



City of Flagstaff

Community Development Division

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Flagstaff, AZ 86001

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Staff contact: Gary Miller gmillers@flagstaffaz.gov

EGRD

Date Received	Application for Grading Permit		Permit Number
Project Name			
Site Address		COF Project Number	
Engineering Section Project Manager			
Proposed Starting Date		Proposed Completion Date	
ADEQ Notice of Intent (NOI) Permit Number			
Earthwork Quantities (CY Cut & Fill)			
Project Owner			
Address		City, State, Zip	
Contact Name			
Contact Phone		Contact Email	
Contractor			
Address		City, State, Zip	
Contact Name			
Contact Phone		Contact Email	
Contractor's License#		Type	Expiration Date
City Sales Tax #			
Submittal Requirements Required submittal information for a Grading Permit is provided in this application packet. Specific information on Grading Permits is located in Section 13-07 of the Engineering Standards.			

<ol style="list-style-type: none"> 1. A flow chart describing the review process inclusive of applicable review time frames (administrative completeness review and substantive review) is attached. 2. The City and an applicant may mutually agree in writing to extend the substantive review time frame (and also therefore the overall review time frame) by no more the 25% of the overall time frame. 3. The City and an applicant may mutually agree in writing to allow the City to submit supplemental requests for information. 4. An applicant may receive clarification from the City of how it is interpreting Section 13-07 of the Engineering Standards. 		
<p>_____ (Owner's Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this permit.</p>		
Project Owner Signature		Date
Contractor Signature		Date
For City Use		
Received By:		Fee Receipt #:
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff Initial:	Date Approved:

Grading Permit Application Checklist

For an application to be accepted, the applicant must provide all of the required information described on the application at the time of formal submittal. **Incomplete applications will not be accepted.** It is the responsibility of the applicant to ensure the accuracy of the application. The application shall be submitted to a Community Development Division staff person, and shall contain the following information:

1. Completed application form.
2. Two (2) paper sets of approved construction drawings.

Staff Review: Upon receiving a complete application, the application will be reviewed by City staff to determine if the submittal conforms to City of Flagstaff Code requirements.

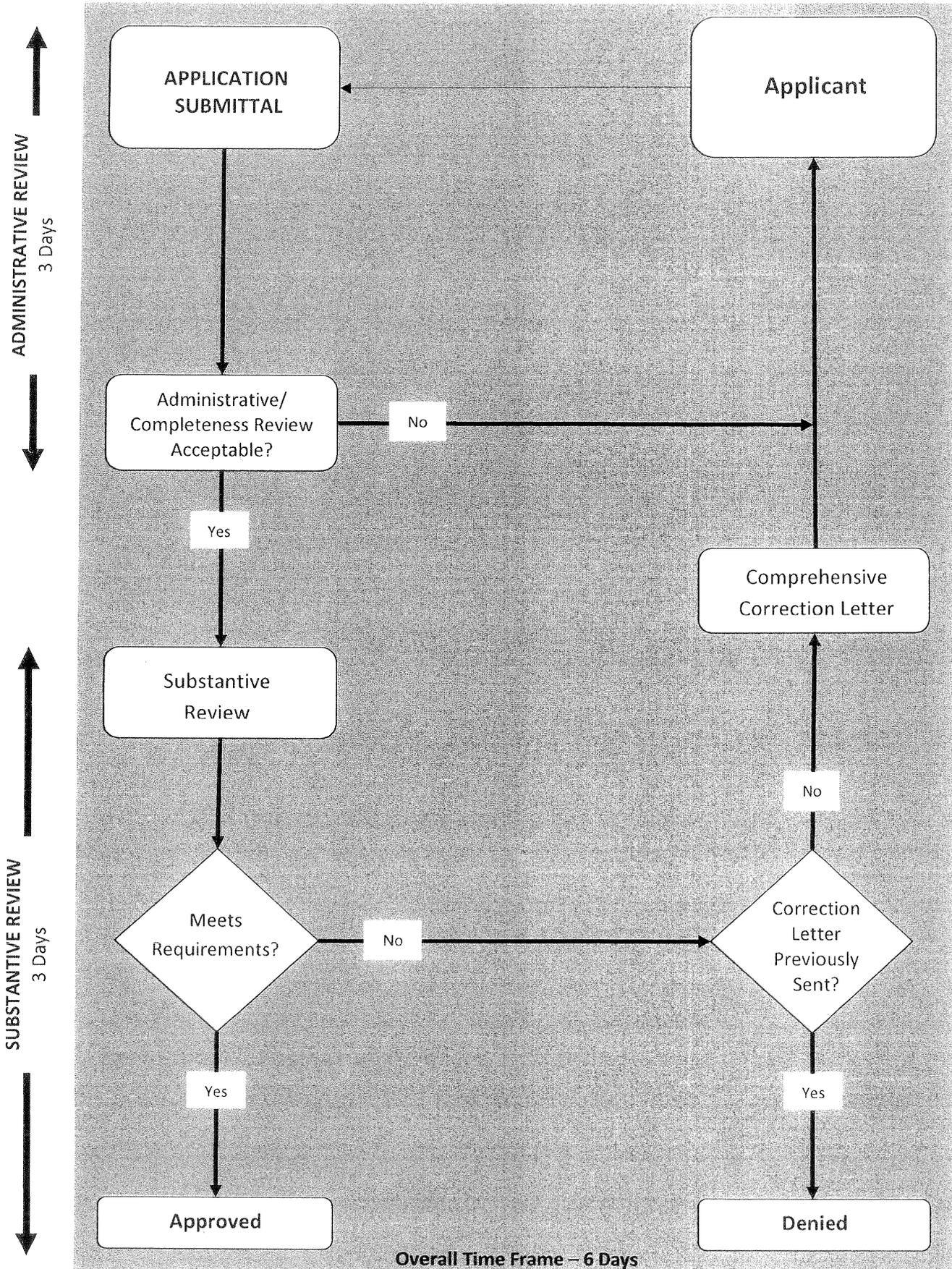
Approved Permit: Upon review and approval of the application the applicant will be informed that the permit is ready to be picked up.

