



City of Millbrae

Grading and Hauling Permit and Application Form

Please submit application by email to pwpermits@ci.millbrae.ca.us

For obtaining a grading and hauling permit in the City of Millbrae, ensuring compliance with municipal codes and protecting public safety, infrastructure, and the environment. A separate encroachment permit shall be obtained by applicant for work in the right-of-way or for work related to a City utility line.

A grading permit for (check all that apply):

- ☐ Excavated or filled material exceeds 50 cubic yards.
- ☐ Cuts or fills exceed 2 feet at the deepest point.
- ☐ Grading/vegetation removal disturbs more than 2,000 square feet.
- ☐ Situations not exempt under MMC Section 9.45.060.

Permittee Information:

Name: _____

Address: _____

Contact Info (Phone/Email/Fax): _____

Owner Information:

Name: _____

Address: _____

Contact Info (Phone/Email/Fax): _____

Scope of Work:

- Site Address: _____
- Grading and hauling of excess soil and debris for: _____
- Application details:

- ☐ Concurrent Building Permit? Building Permit #: _____
- Proposed Start Date: _____ Completion Date: _____

Equipment & Hauling Data:

- Truck Types and Capacities:
 1. _____
 2. _____
 3. _____
 4. (Continue and attach page to this application if more are required)
- Total Trips to/from site: _____ Trip Frequency: _____ per _____
- Hauling Route Description (or attach map to this application):

- Hauling Schedule: 7:30 AM – 5:30 PM, Monday–Friday. (**Notify Public Works 48 hours in advance of changes.**)

Application Requirements:

Applications must include:

1. Property description, easements, and improvements.
2. Proposed site use statement.
3. Grading plans signed by a licensed civil engineer, including:
 - North arrow, scales, boundaries, and contours.
 - Structures within 100 feet.
 - Drainage and erosion control plans.
4. Vegetation/erosion control plans for interim and final grading phases.
5. Project schedule.
6. Details on trucks, routes, and storage areas.
7. Engineering drawings (e.g., retaining walls, drainage).
8. Tree protection and topsoil stockpile plans.
9. BMPs, SWPPP, and NPDES compliance.

Conditions:

1. Comply with all Municipal Code requirements, including Chapter 9.45, “Grading.”
2. Notify Public Works (650-259-2339) 48 hours before setup, grading, hauling, or inspections.
3. Work hours: 7:30 AM – 5:30 PM, Monday–Friday.
4. Maintain traffic control (e.g., barricades, flag personnel) per Caltrans standards.
5. Keep streets free of debris, dust, and mud; repair damage to City property.
6. No overnight parking; daytime parking limited to project areas.

7. Ensure proper drainage and erosion control.
8. Submit inspection reports and a final Grading Report before project acceptance.
9. Comply with waste prevention and recycling measures.
10. Maintain liability insurance as specified, naming the City as additional insured.
11. Comply with most recent MRP C3-C6 checklist as published by San Mateo County Water Pollution Prevention Program

Fees and Security Instruments:

- Grading Permit Fee: \$ _____
- Grading Inspection Fee: \$ _____
- Hauling Permit Fee: \$ _____

- Security Instrument: _____ Security Amount: \$ _____

- Certificates of Insurance must be submitted prior to starting work.

Expiration:

- Permit expires 6 months after issuance if no grading commences or 12 months from issuance if grading commences.

Suspension or Revocation:

- Permits may be suspended or revoked under the Municipal Code.

Additional Documents Required

The Director of Public Works, or their designee, may require additional documentation, including geotechnical reports, landscaping plans, and environmental assessments, to ensure compliance with applicable codes and standards. Permittee agrees to provide the additional document upon written notification.

Authorized to submit & agreeing to comply with Millbrae Municipal Code 9.45 and permit conditions:

Permittee: _____

Date: _____

Issued By:

City Engineer: _____

Date: _____