



Permit #: _____

Fee: _____

EXCAVATION AND GRADING PERMIT APPLICATION
 Minimum Approval Requirements (Uniform Building Code Appendix 33)

Date Submitted: _____ Submitted By: _____

Name of Development and Address: _____

Name of Developer: _____ Construction Contractor: _____

Estimated Quantity of Grading _____ Cubic Yards Grading Permit Fees: \$ _____

Plan Review Fees: \$ _____

Commercial / Subdivision Project: [] Total: \$ _____

Residential Project: []

Grading to be Performed: (check one)

A. "Regular Grading"
 Grading involving less than 5,000 cubic yards, or []
 (Check 1 a-d this page)

B. "Engineered Grading"
 Grading in excess of 5,000 cubic yards, and []
 (Check 1 - 5 following pages)

C. For a single phase area of the project development
 (Phase _____), or []

D. For the complete project development []

"REGULAR GRADING" REQUIREMENTS:

1. A plan indicating the nature and extent of the work, location of the work, name of the owner, name of the person who prepared the plan and the date the plan was prepared including revision dates. The plan shall include the following information:

	<u>Submitted</u>		<u>Approved</u>
	Yes	No	
a) General vicinity of proposed site	[]	[]	[]
b) Limiting dimensions and depth of cut and fill	[]	[]	[]
c) Location of any buildings or structures where work is to be preformed and the location of any buildings or structures within 15 feet of the proposed grading	[]	[]	[]
d) Typical cross -section of the cuts/fills resulting from excavation and grading work	[]	[]	[]

2. Payment of plan review fees and grading fees in accordance with the 1997 Uniform Building Code, Appendix 33 fee schedule. Fees for the plan review and grading are based on the volume of excavation or fill whichever is greater. *A copy of the fee schedule is attached.*

“ENGINEERED GRADING” REQUIREMENTS:

	<u>Submitted</u>		<u>Approved</u>
	Yes	No	
1. Two sets of plan and specifications. (Plans and specs shall be stamped and signed by engineer)	[]	[]	[]
2. Soils engineering report (Stamped and signed by engineer)	[]	[]	[]
3. Engineering Geology report	[]	[]	[]
4. Payment of plan review and grading fees in accordance with the 1997 Uniform Building Code Appendix 33 fee schedule. Fees are based on the volume of excavation or fill, whichever is greater.	[]	[]	[]
5. Anticipated schedule of commencement of the proposed excavation and grading.	[]	[]	[]

Plans shall indicate the nature and extent of the work to be performed and that the work will conform to the 1997 Uniform Building Code Appendix 33 and all relevant laws, ordinances, rules and regulations. The first sheet of each set of the plans shall indicate the location of the work, name and address of the owner, the name of the person who prepared the plans and the date the plan was prepared including revision dates. The plan shall include the following information:

a) General vicinity of proposed site	[]	[]	[]
b) Property limits and accurate contours of existing ground and details of terrain and area drainage.	[]	[]	[]
c) Limiting dimensions, elevations or finish contours to be achieved by the grading and proposed drainage channels and related construction.	[]	[]	[]
d) Typical cross -sections of cuts/fills resulting from excavation and grading work.	[]	[]	[]
e) Details of surface and subsurface drainage devices, walls, cribbing, dams, etc. to be constructed with or as a part of the proposed work and a map of the drainage area and the estimated runoff of the area served by any drains.	[]	[]	[]
f) Location of any buildings or structures on the site and the location of any buildings or structures on adjacent property which is within 15 feet of the site or which may be affected by the proposed grading.	[]	[]	[]
g) Recommendations included in the soils engineering and engineering geology reports incorporated in the plans and specifications. Soils engineer shall acknowledge that plans are in accordance with soils report by stamping and signing plan or by letter.	[]	[]	[]

h) The dates of the soils engineering and engineering geology reports with the names, addresses and phone numbers of the firms or individuals who prepared the reports.

[] [] []

The foregoing checklist is provided for convenience only and does not preclude the building official from requiring additional information if deemed necessary to safeguard life, limb, property and the public welfare.

In addition to the preceding Grading Requirements, a minimum review period of two weeks must be allowed by applicant for Town staff to review submitted information. The building official or reviewing department may require bonds in such form and amounts as may be deemed necessary to assure that the work, if not completed in accordance with the approved plans and specifications, will be corrected to eliminate hazardous conditions.

Any excavation and grading proposed within or adjacent to a flood way or flood plain will require a Flood Plain Development Permit.

When the Soils Report reveals that ground water exists, or evidence indicate the potential for recurrence of ground water, the soils engineer will be required to give written conclusions and recommendations for procedures and design criteria to mitigate ground water concerns.

Upon completion of “engineered” excavation and grading or completion of “regular” grading where professional inspection was performed, the civil engineer and soils and geologic engineer shall be required to provide final reports in accordance with the 1997 Uniform Building Code.

Commercial / Subdivision Project:

Town Public Works Director Approval: _____ Date: _____

Town Engineer Approval: _____ Date: _____

Residential Project:

Town Building Official Approval: _____ Date: _____