

GRADING PERMIT

**ADMINISTRATIVE REVIEW
APPLICATION**



DATE RECEIVED: _____

RECEIVED BY: _____

Applicant's Name: _____

Applicant's Mailing Address: _____

Phone Number: _____

Property Owner's Name: _____

Property Location: _____

Parcel Number & Legal Description: _____

Current Use of Property: _____

Amount of Material to be Placed or Graded: _____

Required Information:

- Existing land elevations
- Proposed site elevations and drainage patterns
- Erosion Control
- Security Bond (*as deemed necessary by the City Administrator*)
- Other information as deemed necessary by the City

Plans must show, but are not limited to: existing and proposed final grade (2 foot contours), tree canopy, drainage plan, erosion control plan, any existing building(s), wetlands and lakefront.

All required information must be submitted with the application. Grading permits are required that will result in the following:

- Placement of or grading of more than 10 cubic yards of material on steep slopes adjacent to lakes and wetlands or with the shore or bluff impact zones.
- Placement of or grading of more than 50 cubic yards of material per acre
- Where filling or grading occurs within 10 feet of a property line or when such activity alters the drainage patterns of adjacent properties.

The applicant hereby acknowledges the continued validity of this permit is contingent upon the compliance of all work being done according to the information herewith submitted and with the applicable ordinances of Chisago City.

Applicant's Signature

Date

Application fee: \$50.00 (*non-refundable*)

copy to: City Administrator

*Additional Consulting Engineer fees may apply

City Engineer

Public Works

Paid _____ Receipt # _____

Application for a grading permit that requires review by the Planning Commission and approval by the City Council must be made to the City Engineer on forms provided by the city and must be accompanied by the following information:

- a. Evidence of ownership or written permission by land owner.
- b. Existing and proposed final grades with two foot contour intervals.
- c. A survey showing the location and elevation of all roads, utilities and structures that may be impacted by the proposal.
- d. If trees are impacted, a tree survey showing all significant trees having a caliper of six (6) inches or greater at breast height and a tree preservation plan.
- e. A landscaping and/or site restoration plan.
- f. A drainage plan with an engineering design for necessary storm water retention work.
- g. An erosion control plan indicating the type and location of erosion measures.
- h. A traffic analysis showing how the materials will be removed from or delivered to the site.
- i. Two copies of all available soil borings and with boring location maps and any other available soil information.
- j. Any other information that may be required by the City Administrator or City Engineer or designee.
- k. A completion schedule of building construction phasing.