

GRADING PERMIT CHECKLIST

ATTENTION APPLICANT

Give this checklist to your
Engineer, Surveyor, or Architect.
Applicant is responsible for
application & escrow fees to cover
Township Engineer reviews.

APPLICATION MUST INCLUDE THE FOLLOWING:

Plans and specifications prepared, signed and sealed by a professional engineer, surveyor, architect or landscape architect, and shall include the following information, either drawn on the plan or as a note. Revisions, if required by the Township Engineer, must be shown on the plan or in a supplemental narrative.

The Applicant is responsible for all review fees charged by the Township Engineer.

- Completed application form, fee & escrow for professional services.
- The name of the Applicant.
- The name of the owner of the land.
- The permission and approval of the owner of the property if the applicant is an agent or tenant of the landowner, by affidavit.
- An accurate location by lot, block, tract, street address, a location map or other similar information.
- A contour map showing the present contours of the land and the proposed contours of the land after completion of the proposed grading at two (2) foot intervals where the average slope is fifteen percent (15%) or less and at five (5) foot intervals where the average slope exceeds fifteen percent (15%).
- Cross-sections of the proposed cut or fill on fifty (50) foot intervals which show the method of benching both cut and/or fill; provided, however, that there shall be not less than two (2) cross-sections for each site.
- A plot plan showing the location of the grading boundaries, lot lines, neighboring streets, or ways, buildings, surface and subsurface utilities and waterways, drainage patterns and sufficient dimensions and other data to show all work.
(Where grading is to be performed over or adjacent to existing utility lines, cross-sections shall include utility line elevations.)
- A description of the type and classification of the soil from the soil survey, other standard surveys, or other methods.
- Details and location of any proposed drainage, structures and pipes, walls and cribbing.
- Seeding locations and schedules, debris basins, diversion channels.
- A soil conservation report.
- If truck or trailer loads of soil are to be removed from or delivered to the site, a description of truck travel routes must be approved by the Township. Evidence of approval from a State or County agency, where required, shall also be provided.

APPLICATION FOR GRADING PERMIT

Township of Upper St. Clair
1820 McLaughlin Run Rd., Upper St. Clair, PA 15241
Phone: 412.831.9000 ext 233 or 263 FAX: 412.854.0773
www.twpusc.org

GRD No: _____

I (We) hereby make application for a Grading Permit pursuant to Chapter 71, submitting herewith four (4) sets of plans and specifications and four (4) plot plans, application fee and escrow.

PROPERTY ADDRESS: (For new building or dwelling, Township Engineer will assign new property number)

Plan/Subdivision	Zoning District:	Lot No.:
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Owner(s) Name & Address:	City	Zip	Phone:
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Home Phone:	Business Phone:	Cell Phone:
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Contractor Name & Address:	City	Zip
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Business Phone:	Cell Phone:
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Purpose:

Estimated Start Date:	Estimated Completion Date:
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Amount of earthmoving in cubic yards/Excavation:	Fill:
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WORKERS COMPENSATION ACT – TO BE COMPLETED BY CONTRACTOR

(Contractor, in compliance with Act 44 of 1993, hereby submits: **PLEASE CHECK ONE**)

- Certificate of Insurance () Attached () On File
- Certificate of Self-Insurance () Attached () On File
- Affidavit of Exemption () Attached
- Contractor/Applicant is a sole proprietorship without employees
- Contractor/Applicant is a corporation or partnership and the only employees working on the job have and are qualified as "Executive Employees" under Section 104 of the Workers Compensation Act. Please explain:

Contractor's Federal or State Employer ID No. (EIN):

Print Name:	Print Title:
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Company Name:

My signature on behalf of or as the Contractor for this building permit constitutes my verification that the statements contained here are true and that I am subject to the penalty of 18 Pa. C.S.A. §4904 relating to unsworn falsification to authorities.

