



GRADING PERMIT APPLICATION

City of Globe Public Works Department | 1250 North Hagen Road, Globe, AZ 85501

DATE RECEIVED: _____ **PERMIT NO.:** _____

The Applicant will complete and return this form via email at PWPermit@globeaz.gov (preferred) with the subject line as "**Grading Permit Application**", or to **City Hall** located at **150 North Pine Street, Globe, AZ 85501**. **Applications must be submitted a minimum of five (5) business days prior to the projected work date.** Permits will be reviewed within two (2) business days at which time the applicant will be notified of the next steps. The Public Works Director, in conjunction with the City Engineer, has the delegated authority to approve grading permits within the City limits of Globe, Arizona.

Applicant:		Phone No.:	
Address:			
Work Site Address:			
Hill Side: ☐ Yes ☐ No		Is this property in a designated flood plain? ☐ Yes ☐ No	
Is a Right-of-Way (ROW) permit required? ☐ Yes ☐ No		ROW Permit No.:	

Grading Plan Approved By: _____ Date: _____

Grading Permit Fees Due: \$_____ Date Paid: _____

Grading Permit Approved By: _____ Date: _____

Grading Permit Accepted By: _____ Date: _____

Statement of Conformance Received By: _____ Date: _____

Final Grading Inspection and Approval By: _____ Date: _____

DATE RECEIVED: _____

PERMIT NO.: _____

The APPLICANT agrees to the following:

1. The above property may not be graded until the issuance of a grading permit for said property. His does not supersede any other City requirements for construction, tree removal or landscaping.
2. The owner/applicant is responsible for ensuring existing drainage patterns across the lot are reasonably preserved. This form addresses drainage for this permit location only and not impacts from surrounding lots. It is recommended that the owner evaluate possible impacts from surrounding property before development.
3. All encroachments and/or construction in City right-of-way will require a separate permit. The fee for the right-of-way permit is \$25.00. If you are installing a driveway culvert, you may be constructing it in the right-of-way. Normal minimum requirements for a culvert installed within the City right-of-way is an 18-inch diameter, 16-gauge corrugated metal pipe.
4. The above property shall be graded in accordance with the approved grading and drainage plan with approval dated _____.
5. Any grading without retaining walls shall be set back at least two (2) feet from the adjacent property line.
6. Prior to Final Inspection, the grading contractor shall submit a statement of conformance to said grading plan and permit. A blank form is attached to this permit for your use.
7. The APPLICANT shall call the City of Globe, Public Works Department (928-425-8346) for an inspection, when final grading is completed.
8. Special Added Conditions:

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Certificate of Grading Conformance

Address: _____

Grading Permit No.: _____

Type of Work: _____ Residential Lot Grading _____ Commercial Lot Grading

In compliance with the City of Globe, the undersigned, representing the person/company performing the work authorized by the above referenced permit certifies that the grading on this site was completed in accordance with the approved grading and drainage plan and with the specifications stated in said grading permit.

Company Performing Work: _____

Date Work was Completed: _____

Company Representative: _____

Authorized Signature: _____

Date: _____

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RESIDENTIAL SITE PLAN / GRADING & DRAINAGE PLAN CHECKLIST

SITE PLAN

- Site Location (*Address*)
- Tax Parcel No.
- Property Line with Dimensions
- Driveway Location – Length, Width & Type of Surface
- Show all Structures – Existing & Proposed
- Nearest Distance to all Property Lines for all Structures
- Adjacent Right-of-Way & Street Name
- Lot Square Footage (*Total*)
- All Easements & Utilities
- Distances between Detached Structures
- To Scale with North Arrow (*Preferably 1 in = 10 ft*)
- Distance to Nearest Fire Hydrant
- Stormwater Pollution Prevention Plan

REGULAR GRADING & DRAINAGE PLAN

- Existing elevations depicted by contours (*minimum 2' contour interval*)
- Proposed Finish Floor elevations for all floors on all structures (*Note for manufactured or mobile homes the pad elevations are sufficient*).
- Proposed elevations of all corners
- Proposed finish grades at all locations on the lot.
- Limiting dimensions and depth of all cut and fill (*Note: All cut and fill slopes and setbacks must be in conformance with the City of Globe Grading & Drainage Manual*).
- Total volume of all cut and fill.
- Show any retaining walls with elevations for top of wall and adjacent ground on each side of the wall.
- Show how the lot will be drained with drainage arrows. If any natural drainage courses are disturbed, show how they are to be handled, including erosion protection.
- Location of any existing or proposed buildings or structures on the lot where the work is to be performed, and the location of any buildings or structures within 15 feet of the proposed grading.

These requirements are for regular grading permits only. Site requiring an Engineered Grading Plan or Hillside Grading Plan shall submit a separate site plan per the above "Site Plan" requirements and a separate grading and drainage plan per the City of Globe Grading and Drainage guidelines outlined section 12-10 of the City Code on 24"x36" paper.

** The City Engineer may grant exceptions to submittals depending on the complexity of the project.

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Civil Restoration ("No Cut Policy") Fees & Charges

Permit Fee	\$1.50 x total sqft cut + 3' width around cut, with a minimum fee of \$500
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Optional

Permit Surcharge (Optional Fee Schedule)	\$12.50 / Square Foot
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Right-of-Way Permits

Landscape and Beautification	\$0.00
Private Construction with no curb, gutter or pavement cuts	\$50.00
Private Construction with curb, gutter or pavement cuts	\$100 + bond
Inspection	\$75.00 per Inspection
ROW/Easement Dedication	\$0.00
ROW/Easement Abandonment	\$1,000.00

Grading Permits

100 Cubic Yards or less (combined cut and fill)	\$25.00
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101 to 1,000 Cubic Yards	\$35.00 + \$20.00 per 100 cubic yards or portion thereof over 100 (Max. \$215.00)
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1,001 to 10,000 Cubic Yards	\$215.00 + \$40.00 per 1,000 cubic yards or portion thereof over 1,000 (Max. \$755.00)
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10,001 to 100,000 Cubic Yards	\$755.00 + \$100.00 per 10,000 cubic yards or portion thereof over 10,000 (Max. \$1655.00)
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100,001 Cubic Yards or More	\$1,655.00 + \$140.00 per 10,000 cubic yards or portion thereof over 100,000 (No Max.)
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Plan Review Fees for Developments*(Engineered Construction Plans – Grading, Drainage, Paving, Water, Sewer, Streets, Signing & Striping, Irrigation, etc.)*

1 st & 2 nd Review <i>(both included)</i>	\$200.00 / Sheet
Additional Reviews	\$100.00 / Sheet

Reports

Grading & Drainage Report – 1 st Review	\$750 / Report
Grading & Drainage Report – Subsequent Reviews	\$325 / Report
Geotech Report	\$750 / Report
Traffic Impact Analysis – 1 st Review	\$750 / Report
Traffic Impact Analysis – Subsequent Reviews	\$325 / Report
Traffic Control Plan – 1 st & 2 nd Review (Combined)	\$25 / Plan
Traffic Control Plan 3 rd & Subsequent Reviews	\$25 / Plan

* Plan review that is required by outside agencies will be paid for by the APPLICANT

Plan Review Fees for Individual Single Family Residential Lots

Non-Engineered Site Grading Plan – <i>(includes one "In Process" inspection and one "Final" inspection)</i>	\$75.00
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Engineered Site Grading Plan – <i>(includes one "In Process" inspection and one "Final" inspection)</i>	\$200.00 / Sheet
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Additional Site Inspections	\$35.00 each
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