



Grading Permit

Office Use Only:

Permit #: _____ Fee: \$ _____

Approved by: _____

Approved Date: _____

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

PERMIT FEES WILL DOUBLE IF WORK BEGINS BEFORE PERMIT IS APPROVED

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

Property Information	Address _____	Project Description	Description of Work _____ _____ _____
	Parcel No. _____		Is this site in a Floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Subdivision. _____		Cut _____ c.y. Fill _____ c.y.
	Lot-Block _____		Type of Fill _____
	Phase _____		ADEQ Permit # _____
	Acreage _____		Start Date _____ End Date _____
	Zoning: _____		

Owner	Name _____	Phone _____	<input type="checkbox"/> Select if this is the primary contact
	Address _____	Fax _____	
	City, State, Zip _____	E-mail _____	

Contractor	Name _____	Phone _____	<input type="checkbox"/> Select if this is the primary contact
	Address _____	Fax _____	
	City, State, Zip _____	E-mail _____	

Engineer	Name _____	Phone _____	<input type="checkbox"/> Select if this is the primary contact
	Address _____	Fax _____	
	City, State, Zip _____	E-mail _____	

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.

Signature _____

Date _____

Grading Permit Checklist

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. Fees can be found at: [http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexvlandusage/chapter155fees?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:tontitown_ar\\$anc=](http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexvlandusage/chapter155fees?f=templates$fn=default.htm$3.0$vid=amlegal:tontitown_ar$anc=)
- **B. Grading Plan.** The submittal of two (2) copies of the grading plan drawn on an 24"wide by 36" high paper size, limited to a single page drawing, and drawn to a standard drawing scale (i.e.: 1" = 20', 1" = 50', etc.). plans must be folded to an 8.5"X 11" standard page size, with the title block clearly displayed. A digital copy of this file in DWG and PDF format shall accompany this application. 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 Storm Water Pollution Prevention Plan (SWP3) in accordance with the specifications of the currently adopted Storm Water 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 more than one acre and less than five acres). For more information, please go to the following link: <https://www.adeg.state.ar.us/water/permits/npdes/stormwater>

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.

Planning Commission Process Flow

