



## City of Polk City, Iowa

112 S. Third Street, Polk City Iowa, 50226

### Grading Permit Application

1. APPLICATION FEE: \$50.00 plus \$20 per acre with a total minimum of \$100.

Total Amount Paid: \_\_\_\_\_

Form of Payment: \_\_\_\_\_

2. APPLICANT: Name \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

OWNER:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

3. Site Location \_\_\_\_\_

4. Site Legal Description \_\_\_\_\_

5. Area of Site:

Total Acres \_\_\_\_\_

Approximate area to be disturbed \_\_\_\_\_

6. Schedule: Start Date \_\_\_\_\_

Completion Date \_\_\_\_\_

Phasing, if any \_\_\_\_\_

7. Grading Performance Bond:

Contractor \_\_\_\_\_

Bond Amount (100% cost of grading) \_\_\_\_\_

8. I am aware that the Property Owner is responsible for obtaining an NPDES Storm Water Discharge Permit, including preparation of a Storm Water Pollution Prevention Plan, and for complying with all requirements of said permit, including site inspection and maintenance.

9. Iowa Dept. of Transportation Entrance Permit (for construction in Highway 415 right-of-way)

IDOT Entrance Permit required? \_\_\_\_\_

Date of Approval by IDOT \_\_\_\_\_

*No work shall commence in Highway 415 right-of-way until IDOT has approved the Entrance Permit.*

10. Polk County approval (for construction in County rights-of-way)

Polk County approval required? \_\_\_\_\_

Date of Approval by Polk County n/a \_\_\_\_\_

*County ROW includes W. Broadway Street and S. 3rd Street from W. Bridge Road to W. Broadway.*

*No work shall commence in Polk County rights-of-way until Polk County has approved the plans.*

11. Required Attachments (See reverse side of this application form.)

12. Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# City of Polk City - Grading Permit

**Required Attachments** (unless Building Official finds any item unnecessary to ensure compliance) :

- ☐ Site Sketch showing:  
boundaries, utilities, buildings and drains on site and adjacent to site if needed  
areas to be seeded, sodded, mulched, paved or left undisturbed  
legend and scale
- ☐ Grading Plan showing:  
Flood Plain limits, if any  
existing & proposed topography of site and adjacent peripheral strip  
existing & proposed street topography
- ☐ Soils Map showing:  
predominate soils type
- ☐ Drainage Information including:  
Information on existing drainage patterns on adjacent properties.  
Plan showing how storm water drainage will be handled on or near site.
- ☐ Erosion Control measures:  
Storm Water Pollution Prevention Plan for sites greater than 1.0 acre.  
Measures to protect cut and fill slopes and other soil from erosion on all sites.
- ☐ Geotechnical Report indicating:  
adequacy of the soils for their intended use

*The following information is to be completed by the City:*

Approved: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Special Conditions, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Engineers (only if required by the Building Official)

\_\_\_\_\_  
Date

- A. Grading permit is required for: (1) excavation in excess of 100 cy; (2) fill in excess of 3 ft; (3) excavation in excess of 4 ft; (4) disturbed surface area in excess of 20,00 sf; or (5) grading in excess of 5000 sf within 100 ft of lake, pond, river or drainage way.
- B. Permit shall be void unless grading is initiated within one year from the date the permit is issued.
- C. No liability shall be attached to the City or its officials or representatives due to the approval or denial of a permit.
- D. No material change will be made in the plans submitted without prior written approval of the Building Official.
- E. Upon completion of site grading, the applicant shall submit to the Building Official and City Engineer certification from a registered professional engineer that said work was completed in accordance with the grading permit issued.