



**Grading Permit Application**

Date: \_\_\_\_\_

Application/Permit #: \_\_\_\_\_

<b>Job Site Information</b>	
Address: _____	Hillside: (    ) Yes (    ) No
Assessor Parcel Number (APN): _____ - _____ - _____	Zoning: _____
Subdivision Name: _____	Lot #: _____
Property Has: (____) Variance?                      (____) Special Use Permit?	(____) Stop Work Order?
<b>Owner Information</b>	
Owner Name: _____	<input type="checkbox"/> Check here if Owner/Builder
Address (if different): _____	Phone: _____
City: _____	State: _____ Zip Code: _____
<b>Applicant Information</b>	
Applicant's Relationship to Owner: <input type="checkbox"/> Agent <input type="checkbox"/> Architect/Designer <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____	
Applicant Name: _____	Phone: _____
Email: _____	
Address (if different): _____	
City: _____	State: _____ Zip Code: _____
<b>Contractor Information</b>	
Company Name: _____	Phone: _____
Email: _____	
Address (if different): _____	
City: _____	State: _____ Zip Code: _____
Contact Name: _____	Phone: _____
ROC License No.: _____	AZ Sales Tax ID: _____

• I hereby certify that the above information is true and accurate. I further certify that I will comply with all Federal, State, County and Town laws relating to land development and grading.  
 • If permission to occupy street or alley during construction is granted, the occupant thereby agrees to promptly carry out all laws governing same, and to hold the Town harmless from any costs, damages, or claims.  
 • The issuance of this permit shall not be considered as an adoption by the inspector of the manifested technical construction contained in the plans and specifications, if thereafter it can be shown that any portion of the work is in conflict with any portion of the ordinances and laws of the Town of Paradise Valley, Arizona. It is agreed that this work will be done in conformity with the laws of the Town of Paradise Valley, Arizona, Maricopa County, and the State of Arizona.

Authorization Letter for Agent if Value > \$25,000

**OWNER OR AUTHORIZED AGENT SIGNATURE**

\*All landscaping shall be installed prior to final inspection.  
 \*A Storm Drainage Facilities Agreement and Certified As-Built are required for final approval. One (1) set of 24"x36" printed and electronic (PDF) copies of the Certified As-Built shall be provided prior to final approval.  
 \*No applications are accepted or permits issued after 4:00 PM. No service is available from 12:00 PM to 1:00 PM.

Total Cubic Yards to Be Filled: \_\_\_\_\_ Total Cubic Yards to Be Excavated: \_\_\_\_\_  
 Specify work: \_\_\_\_\_

Value: \$ \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_

STAFF USE ONLY	
Engineering	Hillside
Approval: _____ Date: _____ Review Fee: _____	Approval: _____ Date: _____ Review Fee: _____
Final Inspection Required: Yes / No	Final Inspection Required: Yes / No
Assurance Required: Yes / No Assurance Amount: _____	Assurance Required: Yes / No Assurance Amount: _____



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### **SUBMITTAL REQUIREMENTS:**

1. A legal survey of the existing site conditions signed by an Arizona Registered Civil Engineer.
2. A Grading and Drainage (G&D) Plan signed by an Arizona Registered Civil Engineer.
3. Storm Water Pollution Prevention Plan (SWPPP) signed by an Arizona Registered Civil Engineer.
4. Arizona Department of Environmental Quality (ADEQ) Notice of Intent (NOI) if the proposed gross disturbance is one acre or greater and/or if required by ADEQ.
5. Dust Control Plan or Maricopa County Health Department Dust Control Permit if the area disturbed has an area of 1/10 acre (4,356 sf) or more.

Hillside lots require the proposed disturbed area to be marked and all activity (demolition, grading, construction, etc.) contained within the marked-off area. The area shall be clearly staked in the field with a minimum barrier of visible roping and shall remain in place throughout the entire process (demolition, grading, construction, etc.). Photographs of the marked areas shall be provided in physical format (e.g. printed on 5x7 photo paper) or electronic format (e.g. USB flash drive with JPEG files).

### **STIPULATIONS FOR DEMOLITIONS:**

1. For complete demolitions, a SWPPP must remain in place until the site is restored back to natural grade and approved as such, or the construction of the new residence/facility is approved by the Town.
2. Owner must provide periodic inspections per ADEQ requirements, including inspections within 24 hours of each storm event. Any SWPPP element(s) found to be damaged or malfunctioning shall be replaced or restored back to working order.
3. All landscaping shall be installed prior to final inspection.
4. A Storm Drainage Facilities Agreement and Certified As-Builts are required for final approval. One (1) set of 24"x36" printed and electronic (PDF) copies of the Certified As-Builts shall be provided prior to final approval.