



# Grading Permit

Permit # \_\_\_\_\_ Zoning \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Contractor's License# \_\_\_\_\_

Contractor Email Address: \_\_\_\_\_

Description of work: \_\_\_\_\_

- **Submit 3 sets of plans for review.**
- **Tree protection required, see next page for details.**
- **Grading Permit Fee is \$150.**

\*Grading required as part of an approved building, driveway or parking lot permit **DOES NOT** require a separate grading permit.

## **Activities Requiring a Grading Permit**

- Activities disturbing more than 2,000 sq. ft.
- Import, export, or displacement of 16 cu. yd. of material (two loads from a tandem axle dump truck)
- Change in elevation of 1' over 500 sq. ft.
- Activities which alters the velocity or direction of flow of stormwater onto a neighboring property

Approximate Start Date: \_\_\_\_\_ Approximate Completion Date: \_\_\_\_\_

Total Site Area \_\_\_\_\_ Sq. Ft. Total Disturbed Area \_\_\_\_\_ Sq. Ft.

Est. Grading Qty \_\_\_\_\_ Cu Yd Cut/Fill Est. Import/Export \_\_\_\_\_ Cu.Yd.

- Tree protection must be inspected prior to beginning work. Call 314-822-5822 to schedule an inspection.
- Erosion control BMP's must be inspected prior to beginning work. Call 314-822-5822 to schedule an inspection.
- Permittee for land disturbances of 1 acre or more must conduct SWPPP inspections weekly or within 24 hours of a 1" rainfall event. Copies of the SWPPP inspections shall be emailed to [kruegeca@kirkwoodmo.org](mailto:kruegeca@kirkwoodmo.org)

**I have read the grading permit requirements of the City of Kirkwood and hereby agree to comply with the provisions of the ordinances of the City of Kirkwood.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Site plans for projects disturbing less than one acre do not need to be professionally prepared by a licensed engineer as long as the proposed land disturbance is relatively simple and there is no engineering required. Site, grading, & drainage plans prepared and sealed by a Missouri Licensed Professional Engineer are required for more complex land disturbances involving any of the following:

- Cut/fill at or near a property line that could cause erosion, ponding, or other damage to adjoining property
- Deep cuts and/or fill (exceeding 5 feet)
- Large quantity of cut and/or fill (exceeding 250 CY)
- Engineered or compacted fill proposed for future foundation support
- Alterations to an existing piped drainage system
- Creation of a new piped drainage system
- Disturbance and/or drainage may impact a nearby sinkhole
- Sinkhole evaluation and/or treatment needed
- Disturbance is close to or within a flood plain or stream buffer

A survey by a Missouri licensed Land Surveyor may also be necessary to establish property line locations when the area disturbed is close to the property line and no recent survey or corner stakes/rods exist.

#### **Projects disturbing LESS THAN 1 ACRE – Submittal requirements**

- Map of haul route for import/export within City limits.
- Extents of disturbed area on aerial map or survey
- Distances from the disturbed area to the property lines and existing structures
- Max depth of cut & fill and finished slope grade (no slopes greater than 3:1 H:V)
- Indicate any swales and drainage flow with arrows
- Centerline and top of bank of all natural watercourses depicted on the most current USGS 7.5 Minute Series Maps
- Stream buffer delineation.
- Indicate the location of equipment/truck access to the site
- Tree survey and protection plan
- Location of erosion control BMP's and standard details. Must protect all receiving ditches, streams, culverts and inlets and not allow the migration or tracking of soil and sediments offsite.

#### **Projects disturbing 1 ACRE OR MORE – Submittal requirements**

- Plans signed and sealed by a professional engineer registered in the state of Missouri
- MSD approved plans and MODNR land disturbance permit
- Map of haul route for import/export within City limits.
- Extents of disturbed area on aerial map or survey
- Distances from the disturbed area to the property lines and existing structures
- Existing and proposed contours in 2' intervals (no slopes greater than 3:1 H:V)
- Centerline and top of bank of all natural watercourses depicted on the most current USGS 7.5 Minute Series Maps
- Stream buffer delineation.
- Tree survey and protection plan
- Stormwater Pollution Prevention Plan (SWPPP) in accordance with the Metropolitan St. Louis Sewer District, St. Louis County and Missouri Department of Natural Resources regulations.

#### **Tree Protection Requirements**

- ❖ A tree survey and protection plan is required in accordance with the Kirkwood Code of Ordinances Chapter 24, Tree Code.
- ❖ Work within 20' of public trees will be reviewed for protection, maintenance or removal recommendations by the Urban Forester. Recommendations must be followed.
- ❖ Requests for Removal of a public tree must be approved by the Urban Forestry Commission and the Urban Forester.
- ❖ All work on public trees other than tree protection must receive a permit to maintain/remove from the Urban Forester.
- ❖ **Failure to comply with tree protection requirements will result in penalties in accordance the Kirkwood Code of Ordinances Chapter 24, Tree Code.**

#### **Inspections – 48 Hour Notice - Call 822-5822 or e-mail [schultjm@kirkwoodmo.org](mailto:schultjm@kirkwoodmo.org)**

- ❖ First inspection after siltation control and tree protection installed and prior to any land disturbance
- ❖ Final inspection after work is completed and vegetation established.
- ❖ Engineering reports for soil compaction under future structures or the remediation of poor or contaminated soils must be submitted to the Engineering Department.
- ❖ For land disturbance of 1 acre or more the permittee must submit SWPPP inspection reports weekly or within 24 hours of a 1" rainfall event to the Engineering Department