Permit Fee: The applicant shall pay the required permit fee at the time of permit pick up.

Inspection: When certifications are completed, the applicant must contact the Stormwater Section to schedule an inspection. The inspector will either approve the work as completed, or require additional corrections. Upon approval, the inspector will sign off on the work and record the approval in the City's permit tracking system.

GRADING PERMIT

Administrative and Substantive Review Process



City of Flagstaff Permittee Guidelines for On-site Engineered Grading

The required permit sequence is outlined below for projects requiring On-site Engineered Grading. The sequence includes the Grading Permit Application, Rough Grading Certification and the Final Grading Certification. Please contact the Engineering Project Manager assigned to your project for scheduling inspections or for project concerns and questions.

Note: The Permittee is responsible for the work to be performed in accordance with approved plans. The Permittee shall engage consultants, if required, to provide the professional services necessary for completing the approved Rough and Final Grading Certifications (certification forms attached). It is the Permittee's responsibility to inform the City of any changes and shall provide revised plans for approval when required.

1. **Grading Permit Application:** The "Grading Permit Application" must be submitted and issued before site work may begin. The Grading Permit Application is routed to Engineering, Stormwater, Planning and Building sections for their approval and signatures. **Note:** The Stormwater Pollution Prevention Plan (SWPPP) and/or required erosion control must be inspected and approved prior to issuance of the Grading Permit. The Engineering Project Manager will schedule this inspection once they are notified that the site is prepared per the approved SWPPP plan.
2. **Rough Grading Certification:** The "Rough Grading Certification" must be submitted and approved prior to issuance of building permits. Please submit directly to the Engineering Project Manager who will schedule the inspection.
3. **Final Grading Certification:** The "Final Grading Certification" must be submitted and approved prior to the issuance of a Certification of Occupancy (C of O) or before final acceptance of a subdivision. Please submit directly to the Engineering Project Manager who will schedule the inspection.

**CITY OF FLAGSTAFF
ROUGH GRADING INSPECTION CERTIFICATE**

Project Name: _____ Owner: _____

C.O.F. Project No.: _____ Project Address: _____

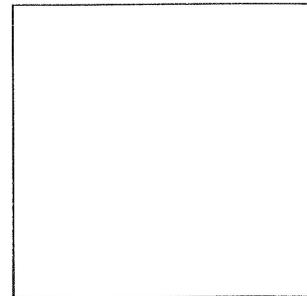
ROUGH GRADING CERTIFICATION

(A) CIVIL ENGINEER

I am a registered CIVIL ENGINEER in the State of Arizona. I certify that I have visited the project site and the rough grading substantially conforms to the approved grading plan(s) and the Stormwater Pollution Prevention Plan (SWPPP) is in place per the approved plans. Work observed includes but is not limited to: areas that will be paved; cut and fill slopes; channels, swales, detention basins, including completed outlet structure(s), terraces, berms, and other drainage facilities as indicated on the plan(s).

Remarks: _____

SEAL



Name: _____
Firm: _____
Address: _____

(B) GRADING CONTRACTOR (Permittee)

I am the grading contractor. I certify that the rough grading substantially conforms to the approved grading plans and specifications. Additionally, the SWPPP has been installed per the approved plans.

Name: _____

Signature: _____ Date: _____

Firm: _____

Address: _____

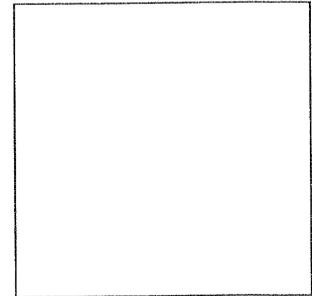
(C) GEOTECHNICAL ENGINEERING CONSULTANT

I am a registered CIVIL ENGINEER in the State of Arizona. I certify that I have inspected the site and the rough grading work substantially conforms to the geotechnical report, plans, specifications, including any revised recommendations, as applicable. As required by the International Building Code, Chapter 18, this statement is based upon observation during preparation of the natural ground, and placement and compaction of fill. Where applicable, my statement is also based upon observation of buttress fills, finish slopes, or similar stabilization measures. I have prepared the report required by the International Building Code, Chapter 18, which includes test data, comments and revised recommendations as required.

