



# GRADING PERMIT

GRADING, DISTURBANCE, STORMWATER AND/OR FLOODPLAIN DEVELOPMENT PERMIT

V.2020.10.19

GRADING PERMIT FILE NUMBER: PL \_\_\_\_\_

**SECTION 1: APPLICANT PORTION** (To be completed by the Applicant)

THE APPLICANT REQUESTS THE FOLLOWING:

- FULL GRADING PERMIT
- FLOODPLAIN DEVELOPMENT PERMIT
- PRELIMINARY GRADING PERMIT
- TREE REMOVAL ONLY GRADING PERMIT
- TEMPORARY STOCKPILE APPROVAL

PERMIT NUMBER (Completed by Staff):

PROJECT NAME: \_\_\_\_\_

ADDRESS/LOCATION: \_\_\_\_\_

OWNER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

E.O.R. NAME: \_\_\_\_\_

SITE SUPER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SECONDARY PHONE: \_\_\_\_\_

TOTAL ACRES: \_\_\_\_\_

DISTURBED ACRES: \_\_\_\_\_

By signing below, you agree that you received a copy of "What is Required for Each Permit Type" and understand the requirements therein.

APPLICANT SIGNATURE: \_\_\_\_\_

APPLICANT PRINTED NAME: \_\_\_\_\_

**CITY OFFICIAL PORTION** (To be completed by City Official)

THIS APPLICATION HAS BEEN

- APPROVED
- APPROVED WITH CONDITIONS
- DENIED
- APPROVED UNTIL \_\_/\_\_/\_\_
- EXTENDED UNTIL \_\_/\_\_/\_\_

APPLICATION FEE

- \$1,000 PAID
- \$500 PAID
- FEE WAIVED/NO FEE REQUIRED

APPROVAL BY: \_\_\_\_\_

APPROVED ON: \_\_\_\_\_

AN APPROVED PERMIT MUST BE CLEARLY POSTED ON WORK SITES AT ALL TIMES UNTIL WORK IS FINALIZED  
PERMIT EXPIRES IF NO ACTIVITY FOR 6 MONTHS. REVEGETATION IS REQUIRED. VOIDS ANY PREVIOUS STOCKPILE APPROVAL.  
ALL PRELIMINARY GRADING PERMITS EXPIRE AFTER 6 MONTHS AND ARE AUTOMATICALLY UPGRADED WITH PLAN APPROVALS.  
This permit is for compliance with Municipal Code Sections 14-796, Chapter 22 – Floods, and Rogers Drainage Criteria Manual

## WHAT IS REQUIRED FOR EACH PERMIT TYPE?

### FULL GRADING PERMITS

*See Municipal Code Sec. 14-796*

- *What is this permit for?*
  - Any person proposing to engage in clearing, filling, cutting, quarrying, construction, or similar activities that would result in a disturbed area of one acre or larger shall apply to the Department of Community Development for a grading permit as specified in this article. A large-scale development plan shall be obtained from the City before constructing or expanding a vehicular use area or when expanding or rehabilitating a building and landscaping is required. No land shall be altered or cleared to the extent regulated in this article unless approved by a permit.
  
- *What is required?*
  - Large Scale Developments and Preliminary Plats are required to have an approved plan through the Planning Commission. To receive a Grading Permit, the Development Compliance Manager must first receive a stamped copy of the approved plans from the Planning Division, verification of payment of the Application Fee, a certified copy of the approved Drainage Report, a Notice of Coverage approved by ADEQ (or Small Site ADEQ Notice for Sites under 5 acres), a SWPPP, and a copy of the Grading Plan. Other requirements may apply.
  
- *When can I get a Preconstruction Meeting?*
  - A Preconstruction Meeting cannot be scheduled until the requirements listed above are completed. Preconstruction Meetings are scheduled through the Development Compliance Manager. Do not contact an inspector directly to request a Preconstruction Meeting unless first directed to do so by the Development Compliance Manager. The Grading Permit will be issued ON SITE during the Preconstruction Meeting if there are no punch-list items that need to be addressed prior to the issuance of the permit.
  
- *When can I start Grading?*
  - Grading can begin after the issuance of the Grading Permit. Installation of Best Management Practices, not to exceed the installation of the construction entrance, silt fence, wattle, sediment basins, and other typical best management practices may begin after the project has been approved by the Planning Commission and before the issuance of a Grading Permit. This does not include stockpiles, temporary parking areas, nor laydown yards.
  
- *Who do I call to check on the status of my permit application?*
  - Contact your Engineer of Record or the Applicant. He or she will be the only point of contact with the Development Compliance Manager. If you are the Applicant, contact the Development Compliance Manager.

## WHAT IS REQUIRED FOR EACH PERMIT TYPE?

### FLOODPLAIN DEVELOPMENT PERMITS

*See Municipal Code Sec. 22-71*

- *What is this permit for?*
  - A Floodplain Development Permit is required for all structural development, placement of manufactured structures, clearing, grading, mining, drilling, dredging, placement of fill, excavating, watercourse alteration, drainage improvements, roadway or bridge construction, individual water or sewer installations or **any other development** in a special flood hazard area to ensure conformance with the provisions of this Code.
  
