



# 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 314-984-5907 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 shanebmt@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 – 24 Hour Notice Call 822-5822**

- ❖ 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



# MAJOR LAND DISTURBANCE SPECIAL INSPECTOR'S WEEKLY INSPECTION REPORT

WHERE COMMUNITY AND SPIRIT MEET\*

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

Permit Number: \_\_\_\_\_ Inspection Date(s): \_\_\_\_\_

Inspected By: \_\_\_\_\_  
Individual Company

Phone #: \_\_\_\_\_ Emergency Phone (24 hr) #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### Check the boxes that are applicable to this phase of the Land Disturbance

#### Items of Concern

- Sediment leaving the land disturbance site.
- Off-site erosion caused by land disturbance activity.
- Protection of operational storm drain inlet(s).  
Protection from sediment entering storm drain system.
- Mud on paved roadways. Installation, maintenance & protection of vehicle wash down areas.
- Installation & maintenance of other necessary BMP's.

#### Inspection Results

- Site in compliance with Land Disturbance Code/Approved Plans
- Correction of deficiencies required.  
See attached comments/descriptions
- Deficiencies from previous report ( ) Corrected; ( ) Not corrected  
See attached comments/descriptions
- Site in compliance with Land Disturbance Code/Approved Plans
- Correction of deficiencies required.  
See attached comments/descriptions
- Deficiencies from previous report ( ) Corrected; ( ) Not corrected  
See attached comments/descriptions
- Site in compliance with Land Disturbance Code/Approved Plans
- Correction of deficiencies required.  
See attached comments/descriptions
- Deficiencies from previous report ( ) Corrected; ( ) Not corrected  
See attached comments/descriptions
- Site in compliance with Land Disturbance Code/Approved Plans
- Correction of deficiencies required.  
See attached comments/descriptions
- Deficiencies from previous report ( ) Corrected; ( ) Not corrected  
See attached comments/descriptions

It is my professional opinion that the land disturbance work being conducted, except as specifically identified above and attached, is in compliance with the St. Louis County Land Disturbance Code as further identified on the approved plans. I have also attached listings of areas where land disturbance operations have permanently or temporarily stopped.

**Attached are Further Comments/Descriptions of Deficiencies/Special Problems or Concerns**

Printed Name: \_\_\_\_\_ Company: \_\_\_\_\_

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

Submit weekly, 1 signed copy, the week of inspection, by e-mail to [shanebmt@kirkwoodmo.org](mailto:shanebmt@kirkwoodmo.org)

**Or to:**

Mitch Shaneberger  
139 S. Kirkwood Road  
St. Louis, MO 63122  
Facsimile - (314) 822-5893