

# GRADING PERMIT APPLICATION

GRADING PERMIT NO. \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant Name, Address and Phone number:

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Property Owner Name, Address and Phone number:

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General Contractor/Excavating Contractor Name, Address and Phone number:

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Do all contractors have an occupation license issued from the City of Excelsior Springs? \_\_\_\_\_

Architect/Engineer/Consultants Name, Address and Phone number:

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Location/Address of Proposed Work:

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What is the current and/or proposed zoning of the property? \_\_\_\_\_

Anticipated date to begin grading operation: (erosion/sediment control must be in place prior to start of work)

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Anticipated date to complete grading operation: \_\_\_\_\_  
(erosion/sediment control must be left in place until such time that permanent vegetation and erosion control is established, constructed and installed)

If the disturbed area of your site is less than one acre and meets the applicability of city code section 407.090 Approvals Required, an erosion and sediment control plan referencing the American Public Works Association Single Family Residential Design Guidebook is required in order to receive a grading permit. Has a plan been submitted for review and been approved by the City of Excelsior Springs? (may be part of an overall site plan being reviewed) Yes \_\_\_\_\_ No \_\_\_\_\_

If the disturbed area of your site is greater than one acre and meets the applicability of city code section 407.090 Approvals Required, a grading plan and erosion and sediment control plan including stormwater calculations, design, and a swppp prepared by a registered professional engineer along with a MO-DNR Permit for Land Disturbance is required in order to receive a grading permit. Has this plan and a copy of the state permit been submitted for review and approved by the City of Excelsior Springs? Yes \_\_\_\_\_ No \_\_\_\_\_ (may be part of an overall site plan being reviewed)

Will material be removed from the site? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where will it be taken? Note: Stockpiled material on or off-site must have erosion/sediment control. (another site within the City limits may require a separate grading permit)

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Will material be brought to the site? Yes \_\_\_\_\_ No \_\_\_\_\_ Type of Material?

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If yes, where will the material come from? (another site within the City limits may require a separate grading permit)

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Is it proposed to balance the cut/fill on the site? Yes \_\_\_\_\_ No \_\_\_\_\_

Is rock removal necessary? Yes \_\_\_\_\_ No \_\_\_\_\_ Will explosive methods be used? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, contact the Fire Department at (816) 630-3000 for information and an application to obtain a Blasting Permit.

Is burning of brush, trees and other debris planned? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, contact the Fire Department at (816) 630-3000. An application may be obtained at [www.esfire.com](http://www.esfire.com) for a state permit.

Has an erosion/sediment control plan been prepared? Yes \_\_\_\_\_ No \_\_\_\_\_ An erosion/sediment control plan is necessary in order to obtain a grading permit. (erosion/sediment control shall be included with the grading plan)

Is the land disturbed with the proposed grading plan over five (5) acres? Yes \_\_\_\_\_ No \_\_\_\_\_. A MO-DNR Permit for Land Disturbance is necessary before issuance of a city grading permit. A completed form E and G, along with a SWPPP (storm water pollution prevention plan) is necessary in order to obtain a Missouri State Operating Permit. Please attach a copy of the state permit with the SWPPP with this application. Contact the Department of Natural Resources KC Regional Office at (816) 622-7000 for more information.

Is the land disturbed with the proposed grading plan over one (1) acre but less than five (5) acres? Yes \_\_\_\_\_ No \_\_\_\_\_. A MO-DNR Permit for Land Disturbance is necessary before issuance of a city grading permit. A completed form O, along with a SWPPP (storm water pollution prevention plan) is necessary in order to obtain a Missouri State Operating Permit. Please attach a copy of the state permit with the SWPPP with this application. Contact the Department of Natural Resources KC Regional Office at (816) 622-7000 for more information.

If the land disturbed with the proposed grading plan is less than one (1) acre, please be sure that erosion/sediment control is still addressed on the grading plan submitted for review, including silt fence, inlet protection and temporary granular construction entrances. Storm water pollution prevention will still need to be considered for these sites as well. For residential sites of less than one (1) acre, the single family residential standard design booklet from Kansas City APWA must be followed.

MO-DNR Permit No. – MO-R \_\_\_\_\_ (please attach copy of SWPPP)

Is the work proposed in a creek area? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please contact the U.S. Army Corps of Engineers for a determination upon the impact upon the waters of the United States. Discharges of dredged or fill material into the waters of the United States require a 404 permit, and as well, may require a water quality certification, 401 permit from the Department of Natural Resources. Please contact the U.S. Army Corps of Engineers Kansas City District Office at (816) 389-3990.

Has a building permit application been completed for this development? Yes \_\_\_\_\_ No \_\_\_\_\_ Has a permit been issued? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Permit Approval/Pending:

Grading plan approved/pending this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Date

Note: This permit is not valid until signature and date of Authorizing Official is completed.

\_\_\_\_\_  
Name and Title-Printed

Reason for pending status:

\_\_\_\_\_

Grading Permit issued in accordance with the grading/site plan submitted and approved by the Department of Public Works and/or Code Enforcement the following general conditions:

1. Work to include clearing and grading of the area indicated on the grading plan only. All additional work shall be permitted separately.
2. Erosion control measures addressing best management practices must be installed **prior** to work beginning. Should it be determined by the Department of Public Works and/or Code Enforcement that drainage from the site and/or mud washing off the site are a problem, the permit holder is responsible for clean up and taking precautions that it does not happen again. Additional erosion control measures shall be installed to prevent mud from washing off the site again.
3. Mud and debris shall not be tracked onto adjacent streets/rights of way. Should it be determined by the Department of Public Works and/or Code Enforcement that mud or debris tracked off the site onto the adjacent street(s) is a traffic hazard or a problem for motorists, the permit holder shall be responsible for clean up of the street. Temporary granular base entrance(s) shall be used to provide access to the site during grading operation. The contractor can remove this temporary granular entrance(s) once permanent entrance(s) are completed, vegetation is established and restoration of the area is completed to its original condition.
4. Erosion/sediment control measures such as silt fence, straw bales, ditch checks, inlet protection and temporary holding basins shall be used throughout the grading operation to prevent mud from washing off the site and into the storm water system adjacent to the site. Silt fence shall be placed along the toe of all fill slopes and along the draw to minimize silt from leaving the site. Please refer to submitted erosion control plan and the attached MDNR Missouri State Operating Permit/SWPPP for more information. Care must also be taken to protect existing storm water facilities and systems under construction from excessive sedimentation.
5. This permit is for grading only and does not imply an approval for issuance of a building permit or any other permit. Application for other permits shall be made separately.
6. Once the site is graded according to the grading plan, all slopes are dressed to grade, all disturbed area shall be seeded and mulched within 30 days of site grading completion, weather permitting. Temporary seeding may also be necessary in order to control sediment from leaving the site. Temporary erosion control measures shall be left in place until such time that permanent erosion control is completed, and permanent vegetation is established.
7. Any grading, filling or work proposed on adjacent property or City right-of-way shall have proper permits executed, permission in writing and/or proper easements granted by the adjacent property owner(s) for such grading, filling or work to the owner/contractor, **prior to being performed.**
8. This permit expires \_\_\_\_\_, 20 \_\_\_\_\_.

Grading Permit No. \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

C: Cory Wartner, **Code Enforcement** (816) 630-9567  
Bill Ahrens, **Planning and Zoning** (816) 630-9594  
Paul Tribble, **Fire Department** (816) 630-3000  
Chad Birdsong, **Public Works** (816) 630-0755ext223  
Brent Bishop, **Storm Water Coordinator** (816) 630 0755 ext229