- *What is required?*
  - An application for a Floodplain Development Permit shall be presented to the floodplain administrator on forms furnished by him and may include, but not be limited to, plans in duplicate drawn to scale showing the location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the location of the foregoing in relation to areas of special flood hazard.
  - The documentation required with each application for a Floodplain Development Permit, and the specific provisions of this Code applicable to the proposed development, are dependent upon the type of development proposed and the risk zone of the proposed development site. Section 22-105 contains the general standards for all developments in all risk zones. Section 22-106 contains standards for specific development types in specific risk zones.
  - The decision of the floodplain administrator to approve or deny issuance of a Floodplain Development Permit is subject to appeal to the board of adjustments.
  
- *When can I get a Preconstruction Meeting?*
  - A Preconstruction meeting may be scheduled immediately following the issuance of a Floodplain Development Permit. With a stand-alone Floodplain Development Permit, the permit will be issued on-site after the preconstruction meeting with the inspector.
  
- *When can I start my development?*
  - After the inspector issues the Floodplain Development Permit on site. This could require punch-list items to be completed prior to issuing the permit.
  
- *Who do I call to check on the status of my permit application?*
  - Contact the Applicant. He or she will be the only point of contact with the Development Compliance Manager. If you are the Applicant, contact the Development Compliance Manager.

# WHAT IS REQUIRED FOR EACH PERMIT TYPE?

## PRELIMINARY GRADING PERMITS

*See Municipal Code Sec. 14-796*

- *What is this permit for?*
  - This permit allows clearing, filling, excavating, demolition or similar activities prior to final project approval from the Planning Division on a limited case-by-case basis upon review by the City Engineer. In some instances, it allows projects to begin dirt work prior to Planning Commission approval.
  
- *What is required?*
  - All rules governing the issuance of a *FULL GRADING PERMIT* apply with the following exceptions and requirements:
    - The **City Engineer** may on a limited basis issue a Preliminary Grading Permit to allow clearing, filling, excavating, demolition or similar activities **if**
      - The project has been approved by the Planning Commission; **or**
      - The application does not contain any waiver or variance requests that may change the grading at the location; **and**
      - The applicant has displayed a hardship outside of the normal requirements of code.
    - **No construction, to include, but not limited to, foundation work on structures, vehicular use areas, development, or improvements of any kind are authorized by the issuance of a Preliminary Grading Permit. (DIRT WORK ONLY!)**
    - A Preliminary Grading Permit Application must include a grading and drainage plan and a copy of the ADEQ NOC permit.
    - Preliminary Grading Permits must be secured by a bond in the amount appropriate to restore the site to a Completion of Construction standard.
    - A Preliminary Grading Permit will expire six (6) months after date of issuance, and must meet the defined Completion of Construction portions 2, 3, 4, and 5, or must be converted to a full Grading Permit.
    - A Preliminary Grading Permit may be converted into a full Grading Permit without an additional fee when the project has received approval through the planning process.
  - “Completion of Construction” means any Construction Site with a Grading Permit in which
    - (1) Development and grading within the disturbed area is complete or approved by the City Engineer to submit a Performance Bond, and matches plans as approved by the Planning Commission;
    - (2) The disturbed soil area is observed to have 80% grass coverage and 100% stability;
    - (3) No slopes steeper than a 3:1 pitch unless otherwise approved in writing by the City Engineer;
    - (4) Notice of Violations issued have all corrective actions approved with an inspection report signed by the City Engineer; and
    - (5) All heavy equipment, stockpiles, and construction site materials have been removed from the Construction Site.
  
- *When can I get a Preconstruction Meeting?*
  - A Preconstruction Meeting cannot be scheduled until the requirements listed above are completed. Preconstruction Meetings are scheduled through the Development Compliance Manager. Do not contact an inspector directly to request a Preconstruction Meeting unless first directed to do so by the Development Compliance Manager. The Grading Permit will be issued ON SITE during the Preconstruction Meeting if there are no punch-list items that need to be addressed prior to the issuance of the permit.
  
- *When can I start Grading?*
  - Grading can begin after the issuance of the Preliminary Grading Permit. Installation of Best Management Practices, not to exceed the installation of the construction entrance, silt fence, wattle, sediment basins, and other typical best management practices may begin after the application has been vetted by staff and determined to meet the requirements to qualify for a Preliminary Grading Permit and before the issuance of the permit. This does not include stockpiles, temporary parking areas, nor laydown yards.
  
- *Who do I call to check on the status of my permit application?*
  - Contact your Engineer of Record or the Applicant. He or she will be the only point of contact with the Development Compliance Manager. If you are the Applicant, contact the Development Compliance Manager.

