

ENGINEERING SUBMITTAL REQUIREMENTS FOR GRADING/FILL PERMITS ONLY

(Improvements that do not require a Land Use Decision through the Planning Department)

SUBMITTAL PROCESS:

(For complete details, please refer to the City of Grants Pass Development Code, at <http://www.grantspassoregon.gov/221/Development-Code>, then select Article 1, reference Section 1.063 (4) and Article 13 for steep slope requirements.)

“Grading” means excavation and/or deposit of soil onto a parcel of land with the intention to change the ground surface from its current condition.

A Grading Permit shall be obtained from the Parks & Community Development Department prior to:

- A. Disturbance of 50 cubic yards or more of material on the site (approximately 5 dump truck loads).
- B. Any work within the Steep Slope area

Grading/Fill Permit Submittals:

Requests for Grading Permits must be submitted to the Parks & Community Development Department and include the following items for a complete submittal:

- Completed and signed application (attached)
- Grading Plan to be 8/12” x 11” minimum to include the following:
 - A. Parcel Layout for excavation and fill sites
 - B. Explain type of work to be done and where work will be done
 - C. Show existing contours
 - D. Show revised contours
 - E. Erosion/sediment control measures
 - F. Drainage Plan
 - G. List the amount of material that will be excavated, deposited, or moved. If deposited onto another parcel, provide a written and signed agreement from said parcel owner to accept materials onto their parcel.
- Written construction schedule, with start date and completion date.
- Traffic Control Plan (if applicable)
- Geo Tech Report (if applicable)
- Photos (if applicable)

Grading/Fill Permit Review:

The Grading Permit submittals will be reviewed for completeness by the Engineering Technician in accordance with the above checklist. If the submittal is incomplete, it will be immediately rejected and returned without review. If the submittal is complete, it will be routed for City staff review.

The Engineering Technician will notify the applicant when the permit is ready to be issued.

The review process will be completed within seven (7) calendar days.

Fees*:

The Grading Permit fee is determined by the quantity of soil being excavated and/or deposited:

Grading Volume Charge

50 cubic yards (cy) or less		\$74.31
51 – 100 (cy)		\$110.95
101 – 1,000 (cy)	Base Fee	\$123.17
1,001 – 10,000 (cy)	Base Fee	\$249.39
10,001 – 100,000 (cy)	Base Fee	\$500.81
100,001 (cy) or more	Base Fee	\$1,006.70
Each Additional 10,000 (cy)		\$59.04/10,000 (cy)

Grading/Fill Permit Issuance:

After the application is reviewed, approved, and the fee collected, the Grading permit will be issued.

Additional Notes:

- Erosion and sedimentation control measures shall be in place prior to any fill or excavation.
- Disturbed areas shall not create adverse conditions directly or indirectly to streets, drainage facilities, or other properties.
- All work shall be completed and protected no later than October 15th.

**** - Construction may not begin until the permit has been issued. Any person who starts or performs any work without first obtaining a permit shall be charged double the established fees.***



GRADING PERMIT APPLICATION*

LOCATION:

Project Address:	Nearest Intersection:
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APPLICANT CONTACT INFORMATION:

Date:	
Name/Company:	
Address:	
City/State/Zip:	
Phone/Cell Phone/Fax/Email:	

Additional Parties: (Required)

All work within public rights-of-way must be performed by licensed prequalified contractors per Chapter 9.37 of the Grants Pass Municipal Code, at <http://www.grantspassoregon.gov/316/Municipal-Code>, then select Title 9.

Owner Name: (If not applicant)	Phone:	Fax:
Address:	Email:	
Contractor Name: (If not applicant)	Phone:	Fax:
Address:	Email:	
On-site Supervisor:	Phone:	Fax:
Address:	Email:	

*Required: Please attach or provide sketch of the project on reverse side, including any existing patches along property frontage.

DESCRIPTION OF PROJECT:

Road Closure Required: Y N (If Yes, explain below and attach Road Closure Application & Traffic Control Plan)

Owner/Applicant:

I verify that the information presented on this application is true to the best of my knowledge:

Printed Name:	Signature:
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For Engineering Use Only:

Submittals Attached		Reviews Completed	
Description:	Comment:	Description:	Completed By & Date
Completed/Signed Application <input type="checkbox"/>		Application Reviewed	
Sketch of Project <input type="checkbox"/>		Application Approved	
Construction Schedule <input type="checkbox"/>		Applicant Notified	Date: Time:
Road Closure Application <input type="checkbox"/>		Fee Paid	
Traffic Control Plan <input type="checkbox"/>		Permit Issued	
Site Plan <input type="checkbox"/>		Project Number	
Photos <input type="checkbox"/>		Enc./Grading Permit No.	
Drainage Plan <input type="checkbox"/>		SS Plumbing Permit No.	
Grading Plan <input type="checkbox"/>		Street Class:	Age:
Erosion Control <input type="checkbox"/>		Franchise Private City of Grants Pass	
Other		Conditions/Comments:	
Contractor: Prequalified <input type="checkbox"/> Yes <input type="checkbox"/> No			
City Bus License <input type="checkbox"/> Yes <input type="checkbox"/> No			

* - Application processing will be completed within seven (7) calendar days from the receipt of the application.

TRAFFIC CONTROL PLAN CHECKLIST

This application will not be processed without a Traffic Control Plan, which shall include:

- Base map showing the existing transportation facilities. Online mapping tools useful for this purpose include Google Maps, Bing Maps, and the City's GIS mapping tools.
- Special Event Area(s) clearly indicated.
- Points of Lane or Street Closures and Detour Routes (required for any street closures). If a detour is proposed, provide a detour route in addition to the closure.
- Signs and other measures to protect and direct pedestrians, bicyclists and other non-motorized traffic through or around the event area (Provide accessible routes). If the event is routing runners/bikers/etc. on a local road against the flow of a traffic control device, provide volunteers to control traffic.
- Locations of any proposed flaggers, if crossing an Arterial or Collector, provide certified flaggers.
- Locations of all proposed temporary signs, with names or legends, with spacing shown.
- Locations and types of other traffic control devices such as barricades and barrels.
- Locations of any Bus Stops within the event area or detour route.
- Proposed parking prohibitions (to be implemented by City, if outside of the closed event area).
- Existing devices (i.e. Traffic Signals) to be modified during the event. Traffic control devices that conflict with, or unnecessary limit, traffic movements within the Special Events Area due to temporary changes in traffic flow shall be covered, adjusted, or deactivated.
- The City Transportation Engineer will determine what temporary operational modifications need to be made to existing traffic signals.
- All traffic control plans shall comply with the MUTCD and/or the ODOT Temporary Traffic Control Handbook.
- If the event is encroaching or crossing property that is owned by an entity other than the City of Grants Pass, obtain written permission and provide with permit.