



## Fill & Grade Construction Permit Public Works, Land Use, and Utility Work

**Checklist for Fill & Grade Applications**

- 1. Completed Fill & Grade application
- 2. Construction plans or standard details (4 sets)
- 3. Completed Bond Quantity Worksheet (applicable only for existing or future public facilities)
- 4. Check for total fees (Application, Insurance and Yardage)

Property Tax Account Number: \_\_\_\_\_

Date Submitted \_\_\_\_\_

Applicant \_\_\_\_\_

Phone \_\_\_\_\_

Property Owner \_\_\_\_\_

Phone \_\_\_\_\_

Site Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Phone \_\_\_\_\_

Contractor \_\_\_\_\_

Phone \_\_\_\_\_

Contractor Address \_\_\_\_\_

Description of work (attach drawings):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of Fill \_\_\_\_\_ cubic yards

Amount of Cut \_\_\_\_\_ cubic yards

Starting Date \_\_\_\_\_

Termination Date \_\_\_\_\_

### Office Use Only

Fees:

Application Fee: \$25 up to 30 cubic yards  \$50 if over 30 cubic yards  Date: \_\_\_\_\_

Yardage Fee (larger of Cut or Fill): \_\_\_\_\_ Cubic Yards \* \$0.33/cubic yard = \$ \_\_\_\_\_

Issuance Fee: \$25 up to 30 cubic yards  \$50 if over 30 cubic yards  Date: \_\_\_\_\_

Total Fee = App + Issuance + Yardage = \_\_\_\_\_ (Does not include review fees, if applicable.)

Permit Issuance Date: \_\_\_\_\_

Permit is valid for 6 months from the date of issuance. A new permit and fees will be required if work is not completed within this time frame.

**FEES ARE NOT TRANSFERABLE**

**THE FOLLOWING ARE EXEMPT FROM THE REQUIREMENTS OF FILL & GRADE PERMITS**

- All Work within City Right-of-Way – Right-of-Way permit is required
- Total Fill & Grade Activities below the following thresholds:

<b>Lot Size (Square Feet)</b>	<b>Total Cubic Yards</b>	<b>Sq ft of new Impervious Area</b>
< 5000	10	400
5000 – 7199	20	600
7200 – 9599	30	900
9600 – 2 acres	50	1500
> 2 acres	100	2000

Note: Fill & grade activities are subject to the State Environmental Protection Act (SEPA). Stormwater runoff from new impervious area, regardless of size, must be controlled to prevent impacts to adjacent properties.

**Other Requirements**

1. The applicant shall secure all other necessary or required permits, licenses, or legal approvals before starting work.
2. The permittee is responsible for all site safety during the course of construction.
3. The permittee shall utilize appropriate erosion control measures to prevent migration of sediment off of the site, or into streams or other waterbodies.
4. The City must be notified of the work a minimum of 24 hours notice (one full working day) in advance of the construction.
5. The City may require a preconstruction meeting depending upon the scope of the project.
6. The applicant agrees to pay all plan review and inspection fees.
7. By signing this document you agree that you have read and understand all provisions as provided.

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PROPERTY OWNER

AGENT

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

DATE: \_\_\_\_\_

**In signing this application, the landowners(s) or his agent hereby grants the City of Granite Falls, or its designated representative the right to enter the above described location to inspect the proposed, in progress, or completed work.**