmit all redlined plans. The City of Dana Point at this time will not accept any paper or hardcopy plans.

Any and all applications materials can be provided by email or mail as needed.

For **ALL** Grading Permit application questions and information please contact Sarah Moss at smoss@danapoint.org and 949-248-3630 or Matthew Kunk at mkunk@danapoint.org and 949-248-3554.

CURRENT OR ISSUED PERMITS:

All Grading Permits will be issued electronically.

All Pre-Grading Meetings shall be done via conference call and/or virtual meeting.

All Grading Permit reviews will continued to be processed. The review timeframes during this Public Closure period may exceed typical review times.

All Grading Permit, BMP, and other Public Works inspections will continue. Please continue to schedule inspections as indicated on the permit or by calling Public Works at 949-248-3554.

The Public Works Department can be reached at 949-248-3554 for any and all questions about the current process or City of Dana Point-Public Works services.