



Small Site Grading Permit

Application & Checklist

Office Use Only:	
Permit #: _____	Fee: \$ _____
Approved by: _____	
Approved Date: _____	

Required for sites of one acre or less 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. _____		_____
	Subdivision. _____		_____
	Lot-Block _____		Is this site in a Floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Phase _____		Cut _____ c.y. Fill _____ c.y.
	Acreage _____		Type of Fill _____
	Zoning: _____		ADEQ Permit # _____
	Start Date _____ End Date _____		

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 _____

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. Small Site Grading Plan.** *The submittal of the grading plan drawn in a legible fashion on a single page. Dimensions of disturbed area and calculations in square feet shall appear on the drawing. The drawing shall also include items as noted on the Grading Plan Specifications*
- **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 if it is in a platted subdivision.
- **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. <https://www.adeg.state.ar.us/water/permits/npdes/stormwater/>

Small Site 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. **Land to be Disturbed.** Land areas to be disturbed shall be clearly identified.
3. **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.
4. **Structures.** Location and dimension of existing structures.
5. **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.
6. **Acreage / Zoning.** Total acreage and zoning classification.
7. **Time Schedule.** A time schedule indicating the anticipated starting and completion dates and time of exposure of each area prior to stabilization measures.
8. **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.
9. **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.
10. **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.
11. **Dust.** Where excessive dust may become a problem, a plan for spraying water on heavily traveled dirt areas shall be addressed.

Planning Commission Process Flow

