

GRADING PERMIT PROCEDURES

1. Permit is required for grading which changes the drainage pattern with respect to abutting properties, exceeds 50 cu. yds. of cut or fill, or exceeds 3 ft. in vertical height at its deepest point.
2. When grading permit is required by **Chapter 14, ROH 1990** as amended, submit **2 copies** of grading plan drawn to scale.
 - A. For total graded area or developed area less than 15,000 sq. ft. for Single-Family or Two-Family Dwelling uses or less than 7,500 sq. ft. for other uses. Information to be shown on the **grading plan** are as follows:
 1. Name and address of the **property owner**.
 2. **Location** Map, Address, and Tax Map Key (TMK) of the job site.
 3. **Lot plan** with property lines, dimensions, building setbacks, easements, and total area of the lot.
 4. Location of **all structures, improvements** and location of any **building** or structure on adjacent property which is within 15 ft. of the property to be graded when the grading may affect the building or structure.
 5. Location of any **streams, waterways, and wetlands**.
 6. **Existing and finished ground** shown by spot elevations or by contour lines and cross sections. **Identify Bench Mark**.
 7. Maximum **slope ratio** of cut or fill must not exceed Table A.
 8. Minimum **slope setback** distance from lot lines. See Table B.
 9. Show **limits of area** to be graded.
 10. Show existing and new **drainage pattern** of this and of adjacent lots affected by this work.
 11. **Quantity** of cut and/or fill in cubic yards and area to be graded in square feet.
 12. Description of **existing material** and **fill material**.
 13. State on plan in cubic yards, **waste** from or import to lot, and location of disposal and/or borrow sites.
 14. **Disposal and/or borrow sites** must also conform to Grading Ordinance.
 15. State the **current development plan** land use map designation and **zoning designation** of the lot and the purpose of the grading work.
 16. Provide erosion controls or **Best Management Practices (BMP)** at all graded areas. See "Rules Relating to Soil Erosion Standards and Guidelines" dated April 1999.
 - B. Other Requirements (If Applicable)
 1. If the project will **disturb one acre or more** of land, an approved **Notice of Intent (NOI)** from the Department of Health for coverage under the State NPDES General Permit Authorizing Discharge of Storm Water Associated with Construction Activity is required.
 2. A copy of any environmental impact statement or **environmental assessment** required by the Federal or State or City Agency.
 3. State the **purpose of the grading work** in terms of a use or structure permitted on the zoning lot under Chapter 21.
 4. If the use or structure for which the grading work is being done requires a conditional use permit, plan review use resolution, planned development approval, site plan review permit, special district permit, special management area use permit or special management area minor permit, the applicant shall include a copy of the **applicable permits**, approvals and resolutions.
 5. If the use or structure for which the grading work is being done requires an amendment to any permit, resolution or approval referred to in subdivision, the applicant shall include a copy of the **amendment**.
3. In addition to the foregoing, if the proposed total graded area including any areas developed incrementally is 15,000 sq. ft. or more for Single Family Dwelling (SFD) or Two Family Dwelling (TFD) uses or 7,500 sq. ft. or more for other uses or if the proposed cuts or fills exceed 15 ft. in height for SFD or TFD uses or 7.5 ft. in height for other uses, the grading plans must be submitted for review and **approval of the Director**. Additionally, a **drainage plan** and **erosion control plan and procedures** must also be submitted for review and approval.
4. **Soils report*** required for one or more of the following conditions:
 - A. A proposed cut or fill is greater than 15 ft. in height for Single-Family or Two-Family Dwelling uses or 7.5 ft. in height for other uses.
 - B. The proposed grading is on land with existing slopes exceeding 15 percent.
 - C. Any fill is to be placed over a gully, or a swamp, pond, lake, waterway or wetland.
 - D. The fill material will be a highly plastic clay.
 - E. The fill is to be used to support foundations for residential or other buildings.

**An Engineer's soils report is a report on soils conditions prepared by an engineer qualified in the practice of soils mechanics and foundations engineering. The soils report shall include data regarding the nature, distribution and engineering characteristics of existing soils, the surface and subsurface conditions at the site or the presence of groundwater when detected, and shall recommend the limits for the proposed grading, the fill material to be used and the manner of placing it, including the height and slopes of cut and fill sections.*
5. An **engineering slope hazard report*** is required when the proposed grading includes modification to an existing slope with a cut greater than 15 feet in height and a grade steeper than 40 percent.

**An Engineering slope hazard report is a report that utilizes the application of engineering and geologic knowledge and principles in the investigation, evaluation and mitigation of hazards posed by potential rock, soil or other slope movement. The slope hazard evaluation shall, at a minimum, include an evaluation of hazards posed by potential rock, soil or other slope movement to the proposed development, and an evaluation of the hazard posed to adjacent existing properties or buildings by the proposed grading. The engineering slope hazard report and construction plans shall include mitigative measures to minimize the hazards posed by potential rock, soil and other slope movement as well as the threat the development poses to properties adjacent to the proposed grading.*
6. General Information
 - A. A **permit fee** is required. A **bond** is required for volume over 500 cu. yds., or for cut or fill over 15 ft. in vertical height or for work being done in increments of 500 cu. yds. or less which is part of a larger development.
 - B. All grading is subject to **inspection**.
 - C. Name and address of **permittee** responsible for grading.
 - D. The person signing the grading application for the permittee shall present evidence that he or she is **authorized** to act for the permittee.

FOR MORE INFORMATION CALL THE PERMIT COUNTER AT 768-8218 OR 768-8219