Land Use Services Department
Land Development

OFF-SITE GRADING ACCEPTANCE LETTER

Whenever the developer of a parcel of land is required or proposes to do work outside of his property, but in conjunction with his project, it is necessary for the developer to obtain written permission from the adjoining property owner. The letter must contain the following items:

1. An assessor's parcel number or other legal means to locate the property.

2. A statement certifying that the signer is the owner of the affected property.

3. Acknowledgement that the owner has reviewed the grading plans and consents to the proposed work.

4. The owner shall hold the County of San Bernardino free and clear of any liability for damages due to proposed work.

5. Where necessary, a statement that the owner will irrigate planted slopes and maintain slopes and drains located on the affected property.

6. Slope setbacks must comply with code distance to property lines and not to be less than two feet (2') minimum.

This letter shall be acknowledged before a Notary Public.

Rev. 03/19/2024

OFF-SITE GRADING ACCEPTANCE LETTER

I, _____, the owner of:

    Assessor's Parcel Number: _____

    Address: _____

have reviewed the grading plans referenced as:

    Grading Permit Number: GRAD-_____-_____   Dated: _____

and consent to the proposed work on my property at:

    Assessor's Parcel Number: _____

    Address: _____

I will hold the County of San Bernardino free and clear of any liability for damages due to the proposed work.

Owner's signature: _____   Date: _____

ACKNOWLEDGMENT

> A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____)

On _____ before me, _____
                                         (insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____   (Seal)