



CITY OF GLENDORA PUBLIC WORKS DEPARTMENT

FINAL GRADING CERTIFICATION

The purpose of this handout is to clarify the final grading certification requirements for grading permits.

The City of Glendora requires a licensed Professional Engineer to submit a wet signed and stamped final grading on their company's letterhead certification prior to the issuance of a Certificate of Occupancy. Below is the required format and required content of the final grading certification letter.

Date

City of Glendora - Public Works Department
Attention: Engineering Division
116 E. Foothill Blvd.
Glendora, CA 91741

RE:	Project Name
Project Address:	Street
Grading Permit Number:	PWxx-xxxx
Tract or Parcel Map No:	

Subject: Civil Engineer's Certification of Final Grade

I hereby approve the final grading for the above referenced project in accordance with my responsibilities under California Building Code and Glendora Municipal Code. Grading has been completed in conformance with the approved grading plan(s) including: completion of required engineered or other drainage devices and retaining walls, location of property corners for proper building location and elevation of building pads, location and slope ratio for all manufactured slopes and construction of earthen berms and positive building pad drainage. In addition, all slopes are irrigated and planted in accordance with the grading notes.

Signature

PROFESSIONAL SEAL

(The licensed professional is to stamp and wet sign the letter)

Final grading certification letters that do not meet this format will be rejected. The City may require an as-built drawing to be included in order to clarify any discrepancies.