



Community Development Department
14000 City Center Dr., Chino Hills, CA 91709
(909) 364-2740 Fax (909) 364-2795
www.chinohills.org

OFF-SITE GRADING 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 City of Chino Hills 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.

This letter shall be acknowledged before a Notary Public. Two originals of the completed letter shall be submitted before issuance of grading permit.