



CHECKLIST
GRADING PERMIT APPLICATION

Authority: New Castle Municipal Code §§15-36-010, 15-36-020. 16.08.060

This is a helpful checklist and is not necessarily all inclusive for all Municipal Code requirements. It is still your responsibility to read and comply with all code requirements. All applications must include a non-refundable Application fee.

Signature _____ Date _____

The following items must be submitted to the Town Engineer:

Grading Permit Application

Three (3) copies of a site plan with the following information:

Existing Features including the following:

- Location of all existing and proposed structures on the site.
- All hydrologic features, including intermittent water features, wetlands and the one hundred (100) year flood plain.
- All drainage structures or natural features on the land adjacent to the site and within a minimum of one hundred (100) feet of the site boundary line.
- Location of street gutters, storm sewers, drainage channels, other water conveyance structures, wetlands or other waters receiving storm runoff from the site.

Topography, including the following:

- Existing and proposed topography at reasonable contour intervals to provide necessary detail of the site.
- Identification of all existing and proposed areas of fifteen (15) to thirty (30) percent and greater than thirty (30) percent slope.
- Map showing location of the property line and extending a minimum of one hundred (100) feet beyond the property line.
- Map showing elevations, dimensions, location, extent and slope of all proposed grading including building site and driveway grades and boundary limits of clearing and grading.

Plans, including the following:

- All drainage features, paved areas, retaining walls, cribbing, planting, temporary or permanent soil erosion control measures, or other features to be constructed in connection with or as part of the proposed development.
- Design drawings of sediment controls, temporary diversions and practices used, if applicable.
- Brief description, including specifications, of how the site will be stabilized after construction is completed.

Storage areas, including the following:

- Location of areas designated for equipment, fuel, lubricants, chemical and waste storage.
- Details on spill containment structures where storage of these materials is planned.
- Location of soil stockpiles and snow storage areas, along with the location of any temporary roads designed for use during the construction period.

Written statement including the following:

- Compliance with standards including a description of how applicant intends to minimize adverse impacts of the proposed activities, specifically addressing each of the thirteen (13) categories under the Erosion and Dust Control Standards set forth in §15-36-020 of the Town Municipal Code -or-
 - Written request for approval of the application without regard to the standards as supported by engineering data and information to ensure compliance as determined by the Town Engineer.
 - A construction schedule, including a description of expected starting and completion dates of the site grading and/or construction and installation and removal time periods of erosion and temporary erosion and sediment control measures.
 - Calculations made for determining rainfall, runoff, sizing any sediment basins, diversions, conveyance or detention/retention facilities
 - Evidence of compliance with state and federal requirements to obtain a National Pollutant Discharge Elimination (NPDES) permit if required by applicable state or federal law, or a statement that no such permit is required.
- \$100.00 Non-refundable Application Fee