



Jefferson County, Colorado
Planning & Zoning Division

100 Jefferson County Parkway, Suite 3550, Golden, Colorado 80419-3550
 ☎ 303.271.8700 • Fax 303.271.8744 • <http://planning.jeffco.us>

GRADING PERMIT APPLICATION

Is this property currently in a county platting process? Yes No (Please check one) Permit # GP

Project Location/Name (Street Address or Legal Description) Parcel ID #

Section Township Range Project Acreage

Subdivision Name Zoning

Purpose of Land Disturbance

Name of Company/Owner Contact Name

Address
 Street City State ZIP

☎ Home ☎ Work ☎ Cell ☎ FAX

In consideration for the granting of this permit by Jefferson County, I hereby give permission for County staff, County board members or County contractors to enter upon my property for the purposes of site inspection and investigation and to remove or correct any hazardous or unsafe conditions and to complete or correct any work or any portion of work not done as required by the plans submitted and approved by the County as part of this grading permit application. If the County does any work on the project site, I understand that the County will use the funds available from the improvement security which I submitted to guarantee the performance of this work to pay for the County's costs and expenses.

I hereby acknowledge that total sum of the security submitted can be utilized as necessary to complete the project or stabilize the site. Further, I understand and acknowledge that any grading done prior to platting is done at my own risk and that additional grading may be required as a result of final plat approval.

Please specify any extraordinary circumstances of which staff should be aware, i.e., dogs on the site, locked gates, etc.

Owner's Signature Date

Name of Engineer Company Name

Address
 Street City State ZIP

☎ Home ☎ Work ☎ Cell ☎ FAX

Name of Contractor Signature

Contact Name

Address
 Street City State ZIP

☎ Home ☎ Work ☎ Cell ☎ FAX

See page 2 for complete list of items to be submitted with this application

Submittal Requirements

Please submit one (1) copy of all supporting material and four (4) copies of the grading and erosion control plans. Submit a smaller scale (11" x17") copy of the grading plans for the County. Please refer to Section 16 of the Zoning Resolution for specific grading regulations, as some projects may require Board of Adjustment approval.

1. **Fees are on-line at our web site** or call 303-271-8700. Make checks payable to Jefferson County Treasurer.
2. Proof of Ownership: A copy of a deed that shows ownership of the parcel, tract or lot.
3. Legal Parcel Letter (if unplatted): A letter stating that the affected property(ies) under the ownership of the applicant has (have) been legally subdivided. Obtain letter from Jefferson County Zoning Administration, 100 Jefferson Pkwy, Suite 3550, Golden, Colorado 80419-3550, Phone 271-8700.
4. Legal Access Letter (if property does not adjoin a County, City, Town, or State maintained street/road): A letter stating that the affected property(ies) under the ownership of the applicant has (have) legal access in conformance with Section 2 of the Zoning Resolution. Obtain letter from Jefferson County Zoning Administration, 100 Jefferson County Pkwy, Suite 3550, Golden, Colorado 80419-3550, Phone 271-8700.
5. This office will mail the grading application and plans, as applicable, to the adjacent and affected property owners and outside reviewing agencies. We will require reimbursement for the postage fees during the processing of the grading application.
6. Grading, Erosion, and Sediment Control Plan: Plans shall include a vicinity map, title block, date, scale, north arrow, site and property boundaries, easements and rights-of-way, location of site features, location of hazard areas, topographic map, floodplain boundaries, receiving water(s), drainage facilities, finished slopes, stockpile locations, existing vegetative cover and location of major rock outcrops, typical cross sections, cut/fill quantities, project schedule, erosion and sediment control BMPs according to the construction and final grade phases of the project, permanent and, if applicable, temporary revegetation including seed mixture(s), seeding rates and dates plus their method of application. The final grading plan requires the signature and stamp of a registered professional engineer. In addition to the plan, design of drainage structures and devices and calculations for both will be required.
7. Drainage Report: A drainage report in accordance with the Storm Drainage Design and Technical Criteria if drainage facilities are proposed or are required, if the proposal will include the impervious area by more than 10,000 square feet, if the proposal will alter patterns of storm drainage into irrigation ditches increasing flow rates, volumes or changing points of concentration, or the proposal will alter an existing drainageway.
8. A materials handling plan: A proposed materials handling plan including Best Management Practices for controlling construction and building material wastes, location of dumpsters, portable toilets, and spill prevention and containment.
9. Retaining wall engineered design (required for retaining walls over 36" in height): Construction plans, details and support calculations for retaining walls.
10. Geologic/Soils Report (required for cut/fill slopes greater than 2:1): Reports shall include the signature of a professional geologist or the signature and stamp of a registered professional engineer, site map, soil types, geologic description, instability areas, groundwater conditions, investigative techniques, soil boring logs, grading procedures and recommendations, drainage and erosion control recommendations, mitigation of geological hazards, date of field work and design of retaining walls.
11. Cost Estimate (Exhibit "A"): An itemized cost estimate (see sample format) of all proposed grading and erosion control plans, plus 10% contingency, must be submitted with plans. The County will request the actual amount as soon as the plans are ready for approval. The performance guarantee must be in the form of cash, letter of credit, or a certified or cashier's check made payable to Jefferson County Treasurer. The performance guarantee should not be generated until the cost estimate (Exhibit "A") has been approved by Jefferson County staff.
12. Other: Other documents may be required; i.e. fugitive dust, wetlands, easements, etc.

