

Grading Permit Application



City of Dallas
 187 SE Court Street, Dallas, OR 97338
 Ph: 503-623-2338 Fax: 503-623-2339

OFFICE USE ONLY	
Date recd:	Permit no.:
Date issued:	By:
Receipt no.:	Pmt type:

JOB SITE INFORMATION			
Job address:			
Lot:	Block:	Subdivision:	Tax map/tax lot:
Project name:			
Special conditions:			

OWNER		CIVIL ENGINEER:	
Name:		Name:	
Mailing address:		Address:	
City:	State:	ZIP:	City:
Phone:	Fax:	Email:	Contact person:
Owner's representative:		Phone:	
Phone:	Fax:	Email:	

APPLICANT			
Name:			
Mailing address:			
City:	State:	ZIP:	
Phone:	Fax:	Email:	

CONTRACTOR			
Business name:			
Address:			
City:	State:	ZIP:	
Phone:	Fax:	Email:	
CCB no:			
Notice: All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under provisions of ORS 701 and may be required to be licensed in the jurisdiction where work is being performed. If the applicant is exempt from licensing, the following reason applies: _____ _____			

DESCRIPTION OF WORK & INTENDED USE	

EXCAVATION	
Total volume	_____ cu. yds.
Max. depth	_____ ft.
Area	_____ sq. ft.

FILL	
Total volume	_____ cu. yds.
Max. depth	_____ ft.
Area	_____ sq. ft.

GEOLOGIST/GEOTECHNICAL ENGINEER		OFFICE USE ONLY	
Name:		Fees due upon application	\$ 50.00
Address:		Permit Fees	\$ _____
City:	State:	Total Due	\$ _____
Contact person:		Application receipt #:	_____
Phone:	Fax:	<i>Please refer to fee schedule.</i>	
	Email:		

I hereby certify I have read and examined this application and the attached checklist. All provisions of laws and ordinances governing this work will be complied with, whether specified herein or not.

Authorized signature: _____ Date: _____ Print name: _____

Notice: This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

REQUIRED ATTACHMENTS			
<input type="checkbox"/>	Application Checklist	<input type="checkbox"/>	DEQ 1200-C Permit (for area > 1 acre)
<input type="checkbox"/>	Grading Plan	<input type="checkbox"/>	Army Corps of Engineers Permit (seasonal creek, floodway or wetland area)
<input type="checkbox"/>	Preliminary Geotechnical Report	<input type="checkbox"/>	DSL Permit (creek, seasonal creek or wetland areas)
<input type="checkbox"/>	Erosion Control Plan	<input type="checkbox"/>	U.S. Fish & Wildlife Permit (Endangered Species areas)

Planning Approval: By: _____ Date: _____
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Engineering Approval: By: _____ Date: _____

City Mgr Approval: By: _____ Date: _____
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Grading Permit Requirements

All Projects

All projects require an erosion control plan when:

- There is 1 or more acres of disturbance OR
- Construction will or is likely to occur between September 15 and May 15.

All projects require an Oregon DEQ 1200-C (NPDES) Permit when the area of disturbance is 1 or more acres.

All projects require an Army Corps of Engineers 404 (or Nationwide) Permit for work within any wetland area, or below the ordinary high water mark in waters of the United States.

All projects require an Oregon DSL Permit for work within any creek, seasonal creek, or wetland area.

All projects require a U.S. Fish & Wildlife Incidental Take Permit for work within a designated Endangered Species Critical Habitat Area.

Commercial and Industrial

Commercial and industrial grading projects require a grading permit, a geotechnical report, and engineered plans, prepared by a civil engineer or licensed architect, for all proposed grading. Fill placement shall be certified in conformance with the provisions of the report. Hydraulic calculations are required for all projects exceeding 2 acres of development.

Subdivisions or Plats

Subdivision or Plat grading projects require a grading permit, a geotechnical report, and engineered plans, prepared by a civil engineer or licensed architect, for all proposed grading. Fill placement shall be certified in conformance with the provisions of the report. Hydraulic calculations are required for all subdivisions and are required for Plats exceeding 2 acres of development.

Residential

Single-family residential grading projects requiring a grading permit must provide a geotechnical report and engineered plans prepared by a civil engineer or licensed architect for all proposed grading. Fill placement shall be certified in conformance with the provisions of the report.

Nevertheless, engineered plans, soils reports, and fill certification are not required on a single residential lot that meets the following criteria:

- Less than 200 cubic yards of cut and 200 cubic yards of fill on a parcel less than 1 acre.
- AND -
- Cut slopes 2:1 and flatter for permanent features; temporary cuts for foundation not exceeding 5 feet.
- AND -
- No adverse change is made to the existing drainage pattern
- AND -
- Not in the 100-year floodplain or within 25 feet of a seasonal creek or wetland as defined by the Army Corps of Engineers and the City
- AND -
- Not part of a sequence of excavations on the same property which would exceed the limits stated herein
- AND-
- Fill less than 6" in depth in any area intended to support a structure or,
- Fill not intended to support a structure, less than 12 inches in depth and placed on natural terrain with a slope flatter than 5:1 (20 percent)



