

Application for Minor Grading, Clearing & Fill on Private Property Permit



Except as specified in this chapter, no person shall do any grading, excavation, clearing or fill without first obtaining a grading permit. ([TOG Municipal Code Title 15.11.010](#))

A separate permit shall be obtained for each site and may cover both excavations and fills. Any cut, trench or opening in or under any street, sidewalk, curb, gutter, curbside, alley or other public place shall be made pursuant to [TOG Municipal Code Title 12.05](#). **This is a different permit.**

A minor grading permit is required if: (1) the excavation or fill exceeds 20 cubic yards and is less than 1,000 cubic yards with a maximum vertical dimension of less than two feet; (2) the excavation or fill is less than 20 cubic yards and its vertical dimension exceeds two feet and does not exceed four feet; (3) the clearing of vegetation exceeds 900 square feet, is less than 20,000 square feet, and does not exceed two feet vertical depth.

A non-refundable fee of seventy-five dollars (\$150.00) must be submitted, in addition to a plan in sufficient clarity to indicate the nature and extent of the work. In addition, the applicant shall execute and shall sign a reimbursement agreement with the Town to pay for the cost of all Town planning or engineering staff or any outside consultants retained by the Town to assist in processing the application and enforcing the terms of the permit.

All grading permits shall be valid for six months from the date the permit is issued; provided, that the approved application and the conditions of its approval have not changed. The Town or its authorized agent or designee may grant a one-time extension of the expiration of the permit of 90 days if requested in writing by the applicant. No more than two grading permits shall be issued for one parcel of land within a three-year period.

Applications must be made online and via email:

Online: <https://us.cloudpermit.com/gov/login>

+ Email: planning@townofgranby.com

Payments of fees can be submitted in three ways:

In-Person: Town Hall, Zero Jasper Street, Planning & Zoning

Online: <https://www.townofgranby.com/onlinepayments>

USPS: Town Hall, Planning & Zoning, PO Box 440, Granby, CO 80446-0440

Staff Use Only
Date Application Submit: _____
Fee Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Receipt # _____
Permit #: _____
Date Permit Issued/Expires: _____
Permit Delivery: <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> In Person Pick-up

Applicant Information	
Applicant's Name:	Applicant's Mailing Address:
Phone Number:	Email:

Contractor Information	
Contractor Company & Contact Name:	Contractor's Mailing Address:
Phone Number:	Email:
Submittal Requirements Checklist (Section 15.11.070)	
<p>Each application for a minor grading permit shall be accompanied by a signed reimbursement agreement and a plan in sufficient clarity to indicate the nature and extent of the work. The plan shall give the location of the work, the name of the owner, the name of the person who prepared the plan and a construction sequence outlining the proposed timetable for completion of the grading and revegetation. The plan shall also include the following information:</p> <ol style="list-style-type: none"> (1) A statement outlining the purpose for the proposed minor grading permit. (2) General vicinity of the proposed site. (3) Limiting dimensions and depth of the cut and/or fill, and the slope of the area to be filled and graded. (4) Location of any building or structure within 15 feet of the proposed grading. (5) Location, size and depth of all existing utilities and easements on the proposed site. (6) Location of all natural features, such as watercourses, on the proposed site or within 100 feet of the graded area. (7) A temporary erosion and sedimentation control and permanent revegetation plan (8) Photos of existing conditions of the site 	
Address or Parcel ID of Property:	Property Owners Name:
Type of Work (check all that apply): <input type="checkbox"/> Berm(s) <input type="checkbox"/> Trench(es) <input type="checkbox"/> Trail(s) <input type="checkbox"/> Underground Utilities <input type="checkbox"/> Site Grading <input type="checkbox"/> Clearing <input type="checkbox"/> Pond(s) or other water diversion(s) <input type="checkbox"/> Other _____	
Total Acreage or Square Footage of Disturbance:	Total Cubic Yards of Material to be Moved:
Type of Material to be Moved or Cleared:	Material Will be Brought From:
	Material Will be Cleared To:
Estimated Start Date:	Estimated Completion Date:
Application Checklist	
<input type="checkbox"/> Completed and signed application form <input type="checkbox"/> Non-refundable \$150 application fee <input type="checkbox"/> Project plan <input type="checkbox"/> Signed reimbursement agreement	

Any permits issued are with the specific understanding that it is subject to suspension or revocation for failure to comply with the terms and conditions of the Granby Municipal Code and the Public Works Manual. It is the Applicants' responsibility to notify all utility companies using the 811 system at least 48 hours in advance of grading.

Applicant Signature

Applicant accepts all terms and certifies that all information provided is true. Applicant also agrees to be bound by all provisions of the Town of Granby minor grading code and to complete all work in accordance with applicable Federal, State and Local laws and regulations

Applicant Signature Date

Permit Issued By: _____
Public Works Director Date