



Grading Permit

Application & Checklist

For Fees see:
<http://tontitown.com/pdfs/planfees.pdf>

TONTITOWN *Required for sites of one acre or more in size that are not associated with an approved large scale development or preliminary plat*

Fill out this form completely, supplying all necessary information and documentation to support your request.

Property Information	Address _____ Parcel No. _____ Lot-Block _____ Addition _____ Acreage _____	Project Description	Description of Work _____ Cut _____ c.y. Fill _____ c.y. Type of Fill _____ ADEQ Permit # _____ Start Date _____ End Date _____
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Owner	Name _____ Address _____ City, State, Zip _____	Phone _____ Fax _____ E-mail _____	Select if this is the primary contact
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Contractor	Name _____ Address _____ City, State, Zip _____	Phone _____ Fax _____ E-mail _____	Select if this is the primary contact
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Engineer	Name _____ Address _____ City, State, Zip _____	Phone _____ Fax _____ E-mail _____	Select if this is the primary contact
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Property Owner/ Authorized Agent: I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval. I certify that I am the owner or authorized agent of the property that is the subject of this application.

Date _____

Staff Use Only	Date Application Submitted
	Date Accepted as Complete

Please note that a grading permit application will not be accepted if any of the following items are not provided.

- **A. Fee.** Payment of applicable application fee.
- **B. Grading Plan.** The submittal of two (2) copies of the grading plan folded to page size with the title block clearly displayed. Drawings shall be prepared under the direction of and signed and stamped by a registered civil engineer, architect, or landscape architect, or similar design professional. Certain items that are required to be submitted can only be prepared by certain licensed professionals. The person preparing the drawing is responsible for determining what they can seal or stamp on the required submittal. Grading plans shall be drawn with the specifications required below.
- **C. Warranty Deed.** A copy of the warranty deed showing ownership of property.
- **D. Recorded Plat.** A copy of the recorded plat of the property.
- **E. SWP3.** A copy of the Stormwater Pollution Prevention Plan (SWP3) in accordance with the specifications of the currently adopted Stormwater Pollution Prevention and Erosion Control Standards.
- **F. NOI / Small Site Notice.** A copy of the NOI application (land disturbance sites of five or more acres) or Small Construction Site Notice (land disturbance sites less than five acres).

Grading Plan Specifications

1. **Site Plan.** Site plan at a scale no smaller than one inch equals 50 feet, showing property lines, vicinity map, north arrow, name of owner, developer, and adjacent property owners.
2. **Contours.** Existing grades shall be shown with dashed line contours and proposed grades with solid line contours. Grading plans shall be required to show both the proposed grade and the undisturbed area. Contour intervals shall be a maximum of two feet. Spot elevations shall be indicated.
3. **Designation of Grade.** Areas with 0-10%, 10-15%, 15-20% and more than 20% grade shall each be identified in a distinguishing manner.
4. **Land to be Disturbed.** Land areas to be disturbed shall be clearly identified.
5. **Engineer/Architect.** Seal of a registered engineer, architect, landscape architect, or similar design professional certifying that the plan complies with all applicable regulations.
6. **Cuts and Fills.** All cuts and fills, including height and slope, shall be clearly shown on the plan.
7. **Streets and Rights-of-way.** Location and names of all existing or platted streets or rights-of-way within or adjacent to tract and location of all utilities and easements within or adjacent to the property shall all be indicated.
8. **Structures.** Location and dimension of existing structures.
9. **Soil Type.** Soil types shall be identified according to the Unified Soil Classification System.
10. **Natural Features.** Location of natural features such as drainage ways, ponds, rock outcroppings and tree cover. Indication of 100 year floodplains as defined by FEMA.
11. **Acreage / Zoning.** Total acreage and zoning classification.
12. **Surface Water.** Provision for collection and discharging surface water.
13. **Existing Infrastructure.** Profiles and cross sections of streets, drainage systems, and underground utilities if necessary to clarify the grading plan in terms of potential erosion or runoff, or if the grading on site has the potential of disturbing the infrastructure.
14. **Treatment of Slopes and Benches.** The method of treatment for all slopes and benches shall be indicated. The following items may be reported in text rather than shown on the grading plan.
15. **Time Schedule.** A time schedule indicating the anticipated starting and completion dates and time of exposure of each area prior to stabilization measures.
16. **Fill Material / Compactions.** Description of quantity (in cubic yards), source, and composition of imported fill material and compaction specifications. Note the quantity (in cubic yards) and destination of excavation materials to be removed from the site.
17. **Natural Vegetation Preservation.** Proposals for preserving natural vegetation, including designating the area of preservation on the grading plan, and a description of revegetation or other permanent erosion control strategy. Measures for protecting trees targeted for preservation during land alteration activity.
18. **Runoff/sedimentation.** Specification and details of measures to control runoff and sedimentation during construction indicating what will be used such as straw bales, silt dams, check dams, lateral hillside ditches, catch basins and the like; and construction entrance/exit.
19. **Dust.** Where excessive dust may become a problem, a plan for spraying water on heavily traveled dirt areas shall be addressed.
20. **Soils Engineering Study.** The City Engineer may require a soil engineering study or soil loss calculations if site conditions so warrant.

The Building Official and City Engineer may waive any of the foregoing requirements when, in their discretion, any such requirement is not necessary due to the nature of the alteration or improvement, or other circumstances justify such waiver. A pre-application conference can be arranged and is encouraged to review the proposed project and discuss the checklist requirements.