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.

(time stamp)
Official Use Only

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:
      _____
      _____
      _____

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/InsideDNR/RegulatoryWater/StormWater/GuidanceApplicationForms.aspx

   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
   - 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. Fee – $103.00

9. Certification

As the owner, I agrees 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 forms to: Polk County Public Works, Planning Division 5885 NE 14th Street, Des Moines, IA 50313
▪ Phone (515) 286-3705 ▪ Fax (515) 286-3437 ▪ Forms available online http://www.polkcountyiowa.gov/PublicWorks/

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