

## Grading Permit Application



Any property or development sites 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 Grading Permit prior to any land-disturbing activities.

### 1. Title Holder / Property Owner Information

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address, City, State and Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

### 2. Applicant Information (if different than titleholder)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address, City, State and Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

### 3. Contractor Information

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address, City, State and Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

### 4. Subject Property Information

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
District and Parcel Number

\_\_\_\_\_  
Zoning District

\_\_\_\_\_  
Legal Description (attach if necessary)

### 5. Description of proposed Grading:

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

b. Depth of fill: \_\_\_\_\_ ft

c. Amount of fill \_\_\_\_\_ cubic yards

d. Depth of excavation: \_\_\_\_\_ ft

e. Proposed use of grading activities (house, office, warehouse, pond, swale, etc.) \_\_\_\_\_

*If you are building a pond please see the separate Pond Building Information Sheet*

f. Written description of proposed grading activity:

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

(time stamp)  
Official Use Only

6. Other permits required? (If yes attach copy of other permit with application)
- 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.  
<http://www.iowadnr.gov/water/stormwater/index.html>
  - 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/water/section401/FAQs.html>

7. **Grading drawing/plan** - required with submittal of application showing the following:
- existing and proposed contours
  - 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 show 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. Fee – \$100.00

9. 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 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 forms to: Polk County Public Works, Planning Division 5885 NE 14<sup>th</sup> Street, Des Moines, IA 50313  
 ▪ Phone (515) 286-3358 ▪ Fax (515) 323-5295 ▪ Forms available online  
<http://www.polkcountyiowa.gov/PublicWorks/>

OFFICIAL USE ONLY			
Received by		Site Inspection date	
Floodplain Zone		Application approved by	