

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. 501 FAX: 412.854.0773
www.twpusc.org

OFFICE USE

GRD# _____

See Chapter 71 of USC Code to determine if proposed grading requires a permit.

GRADING IN AN EASEMENT OR IDENTIFIED FLOODPLAIN AREA **ALWAYS** REQUIRES A PERMIT.

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:

Plan/Subdivision

Zoning
District:

Lot No.:

Property Owner(s) Name:

Address(if different from above):

City:

Zip:

Use:

- Residential
 Commercial

Home Phone:

Email:

Cell Phone:

Contractor Name:

Emergency Contact:

Address:

City:

State:

Zip:

Business Phone:

Email:

Cell Phone:

Purpose:

Estimated Start Date:

Estimated Completion Date:

Amount of earthmoving in cubic yards/Excavation:

Fill:

WORKERS COMPENSATION ACT

To be completed by contractor

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

Township of Upper St. Clair must be listed as the Certificate Holder

- 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):

Company Name:

Print Name & Title:

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:

Date:

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.

<u>Make 2 separate checks payable to:</u>	FEE PAID: \$ _____	OFFICE USE
<u>“TOWNSHIP OF UPPER ST. CLAIR”</u>	check # & bank name or cash rec. #:	
	ESCROW PAID: \$500.00	OFFICE USE
	check # & bank name or cash rec. #:	

PROPERTY OWNER’S STATEMENT

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I further agree to comply with the provisions of the Codes and Regulations of the Township of Upper St. Clair and all other applicable laws and regulations of Allegheny County, Commonwealth of Pennsylvania and the United States, whether or not specified in this application. In addition, I agree that if a permit is issued, the permit may be revoked by administrative action of the Township of Upper St. Clair for failure to comply with said laws and regulations.

Property Owner’s signature

Date