

**Planning & Building Services Department**

300 E Pike St | Crawfordsville, IN 47933

crawfordsville.in.gov | 765-364-5152

GRADING PERMIT APPLICATION**OFFICE USE ONLY**

DOCKET # _____ FILED DATE: _____

FILING FEE: \$ _____

APPLICANT INFORMATION

Applicant Name: _____ Phone: _____

Business Name: _____ Email: _____

Address: _____

Property Owner's Name: _____ Phone: _____

Business Name: _____ Email: _____

Address: _____

Representative's Name: _____ Phone: _____

Business Name: _____ Email: _____

Address: _____

PROPERTY AND PROJECT INFORMATION

Project to be known as: _____

Address or Property Location: _____

Acreage: _____ (Attach Legal Description) Existing Land Use: _____

County Parcel ID #(s): _____

Zoning District: _____

I certify that I own or control the property involved in this application, and that the information in this application is true and correct.

Signature of Applicant/Representative_____
Print Name_____
Date

GRADING PERMIT APPLICATION INSTRUCTIONS

For comprehensive information on **Grading Permits**, please refer to **Chapter 8 of the Unified Development Ordinance**.

- A. **Required.** It is unlawful to perform any grading, excavation, fill, topsoil removal, or removal of vegetative cover without first obtaining a grading permit. A separate grading permit is required for each site. One permit may cover both excavation and fill made on the same site. A grading permit is not required in the following situations, but the provisions of this article still apply:
1. An excavation not exceeding 20 cubic yards of total material removed.
 2. A fill not exceeding 40 cubic yards of material deposited.
 3. An excavation below finished grade for basements or footings of a dwelling unit, swimming pool, or underground structure authorized by an improvement location permit or building permit.
 4. Excavation for a driveway or walk between a dwelling unit and the street and associated site grading including the additional of topsoil for seedbed preparation.
- B. **Submittal Requirements.** An applicant submits a completed application to the Administrator on forms provided by the Department with the filing fee and required supporting information. The Administrator establishes the number of copies of complete applications and supporting documentation required to be filed. Within 5 business days of the permit application, the Administrator informs the applicant if the submittal is complete or if additional information is needed to process the request. Within 10 business days of the permit application, the Administrator will issue a permit for applications meeting the permit requirements or notify the applicant of the areas where the permit application does not comply with the permit requirements. The application must include the following information unless waived in writing by the Administrator:
1. A description of the grading work to be done and the purpose for the work, including the location of the proposed work by lot, block, tract, street address, or similar description that easily identifies and locates the site.
 2. Plans and specifications prepared by a registered engineer or surveyor, including:
 - a. A contour map showing the present contours of the land and the proposed grading.
 - b. A plot plan showing the location of grading, boundaries, lot lines, neighboring streets and alleys, buildings, trees over 10 inches in diameter, sufficient dimensions and other data to show the location of all work.
 - c. A description of the type and classification of the soil.
 - d. Details and location of any proposed drainage structures and pipes, walls, and cribbing.
 - e. The nature of fill material.
 - f. Cross section plans indicating existing and proposed elevations. Cross sections are at 30-foot intervals and where extreme changes in grade exist or are anticipated. End area calculations are required. The cubic yard volumes of cut and fill between stations and for the entire project are required.
 - g. All plans must be dated and contain the names of the applicant, landowner, and person who prepared the plans.
 - h. A plan for minimizing erosion and sedimentation.
 3. The estimated dates for commencing and completing the grading work.
 4. Any additional information the Administrator may require for a complete review of the application.

- C. **Denial.** The Administrator denies an application where the proposed work fails to meet City standards or creates hazardous conditions. When making this determination, the Administrator considers: possible saturation by rains, earth movements, run-off or surface waters, subsurface conditions such as the stratification and faulting of rock, and the nature and type of the soil or rock.
- D. **Expiration.** A grading permit expires and becomes void if the permitted work does not commence within 6 months or is not completed within 12 months of the permit approval date. The Administrator may grant reasonable extensions of time if the applicant presents satisfactory evidence that unusual difficulties have prevented work from being started or completed within the specified time limits. The applicant must request an extension of time before the expiration date of the permit.



PROPERTY OWNER AFFIDAVIT

IN WITNESS WHEREOF, the undersigned, having duly sworn, upon oath says they are the owners of the property involved in this application and that they hereby acknowledge and consent to the foregoing Application.

Property Owner (Signature)

Property Owner (Printed Name)

Before me the undersigned, a Notary Public in and for said County and State, personally appeared the above party, who having been duly sworn acknowledged the execution of the foregoing instrument.

Witness my hand and Notarial Seal this _____ day of _____, 20_____.

State of _____, County of _____, SS:

Notary Public Signature

Notary Public (Printed Name)