Contractor's Signature:

COMMONWEALTH OF PENNSYLVANIA : SS
COUNTY OF ALLEGHENY :

Sworn and subscribed before me this _____ day of _____, 20_____

NOTARY

See Chapter 71 of USC Code to determine if grading proposed requires a permit. **GRADING IN AN EASEMENT OR IDENTIFIED FLOODPLAIN AREA ALWAYS REQUIRES A PERMIT.** FEE: all sites: \$85.00 for first 1,000 cu. yds. plus \$25.00 for each 1,000 cubic yards or portion thereof over original 1,000 cubic yards, based on cut or fill, whichever is greater. (USC Code 71.5.1.) Escrow for professional services: \$500.00 Provide the following:

1. Describe the land on which the proposed work is to be done by lot, block, tract, and street address, or similar description, which will readily identify and definitively locate the proposed work.
2. State the estimated dates for the starting and completion of grading work.
3. State the purpose for which the grading application is filed.
4. State whether or not a building, structure or other improvement, the construction of which will require a building permit pursuant to the provisions of the Building Code, is intended to be erected on the land on which the grading is to be done.
5. Include plans and specifications prepared, signed and sealed by a professional engineer, surveyor, architect or landscape architect, and shall accurately portray and describe the site and proposed soil erosion controls, if any. Four (4) sets of Plans shall be submitted, and shall include:
 - 5.1. The name of the applicant.
 - 5.2. The name of the owner of the land.
 - 5.3. The permission and approval of the owner of the property if the applicant is an agent or tenant of the landowner, by affidavit.
 - 5.4. An accurate location by lot, block, tract, street address, a location map or other similar information.
 - 5.5. A contour map showing the present contours of the land and the proposed contours of the land after completion of the proposed grading at two (2) foot intervals where the average slope is fifteen percent (15%) or less and at five (5) foot intervals where the average slope exceeds fifteen percent (15%).
 - 5.6. Cross-sections of the proposed cut or fill on fifty (50) foot intervals which show the method of benching both cut and/or fill; provided, however, that there shall be not less than two (2) cross-sections for each site.
 - 5.7. A plot plan showing the location of the grading boundaries, lot lines, neighboring streets, or ways, buildings, surface and subsurface utilities and waterways, drainage patterns and sufficient dimensions and other data to show all work. (Where grading is to be performed over or adjacent to existing utility lines, cross-sections shall include utility line elevations.)
 - 5.8. A description of the type and classification of the soil from the soil survey, other standard surveys, or other methods.
 - 5.9. Details and location of any proposed drainage, structures and pipes, walls and cribbing.
 - 5.10. Seeding locations and schedules, debris basins, diversion channels.
 - 5.11. A soil conservation report.
 - 5.12. If truck or trailer loads of soil are to be removed from or delivered to the site, a description of truck travel routes must be approved by the Township. Evidence of approval from a State or County agency, where required, shall also be provided.
6. If proposed grading, excavation or fill is located entirely or partially within any identified floodplain area, a document, certified by a registered professional engineer or architect, which states that the proposed grading, excavation or fill has been adequately designed to withstand the one-hundred-year flood elevations, pressure, velocities, impact and uplift forces associated with the one-hundred-year flood and that the plans adhere to the restrictions of this Chapter. Such statement shall include a description of the type and extent of measures, which have been incorporated into the design of the grading, excavation or fill.
7. For projects having an estimated cost equal to or greater than \$25,000, a performance security is required in the amount of 110% of the estimated cost for the complete scope of work. An estimate may be calculated at \$2.00 per cubic yard of cut or fill, whichever is greater, plus the cost of erosion and sediment control. For projects having an estimated cost of less than \$25,000, a security in the amount of 50% of the estimate shall be posted.

<p>Make 2 separate checks payable to: <i>“TOWNSHIP OF UPPER ST. CLAIR”</i></p>	<p>FEE PAID: \$ _____ CHECK NO. & BANK NAME OR CASH REC. NO.:</p>
	<p>ESCROW PAID: \$500.00 CHECK NO. & BANK NAME OR CASH REC. NO.:</p>

OWNER’S AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA : SS
 COUNTY OF ALLEGHENY :

Before me, the undersigned authority in and for the Commonwealth and County aforesaid, personally appeared _____ who, being by me first duly sworn according to law, depose(s) and say(s) that, he, she or they (is, are) the Owner(s) of the above-described property (or if said Owner is a firm or corporation, that he or she is an officer or representative of such firm or corporation), that all of the statements contained above and all of the statements contained on the reverse side hereof are true and correct, that work for which this application for a Grading Permit is made.

Sworn to and subscribed before me this _____ day of _____, 20_____

 NOTARY

 OWNER(S) SIGNATURE(S)