



Department of Planning and Building Services

October 16, 2007

Sergio Chavez
5420 Highland Avenue
Richmond, CA 94804

Subject: **5420 Highland Avenue, Richmond
Grading and Drainage Permit**

Dear Mr.Chavez:

This letter serves as a notice to you, as property owner of 5420 Highland Avenue in Richmond, that you must obtain a grading permit to install a proper drainage system at the site of your residence and the new second unit structure on your property. You will need to submit a proper drainage and grading plan prepared by a licensed architect and civil engineer to obtain the required permit.

This issue has been discussed with you before, and I would appreciate your cooperation in obtaining the necessary permits from the City of Richmond. Please contact the Planning and Building Services Department, Planning Division, at (510) 620-6706, and an appointment can be arranged for you to obtain the required permits for the completion of the project at your residence.

If you would like to meet and discuss this matter further, I can be reached at (510) 620-6706.

Sincerely,

Richard H. Mitchell
Director of Planning and Building Services

cc: Erick Chavez, 656 18th Street, Richmond, CA 94801
Tom Butt, City Councilmember
Janet Harbin, Principal Planner
Fred Clement, Building Official
Kevin Moses, Principal Building Inspector
Coy Charles, Building Inspector Supervisor