GRADING PERMIT APPLICATION CHECKLIST

Site Development Plan (SDP)
NOTE: (EP) Plan if Capital Project

- Completed Grading Permit Application with DPZ Signatures
- Completed Cost Estimate Form (Signed & Sealed by Engineer if > $5,000)
- 2 Sets of Plans
- Fee
- Howard Soils Signatures (HSCD) must be less than 3 years old
- Grading Surety/Bond/Letter of Credit Provided (if Residential, SDP is more than 4 Lots)

Road Construction/Utilities (F) Plan
NOTE: If F-Plan has been redlined for house specific lot grading, please use checklist for Mass Grading (GP) Plans

- Completed Grading Permit Application with DPZ Signatures
- Completed Cost Estimate Form (Signed & Sealed by Engineer if > $5,000)
- 2 Sets of Plans
- Fee
- Howard Soils Signatures (HSCD) must be less than 3 years old
- Grading Surety/Bond/Letter of Credit Provided (if Plan includes Lot Grading)

Mass Grading (GP) Plan*
NOTE: (EP) Plan if Capital Project

- Completed Grading Permit Application with DPZ Signatures
- Completed Cost Estimate Form (Signed & Sealed by Engineer if > $5,000)
- 2 Sets of Plans
- Fee
- Grading Plan (GP) Review Fee
- Howard Soils Signatures (HSCD) must be less than 3 years old
- Grading Surety/Bond/Letter of Credit Provided *Not Required for Forest Harvest, Residential Lots of 2 acres or greater, Stockpiles on 3 acres or less, Individual Residential Lots not part of a larger subdivision, or subdivisions with 4 or fewer lots

Single Lot Plan (Standard Sediment Control Plan) **
NOTE: If the Lot is less than 2 acres, and in a subdivision of more than 4 lots, the Standard Plan may NOT be used. A SDP or GP is required. Refer applicant to HSCD.

- Completed Grading Permit Application with DPZ Signatures
- Completed Standard Sediment Control Plan
- Disturbed Area is 30,000 sq ft or less
- Fee, $105.00
- 2 Copies of Individual Plot Plans showing (No HCSD Signatures Required):
  - Existing and Proposed Grades
  - Drainage Patterns
  - Limits of Disturbance
  - First Floor Elevation

Exempt Grading Permits (No Fee)

- Completed Grading Permit Application with DPZ Signatures
- Completed Standard Sediment Control Plan
- Disturbed Area is less than 5,000 sq ft/100 cy/100 ft of utility trenching
- 2 Copies of Individual Plot Plans showing (No HCSD Signatures Required):
  - Existing and Proposed Grades
  - Drainage Patterns
  - Limits of Disturbance
  - First Floor Elevation

The Grading Permit fee (excluding Single Lot Plans and Exempt Grading) is determined by the Cost Estimate Sheet submitted at the time of application. If a Grading Surety/Bond/Letter of Credit Amount is due, it will also be listed on the Cost Estimate Sheet. If there is a Landscaping Surety, the amount will be listed on the Grading Permit Application by DPZ. The Grading Plan (GP) Review is determined by the LOD, and is only applicable to GP Plans (or F-Plans redlined to include house-specific grading). All fees may be paid with the same check.

T/LicensesPermits/Forms/GradingPermitChecklist10.2019.pdf