Grading Permit Application Submittals

Grading permit applications must be accompanied by drawings which graphically show the grading site and proposed grading changes. The completed application and attached plan pages must contain the following information for the permit application to be processed.

- ☐ Grading permit application (same form used for building permit application), filled out and signed
- ☐ Written statement of the intended purpose of the fill/excavation (for example, structural fill for building pad, retaining wall for landscaping yard, etc). This may be included on building permit application.
- ☐ Location (street address) of proposed grading work (this should be on grading permit application and each page of drawings
- ☐ Plan view (overhead birds-eye view) of site showing lot boundary lines and locations of proposed excavation and/or fill. Plan must show distance, in feet, of distance of toe of fill, or top of cutbank, to property lines.
- ☐ Section view(s) of site showing lot boundary lines and existing and proposed contours. (For a simple grading plan, one section view may suffice. For a more complex plan multiple section views may be necessary to show the proposed work.) Plan must show distance, in feet, of distance of toe of fill, or top of cutbank, to property lines.
- ☐ Incorporated into the section view drawing, or on a separate drawing if necessary, show details and cross-sections of constructed slopes, such as retaining walls or armored banks, including dimensions to property boundaries. Associated Rockery Contractors Guidelines (ARC) may be a design option for rock walls.
- ☐ Buildings (existing and proposed)
- ☐ All easements on or affecting lot
- ☐ Location of driveway
- ☐ Streams, ditches, swales, and all other drainage features including locations where drainage leaves the grading site. All surface water impacts must have Public Works approval.
- ☐ Erosion control measures.
- ☐ Location of underground utilites (water, sewer, phone, power, tv)
- ☐ Amount, type, and source of fill material
- ☐ All structures within 15 feet of boundaries of the site
- ☐ Limits of proposed cuts and fills
- ☐ Elevations of proposed grading and buildings

Excavations or fills greater than 5,000 cubic yards, development on steep terrain, and complex projects will usually require a plan prepared by a licensed design professional.

Section II

This section is to assist the applicant in providing essential information to expedite processing of their permit. Answering these questions is not a substitute for providing all information required in the preceding section.

