



## GRADING APPLICATION/PERMIT

JULY, 2018

**Grading Term and Purpose:** The term grading means an excavation or filling of onsite materials and or importing of soil related materials or a combination of these actions. The grading permit is intended to assure that development related grading, fill, or excavation activities do not pose adverse impacts to adjoining public and private properties.

**Authority and Enforcement:** The City requires the acquiring of a grading permit to address grading, filling, and excavation activities under certain circumstances in accordance with the provisions of Article 5, Section 5.133 of the City's Land Use Development Code. A violation of this code provision may subject the owner and/or occupants to criminal, civil or other sanctions noted in Article 1, Section 1.180.

If it is determined a grading permit is needed, the applicant will fill out the grading permit form to include submittal of certain drawings, calculations, and engineering reports. The applicant's application, drawings, specifications, computations, and other data will be reviewed by the City staff or designates for grading guidance.

### **Some general grading prescriptions:**

- a. Cut slopes shall not exceed one and one-half feet horizontally to one foot vertically unless otherwise approved.
- b. Fill slopes shall not exceed two feet horizontally to one foot vertically unless otherwise approved.
- c. The type and characteristics of importing fill soils shall be of the same or of a constituency compatible with existing site soils.
- d. All street and building site fills shall be engineered and subject to City approval.
- e. All sites shall be graded to direct storm water to City storm sewers, natural drainage ways or to other locations determined through engineering evaluation process. Existing drainage pathways shall be maintained.

City staff will assist you to determine if the activity you are pursuing requires a grading permit.

### **Grading Permits are required for the following activities:**

- a. Grading in excess of 50 cubic yards;
- b. Grading potentially impacting, riparian areas, drainage ways, flood hazard areas or greenways;
- c. Grading that could possibly impact adjacent properties;
- d. Grading proposed over public storm drains, sanitary sewers or water lines;
- e. Grading requiring tree removal;
- f. Other areas with potential impacts as determined by the City; and
- g. Land partitions.

**Generally, the following activities do not require a permit:**

- a. Grading of less than 50 cubic yards, which is equivalent to 4 or 5 dump trucks of soil related material;
- b. Routine farming activities on farm designated land;
- c. Grading review covered by a building permit;
- d. Grading associated with small landscape efforts;
- e. Grading incidental to development of an approved subdivision plat;
- f. Grading incidental to public work activities such as roads, utilities and well projects;
- g. Cemetery grave sites; and
- h. Areas with minimal land disturbances where that action does not impact adjacent properties and determined through City review.

**Permit Application Process**

When it is determined a grading permit is required the applicant will fill out a form that seeks the following information.

- Name and address of the property owner;
- Name and address of the person preparing the plans and specifications;
- Name and address of the contractor initiating grading activity; and
- A narrative describing the grading activity.

**Drawings:**

- Vicinity map showing the applicant's property and the adjoining properties.
- Property Map illustrating:
  - Existing and proposed physical elements of the site including the following features:
    - Trees, riparian areas, structures, and drainage ways; flood hazard areas or greenways
    - The area of the site subject to soil importation or excavation;
    - Accurate existing ground contours and contours proposed after grading, including typical cross sections;
    - Proposed on-site construction elements; and
    - Proposed protections and erosion controls.

**Calculations:**

- Footprint of the grading area;
- The quantity of cut/fill involved; and
- Depths of removable fill within the grading area.

**Existing Engineering Reports (if required):**

- Soils
- Riparian areas and greenways
- Geology
- Water courses, including drainage ways
- Flood zones

## **PERMIT REVIEW & APPROVAL**

**Grading Permit Review:** A grading permit review shall be conducted at the City Manager or designee's direction within fifteen (15) days of application submittal. Grading related land use activities shall comply with the Millersburg Land Use Development Code and relevant local, state or federal standards.

**Approval Process:** The City Manager or designee shall approve the grading permit with conditions of approval. If the permit is denied, it is subject to the appeal provisions found in the Land Use Development Code Section 3.700

**Fee:** \$100.00

**Building Permit:** If the approved grading activity is associated with a building permit, a final grading inspection shall be required by City staff or designee prior to issuance of certificate of occupancy.

# Grading Permit Form

## Provide the following information to assure a timely review

Property Owner (or Business):

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Plans & Specifications Contact Information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Individual and/or Contractor:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Describe grading activity:

## Provide the following drawings:

**Vicinity Map** showing the applicant's property and the adjoining properties.

**Property Map** illustrating: Existing and proposed physical elements of the site including the following features:

- Trees, riparian areas, structures, and drainage ways; flood hazard areas or greenways;
- Area of site subject to soil importation or excavation;
- Accurate existing ground contours and contours proposed after grading; typical cross sections;
- Proposed on-site construction elements; and
- Proposed protections and erosion controls.

## Please provide the following calculations:

- Footprint of the grading area;
- The quantity of cut/fill involved; and
- Depths of removal of fill within grading area.

## Engineering Reports (if required):

- Soils & geology
- Riparian areas and greenways
- Water courses, including drainage ways
- Flood zones