

# GRADING PERMIT APPLICATION CHECKLIST

## Site Development Plan (SDP)

- \_\_\_\_\_ Completed Grading Permit Application with DPZ Signatures
- \_\_\_\_\_ Completed Cost Estimate Form (Signed & Sealed by Engineer if > \$5,000)
- \_\_\_\_\_ 2 Sets of Plans
- \_\_\_\_\_ Fee
- \_\_\_\_\_ Howard Soils Signatures (HSCD) must be less than 3 years old
- \_\_\_\_\_ Grading Surety/Bond/Letter of Credit Provided (If Residential, SDP is more than 4 Lots)

## Road Construction/Utilities (F) Plan

- \_\_\_\_\_ Completed Grading Permit Application with DPZ Signatures
- \_\_\_\_\_ Completed Cost Estimate Form (Signed & Sealed by Engineer if > \$5,000)
- \_\_\_\_\_ 2 Sets of Plans
- \_\_\_\_\_ Fee
- \_\_\_\_\_ Howard Soils Signatures (HSCD) must be less than 3 years old
- \_\_\_\_\_ Grading Surety/Bond/Letter of Credit Provided (If Plan includes Lot Grading)

## Mass Grading (GP) Plan\*

\*NOTE: (EP) Plan if Capital Project

- \_\_\_\_\_ Completed Grading Permit Application with DPZ Signatures
- \_\_\_\_\_ Completed Cost Estimate Form (Signed & Sealed by Engineer if > \$5,000)
- \_\_\_\_\_ 2 Sets of Plans
- \_\_\_\_\_ Fee
- \_\_\_\_\_ Grading Plan (GP) Review Fee
- \_\_\_\_\_ Howard Soils Signatures (HSCD) must be less than 3 years old
- \_\_\_\_\_ Grading Surety/Bond/Letter of Credit Provided *\*Not Required for Forest Harvest, Residential Lots of 2 acres or greater, Stockpiles on 3 acres or less, Individual Residential Lots not part of a larger subdivision, or subdivisions with 4 or fewer lots*

## Single Lot Plan (Standard Sediment Control Plan) \*\*

\*\*NOTE: If the Lot is less than 2 acres, and in a subdivision of more than 4 lots, the Standard Plan may NOT be used. A SDP or GP is required. Refer applicant to HSCD.

- \_\_\_\_\_ Completed Grading Permit Application with DPZ Signatures
- \_\_\_\_\_ Completed Standard Sediment Control Plan
- \_\_\_\_\_ Disturbed Area is 30,000 sq ft or less
- \_\_\_\_\_ Fee, \$105.00
- \_\_\_\_\_ 2 Copies of Individual Plot Plans showing (No HSCD Signatures Required):
  - \_\_\_\_\_ Existing and Proposed Grades
  - \_\_\_\_\_ Drainage Patterns
  - \_\_\_\_\_ Limits of Disturbance
  - \_\_\_\_\_ First Floor Elevation

## Exempt Grading Permits (No Fee)

- \_\_\_\_\_ Completed Grading Permit Application with DPZ Signatures
- \_\_\_\_\_ Completed Standard Sediment Control Plan
- \_\_\_\_\_ Disturbed Area is less than 5,000 sq ft/ 100 cy/ 100 lft of utility trenching
- \_\_\_\_\_ 2 Copies of Individual Plot Plans showing (No HSCD Signatures Required):
  - \_\_\_\_\_ Existing and Proposed Grades
  - \_\_\_\_\_ Drainage Patterns
  - \_\_\_\_\_ Limits of Disturbance
  - \_\_\_\_\_ First Floor Elevation

The Grading Permit fee (excluding Single Lot Plans and Exempt Grading) is determined by the Cost Estimate Sheet submitted at the time of application. If a Grading Surety/Bond/Letter of Credit Amount is due, it will also be listed on the Cost Estimate Sheet. If there is a Landscaping Surety, the amount will be listed on the Grading Permit Application by DPZ. **The Grading Plan (GP) Review is determined by the LOD, and is only applicable to GP Plans.** All fees may be paid with the same check.