

# Grading & Site Improvement Permit Application



A site improvement permit is required to begin grading and/or site improvement construction associated with an approved site plan or approved grading plan. Site improvement permits are required when no new building construction is taking place. Any property or development site to conduct land-disturbing activities including fill in excess of three (3) feet, or excavation exceeding five (5) feet, or work that involves greater than 50 cubic yards of excavation, or fill or any grading or clearing activity that disturbs an area of five thousand (5,000) square feet or greater within unincorporated Polk County shall obtain a permit prior to any land-disturbing activities.

(time stamp)  
Official Use Only

## 1. Title Holder / Property Owner Information:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Address, City, State and Zip

\_\_\_\_\_

Email

\_\_\_\_\_

Phone

## 2. Contractor Information:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Business Name

\_\_\_\_\_

Address, City, State and Zip

\_\_\_\_\_

Email

\_\_\_\_\_

Phone

## 3. Subject Property Information:

\_\_\_\_\_

Property Address

\_\_\_\_\_

District and Parcel Number

\_\_\_\_\_

Zoning District

## 4. Description of site improvements and grading activity: (New house, office, warehouse, pond, swale, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 5. Information regarding the grading activities on the site:

a. Total area to be disturbed by grading or filling: \_\_\_\_\_ dimensions, square feet or acres.

b. Maximum depth of fill: \_\_\_\_\_ ft. - Total area of fill: \_\_\_\_\_ ft. x \_\_\_\_\_ ft.

c. Depth of excavation: \_\_\_\_\_ ft. - Total area of excavation: \_\_\_\_\_ ft. x \_\_\_\_\_ ft.

d. Is fill being brought in or hauled off site? \_\_\_\_\_

If fill is being hauled in or out of the site, how many loads are proposed? \_\_\_\_\_

Provide haul routes to and from the site on grading plan, including the origin and/or destination of the material.

e. Are you building a pond?      Yes                  No

6. Please review the list below to state whether other permits are required. (If yes, please attach permit received and/or application materials for review)".

- |   |     |    |        |
|---|-----|----|--------|
| a. Polk County Flood Plain Development Permit:      | Yes | No | Unsure |
| b. Polk County Grant Permit (work in right-of-way); | Yes | No | Unsure |
| c. State of Iowa –Department of Natural Resources:  | Yes | No | Unsure |

Properties required to obtain a Polk County Grading Permit shall comply with requirements for sites covered by the Iowa DNR NPDES General Permit No. 2. (Site disturbance activity that disturbs an area larger than 1 acre in area). A copy of the Stormwater Pollution Prevention Plan (SWPPP) is required along with copy of the Letter of Authorization from the DNR prior to approval of the Polk County Grading Permit.

<https://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Storm-Water/Permits-Guidance-Forms>

- |  |     |    |        |
|--|-----|----|--------|
| d. Army Corp of Engineers 404 Permit : | Yes | No | Unsure |
|--|-----|----|--------|
- Section 404 of the Clean Water Act regulates the discharge of dredged, excavated, or fill material in wetlands, streams, rivers, and other U.S. waters. The U.S. Army Corps of Engineers is the federal agency authorized to issue Section 404 Permits for certain activities conducted in wetlands or other U.S. waters. Depending on the scope of the project and method of construction, certain farming activities may require this permit. Examples include ponds, embankments, and stream channelization.
- <http://www.iowadnr.gov/InsideDNR/RegulatoryWater/WetlandsPermitting.aspx>

7. Grading drawing/plan - required with submittal of application showing the following:

- Existing and proposed contours
- Show entrance to be used for access to property and for trucks entering and exiting the site.
- Information on the property and other properties in the area sufficient to show drainage patterns, existing facilities, existing vegetation and or other natural features and drainage courses.
- The methods and materials to be used to prevent erosion and control sediment on the site, including the location of any and all silt fence and other best management practices.
- Location of the grading limit line - showing the area to be disturbed.
- General identification of trees or treed areas in the disturbed area also shows the trees to be protected along with location of staked barrier fence. Trees outside the area to be disturbed shall also be protected as required.

*If an Iowa DNR NPDES General Permit No. 2 is required the drawing/plan must be prepared by an Iowa licensed Engineer or Certified Professional in Erosion and Sediment Control.*

8. **Certification:**

As the owner, I agree that all proposed work shall be done in accordance with the requirements of the Polk County Zoning Ordinance for the Unincorporated Polk County, Iowa and with all other applicable County ordinances and the laws and regulations of the State of Iowa. I hereby give permission for the Polk County to enter onto the property at reasonable times for purposes of assuring compliance with any permits and approvals pertaining to this request. I also understand that this application must be reviewed by the Zoning Administrator, and I may not initiate improvements until the permit has been issued. I also understand this permit, upon issuance shall be valid for a period of one year from the date of issuance and work must be initiated within six months. Upon expiration of the permit, a new application shall be submitted along with applicable information and a new permit fee. If dirt, silt or debris enters the street or adjacent property, ponds, storm sewers, swales or ditches, the **permit holder** is responsible for cleanup upon notification. If the permit holder fails to do this, the county may arrange cleanup and assess the cost against the property.

\_\_\_\_\_  
Signature of Titleholder

\_\_\_\_\_  
Date

**A completed application with required documentation must be submitted.  
Incomplete submittals will not be processed.**

Return Form to: Polk County Public Works  
Planning Division  
5885 NE 14th St  
Des Moines, IA 50313

Phone - 515-286-3705

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Forms available online <https://www.polkcountyiowa.gov/public-works/forms-and-resources/>