



GRADING/SITE WORK PERMIT APPLICATION

City of Huber Heights, OH
 6131 Taylorsville Rd.
 Huber Heights, OH 45424

Tel: (937) 237-5810
 Fax: (937) 233-1272

PERMIT NO. _____

PROJECT: _____

ISSUED TO: _____ PHONE: _____

ADDRESS: _____

CHECK ALL THAT APPLY:

- | | | |
|---------------------------|--------------------------|----------------------|
| ___ STREET OPENING FOR | ___ SEWER CONNECT AND/OR | ___ WATER CONNECT |
| ___ SIDEWALK CONSTRUCTION | ___ NEW, _____ FT | ___ REPAIR, _____ FT |
| ___ GRADING PERMIT | ___ DITCHING | ___ CURB CUTTING |

WORK LOCATION ADDRESS: _____

PARCEL NO. _____ SUBDIVISION _____ LOT NO. _____

SCHEDULE OF FEES:	TOTAL FEE:	DATE:
GRADING PERMIT: \$100 PER ACRE*		
ADDITIONAL INSPECTION/REVIEW: \$25.00		

APPROVED BY:

 CITY ENGINEER

*Only required if equal to or greater than one (1) acre is disturbed

Site Grading Plan Approved: Yes No

FEE: _____ DATE ISSUED: _____

DATE: _____

PERMIT REQUIREMENTS:

- Two copies of a drawing of the proposed grading work must be attached with permit application.
- IF SITE GRADING PLAN is required it shall be stamped by a Licensed Civil Engineer and submitted on paper that is no larger than twenty-four by thirty-six (24" X 36") inches.
- A final inspection is required by the Engineering Department. Please call City Hall **72 hours in advance** at (937) 237-5810

INSPECTED BY: _____ DATE: _____ RESULT: _____

On March 27, 2007 Ordinance No. 2007-O-1695, the City of Huber Heights approved an amendment to Chapter 950 of the Huber Heights Code that requires any person who wishes to fill, store or dispose of earth materials; alter an existing land grade, contour or drainage pattern; or, perform any other land disturbing activity, to obtain a **Grading/Site Work Permit** and give notice to adjacent property owners of such grading activity.

Summary of Requirements

Specific Projects Requiring a Grading/Site Work Permit include but are not limited to:

- A) Land disturbing activity proposed in a floodplain as established by the Federal Emergency Management Agency (FEMA).
- B) Any land disturbing activity equal or greater to than 1 (one) acre.

***FOR MORE DETAIL REVIEW CHAPTER 950-GRADING/SITE WORK PERMITS SECTION 950-3 OF THE CITY OF HUBER HEIGHTS CODE**

Information required on a Grading/Site Work Permit Application Form:

- A) Address and permanent index number (PIN) of the site;
- B) Name, address and telephone number of the Applicant(s);
- C) Name, address and telephone number of all contractors, subcontractors or other persons performing the activities at the site;
- D) Description and schematic depiction of the project; and,
- E) Signature(s) of the owner(s) of the site.

Revised: 4/6/17, jls+