Standard Erosion and Sediment Control Notes

1. The contractor must notify the Jefferson County Transportation and Engineering Department at least three days prior to starting construction.
2. All grading, erosion, and sediment control must conform to approved plans. Revisions to disturbance areas, slopes, and/or erosion and sediment control measures are not permitted without prior approval from the Jefferson County Planning and Zoning Division.
3. The landowner and/or contractor is responsible for obtaining a permit for Stormwater Discharges Associated with Construction Activity from the Colorado Department of Public Health and Environment, at least 10 days prior the start of construction activities for land disturbance areas of one acre or greater. The permit must be kept current throughout the construction duration. State stormwater permit applications are available at this address: <http://www.cdphe.state.co.us/wq/PermitsUnit/wqcdpmt.html>
4. Erosion control best management practices (BMPs) must be installed prior to grading activities, to the maximum extent practicable. Two-phased (Initial & Final) erosion control plans must be submitted for sites disturbing 2 acres or more.
5. All temporary and permanent soil erosion and sediment control practices must be maintained and repaired as needed to assure continued performance of their intended function. For example, erosion control blankets, sediment control logs, or silt fences may require periodic replacement. Sediment traps and basins will require periodic sediment removal.
6. All topsoil, where physically practicable, must be salvaged and no topsoil shall be removed from the site except as set forth in the approved plans. Topsoil and overburden must be segregated and stockpiled separately. Topsoil and overburden must be redistributed within the graded area after rough grading to provide a suitable base for areas that must be seeded and planted. Runoff from the stockpiled area must be controlled to prevent erosion and sedimentation of receiving waters.
7. The landowner and/or contractor must immediately take all necessary steps to control sediment discharge.
8. The landowner and/or contractor is responsible for clean up and removal of all sediment and debris from all drainage infrastructure and other public facilities.
9. The landowner and/or contractor must take reasonable precautions to ensure that vehicles do not track or spill earth materials on to streets/roads and must immediately remove such materials if this occurs.
10. The landowner and/or contractor is responsible for controlling *litter such as discarded building materials, concrete truck washout, chemicals, and sanitary waste, as applicable. In addition, spill prevention and containment BMPs for construction materials, waste, and fuel must be provided, as applicable. Locations of stockpiles, concrete washout areas, and trash receptacles must be clearly shown on the plans. *Littering is defined and enforced by CRS 18-4-511.
11. If it is necessary to move material in excess of 300 cubic yards and/or 10,000 square feet of land disturbance area to or from another unincorporated Jefferson County site, a grading permit or Notice of Intent (NOI) is necessary for the off-site property. If the material is moved to a property located within another jurisdiction, evidence is required that the local government has approved the grading operation.
12. The stormwater volume capacity of detention ponds must be restored and storm sewer lines will be cleaned upon completion of the project.
13. Seeding and mulching shall be completed within 30 days of initial exposure or 7 days after grading is substantially completed in a given area (as defined by the county). This may require multiple mobilizations for seeding and mulching.
14. Temporary vegetative cover consisting of (species/variety)(mix noted below) must be (drill) (hydro-)(broadcast) seeded at _____ pounds pure live seed per acre. Mulch consisting of _____, applied at a rate of _____ tons per acre and crimped must be used to stabilize the exposed surface. Permanent vegetative cover consisting of (species/variety)(mix noted below) must be (drill) (hydro-)(broadcast) seeded at _____ pounds pure live seed per acre. Mulch consisting of _____, applied at a rate of _____ tons per acre and crimped must be used to stabilize the exposed surface.

