

Grading Permit Guidance Document for Permit Applications

Grading Designation:

- “Regular Grading” is defined as grading projects that consist of less than 5,000 cubic yards and does not required an engineer’s certification, requirements, or specifications (i.e. structural backfill, select backfill, etc.).
- “Engineered Grading” is defined as a grading project that is in excess of 5,000 cubic yards or is to be performed in accordance with standards and specifications developed by a licensed professional engineer.

Engineered Grading Plans & Specifications Submittal Package:

- Application shall be accompanied by:
 - Two (2) sets of plans and specifications
 - An Engineering Geotechnical (Soils) Report / Geology Report
 - Drainage Study
 - Any supporting calculations necessary (i.e. cut / fill volume, detention storage, etc.)
 - Performance Bond (all projects east of 8th Street)
 - Fully developed Stormwater Pollution Prevention Plan (SWPPP)
 - Copy of Iowa Department of Natural Resources General Permit # 2 (IDNR – GP #2)
 - Floodplain Permit
 - Unites States Army Corp of Engineers Permits (Wetland and or Levee)
 - Engineer’s Certification
- Plan set Criteria:
 - The plans are drawn to an engineering scale 1” = _____ ft.
 - A general vicinity map of the site is provided.
 - A north arrow, scale bar, and symbols legend.
 - Property lines and construction limits are identified including distance to property lines from construction limits.
 - Accurate contours of the existing ground and details of the terrain are depicted.
 - Adjacent properties are identified by address, PIN, and / or property owner name.
 - Proposed contours and spot elevations provided to depict final terrain.
 - Location of any building or proposed building with dimensions to property lines.
 - Location of building on adjacent properties if within 15 feet of the property lines.
 - General notes and details pertaining to the project to provide guidance to complete the project.
 - All sediment and erosion control notes and details required by the SWPPP
 - SWPPP certification completed for the designer, owner / developer, and contractor

- Geotechnical (Soils) Report / Geology Report Criteria:
 - Transmittal letter with Professional Engineer's stamped seal and signature
 - Executive Summary
 - Purpose and Scope of Work
 - Site Exploration
 - Field Work
 - Laboratory Testing
 - Engineering Analysis and Recommendations
 - Appendices
- Drainage Report Criteria:
 - Drainage report shall conform to the Iowa Stormwater Management Manual report format incorporating all necessary components
 - Drainage maps
 - Water Quality calculations provided
 - Post Construction Stormwater Management (PCSM) application process started
- Performance Bond:
 - Owner or Contractor shall supply the City with a \$10,000.00 bond to assure that the grading project is completed to approved plan and specifications. One of the following formats is an acceptable form for the Performance Bond (Binder; Cash Bond; Instrument of Credit)
- Stormwater Pollution Prevention Plan (Map):
 - The plans are drawn to an engineering scale 1" = _____ ft.
 - A general vicinity map of the site is provided.
 - A north arrow, scale bar, and symbols legend.
 - Site Information: (Total Site Area; Disturbed Area; Undisturbed Area, Impervious Area Before Construction %; Impervious Area After Construction %; Cut Volume; Fill Volume; Runoff Coefficient Before Construction; Runoff Coefficient After Construction)
 - Identify receiving waters
 - Property lines and construction limits are identified including distance to property lines from construction limits.
 - Accurate contours of the existing and proposed ground and details of the terrain are depicted. Include any drainage features such as swales, ditches, storm sewers including dimensions
 - Best Management Practices (BMPs): Details, Dimensions, Materials, and Locations, Include table with BMP identifier and longitude and latitude, and any other pertinent BMP information
 - Maintenance Schedule
 - Construction Activities Schedule
 - General SWPPP notes
 - Applicant information with certification
 - Owner / Developer information with certification

- Contractor information with certification
- Grading Contractor:
 - Shall provide evidence of commercial general liability insurance coverage or its equivalent in the minimum amount of one million dollars (\$1,000,000.00) per occurrence for bodily injury, including death or damage to property of others, arising out of work performed or responsibilities assumed under the license. The aggregate limit shall be no less than one million dollars (\$1,000,000.00). Contractor shall also supply certificate, evidencing worker's compensation in accordance with state law.
- Grading Project Completion:
 - Engineer of Record, (EOR) shall provide certification of completion that indicates that the project was completed in accordance with the final approved grading plans, specifications, reports, and technical submission that were prepared by the EOR or under direct supervision and responsible charge.