## WHAT IS REQUIRED FOR EACH PERMIT TYPE?

### TREE REMOVAL ONLY GRADING PERMITS

*See Municipal Code Sec. 14-796*

- **What is this permit for?**
  - Except as otherwise provided in Chapter 14, article VI, the responsible party shall not be allowed the removal of more than seven significant trees within any given 12-month period without first obtaining a grading permit. A tree is significant if it is a tree and it is at least eight inches in diameter at the height of four and a half feet above natural grade, growing with multiple stems and at least one of the stems measured at a point six inches from the point where the stems digress from the main trunk is at least six inches in diameter, or an ornamental tree with a diameter in excess of two inches in diameter at the height six inches above natural grade
- **What is required?**
  - A tree preservation plan is required with a detail for protective fencing and mitigation trees as required by the Planning Division. If tree removal is significant and would cause disturbance of 1 or more acres, a full grading permit may be required. Tree removal in the Floodplain may require a Floodplain Development Permit.
- **When can I get a Preconstruction Meeting?**
  - After approval of the tree preservation plan, the Development Compliance Manager will assign an inspector. He or she will determine if protective fencing is in place and issue the permit on site pending any punch-list items.
- **When can I start removing trees?**
  - After the permit is issued by the inspector.
- **Who do I call to check on the status of my permit application?**
  - Contact the Applicant. He or she will be the only point of contact with the Development Compliance Manager. If you are the Applicant, contact the Development Compliance Manager.

### TEMPORARY STOCKPILE APPROVALS

*See Municipal Code Sec. 14-796*

- **What is this permit for?**
  - Approval may be obtained by public or private entities for the stockpiling of construction spoil material at particular locations for a limited time period, not to exceed six months. An additional six-month extension may be granted by written approval of the City Engineer. Grading and revegetation of grassed areas is required upon removal of stockpile.
- **What is required?**
  - If acreage of stockpiles is 1-acre or larger, a full grading permit is required.
  - Cannot be placed in or within 25 feet of floodplains, wetlands, channels, or other water bodies.
  - An 8.5"x11" aerial image with street names and a north arrow must be attached to the application showing the proposed approximate location of the stockpiles. Exceeding the limits of the approved area requires further approval from the City Engineer or his/her authorized representative.
  - Grading & revegetation of grassed areas is required upon removal of stockpile.
  - In some instances, the Director of Community Development may require a Performance Bond.
  - Stockpiles must be surrounded in wattle or silt fence. This must be shown on the attached plan.
  - Topsoil stockpiles or similar materials require temporary seed and mulch if storing longer than 14 days without adding to or removing from the stockpile.
  - A construction site entrance or other appropriate best management practices may be required.
  - Site inspectors may require changes to the approval, which must be marked and initialed on the attached plan.
  - *The Director or City Engineer may revoke the Stockpile Approval at any time.*
- **When can I get a Preconstruction Meeting?**
  - After approval of the stockpile plan, the Development Compliance Manager will assign an inspector. He or she will determine if best management practices are in place and issue the permit on site pending any punch-list items.
- **When can I start Grading?**
  - After the permit is issued by the inspector. Best management practices may be installed after the application is submitted and before the Preconstruction meeting.
- **Who do I call to check on the status of my permit application?**
  - Contact the Applicant. He or she will be the only point of contact with the Development Compliance Manager. If you are the Applicant, contact the Development Compliance Manager.

# SMALL (LESS THAN 5 Acres) CONSTRUCTION SITE NOTICE

FOR THE  
Arkansas Department of Environmental Quality (ADEQ)  
Storm Water Program

## NPDES GENERAL PERMIT NO. ARR150000

The following information is posted in compliance with **Part I.B.7.a.iv** of the ADEQ General Permit Number **ARR150000** for discharges of storm water runoff from small construction sites. Additional information regarding the ADEQ storm water program may be found on the internet at:

*[www.adeg.state.ar.us/water/branch\\_npdes/stormwater](http://www.adeg.state.ar.us/water/branch_npdes/stormwater)*

Permit Number	ARR150000
Contact Name: Phone Number:	_____ _____
Project Description (Name, Location, etc.): Start Date: End Date: Total Acres:	_____ _____ _____ _____
Location of Storm Water Pollution Prevention Plan:	_____

For Construction Sites Authorized under **Part I.B.6.c** (Small Construction Sites Authorization) the following certification must be completed:

I \_\_\_\_\_ (Typed or Printed Name of Person Completing this Certification) certify under penalty of law that I have read and understand the eligibility requirements for claiming an authorization under Part I.B.2.a.iii of the ADEQ General Permit Number ARR150000. A storm water pollution prevention plan has been developed and implemented according to the requirements contained in Part I.B.7.a.iv of the permit. A copy of this signed notice is supplied to the operator of the MS4 if discharges enter a regulated small, medium, or large MS4 system as defined in Part II.C of the ADEQ General Permit Number ARR150000. I am aware there are significant penalties for providing false information or for conducted unauthorized discharges, including the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date