

CITY OF JACKSON GRADING PERMIT APPLICATION

Chapter 21 of Code of Ordinances requires contractors to obtain a Grading Permit for grading operations in excess of one (1) acre or five-hundred (500) cubic yards.

Any Department of Natural Resources Permits must be completed prior to applying for a City Grading Permit.

FOR INTERNAL USE ONLY

Permit No.

STAMP

Date Received

THE FOLLOWING MUST BE INCLUDED WITH THIS PERMIT APPLICATION:

- Copy of MDNR Land Disturbance Permit (not required if less than one acre)
- Floodplain Development Permit (if required)
- Architect/Engineer's estimated cost of all work to be done under the sediment and erosion control plan, including final seeding
- A bond or other acceptable financial instrument in the amount of the estimated cost
- Detailed site plan with details of erosion control methods (see reverse side for requirements)
- A Stormwater Pollution Prevention Plan

1) Street Address/Description of Property:

2) Description of Work:

3) Area of Disturbance:
_____ Acres

4) Amount of Excavation:
_____ CY Cut
_____ CY Fill

5) Will excess material be deposited at another site? Yes No

Deposit Site Location/Description:

6) Start Date: _____ **Completion:** _____

7) Applicant (if not Owner) N/A

Name: _____
Company: _____
Address: _____

Phone: _____
Email: _____

8) Property Owner

Name: _____
Company: _____
Address: _____

Phone: _____
Email: _____

Owner's Signature: _____

Print: _____

Date: _____

9) Contractor

Name: _____
Address: _____

Phone: _____
Email: _____

Plans to be submitted with this application must include the following: a) full name and address of property owner; b) property address and/or description; c) designation of the portion of the property that is to be excavated, graded, or filled with material; d) location of any underground utility lines, including but not limited to underground cables, sewerage, water, gas, and electric; e) existing grade and topography of the premises and the proposed finish grade and final contour elevations at a contour interval of not more than two (2) feet; f) location and present status of any previous permitted grading operation on the property; g) details of any drainage system proposed to be installed and maintained by the applicant and a comprehensive drainage plan designed to safely handle surface water, streams, or other natural drains following heavy rains during grading operations; h) details of any proposed water impoundment structures, embankments, debris basins, grass or lined waterways, and diversions with the details and locations of proposed stable outlets; i) details of soil preparation and re-vegetation of the finished grade and of other methods of erosion control; j) delineation of the fifty (50) and one hundred (100) year flood plain; k) details on all erosion control structures that follow all federal, state, and local laws, especially those guidelines as established in the Missouri Department of Natural Resource's publication "Protecting Water Quality"; l) location of the installation of temporary sediment control measures; m) location of existing and proposed paved streets and parking areas. **Bond Requirement:** Upon approval of the erosion control plan and the issuance of a grading permit, the City Engineer shall require the developer to post a performance bond, escrow agreement, lender's agreement, cash, or certified check in the amount of all work to be done under the approved erosion control plan. This shall be in addition to the requirements for completion of other improvements necessary for subdivision plat approval. The bond shall be released upon the completion of grading and erosion control operations. **FAILURE TO COMPLETE THE PLAN BY THE COMPLETION DATE SHALL TRIGGER THE CITY'S USE OF THE BONDING OR ESCROW REQUIREMENTS.** Completion may be extended by the City Engineer or his designate in writing. **Resources to be Used:** The developer and city staff shall utilize all of the following: a) Missouri Department of Natural Resources (MDNR) "Protecting Water Quality: A Field Guide to Erosion, Sediment, and Storm Water Best Management Practices for Development Sites in Missouri and Kansas"; b) Missouri Department of Natural Resources (MDNR) "Storm Water Permit Requirements for Land Disturbance Activities"; c) Environmental Protection Agency (EPA) "Storm Water Management for Construction Activities". When conflicts arise between manuals or any other city, state, or federal regulation, the most stringent criteria shall control. **Principals and Standards:** 1) All excavations, grading, or filling shall have a finished grade not to exceed a 3:1 (three (3) horizontal to one (1) vertical) slope. Steeper grades may be approved by the City Engineer if the excavation is through rock or the excavation or fill is protected (a designed head wall or toe wall may be required). Retaining walls that exceed a height of four (4) feet shall require the construction of safety guards as identified in the Building Code of the City of Jackson or subsequent amendments thereto. Permanent safety guards will be constructed in accordance with the adopted Building Code of the City of Jackson; 2) Grading plans for sites that exceed one (1) acre shall provide for sediment or debris basins, silt traps or filters, staked straw bales, a combination of these measures or other measures approved by the City Engineer to remove sediment from runoff waters. The design to be approved by the Public Works Director. Tem-

porary siltation control measures (structural) shall be maintained until vegetative cover is established at a sufficient density to provide erosion control on site; 3) Where natural vegetation is removed during grading, vegetation shall be re-established in such a density as to prevent erosion. Permanent type grasses shall be established as soon as possible or during the next seeding period after grading has been completed; 4) When grading operations are completed or suspended for more than thirty (30) days between permanent grass seeding periods, temporary cover shall be provided according to the Public Works Director's recommendation. All finished grades (areas not to be disturbed by future improvements) in excess of 5:1 (five (5) horizontal to one (1) vertical) slopes shall be mulched at the rate of one hundred (100) pounds per one thousand (1,000) square feet when seeded. 5) Provisions shall be made to accommodate the increased runoff caused by changed soil and surface conditions during and after grading. Unvegetated open channels shall be designed so that gradients result in velocities of two (2) feet per second or less. Velocities in permanently vegetated open channels shall not exceed five (5) feet per second. Unvegetated open channels with velocities more than two (2) feet per second and less than five (5) feet per second shall be established in permanent vegetation by use of commercial erosion control blankets or lined with rock riprap or concrete or other suitable materials as approved by the Public Works Director. Detention basins, diversions, or other appropriate structures shall be constructed to prevent velocities above five (5) feet per second; 6) Ground adjoining development sites shall be provided with protection from accelerated and increased surface water, silt from erosion, and any other consequences of erosion. Runoff water from developed areas above the area to be developed shall be directed to diversions, detention basins, concrete gutters, and/or underground outlet systems. Sufficiently anchored straw bales may be substituted with the approval of the Public Works Director; 7) Development along natural watercourses shall have a minimum of thirty (30) foot general maintenance and drainage easement from the top of the existing stream bank. Development shall not encroach on said thirty (30) foot easement. The watercourse shall be maintained and made the responsibility of the appropriate legal entity. Permanent vegetation should be left intact. Variances will include designed stream bank erosion control measures and shall be approved by the Public Works Director. FEMA guidelines shall be followed where applicable regarding site development in flood plains; 8) All lots shall be seeded and mulched or sodded before an occupancy permit shall be issued except that a temporary occupancy permit may be issued by the Director or his designate in cases of undue hardship because of unfavorable ground conditions. **Inspections:** By applying for a grading permit, the applicant consents to the City inspecting the proposed development site and all work in progress. **Corrections:** All violations shall be corrected within the time limit set forth by the Public Works Director specified in the issuance of a written notice to correct. All persons failing to comply with such notice shall be deemed in violation. **Violations:** In the event of an ordinance violation, the bond requirement proceeds shall be used by the City to complete the planned sediment and erosion control practices. **Penalties:** Any person violating any provision and found guilty of such violation shall be punished in accordance with Section 1-20 of the Code of Ordinances; for continuing violations, each day shall be considered a separate offense. **Appeals:** Any person denied a grading permit as herein stated shall have the right to appeal such denial to the Board of Adjustment within forty-five (45) days of the date of such denial.