



Grading Permit Information Sheet

A Grading Permit is required if 5,000 square feet or more ($\geq 5,000$ sq. ft.) of land disturbance occurs OR if less than 5,000 square feet of land is disturbed that is part of a larger common plan of development or sale that will cumulatively result in greater than 5,000 square feet of land disturbance. A “common plan of development or sale” means a site where multiple separate and distinct construction activities may be taking place at different times, on different schedules, or under separate ownership, but under a single plan. This includes, but is not limited to, phased projects with multiple filings or lots, and projects in a contiguous area that may be unrelated but still under the same contract. This also includes development of all lots and parcels within an approved subdivision or Planned Unit Development (PUD), regardless of the size of the individual lots or parcels that occurs, within the first five years following recordation of the final subdivision plat or PUD document.

No person shall modify the elevation or grade of any property by depositing or removing any materials without first obtaining a grading permit. A grading permit shall not be required for: any emergency activity that is immediately necessary for the protection of life, property, or natural resources; existing nursery and agricultural operations conducted as a permitted main or accessory use; or stockpiling and handling of earth material associated with commercial open pit mining operations licensed under the authority of the Colorado Division of Minerals and Geology.

Requirements

- Contractor must have a valid Contractors License and Insurance with the City.
- Applicant must have the following items completed and approved by City staff before the permit is issued:
 - Construction Drawings
 - Drainage Report, if 10,000 square feet or more of land disturbance
 - Stormwater Management Plan that includes the Erosion and Sediment Control Plan
 - Colorado Department of Public Health and Environment (CDPHE) Stormwater Construction Permit (if one acre or more is disturbed)
 - Grading Surety (check, letter of credit, bond, or wireless transfer) \$3,000/acre with a minimum \$5,000
 - Pre-Construction meeting
- The following fees will be assessed and need to be paid prior to issuance of the grading permit. Applicants must be able to pay fees with credit card at the time the permit is issued.
 - Grading Permit Fee \$48.00
 - Erosion Sediment Control Plan Review Fee
 - Tier 1: Project Size less than or equal to one acre \$200.00
 - Tier 2: Project Size between one to five acres \$400.00
 - Tier 3: Project Size between five-25 acres \$800.00
 - Tier 4: Project Size between 25-100 acres \$1,500.00

- Tier 5: Project Size greater than 100 acres \$2,500.00
 - Stormwater Management Plan Review Fee \$500.00
 - Grading Permit Inspection Fee \$100.00 per acre

Conditions for Approval

- The grading activities shall be undertaken in such a manner as to preserve and enhance the city's aesthetic character.
- At least 70% of the land must be revegetated within 12 months of the date of completion of grading or clearing activities.
- The grading activities shall be performed in accordance with all applicable laws, rules, and regulations pertaining to air, water, and noise pollution.
- The owner shall schedule construction activities to minimize the total amount of soil exposed, including stockpiles, at any given time in order to reduce the period of accelerated soil erosion.
- The area of land disturbance must not be exposed for more than 60 consecutive days without temporary or permanent stabilization, unless the city engineer approves a time extension.

Grading Permit Closure

- Submit electronic copies (pdfs) of the following to pwsubmittals@c3gov.com or through the eTRAKiT portal for review and approval.
 - as-built/record drawings
 - pavement evaluation report (if applicable)
- Request that the stormwater inspector upload the approved checklists (either through pwsubmittals@c3gov.com or through the eTRAKiT portal).
- Once as-built pdfs are approved, email as-built DWG files and mail as-built mylars to Public Works (Municipal Service Center, 8602 Rosemary St., Commerce City, CO 80022).
- Email costs of construction to Public Works, if applicable.
- Once all this information is obtained, Public Works will reach out to grading permit applicant for contact information on where to return grading surety.