SEAL

Remarks: _____

Name: _____
Firm: _____
Address: _____



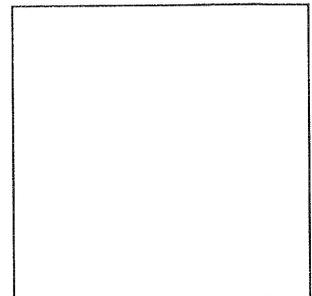
(D) LAND SURVEYOR

I am a registered LAND SURVEYOR in the State of Arizona. I certify that the construction staking was completed in accordance with the approved grading plan(s), and property lines have been located and staked in accordance with the approved site plan and lot description.

SEAL

Remarks: _____

Name: _____
Firm: _____
Address: _____

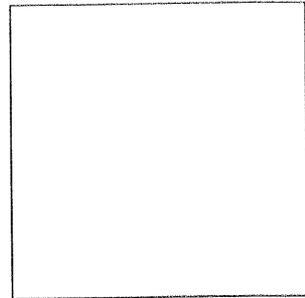


(E) SPECIAL INSPECTION OF RETAINING WALLS

When the grading plan includes retaining walls, I certify that either I or a qualified professional have inspected the construction of the walls (including but not limited to the placement of the reinforcement steel and concrete).

Remarks: _____

SEAL



Name: _____
Firm: _____
Address: _____

CITY OF FLAGSTAFF STORMWATER SECTION APPROVAL

Rough grading was visually inspected and the surface drainage features appear to be constructed in substantial conformance with the approved plan(s) and the SWPPP features are in place per the approved plans: Yes _____ No _____

Remarks: _____

Stormwater Inspector: _____ Date _____

**CITY OF FLAGSTAFF
FINAL GRADING INSPECTION AND CERTIFICATE**

Project Name: _____

C.O.F. Project No.: _____ Project Address: _____

GRADING CERTIFICATION

CIVIL ENGINEER

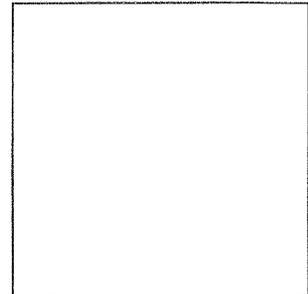
I am a registered CIVIL ENGINEER in the State of Arizona. I certify that I have visited the project site and the final grading substantially conforms to the approved grading plan(s). Work observed includes but is not limited to: areas that will be paved; cut and fill slopes; channels, swales, detention basins including completed outlet structure(s), terraces, berms, and other drainage facilities as indicated on the plan(s). This also includes all drainage facilities and final stabilization measures as required by the approved plan(s).

The attached "As-Built Plans" verify that the detention basin was constructed in substantial conformance with the approved plans and I have determined that the total project detention storage volume provided equals or exceeds the volume required on the approved grading plans and drainage report. Additionally the "As-Built Plans" indicate that the outlet structure was constructed per the approved plans, including the associated inverts elevations.

Remarks: _____

Engineer: _____
Firm: _____
Address: _____

SEAL



PRIVATE ROAD AND PARKING LOT TESTING AND INSPECTION

GEOTECHNICAL ENGINEERING CONSULTANT

I am a registered CIVIL ENGINEER in the State of Arizona. I have inspected the site and the final grading work, including the construction of the private roads and parking lots (when applicable), and I certify that they were constructed in accordance with the geotechnical report, plans, specifications, and any revised recommendations, as applicable. As required by the International Building Code, Chapter 18, this statement is based upon observation during preparation of the natural ground, placement and compaction of fill, placement and compaction of Aggregate Base Course, and placement and compaction of the Asphaltic Concrete or Portland Cement Concrete.

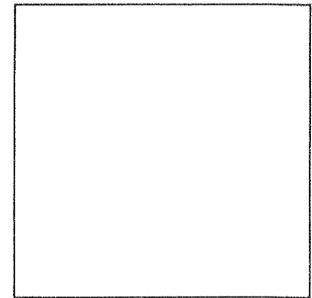
Remarks:

Engineer:

Firm:

Address:

SEAL



CITY OF FLAGSTAFF STORMWATER SECTION APPROVAL

Final grading was visually inspected and the surface drainage and final stabilization features appear to be constructed in substantial conformance with the approved plan(s):

Final grading certification and as-built plans approved: Yes _____ No _____

A.D.E.Q. Notice of Termination (N.O.T.) completed Yes _____ No _____

Remarks: _____

Stormwater Inspector: _____ Date _____