



Checklist of Required Information Grading Permits

3400 Plymouth Boulevard
Plymouth, MN 55447
General Information (763)509-5500
Inspection Scheduling (763) 509-5500
FAX (763) 509-5510

The following items constitute a complete application for a grading permit. Incomplete applications will delay the review and permit issuance process.

NOTE: Any proposed grading, filling or excavation (other than new developments which have received previous approval) which exceeds 50 cubic yards of material (10 cubic yards in a Shoreland Management Overlay District) requires a permit through the Engineering Division. Any proposed grading, filling, or excavation which exceeds 1,000 cubic yards of material requires an interim use permit through the Planning Division. Such approval must be obtained prior to the processing of an application for a grading permit by the Engineering Division.

- A signed and completed permit application form.
- One digital and one printed copy of drawn to scale grading plans based on a current certificate of survey which contains required information identified on the attached handout.
- One copy of an executed street sweeping contract with a recognized sweeping service business.
*The contract must include a provision allowing the City of Plymouth to authorize sweeping if necessary
- A Financial Guarantee in the form of a letter of credit or cash deposit in the amount of \$1,500.00 per acre of area affected by the filling/grading activity. The dollar amount of the required Financial Guarantee will be determined by our office upon review of the submitted grading plans. The letter of credit must include the following statement: "It is a condition of the Financial Guarantee that it shall be deemed automatically extended without change for six (6) months from the present or any future expiration date(s) unless sixty (60) days prior to the expiration date(s) we shall notify the City in writing by certified mail that we elect not to consider this Financial Guarantee renewed for an additional period."
- A cash deposit of up to \$2,000.00. (The dollar amount of the Financial Guarantee will be reduced the cash deposit amount)

An additional Financial Guarantee in the form of an irrevocable letter of credit may also be required for the preservation of trees or the restoration of wetlands on sites of new developments. Again, the amount of the required Financial Guarantee will be determined upon review of the application materials. If required, the letter of credit must include the same statement referenced above.

Application materials for grading permits are to be submitted to the Engineering Division for review and approval. The City Forester may also be asked to review the application for compliance with tree preservation requirements. The Engineering Division will return application materials and plans, indicating approval, special conditions, or disapproval no more than seven business days after receipt of the materials. Additional time may be necessary if the application requires review and approval of other public agencies such as the Watershed Districts, DNR or Army Corp. of Engineers. The permit will be ready for issuance within one business day after receiving approval from the City Engineer and after any required performance agreements and Financial Guarantees have



Information Required on Plans For Filling/Grading

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Plans must be legible and drawn to scale indicating the nature and extent of the work proposed and shall include the following information:

The purpose of the land fill or excavation/grading activity.

Dimensions of the property boundaries including the location of all existing wetland areas, easements, drainage ways and waterways contained on the property.

Location and elevation of all sanitary and storm sewer manholes, hydrants and catch basins.

Location, dimensions and top of foundation elevation of all existing buildings located on the property.

Location and foundation elevation of any existing buildings located on adjacent properties within 25 feet of the lot lines which may be affected by the proposed filling/grading operations.

Spot elevations and contours of existing ground conditions.

Limiting dimensions, elevations or finished contours to be achieved by the filling/grading operations.

Indicate with arrows, the direction of proposed surface drainage in accordance with the City wide storm water drainage plans and/or grading plans approved by the City Engineer for the specific development or subdivision.

All surface and subsurface devices, walls, cribbing, dams and other protective devices to be constructed with, or as part of, the proposed work together with the map showing the drainage area and the estimated run off of the area served by any storm sewer system, creeks, ponds or drainage swales.

Location, type and method of any erosion/siltation control or vegetation measures to be installed on the property.

Any additional information that may be required by the City Engineer.