



CITY OF LOWELL APPLICATION & CHECKLIST FOR A GRADING PERMIT



PROJECT NAME: _____

Site Acreage: _____ **Fee:** _____

Date of Approval _____ **\$100 PER ACRE UP TO \$300**

**MAXIMUM
STAFF USE ONLY**

Date Application Submitted _____

Approval and Date Completed _____

Fill out this form and the checklist completely, supplying all necessary information and documentation to support your request. A permit will be issued by the Building Department upon the City Engineer's approval of your submittal, completion of application and attendance at the pre-construction conference. **Fees will be paid to the Building Division of the City of Lowell. Grading Operations can not begin until erosion control measures are installed.**

Contractor/Excavator _____

Address: _____

Day Phone: _____

Fax #: _____

Cell Phone: _____

Engineer _____

Address: _____

Day Phone: _____

Fax #: _____

Cell Phone: _____

Property Owner: _____

Address: _____

Day Phone: _____

Fax #: _____

Cell Phone: _____

CORRESPONDENCE SHOULD BE SENT TO:

- _____ Excavator
- _____ Engineer
- _____ Owner

PRIMARY CONTACT IN CASE OF EMERGENCY:

- _____ Excavator
- _____ Engineer
- _____ Owner

APPLICANT/REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incomplete, incorrect or false information is grounds for invalidation of the application. I understand the City may not approve my application or may set conditions on approval.

Signature

Date

PROPERTY OWNER/AUTHORIZED AGENT: I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

Signature

Date



CITY OF LOWELL GRADING PERMIT CHECKLIST



YES NO N/A

- 1. Completed application form.
- 2. Planning commission approval. (This is required if desire to start grading before the subdivision or large scale is approved.) **DATE OF APPROVAL:** _____
- 3. Approval of variances and waivers from any city requirement.
Describe approved variance/waiver and date issued:

- 4. Schedule to begin and complete construction. (Approximate dates)
Beginning date: _____ Completion Date: _____
- 5. Six sets of Auto Cad drawings to a scale of 1" = 100' or larger of all required information including (Drawing size = 24" X 36" or 18" X 24") of Planning Commission approved plans to be stamped by Planning Department Representative as correct.
- 6. Plans show the width, locations, and purposes of all existing and proposed utilities, drainage improvements, easements, rights of way, grading and detention.
- 7. Existing easements are shown with the name of the easement holder, purpose of the easement and instrument number of the recorded document. If an easement is blanket or indeterminate in nature, it must be released.
- 8. Drainage Report
- 9. Drainage materials shown are RCP under traffic or HDPE in non-traffic areas.
- 10. Erosion Control Plan
- 11. NOI issued by ADEQ,
- 12. 404 Permit
- 13. Flood Plain fill permit, if applicable. Show FIRM Map Panel Number on drawings and Flood Hazard Zone.
- 14. CLOMR approval
- 15. SHPO approval
- 16. A copy of off site drainage, access, or utility easements
- 17. Highway permits for intersections and utilities in ROW
- 18. Traffic Control Plan.
- 19. Grading Provider for ADA Compliance
- 20. Existing specimen and flowering trees/shrubs have been preserved where possible.
- 21. Drainage provides for runoff from building roof drains and downspouts and condensation lines.
- 22. After City Engineer Approval all corrected plans must be resubmitted in digital form (DWG or DXF)



CITY OF LOWELL PRE-CONSTRUCTION CONFERENCE



Excavator/Contractor _____ Phone No. _____

Engineer _____ Phone No. _____

Applicant/Owner _____ Phone No. _____

City Engineer _____ Phone No. _____

Fire Marshal/Fire Dept _____ Phone No. _____

City Street Superintendent _____ Phone No. _____

City Inspector _____ Phone No. _____

City Planning Director _____ Phone No. _____

Stormwater Coordinator _____ Phone No. _____

Other _____ Phone No. _____

Other _____ Phone No. _____

1. _____ Lines of Authority and Communication Established
2. _____ Review checklist and note any changes
3. _____ Review approved Grading Plan
4. _____ Review erosion control plan
5. _____ Soils tests and proctors for testing lab to be used. _____
6. _____ Identify permitted disposal site for soil
7. _____ Traffic Control Plan (if required)
8. _____ Review application and note any changes
9. _____ Review SWPPP monitoring and reporting
10. _____ Notice Procedures (Days of work, weather delays, traffic control, etc.)
11. _____ Agree on final set of approved plans for all to use. **Approval Date:** _____

NOTES: _____

I have read and understand all of the items that were discussed and have agreed to comply with all City regulations and requirements.

Authorized Signature

Date

The above applicant has completed all required items including Pre-Construction Conference and is Permitted to obtain a grading permit from the City of Lowell Building Department.

City of Lowell Planning Representative

Date