



TRANSPORTATION/ENGINEERING PERMITS

Submittal Checklist & Naming Convention

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*****WORK IS NOT PERMITTED UNTIL FEES ARE PAID AND PERMIT HAS BEEN ISSUED. APPROVAL STATUS DOES NOT GIVE YOU THE RIGHT TO WORK****



GRADING PERMIT

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received. If your permit is returned you will go to the bottom of the queue.

*ALL Items must be submitted in **separate PDF files**.

Naming Convention:

Permit Title/Description: Location or Project Name (Ex: SW 18th Street Grading)

- **For each submittal, put the number of the submittal in front of the name of every document that corresponds to that submittal. Also, put the submittal date at the end.**
 - Ex: First submittal = *1st Submittal Applicaton MM-DD-YY*
 - Ex: First submittal = *1st Submittal Plans MM-DD-YY*
 - Ex: Second submittal = *2nd Application MM-DD-YY*
 - Ex: Second submittal = *2nd Submittal Plans MM-DD-YY*
- **Misc. Documents.** No-Rise, Special Agreements, Drainage Reports, AHTD Approval, Floodplain Permit, and any other required documents:
 - Type of Document MM-DD-YY (Current Date) **Example: Drainage Letter 10-01-19.**

Required Documents for Submittal:

1. **Application:** filled out and signed by Property Owner or Authorized Agent.
2. **Grading Plans:** drawings shall be prepared under the direction of, signed and stamped by a registered civil engineer, architect or landscape architect. **See Plan Specifications**
3. **Warranty Deed:** a copy of the deed showing ownership of property
4. **Recorder Plat:** a copy of the recorded plat of the property
5. **SWP3:** a copy of the Stormwater Pollution Prevention Plan (SWP3) in accordance with the specifications of the currently adopted Stormwater Pollution Prevention and Erosion Control Standards
6. **NOI/Small Site Notice:** a copy of the NOI application (land disturbance sites of five or more acres) or Small Construction Site Notice (land disturbance sites less than five acres).



GRADING PLAN SPECIFICATIONS

1. **Site Plan.** Site plan at a scale no smaller than one inch equals 50 feet, showing property lines, vicinity map, north arrow, name of owner, developer, and adjacent property owners.
2. **Contours.** Existing grades shall be shown with dashed line contours and proposed grades with solid line contours. Grading plans shall be required to show both the proposed grade and the undisturbed area. Contour intervals shall be a maximum of two feet. Spot elevations shall be indicated.
3. **Designation of Grade.** Areas with 0-10%, 10-15%, 15-20% and more than 20% grade shall each be identified in a distinguishing manner.
4. **Land to be Disturbed.** Land areas to be disturbed shall be clearly identified.
5. **Engineer/Architect.** Seal of a registered engineer, architect, landscape architect, or similar design professional certifying that the plan complies with all applicable regulations.
6. **Cuts and Fills.** All cuts and fills, including height and slope, shall be clearly shown on the plan.
7. **Streets and Rights-of-way.** Location and names of all existing or platted streets or rights-of-way within or adjacent to tract and location of all utilities and easements within or adjacent to the property shall all be indicated.
8. **Structures.** Location and dimension of existing structures.
9. **Soil Type.** Soil types shall be identified according to the Unified Soil Classification System.
10. **Natural Features.** Location of natural features such as drainage ways, ponds, rock outcroppings and tree cover. Indication of 100 year floodplains as defined by FEMA.
11. **Acreage / Zoning.** Total acreage and zoning classification.
12. **Surface Water.** Provision for collection and discharging surface water.
13. **Existing Infrastructure.** Profiles and cross sections of streets, drainage systems, and underground utilities if necessary to clarify the grading plan in terms of potential erosion or runoff, or if the grading on site has the potential of disturbing the infrastructure.
14. **Treatment of Slopes and Benches.** The method of treatment for all slopes and benches shall be indicated.

The following items may be reported in text rather than shown on the grading plan.

15. **Time Schedule.** A time schedule indicating the anticipated starting and completion dates and time of exposure of each area prior to stabilization measures.
16. **Fill Material / Compactions.** Description of quantity (in cubic yards), source, and composition of imported fill material and compaction specifications. Note the quantity (in cubic yards) and destination of excavation materials to be removed from the site.
17. **Natural Vegetation Preservation.** Proposals for preserving natural vegetation, including designating the area of preservation on the grading plan, and a description of revegetation or other permanent erosion control strategy. Measures for protecting trees targeted for preservation during land alteration activity.
18. **Runoff/sedimentation.** Specification and details of measures to control runoff and sedimentation during construction indicating what will be used such as straw bales, silt dams, check dams, lateral hillside ditches, catch basins and the like; and construction entrance/exit.
19. **Dust.** Where excessive dust may become a problem, a plan for spraying water on heavily traveled dirt areas shall be addressed.
20. **Soils Engineering Study.** The City Engineer may require a soil engineering study or soil loss calculations if site conditions so warrant.



