

# 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 <https://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 Engineering 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 Engineering 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		<b>\$78.17</b>
51 – 100 (cy)		<b>\$116.71</b>
101 – 1,000 (cy)	Base Fee	<b>\$129.57</b>
1,001 – 10,000 (cy)	Base Fee	<b>\$262.34</b>
10,001 – 100,000 (cy)	Base Fee	<b>\$526.81</b>
100,001 (cy) or more	Base Fee	<b>\$1,058.96</b>
Each Additional 10,000 (cy)		<b>\$62.11/10,000 (cy)</b>

**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 15<sup>th</sup>.

***\* - 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.***



## ENCROACHMENT/GRADING/FILL PERMIT APPLICATION

<b>PERMIT TYPE:</b> (Mark "X" to all that apply)				
Encroachment Permit: <input type="checkbox"/>		Grading/Fill Permit: <input type="checkbox"/>		
Project Address:		Nearest Intersection:		
<b>APPLICANT CONTACT INFORMATION:</b>				
Date:				
Name/Company:				
Address:				
City/State/Zip:				
Phone/Cell Phone/Fax/Email:				
<b>Additional Parties: (Required)</b> 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 <a href="http://www.grantspassoregon.gov/316/Municipal-Code">http://www.grantspassoregon.gov/316/Municipal-Code</a> , then select Title 9.				
<b>Owner Name: (If not applicant)</b>	<b>Address</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
<b>Contractor Name: (If not applicant)</b>	<b>Address</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
<b>On-site Supervisor:</b>	<b>Address</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
<b>DESCRIPTION OF PROJECT:</b> <b>Required:</b> Please attach or provide sketch of the project on reverse side, including any existing patches along property frontage.				
<b>Road Closure Required:</b> <input type="checkbox"/> Y <input type="checkbox"/> N (If Yes, explain. Please attach Road Closure Application & Traffic Control Plan)				
<b>Owner/Applicant:</b>				
I verify that the information presented on this application is true to the best of my knowledge:				
<b>Printed Name:</b>		<b>Signature:</b>		
<b>For Engineering Use Only:</b>				
<b>Submittals Attached</b>		<b>Reviews Completed</b>		
<b>Description:</b>	<b>Comment:</b>	<b>Description:</b>	<b>Completed By &amp; Date</b>	
Completed/Signed Application		Application Reviewed		
Sketch of Project		Application Approved		
Construction Schedule		Applicant Notified	Date:	Time:
Road Closure Application		Fee Paid		
Traffic Control Plan		Permit Issued		
Site Plan		Project Number		
Photos		Enc./Grading Permit No.		
Drainage Plan		SS Plumbing Permit No.		
Grading Plan		Street Class:	Age:	
Erosion Control		Franchise <input type="checkbox"/>	Private <input type="checkbox"/>	City of Grants Pass <input type="checkbox"/>
Other		<b>Conditions/Comments:</b>		
Contractor: Prequalified	<input type="checkbox"/> Yes <input type="checkbox"/> No			
City Bus License	<input type="checkbox"/> Yes <input type="checkbox"/> No			