

**GRADING PERMIT  
APPLICATION**

Name of Owner / Applicant (please print):		
Email:	Cell Phone:	Business Phone:
Address:	City	State      Zip

Property Location:
PID Number or Legal Description:

General Contractor Company Name: (please print):		
Contact Name:	State License Number:	Business Phone:
Email:		
Address:	City	State      Zip

General Description of Anticipated Grading Activity:

**Check applicable:**

- Shore land zone: within 1000 feet of a lake, pond or flowage or within 300 feet of a river or stream.\*\*
- Grading of fifty (50) cubic yards or more but less than one hundred (100) cubic yards and/or the disturbance of 1,000 square feet or more.
- Grading of one hundred (100) cubic yards or more. Note: an escrow to cover inspection costs and other monitoring will be required.\*\*
- Clearing trees in an area larger than 20,000 square feet.\*\*

**Submittal Documents:**

- Existing and finished grade plan.
- Drainage and erosion control plan,
  - ❖ Provide SWPPP if a NPDES permit is required:
    - Grading one acre or more of soil,
    - Any grading, if it is determined that the activity poses a risk to water resources.

Proper erosion and sediment control shall be implemented throughout the construction period. All work must be in conformance with MPCA requirements. All streets used as haul routes to and from the site shall be kept free of dirt material. All disturbed areas located on the private property where the work is being completed must have turf restored per MPCA regulations. Inspections to assure compliance with MPCA guidelines will be conducted by city staff or the city engineer. Work not in compliance with the permit will result in a "Stop Order".

If the City incurs out-of-pocket, legal, engineering, building inspection and other costs in connection with the enforcement of drainage and erosion control guidelines and field inspection, such costs will be applied to the escrow, if any. If no escrow or if the escrow is depleted, the City will bill the Owner for the services. If a bill for City costs remains unpaid for 90 days after it has been rendered, the City shall file with the county recorder a statement of lien claim. This statement shall contain the legal description of the premises served, the amount of the unpaid bill, and a notice that the City claims a lien for this amount as well as for all charges subsequent to the period covered by the bill.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fees and Escrow Required: Grading 50 – 100 cubic yards: \$100.00, \*\* All other: \$500.00 and Escrow Fee \$350.00**

*Office Use Only*

Permit Number _____	Received Application _____
Fee: _____ Receipt Number _____	** Escrow Fee \$350.00      Received _____
Date Approved _____	Date Completed _____      Date Denied _____