RETAINING WALL PERMITS

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*ALL Items must be submitted in **separate PDF files**.

Naming Convention:

Permit Title/Description: Location or Project Name (Ex: SW 18th Street Retaining Wall)

- **For each submittal, put the number of the submittal in front of the name of every document that corresponds to that submittal. Also, put the submittal date at the end.**
 - Ex: First submittal = *1st Submittal Application MM-DD-YY*
 - Ex: First submittal = *1st Submittal Plot Plan MM-DD-YY*
 - Ex: Second submittal = *2nd Submittal Application MM-DD-YY*
 - Ex: Second submittal = *2nd Submittal Plot Plan MM-DD-YY*
- **Misc. Documents.** Engineer's Certification, Drainage Reports, Easement Vacation, Plan Details and any other required documents:
 - Type of Document MM-DD-YY (Current Date) **Example: Engineer's Certification 10-01-19.**

Required Documents for Submittal:

1. **Application:** filled out and signed by Property Owner.
2. **Plot Plan:** [See Plot Plan Requirements](#)

PLOT PLAN REQUIREMENTS

A plot plan must be submitted with the application in order to process the permit. The plot plan must include the following information:

- Location of all property lines
- Location of all existing structures
- Location of existing retaining walls on or adjacent to the property that is to remain in place
- Portions of existing retaining wall that will be replaced
- Location of utilities and utility easements
- Location of drainage ways and drainage easements.
- Location of new retaining wall, showing distance between retaining wall and any structures, and distance from property lines.
- Construction details to include dimensions, cross-section, and footing design
- Elevations above and below the retaining wall
- Engineer's seal and signature



FLOODPLAIN DEVELOPMENT PERMIT

Application Submittal Checklist & Naming Convention

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*ALL Items must be submitted in **separate PDF files**.

Naming Convention:

Permit Title/Description: Location or Project Name

Ex: SW 18th Street FDP or HWY 102 Shopping Center FDP

- **For each submittal, put the number of the submittal in front of the name of every document that corresponds to that submittal. Also, put the submittal date at the end.**
 - Ex: First submittal = *1st Submittal Application MM-DD-YY*
 - Ex: First submittal = *1st Submittal Site Map MM-DD-YY*
 - Ex: Second submittal = *2nd Submittal Application MM-DD-YY*
 - Ex: Second submittal = *2nd Submittal Site Map MM-DD-YY*
- **Misc. Documents.** Development Plans, Elevation Certificate, Floodproofing Certificate, No-Rise, Elevation/Drainage Study, Wetlands Permit and any other required documents:
 - Type of Document MM-DD-YY (Current Date) **Example: Elevation Certificate Bldg 1 10-01-19.**

Required Documents for Submittal:

1. **Application:** filled out and signed by Property Owner and Applicate.
2. **Site Map:** pinpoint on map the location of the disturbance.



RIGHT-OF-WAY/WORK ZONE PERMITS

Application Submittal Checklist & Naming Convention

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*ALL Items must be submitted in **separate PDF files**.

Naming Convention:

Permit Title/Description: Location or Project Name with Subtype

- Examples:
 - SW 18th Street Boring
 - HWY 102 Shopping Center Street Cut
 - 502 SE E ST Driveway

- **For each submittal, put the number of the submittal in front of the name of every document that corresponds to that submittal. Also, put the submittal date at the end.**
 - Ex: First submittal = *1st Submittal Application MM-DD-YY*
 - Ex: First submittal = *1st Submittal Site Plan MM-DD-YY*
 - Ex: Second submittal = *2nd Submittal Application MM-DD-YY*
 - Ex: Second submittal = *2nd Submittal Site Plan MM-DD-YY*

- **Misc. Documents.** Material Submittal, MUTCD Closure/Detour Plan, Design/Plans and any other required documents:
 - Type of Document MM-DD-YY (Current Date) **Example: Material Submittal 10-01-19.**

Required Documents for Submittal:

1. **Application:** filled out and signed by Property Owner.
2. **Site Plan:** [See Site Plan Requirements](#)
3. **Material Submittal:** provide type of materials to be used in construction – asphalt, base course, concrete including all proctors and design information



ROW-SITE PLAN REQUIREMENTS

A site plan must be submitted with the application in order to process the permit. The site plan must include the following information:

- Location of Utility Easements
- Location of Right of Way
- Location of spot digging
- Length, width and depth of proposed excavation (open street cut)
- Location and type of utility proposed to install
- Driveway
- Dimension of property adjacent to street or alley
- Property Lines and proposed location of driveway
- Dimensions of proposed driveway
- Location of existing utilities
- Sidewalk
- Property Lines and proposed location of sidewalk
- Dimension of property adjacent to street or alley
- Dimensions of proposed sidewalk
- Location of existing utilities