



SUBMITTAL REQUIREMENTS: GRADING PERMIT APPLICATION

General Explanation:

A grading permit or a building permit must be obtained from the town prior to conducting any earth-disturbing activity. Landscaping of single-family dwellings and duplexes, profile holes or soil tests disturbing less than five hundred (500) square feet, and normal agricultural operations are exempt from the requirement of a grading permit.

[APPLY HERE: CommunityCore Online Permit Link](#)

Review the below submittal requirements for applicable plans and documents which shall be submitted online with the Grading Permit application. Before submitting online, ensure you have all of the below information.

1. **General Application Information.** Name, address and contact information of the current owner. If applicant is not the owner, a statement by the owner consenting to this application must be submitted with the application
2. **Application Fee:**
 - **\$300** Application Fee
3. **Approval for Pending Project:**

Final approval for a pending project by the Planning Division staff, Planning Commission and/or Town Council, is required prior to applying for a grading permit.
4. **Performance Standards:**

Satisfactory demonstration that the performance standards set forth in 180-6.6, Drainage Plan, and 180-6.7, Water Quality Protection are met.
5. **Limit of Work Area Fence:**

A Limit of Work Area fence, 6.14.5.D., must be properly installed and approved.
6. **Improvements Agreement:**

An Improvements Agreement from the Planning Department is required.
7. **Excavation Permit:**

An Excavation Permit from the Public Works Department may also be required.