Grading Permit Exemptions

- A. Work accomplished upon land owned and controlled by the United States of America or by the state, and which is performed pursuant to a public program of some agency thereof;
- B. Any excavation, removal, fill, or deposit of any earth or other materials within a property which is dedicated or used or to be used for cemetery purposes; provided that such work is performed for burying the dead and does not affect the lateral support or increase the stresses in or pressure upon any adjacent or contiguous property not owned by the cemetery authority;
- C. Any grading operation which is conducted during a period of civil emergency or natural disaster and which is directly connected with, or related to, relief of conditions caused by such emergency or disaster;
- D. The depositing of rubbish or other material at any reclamation or rubbish disposal site operated by the city and grading work performed as part of such operation;
- E. Any work done in city streets, sidewalks, alleys, parkways, or easements by the city or pursuant to an encroachment permit;
- F. Excavations for utilities installed pursuant to permits issued by the Building Department;
- G. Reconstruction of paved parking lots that do not alter the existing drainage pattern installed pursuant to a permit issued by the Building Department;
- H. Grading, clearing, and the placement of topsoil for landscape purposes on a developed single-family residential parcel which is less than one acre of disturbance and not within 25 feet of a 100-year flood plain or designated wetland area.

If site grading meets all of the following requirements, a grading permit is NOT required
(most single family lots within existing subdivisions will meet the following criteria):

- Less than 200 cubic yards of earthwork
- **AND** -
- Less than 6" of fill in any area
- **AND** -
- Vertical cut depth less than 2 feet from original grade and cut slopes less than 2:1 for permanent features. Temporary cuts for foundations may not exceed 4 feet.
- **AND** -
- No adverse change is made to the existing drainage pattern
- **AND** -
- Less than 1/2 acre of total disturbance
- **AND** -
- Not in the 100-year floodplain or within 25 feet of a seasonal creek or wetland as defined by the Army Corps of Engineers and the City
- **AND** -
- Not within a defined critical habitat area for endangered species



GRADING PERMIT

APPLICATION CHECKLIST

The following documents are required by the Public Works Department for grading permit submittals. Incomplete submittals will be returned unchecked with a request for additional information. Please place a check mark by each box to indicate inclusion in submittal.

Yes No NA

Completed **Grading Permit Application** form and application fee.

Two (2) complete sets of plans (24" x 36"). Plans shall contain the following information:

- 1) The scale of the grading plans shall not be more than one inch equaling fifty feet, nor less than one inch equaling twenty feet. The scale of details or sections shall not be less than one inch equaling one foot.
- 2) A vicinity sketch or other data adequately indicating the site location and address.
- 3) Property lines with dimensions and bearings of the property on which the work is to be performed. Show North arrow.
- 4) Amount (cubic yards) of cut and fill, top & toe of cut & fill slopes, direction of sheet and concentrated drainage.
- 5) Location of any existing buildings, structures, easements, utilities, and drainage channels on the property where the work is to be performed and the location of any building or structure on land of adjacent property owners within twenty-five feet of the property boundary.
- 6) Contours showing the topography of the existing ground. Contour intervals shall be consistent with the existing terrain and shall be accurate to accepted mapping standards for the map scale. Contours shall extend 25 feet past the boundary lines of any project and where unusual topography exists (i.e., permanent or seasonal natural watercourses, etc.) adjacent to a site and the contours shall be extended to include the same.
- 7) Elevations, dimensions, locations, extent, and the slopes of all proposed grading shown by contours and/or other means.
- 8) Details of all drainage devices, walls, cribbing, dams, or other protective devices to be constructed in connection with or as part of the proposed work.
- 9) All delineated wetlands and/or flood plains within the work area.
- 10) Contour maps submitted pursuant to this subsection shall bear the name of the person responsible therefor, professional stamp and license information and the date they were made and datum used.
- 11) A description of the vegetation to be cleared, show all trees over 6 inches in diameter in the disturbed areas.

Hydraulic calculations prepared by a civil engineer, together with a map showing the drainage area and calculated runoff of the area served by the drains, subdrain location, and approximate length. Estimates of existing and increased runoff resulting from the proposed work. Analysis of the downstream drainage system for any increased runoff or detention basin design in accordance with City of Dallas criteria.

Preliminary Geotechnical Report. At a minimum, the report shall include data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures, design criteria for corrective measures when necessary, adequacy of sites to be developed by the proposed grading, stability of slopes, R-value for soils within any proposed street areas, expansion index (ASTM D4829) for soils within proposed building sites, recommendations for foundation type and allowable design parameters therefore for any planned buildings. All recommendations included in the Report shall be incorporated into the grading permit plans, notes and/or specifications.

Final erosion control plan. Clearly indicate all BMP's to be incorporated in the work.

Disposal Site or stockpile location for excavated material: _____

Borrow Site location for fill material: _____

Grading Permit Fee Schedule



City of Dallas
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Earthwork Volume	Fee Amount
1. 50 cubic yards or less	\$50.00
2. 51 to 200 cubic yards	\$175.00
3. 201 to 1,000 cubic yards	\$275.00 Plus \$30.00 for each additional 100 CY or fraction thereof over 200 CY
4. 1,001 to 10,000 cubic yards	\$525.00 Plus \$25.00 for each additional 1,000 CY or fraction thereof over 1000 CY
5. 10,001 to 100,000 cubic yards	\$750.00 Plus \$120.00 for each additional 10,000 CY or fraction thereof over 10,000 CY
6. 100,001 cubic yards or more	\$1,850.00

City Manager's Initials: _____
 Date: _____