Will excavated material be removed from the site? Yes____ No____

If yes, how many cubic yards? _____cubic yards

What is location of disposal site? _____

Will fill be brought in to the site? Yes____ No____

How many cubic yards? _____cubic yards

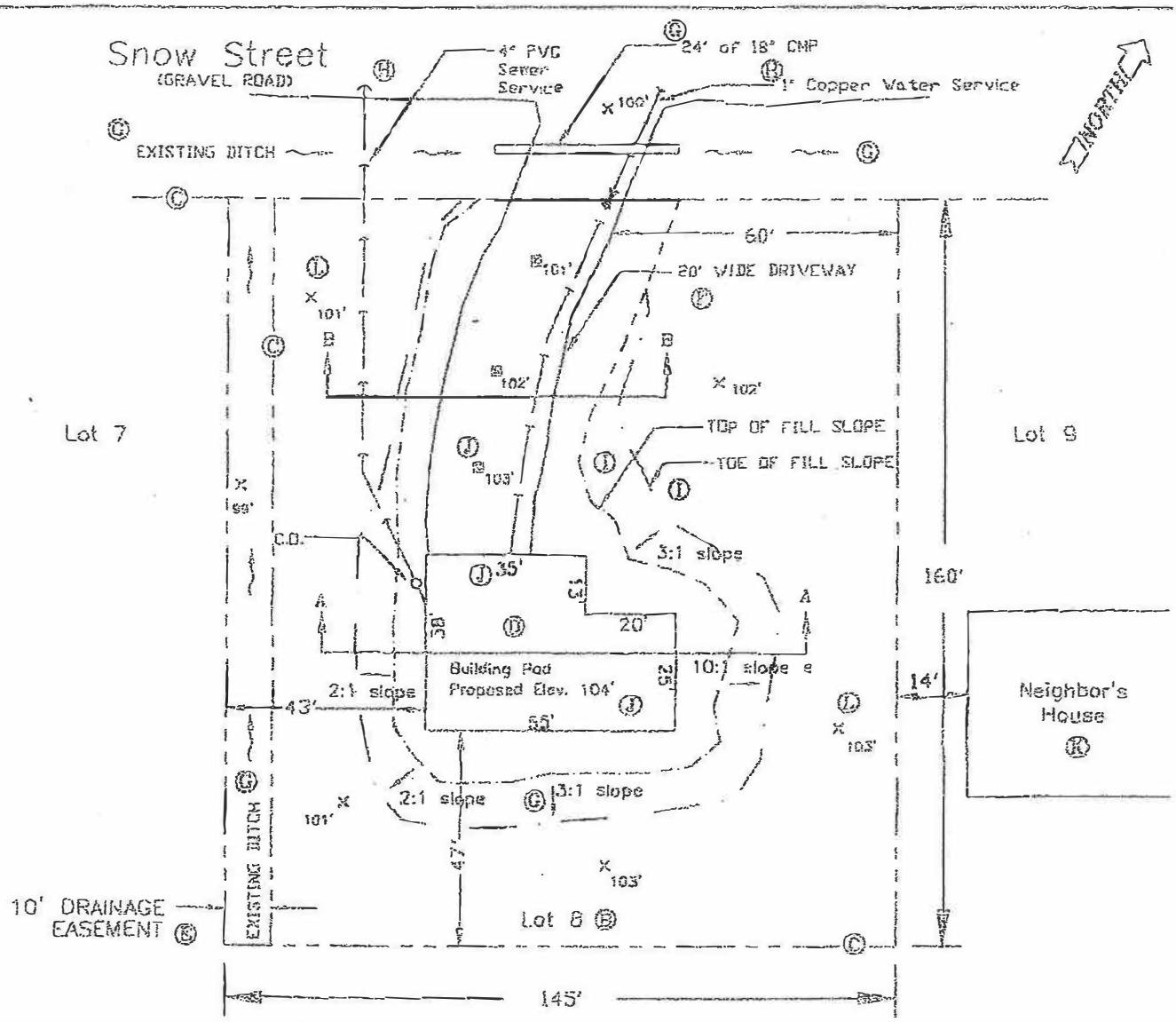
What type of material? (shot rock, pit run, waste asphalt, etc) _____
Note: Pit run cannot be used for structural fill, unless part of an approved engineered design.

What is the source of the material?_____

Is a retaining wall of rock or concrete part of this project? Yes____ No____

How tall? _____ft How long or wide? ____ft

What is the design basis for the wall? _____
(for example, engineered design, ARC guidelines, etc.)



Example Grading Plan

Page 1 of 2

(Applicant shall attach own plan to grading permit application)

Key

$\times_{103'}$	Existing Elevation	(L)
$\circledcirc_{103'}$	Proposed Elevation	(J)
———	Legal Boundary	(C)
- - - -	Top of Fill Slope	(I)
— — —	Toe of Fill Slope	(I)
~~	Direction of Flow	(G)
——→	Sewer Line	(H)
——↓	Water Line	(H)

Notes:

1. Phone, Power, and TV lines are aerial. (F)
2. Basis of elevations is the center of the driveway at the intersection of the road. (J)

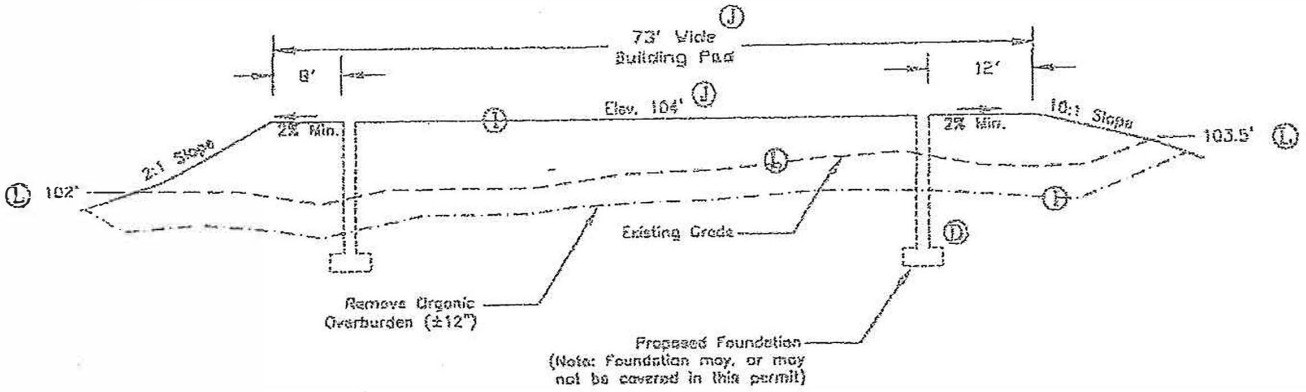
(A) Permit Applicant's Contact Information:

Jane Propertyowner
526 Fifteenth Street
Douglas, AK 99824
364-9999

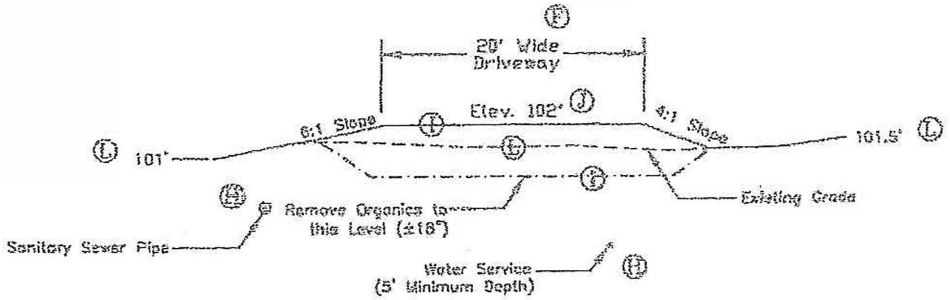
(B) Grading Site

Lot 8, Block B
Sleepy Subdivision
Snow Street
(No mail address assigned yet)

Form Date: January 22, 1998



Section A–A



Section B–B

Example Grading Plan

(Applicant shall attach own plan to grading permit application)

Ⓐ

Permit Applicant's
Contact Information:

Jane Propertyowner
526 Fifteenth Street
Douglas, AK 99824
364–9999

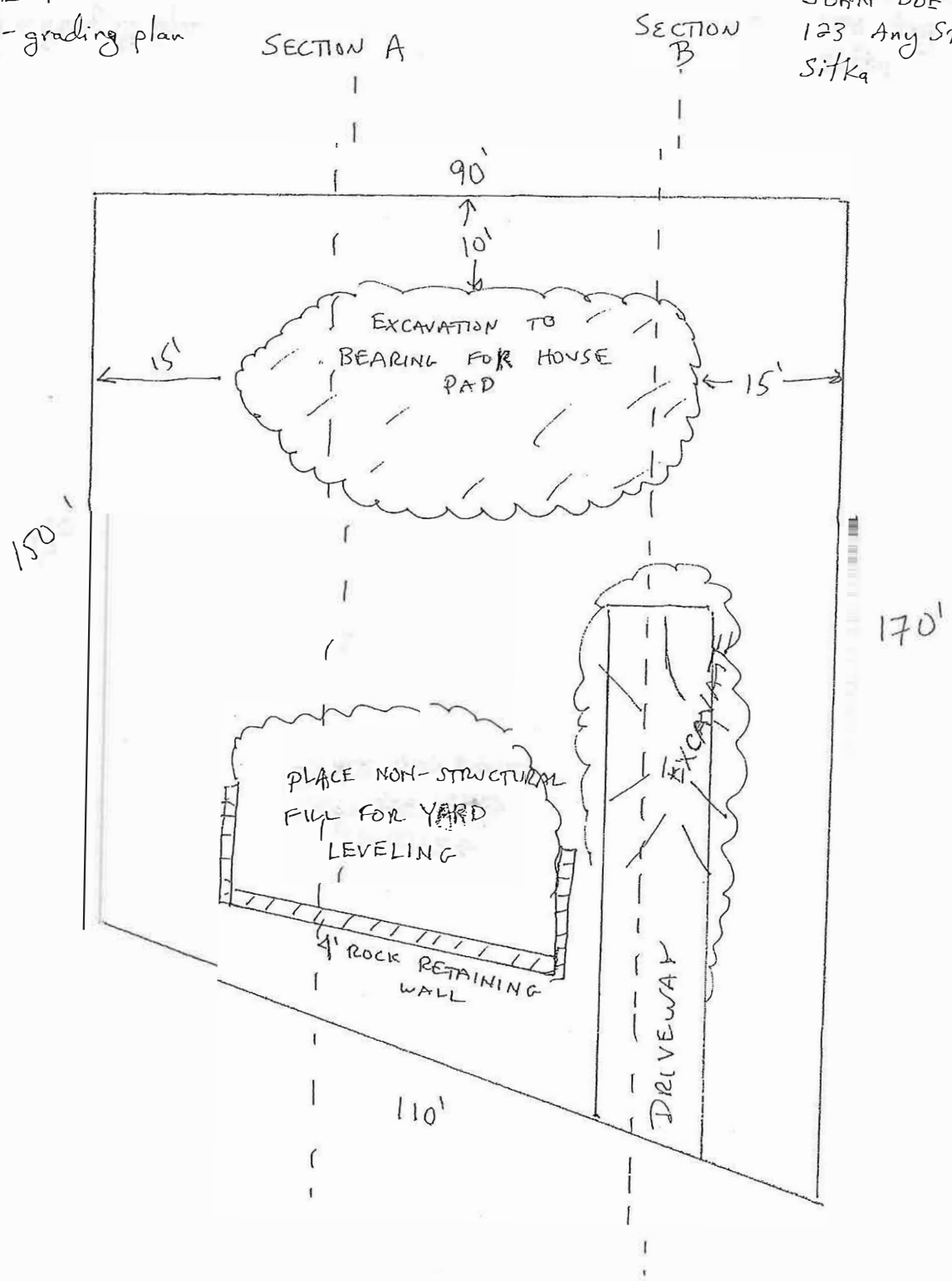
Ⓑ

Grading Site

Lot 8, Block B
Sleepy Subdivision
Snow Street
(No mail address assigned yet)