(Temporary)(Permanent) Seed Mix

Species Variety % of Mix Min. lbs. PLS/Acre

15. Fugitive dust emissions resulting from grading activities and/or wind shall be controlled using the best available control technology, as defined by the Colorado Department of Public Health and Environment, at the time of grading. During grading, applying a combination of water, tackifier and silt fence to break up wind surface velocities may control dust. If wind speeds exceed the ability of BMPs to control fugitive dust, grading activities must cease.
16. All disturbed fill slopes greater than or equal to 30%, flowlines of swales, gutter downspouts, or additional areas at the discretion of county staff, shall be protected with an erosion blanket.
17. The Jefferson County Planning and Zoning Division, or its authorized representative, may modify the erosion and sediment control plan as field conditions warrant.

Sample Format Cost Estimate for Grading Permits

| | | |
|----------------|-------------------------|---|
| Address | Applicant's Name | Permit # |
| | | - GP |

| Item | Description | Total Work Units | Unit Price (\$) | Total Cost (\$) | Security Required (% of Total Cost) | Security Amount (\$) |
|--------------------------------------|--------------------|------------------|-----------------|-----------------|-------------------------------------|----------------------|
| Topsoil | Removal | yd3 | | | 100 | |
| | Reuse | yd3 | | | 100 | |
| | Import | yd3 | | | 100 | |
| Rough Grading | Mountains 25% | yd3 | | | 25 | |
| | Plains 10% | yd3 | | | 10 | |
| Fine Work | Grading | yd3 | | | 100 | |
| | Shaping | yd3 | | | 100 | |
| Seeding | Temporary | ac | | | 100 | |
| | Permanent | ac | | | 100 | |
| | Seedbed Prep | ac | | | 100 | |
| Mulching | | ac | | | 100 | |
| Netting/Erosion Blankets | | yd2 | | | 100 | |
| Bonded Fiber Matrix | | yd2 | | | 100 | |
| Silt Fence | | ft | | | 100 | |
| Straw/Hay Bales | | ea | | | 100 | |
| Sediment Traps | Outlet | ea | | | 100 | |
| | Excavation | yd3 | | | 100 | |
| Slope Drain | | ea | | | 100 | |
| Culverts | Pipes | ft | | | 100 | |
| | Flared End-Section | ea | | | 100 | |
| Riprap | | yd3 | | | 100 | |
| Bedding Material | | yd3 | | | 100 | |
| Vehicle Tracking | | ea | | | 100 | |
| Site Protection | Check Dams | ea | | | 100 | |
| | Gravel | yd3 | | | 100 | |
| | Outlet Protection | yd3 | | | 100 | |
| Retaining Walls | | ft2 | | | 100 | |
| Diversion Dikes/Ditches | | yd3 | | | 100 | |
| Soil Reconditioning & Treatment | Specify | yd2 | | | 100 | |
| Mobilization | | | | | 100 | |
| Other | Porta-potties | ea | | | 100 | |
| | Traffic Control | | | | 100 | |
| | | | | | 100 | |
| | | | | | 100 | |
| Subtotal | | | | | \$ | |
| Contingency (10% of Subtotal) | | | | | \$ | |
| Total Security Amount Due | | | | | \$ | |

Please read and sign below

I hereby acknowledge that total sum of the security, as indicated above, can be utilized for any of the above items as necessary to complete the project or stabilize the site. Further, I understand and acknowledge that any grading done prior to platting is done at my own risk and that additional grading may be required as a result of a final plat approval.

| | | |
|------------------------|------------------|-------------|
| Applicant/Owner | Signature | Date |
| | | |
| Prepared by | Signature | Date |
| | | |
| County Staff | Signature | Date |
| | | |