

The City of Glendora requires a licensed Professional Engineer to submit a wet signed and stamped rough grading certification prior to the issuance of a building permit. Below is the required standard format for the rough grading certification letter.

Date

City of Glendora
Attention: Engineering Division
116 E. Foothill Blvd.
Glendora, CA 91741

ROUGH GRADE CERTIFICATION BY CIVIL ENGINEER

RE: Project Name

Project Address: Street, City CA zip

Permit Number: xxxxxx

Gentlemen,

This letter shall confirm that based upon field observations, lots/building pads _____ at the above site has/have been graded in accordance with the approved grading plan including location of property corners for proper building location, completion of retaining walls, location and slope ratio for all manufactured slopes, construction of earth berms, installation of all drainage devices shown on the approved grading plans, location and elevation of building pads and positive building pad drainage. The placement of the building pad and the pad elevation as shown below are in conformance with grading plans as reviewed by the City of Glendora.

A field inspection has been performed and shows that the pad has been graded to be in conformance with the plans as follows:

	Pad Elevation	Approved Plan Elevation
As-built Elevation		
xxx.x		xxx.x

The pad elevation and the pad placement fall within the standards of care for grading practices and tolerances. The building is suitable for building construction as related to the preceding items.

Sincerely,

Civil Engineer of Record
(The licensed professional is to stamp and wet sign the letter)

Rough grading certification letters that do not meet this format will be rejected. Please note that both the approved plan elevation and the as-built elevation must be shown on the rough grade certification letter. Any deviation of more than plus or minus 0.1feet must be justified by the Engineer-of-Record. Deviations from the plan may be described as part of the rough grade certification. The City may require an as-built drawing to be included in order to clarify any discrepancies.