



City Hall
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Dardenne Prairie, MO 63368
Phone 636.561.1718
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GRADING PERMIT APPLICATION

CITY OF DARDENNE PRAIRIE, MISSOURI

www.DardennePrairie.org

APPLICANT:

Company Name

Printed Name, Title

Street Address

City/State/Zip Code

Telephone

Facsimile

Email Address

STREET ADDRESS OF CONSTRUCTION SITE: _____

OWNER (attach additional):

Printed Name

Printed Name

Street Address

City/State/Zip Code

Telephone

Facsimile

Email Address

Contract Purchaser/Developer:

Company Name

Printed Name, Title

Street Address

City/State/Zip Code

Telephone

Facsimile

Email Address

LEGAL DESCRIPTION OF PROPERTY (other than address) _____

EXISTING ZONING: _____

PROPOSED USE: _____ NO. UNITS _____

PROJECT AREA: _____ PROPERTY AREA: _____

GRADING PERMIT APPLICATION FEE SUBMITTED: _____

GRADING PERMIT PROCESS

Any development greater than ten thousand (10,000) square feet and requiring the preparation of complete improvement plans in accordance with Chapter 410 of the City Municipal Code as determined by the City Engineer shall be required to obtain a grading permit from the City of Dardenne Prairie. Once the preliminary plat or P.U.D. Area Plan has been approved by the Planning and Zoning Commission, the grading permit process shall be as described herein. Grading plans may be submitted to the City Engineer as part of the improvement plans, or separately prior to the submission of improvement plans; however, a grading permit shall be submitted and processed in either case. Grading plans shall be prepared on sheets not to exceed twenty-four (24) inches by thirty-six (36) inches.

- A. Filing Procedures: The applicant shall submit a completed application form and two (2) copies of the proposed Grading Plan for initial review. *Additional copies will be requested upon review by the City Engineer.*
- B. Information Required: Grading Plans submitted for approval minimally must include all items called for in Section 410.080 of the City Code. The City Engineer may request additional information upon review of the plan as the site conditions warrant.
- C. Review Procedures: The City Engineer shall review the grading plan for its conformance to standards and specifications set forth in this Ordinance and other applicable Ordinances. The City Engineer may request modifications in the grading plan. The City Engineer shall then confer approval, conditional approval or disapproval of the grading plan within forty-five (45) days of filing and shall notify the applicant with written reasons for its action.
- D. Effect of Grading Plan Approval: Grading Plan approval shall confer upon the developer, for a period of one (1) year from date of approval, the conditional right that the general terms and conditions under which the approval was granted will not be changed by the City Engineer. This one (1) year period may be extended by the City Engineer if the developer has applied in writing for such an extension and the City Engineer determines a longer period should be granted due to unusual circumstances. If an extension is not granted, the grading plan approval is null and void. After approval of the grading plan, the developer may proceed with the grading operations upon the final direction of the City Engineer.

ESCROW REQUIREMENTS

The developer shall post an escrow agreement, lender's agreement or (for amounts of five thousand dollars (\$5,000.00) or less) a certified check with the City Clerk insuring or guaranteeing the stabilization of the site upon completion or stoppage of the land disturbance activity. The lenders or escrow agreement shall be the same as set out in Section 412.080 of the City Code, as amended in the following amounts:

Grading sites of 0.01 to 5.00 acres.....	\$3,000/Acre
Grading sites of 5.01 to 20.00 acres.....	\$2,500/Acre
Grading sites of greater than 20.00 acres.....	\$2,000/Acre

AS-BUILT PLANS

The developer shall cause the “as-built” location of each storm-sewer outfall of the project to be displayed on the “as-built” plans with horizontal coordinates of the end point of the outfall clearly labeled and referenced to the Missouri Coordinate System of 1983 as defined by R.S. Mo 60.401 and shall display the project Grid Factor. In addition, the vertical elevation of each outfall shall be labeled on the “as-built” plans and shall be referenced to the project’s vertical datum.

One mylar set, two paper sets, and one digital copy in AutoCAD format of the “as-built” plans shall be submitted to the City Engineer before the City shall release the escrow established insuring or guaranteeing the stabilization and revegetation of the site as described in the City Code.

CHECKLIST TO COMPLETE THIS APPLICATION

- Two (2) copies of the plan are provided for initial review.
Additional copies will be requested upon review by the City Engineer.
- Grading plan review fee is provided.

Before signing this application, make sure all items above are completed

_____	_____
Applicant’s Signature	Date
_____	_____
Owner’s Signature (additional below)	Date

NOTE: By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable subdivision regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.