Grading & Land Alteration Permit Application

Land Alteration Regulations Ordinance require persons proposing to engage in clearing, harvesting, filling, cutting, quarrying, construction or similar activities to apply for a permit. To obtain the permit, known as a grading permit, applicants must fully complete and submit this form to the Sherwood Permits and Planning Department to initiate grading permit processing.

I. PROJECT IDENTIFICATION
Name of Project:

Address:

Description:

Zoning: Building Permit #: ______________

II. APPLICANT INFORMATION
The applicant shall be the "responsible party" for compliance with the Land Alteration Regulations and this grading permit. The applicant may be either the contractor, developer, property owner or other person who is engaged in the land alteration activity.

Applicant: phone #: ___________________

Applicant's Company: ___________________

Applicant's Address:___________________

III. PERMIT CRITERIA (Grading permits are required only when the activity meets threshold conditions and no exemption applies.)

A. EXEMPTIONS (No grading permit required) check if applicable

Property of 2 acres or less fronting a collector standard street and zoned R1, R2, R3, R4, or PRD: ______________

Property uses for bona fide Agricultural, Forestry or Mining activities: ______________

Property of 5 acres or less fronting a residential standard street and zoned R1, R2, R3, R4, or PRD: ______________

Work performed due to an emergency or a repair to protect public health, safety and welfare: ______________

B. THRESHOLD CONDITIONS

Check the below condition(s) that apply:

Site within SFHA (100-year Floodplain): __________

Cutting/filling ≥ 10 vertical feet: __________

Cutting/filling ≥ 1000 CY: __________

Removing > 7 trees w/ ≥ 12" dia. ABH: __________

APPROVALS

Planning Dept. zoning approval: __________

Planning Dept. approval (Landscape/Buffers): __________

Building Permit issued: __________

Grading and Drainage Plan approved: __________

Erosion Control Plan approved: __________

IV. SITE SPECIFICS

A permit can be issued only when all necessary city approvals have been obtained and construction is imminent. (Imminent construction means the installation of a foundation or erection of a structure without delay following land alteration activities as determined by the City Engineer.)

Construction period: Start date ________ Est. Finish date ________

Soil Loss Estimates: w/o erosion controls (t/a/y) ________ w/ erosion controls (t/a/y) ________

Area disturbed (acre) ________ Max. depth of cut/fill (ft) ________ Total project cut/fill (cy) ________
Est. quantity of fill material to haul in excluding gravel and asphalt (cy):

Source of fill material excluding gravel and asphalt:

Est. quantity of cut material to haul out (cy):

Destination of fill material hauled from site:

All off-site cut/fill areas within the corporate limits operated simultaneously with construction site(s) must be permitted separately.

Location of vehicular access tracking pad(s):

Provide haul route of construction vehicles to/from site: *(Hauling activities are confined to identified routes.)*

---

**Required Submittals:**
- Grading and drainage plan *(except residential subdivision)*
- Erosion control plan
- Construction period soil loss estimates

- The City shall have five (5) working days to review the grading permit application for permit issuance or denial.
- All construction work shall include appropriate drainage and erosion control measures to protect neighboring properties. If a land alteration activity causes damage to off-site property or water, the responsible party shall be required to mitigate the damage and install such additional erosion controls, as approved by the city official, to prevent further damage.
- Clearing and grading for streets and drainage improvements may be done on residential subdivisions only provided the preliminary plat has been approved. No installation of infrastructure including curb, gutter, road base, asphalt, sidewalks, and drainage system is allowed until grading and drainage plans have been approved by the City Engineer.
- Clearing and grading activities are restricted to work hours shall be allowed between the hours of 6:00 a.m. to 6:00 p.m., Monday through Saturday and 1:00 p.m. to 6:00 p.m. on Sunday.
- If building construction has not commenced and been diligently pursued within eight (8) months of grading permit issuance, then all disturbed areas must be restored in accordance with Section 30 and landscaping and tree requirements in the buffers shall be installed, unless the city official determines that the existing buffers on site meet the landscape planting requirements of Ordinance 1492 and zoning requirements of Ordinance 729.
- Any changes that occur during construction that deviate from the approved grading permit application must be approved by Permits and Planning Department.
- Damage to private or public property due to hauling operations or operation of construction related equipment from a nearby construction site shall be repaired by the responsible party prior to issuance of a certificate of occupancy.
- Grading Permit Fee: $30 for first acre plus $30 for each additional acre not to exceed $300, make check payable to "City of Sherwood"
- All grading permits must be signed and picked up at the Permits and Planning Department, prior to beginning construction at: 2199 East Kiehi Avenue, Sherwood, Arkansas 72120; Ph #: 835-4753 Fax #: 835-5811

**Public Works use:**

Grading Permit Issuance: Approved_______ Denied_______

Signature of City Official: ____________________________ Date: ______________

Comments: