



GRADING SUBMITTAL REQUIREMENTS

Yavapai County Grading Ordinance 2025-10, Section 106.1: Permits required reads: *“Except as exempted in Section 104.2 of this ordinance, no person shall do any grading without first obtaining a grading permit from Yavapai County Development Services. A separate permit shall be obtained for each site, and the cubic yards per this section is the total combination of excavation and fill grading work to be performed within the site boundary”.*

Plans and Specifications:

- All plans and supporting documentation shall be submitted electronically in PDF Format.
- Provide one (1) complete set of plans drawn to an approved scale.
- Completed access/drainage permit form (if applicable).
- Plans must identify the purpose of the grading and any structures, proposed or existing.
- Grading in excess of 2,000 cubic yards or more shall be prepared by an Arizona registered details and supporting calculations engineer as detailed for **engineered grading**.
- Grading to support commercial or habitable structures require a Geotechnical report per Section 106.7 #9 of Ordinance 2025-10. A special inspection certificate as required by the Geotechnical report shall be submitted.
- A special inspection certificate for compaction of all fill will be required per Section 110.4 of Ordinance 2025-10.
- Recommendations included in the soils engineering report and the engineering geology report shall be deemed as requirements and must be incorporated in the grading plans or specifications.
- Grading less than 2,000 cubic yards may be designed in accordance with the grading ordinance for **regular grading** with the following exceptions:
 - as-built grading
 - grading disturbs or alters the historic drainage flow of the property
 - grading on individual lots within a subdivision that have an existing engineered subdivision grading and drainage plan
 - parcel contains special conditions or unusual hazards
- Plans shall include all grading performed within the property, including ingress and egress easements.
- Cut and fill amounts under the footprint of new permitted structures will not be required to be included in the total amounts with a grading permit.
- Provide supporting calculations for all cut and fill amounts.
- Retaining walls included as part of the grading plans will require construction details. An engineered design and supporting calculations may be required.
- Upon completion, destination tickets shall be provided to the Yavapai County inspector to verify the location where the balance of the cut material will be placed. If the balance of the material is to be taken to a parcel within Yavapai County, a separate grading permit may be required for the parcel receiving the material. If the balance of the material is to be taken to a different jurisdiction, check with that jurisdiction to verify if a grading permit will be required.





GRADING SUBMITTAL REQUIREMENTS, CONT.:

Regular Grading Requirements:

- Estimated cubic yards of material to be excavated and/or filled, including any material to be imported. The total of cut and fill material shall be indicated.
- Property limits (boundaries) and accurate contours of existing grade and details of terrain and area drainage.
- Limiting dimensions, elevations, or finish contours to be achieved by the grading, and proposed drainage channels and related construction.
- Provide two (2) cross sectional details at 90-degree angles to each other.
- Detailed plans are to be provided of all surface and subsurface drainage devices, walls, cribbing, dams, and other protective devices to be constructed. Detailed plans are to include, as a part of the proposed work, a map showing the drainage area and the estimated runoff of the area served by any drains.
- Locations of any buildings or structures on the property and on land of adjacent owners that are within fifteen feet (15') of the property where the work is to be performed.
- Types and source of fill material.
- The following notes are required on the plans:
 - A. The ground surface shall be prepared to receive fill by removing vegetation, non-complying fill, and other unsuitable materials.
 - B. No rocks or similar irreducible materials with a maximum dimension greater than twelve inches (12") shall be allowed in fills in the absence of a soils report and inspection by a soils engineer.
 - C. All fills shall be compacted to a minimum of ninety percent (90%) of maximum density, unless otherwise specified by the geotechnical report, and shall be verified by a compaction report completed by an approved third-party entity. All reports shall be submitted to the building official.
- The Stormwater Pollution Prevention Plan (SWPPP) if applicable.
 - The Stormwater Pollution Prevention Plan should include all erosion and sediment control measure necessary to meet the objectives of the ADEQ (AZPDES General Permit No. AZG013-001) regulations throughout all phases of construction and after completion of development of the site.

Engineered Grading Requirements:

- Estimated cubic yards of material to be excavated and/or filled (total of the combination).
- General vicinity of the proposed grading site.
- Property limits (boundaries) and accurate contours of existing ground and details of terrain and area drainage.
- Limiting dimensions, elevations, or finish contours to be achieved by the grading, and proposed drainage channels and related construction. Plans shall include 2 cross sections at 90-degree angle to each.
- Detailed plans are to be provided of all surface and subsurface drainage devices, walls, cribbing, dams, and other protective devices to be constructed. Detailed plans are to include as a part of the proposed work, a map showing the drainage area and the estimated runoff of the area served by any drains.





GRADING SUBMITTAL REQUIREMENTS, CONT.:

Engineered Grading Requirements, cont.:

- Location of any buildings or structures on the property and on land of adjacent owners that are within fifteen feet (15') of the property where the work is to be performed.
- The dates of the soils engineering and engineering geology reports together with names, addresses, and phone numbers of the firms or individuals who prepared the report.
- A special inspection certificate as required by the Geotechnical report shall be submitted.
- A Stormwater Pollution Prevention Plan (SWPPP), if applicable.
 - The Stormwater Pollution Prevention Plan shall include all erosion and sediment control measures necessary to meet the objectives of the (ADEQ) (AZPDES General Permit No. AZG2013-001) regulations throughout all phases of construction and after completion of development of the site.