EXAMPLE 1
P 1 of 3 - grading plan

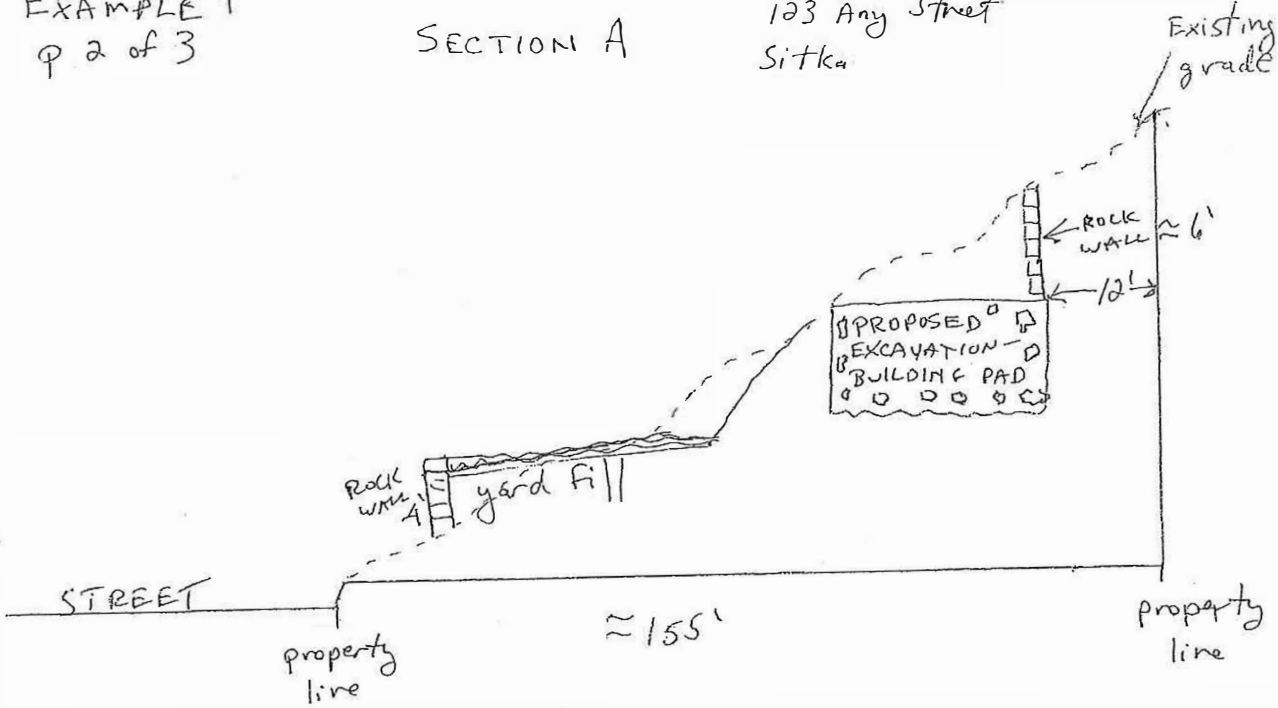
JOHN DOE
123 Any Street
Sitka



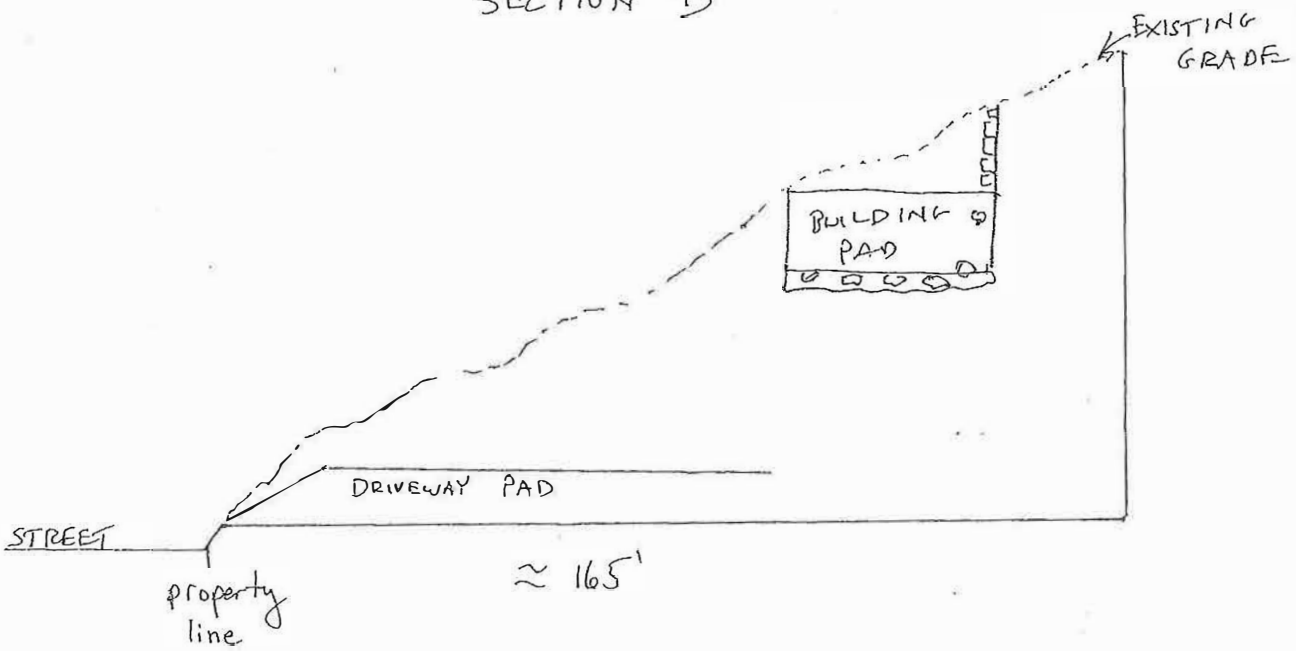
EXAMPLE 1
p 2 of 3

SECTION A

JOHN DOE
123 Any Street
Sitka

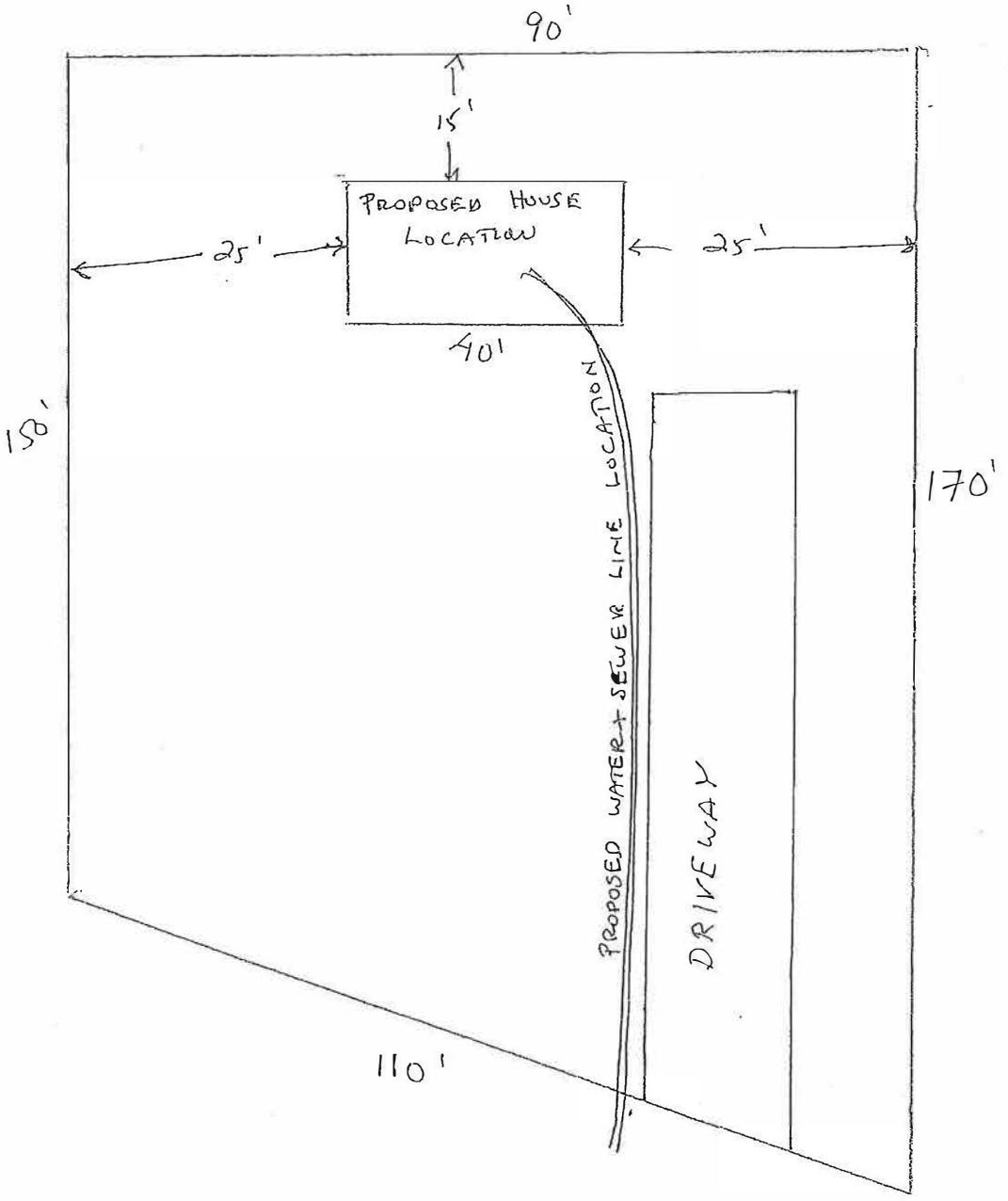


SECTION B



EXAMPLE 1
p 3 of 3 - grading plan

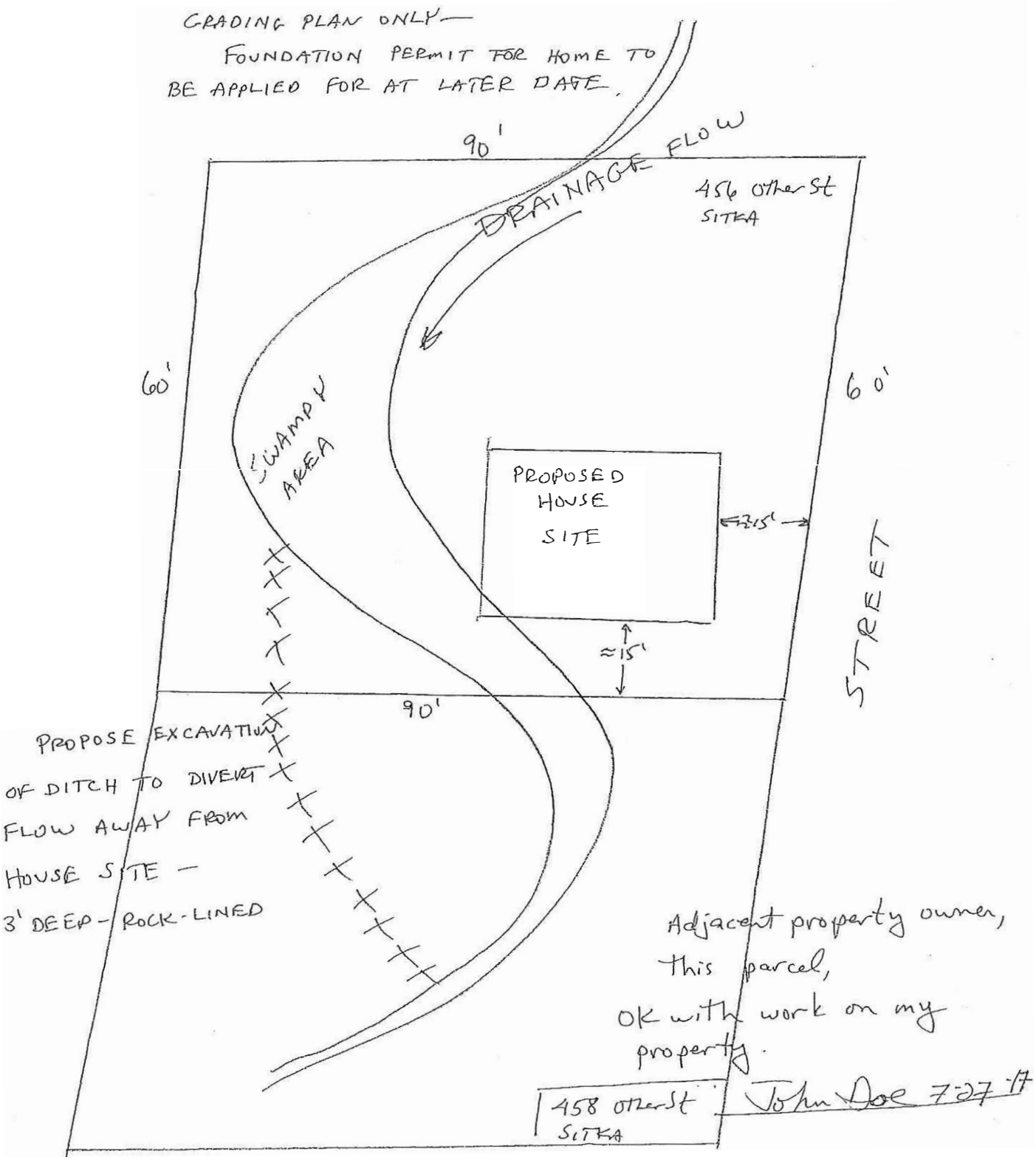
JOHN DOE
123 Any Street
SITKA



EXAMPLE 2 - GRADING PERMIT APPLICATION

p1 of 1

JIM JONES
456 Other Street
SITKA



Guidance Regarding Drainage and Erosion Control

General: Grading plans shall include a drainage plan conforming to the requirements of the adopted grading code (1997 Uniform Building Code Appendix Chapter 33) and the Building Department's adopted policies.

Standards: Grading plans shall comply with the requirements of municipal grading code. Post-development drainage plans shall be designed such that there will be no adverse off-site impacts. Any net increase of water volumes shall be mitigated and/or directed to adjacent drainage systems or receiving waters that has the demonstrated capacity to handle the new flows. The municipality may require a dedicated drainage easement(s) to ensure proper drainage is consistent and compatible with the surrounding drainage patterns.

Drainage Across Property Lines: Drainage across property lines shall not exceed that which existed prior to earthwork construction. Excess or concentrated drainage shall be contained on site or directed to an approved drainage facility. Erosion of the ground in the area of discharge shall be prevented by installation of non-erosive down drains or other devices.

Erosion Control: The faces of excavation and fill slopes shall be prepared and maintained to control against erosion. The protection shall be installed as soon as practicable and prior to scheduling final inspections. Where necessary, check dams, cribbing, riprap, or other suitable devices or methods shall be employed to control erosion and provide slope stability and safety.

Exception: Where cut slopes are not subject to erosion due to the erosion-resistant characteristics of the facing materials, such protection may be omitted.