

City of Box Elder

Planning Department

420 Villa Drive, Box Elder, SD 57719

Phone: 605-923-1404 Fax: 605-923-4264

GRADING PERMIT PROCEDURE

The Application Fee for a GRADING PERMIT is \$50.00

DESCRIPTION: "Grading Permit" is required for any land disturbance of one (1) or more acres or any of the following; (1) previously undisturbed or undeveloped parcels of land for residential, public, commercial, or industrial use, (2) land with major drainage easements, (3) land within or adjacent to FEMA-designated Flood Hazard Areas, (4) Land for construction of subdivision roads or utilities and (6) the installation, re-adjustment, or replacement of a culvert in any driveway or drainage easement.

NOTE: *Grading Permits are not required for clearing, filing, or grading of land for agricultural or gardening purposes; previously disturbed or developed land for expansion of existing residential, public, commercial, or industrial uses or less than one (1) acre located outside a FEMA-designated Flood Hazard area or Major Drainage Easement.*

Materials and actions required of the Petitioner.

A completed application signed by the property owner(s) or their designee;

1. Vicinity Map;
2. Minimum of three (3) copies and one PDF file of the topography plan prepared by a registered Engineer, showing to scale the property on which work is to be performed; the location of the proposed grading work on the property; existing and proposed finished grades, with contours at intervals appropriate to the nature and intent of the work and site (generally the interval between contours should be a minimum of one (1') foot, and a maximum of five (5') feet; any existing structures or improvements on the site; lot lines; any easements located on the property such as for drainage, utility, or access; any wetlands or floodplains located on or immediately adjacent to the property; and distance from lot lines to the work location(s). A registered landscape Architect may prepare the data required when the grading permit is for recreational use.
3. The estimated total area to be disturbed.
4. A soils report prepared by a registered soils Engineer identifying the nature and distribution of existing soils; conclusions and engineering recommendations for grading procedures; soil

design criteria for any structures or embankments required to accomplish the proposed grading; and, where necessary slope stability studies, and recommendations and conclusions regrading site geology.

5. An analysis of the site drainage prepared by a registered Engineer, demonstrating that the site will not exceed that which existed prior to grading, and the anticipated flows and capacity of all conveyance facilities transporting or receiving the runoff.
6. Sediment and erosion control plans showing temporary and permanent measures (best management practices) to stabilize the site and prevent sediment discharge during and after completion of grading activities. The best management practices may include structural or vegetative measures, and must be appropriate for all stages of the grading work through final stabilization. Failure to implement and maintain best management practices or stabilization measures may result in a violation of the permit conditions.
7. A copy of Authorization to Discharge Under the Surface Water Discharge System from South Dakota Department of Environment & Natural Resources (DENR)
8. Location(s) of off-site sources for fill or fill or waste sites, proposed haul routes and proposed locations for access to public streets, highways, or rights-of-way.

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PROCEDURE:

1. Upon receipt of the required application and supporting information, the Planning Office staff will route the information to all effected departments, and agencies for review.
2. City Staff will have up to fifteen (15) working days to review and make their recommendation to Planning Commission.
3. The "Grading Permit Application" will be placed on the next regular scheduled Planning Commission meeting..
4. The petitioner shall be required to begin work within six (6) months of permit issuance, and all work must be completed with twelve (12) months of permit issuance, unless other approved at the time of issuance.

Suspended Timelines: If the Planning Director determines that the application for the Grading Permit does not contain the specified and required information, the review timeline shall be suspended and the owner and/or designated agent shall be notified of the deficiency. When complete and sufficient information is provided by the owner and/or designated agent, the review timeline shall be re-engaged, with an additional three (3) working days added to the remaining balance of the review timeline. Applications suspended for more than ninety (90) consecutive days shall be denied by the Planning Director.

Applicants may appeal to the City Council for extensions, providing that the appeal is heard within ninety (90) days of the suspension.

Appeal of Suspended Timelines: When the owner and/or designated agent do not concur with the Planning Director regarding the information required for the "Grading Permit", they can appeal to the City Council. The City Council may approve or deny the "Final Plat" in its entirety, upon the applicant's request, with consideration being given to the disputed item(s).

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**GRADING PERMIT
 APPLICATION**

LEGAL DESCRIPTION (Attach additional sheets as necessary)

Size of site – acres:

Square Footage:

APPLICANT

Name: _____ Phone: _____
 Address: _____ E-Mail: _____
 City, State, Zip: _____

GRADING CONTRACTOR

Name: _____ Phone: _____
 Address: _____ E-Mail: _____
 City, State, Zip: _____

OWNER OF RECORD (If different from applicant)

Name: _____ Phone: _____
 Address: _____ E-Mail: _____
 City, State, Zip: _____

 PROPERTY OWNER SIGNATURE DATE

 PROPERTY OWNER SIGNATURE DATE

 SIGNATURE (OTHER) DATE

 SIGNATURE (OTHER) DATE

 PRINT NAME:

 PRINT NAME:

 TITLE:

 TITLE:

**REQUIRED FOR CORPORATIONS, PARTNERSHIPS, ETC.*

CHECK ALL THAT ARE APPLICABLE TO THE PROJECT

TYPE OF GRADING

<input type="checkbox"/>	Subdivision Streets or other Streets	<input type="checkbox"/>	Driveway
<input type="checkbox"/>	Subdivision Utilities	<input type="checkbox"/>	Approach or Curb Cut
<input type="checkbox"/>	Commercial or Industrial Development	<input type="checkbox"/>	Septic System
<input type="checkbox"/>	Residence	<input type="checkbox"/>	Other areas > one (1) acre
<input type="checkbox"/>	Outbuilding or other Structure	<input type="checkbox"/>	Adjacent to or within a designated Flood area

