



Engineering Services  
 4200 Mills Civic Parkway, Suite 2E  
 P.O. Box 65320  
 West Des Moines, Iowa 50265  
 Phone: (515)222-3475  
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# Grading Permit

## Fee: \$140.00

### Contact Information

Applicant:

<i>Last Name</i>	<i>First Name</i>	<i>Company</i>
<hr/>		
<i>Address</i>	<i>City</i>	<i>State    Zip</i>
<hr/>		
<i>Phone</i>	<i>Email</i>	

Owner:

(if different from Applicant)

<i>Last Name</i>	<i>First Name</i>	<i>Company</i>
<hr/>		
<i>Address</i>	<i>City</i>	<i>State    Zip</i>
<hr/>		
<i>Phone</i>	<i>Email</i>	

### Project Information

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Area: \_\_\_\_\_ NPDES General Permit No. 2  
 \_\_\_\_\_ Authorization Number \_\_\_\_\_

### Signature and Consent

1. The undersigned property owner(s) each state that they are all the legal owners of the property described herein and authorize individuals or entities identified herein as applicants to file this application. The undersigned affirm that the information contained in the application are true and accurate.
2. I/we understand that as the property owner/authorized agent, I/we agree to ensure that the performance standards specified in Title 8, Building Regulations, Chapter 5, Site Grading Regulations and Chapter 6, Construction Site Erosion and Sediment Control and currently adopted West Des Moines Design Standards are met. I/we understand that failure to do so could result in any enforcement actions or penalties allowed by law.
3. I further acknowledge that any grading activities done prior to City approval of any subsequent site plans or platting is at my own risk, and that the final site grades will need to comply with any changes that are deemed necessary as part of subsequent approvals.
4. The undersigned property owner(s) and applicant (if not the owner) hereby authorize the City of West Des Moines to enter onto property described in this application to post signs, examine and inspect.
5. I/we understand this permit is not valid, and grading or clearing work cannot begin, until approved by the City Engineer.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

### City Use Only

Permit No.: \_\_\_\_\_  Approved  Rejected

City Engineer \_\_\_\_\_ Date \_\_\_\_\_

# Grading Permit Submittal Requirements

**The initial submittal must include a completed application form, one (1) copy of the SWPPP, and three (3) copies (maximum 11"x17") of a Grading Plan drawing which includes the following information:**

- Vicinity map that accurately represents the area with the property/parcel subject to grading activities highlighted.
- Specific area in which grading activities will occur identified.
- Date, compass point, legend of symbols, scale (written and graphic).
- If disturbing one (1) or more acres provide copy of the National Pollutant Discharge Elimination System (NPDES) General Permit No. 2 authorized by the Iowa Department of Natural Resources.
- Provide applicable Storm Water Pollution Prevention Plan (SWPPP).
- Existing and proposed topography of subject property at contour intervals of not more than two (2) feet, City datum.
- Existing topography and site features of adjacent properties for at least one-hundred (100) feet from perimeter of the boundary of grading area, at contour intervals of not more than two (2) feet, City datum.
- Identification of existing and proposed drainage-ways, detention areas, and identified wetlands.
- Typical cross section detail for swales and major drainage ways if affected by grading activities.
- Provide cross-section of any road affected by grading activities within a future right-of-way.
- Cross-section of right-of-way for any grading activities within the right-of-way, if applicable.
- Identify if any part of subject grading area is located within a floodplain. (A Floodplain Development Application may be required in addition to the Grading Plan application.)
- Identification of any structures (i.e. retaining walls) necessary to achieve stated grades. Provide engineering specifications and calculations (see city code title 9, chapter 14, section 11 and section 12 for wall design requirements.)
- Location of existing utilities, labeled with depth, size, type and whether public or private.
- Existing and proposed easements shall be indicated and appropriately labeled with reserved width and type/purpose and book/page if recorded.
- Identification of staging area for construction activities
- Identification of topsoil stockpiling.
- Location of stabilized construction entrance to be utilized during grading and materials used to construct such drive.
- Identification of measures to keep mud and rock off of public streets during grading activities. Provide name and contact information of individual responsible for insuring mud and rock are cleaned off of public streets on a daily basis.
- Identification and location of all temporary and permanent erosion and sedimentation control methods and installation schedule of measures.
- Name and contact information of individual responsible for installation, periodic checking and reinstallation of erosion and sedimentation control measures.
- Other information pertinent to the proposal necessary for evaluation of the proposed project.

**Upon initial review of the grading proposal, a stormwater management plan may be required. The typical review period is 7-10 days depending upon the completeness of the initial submittal.**

**Prior to issuance of the Grading Permit and initiation of site work, two (2) copies of the final grading plan and SWPPP MUST be provided. Final Plans shall include original signatures and seals on ALL copies.**

Additional copies of these submittal requirements can be found on the City's website:

<http://www.wdm.iowa.gov/developmentapplications>