Minor Grading Permits
Municipal Code Section 15.11

Step 1: Complete Application
Section 15.11.070

→ Application Link

Step 2: Pay Fees & Submit Reimbursement Agreement
Section 15.11.040

5 Calendar days

Step 3: Completeness Review by the Town
Section 15.11.050

Incomplete → Applicant Provides Complete Set of Documents within 10 Calendar Days

Failure to Provide Complete Set of Documents within 10 Calendar Days → Application Deemed Void

Complete

Maximum of 14 calendar days

Decision/ Permit Issuance by Town Staff
Section 15.11.050

→ Denial

Approval without Conditions
Section 15.11.050

Approval with Conditions
Section 15.11.050

Approval

Denial

Applicant Moves Forward with Project
Section 15.11.050

- Applicant shall notify the Town in writing that work is complete
- Applicant shall provide pictures of completed work to the town
- Town reserves the right to conduct site inspections following receipt of notice of completion from the applicant

Appeal Ruling in Hearing with Board of Trustees
Section 15.11.050

- Must be requested by applicant within 14 calendar days of the Town staff's decision
- Hearing must be held within 60 calendar days of the receipt of the request for hearing.