



TOWN OF CLARKDALE

890 Main Street
Clarkdale, AZ 86324
(928) 639-2500

**COMMUNITY DEVELOPMENT
DEPARTMENT**

**GRADING PERMIT
APPLICATION**

PLEASE PRINT

STAFF USE ONLY

Date Received: _____
By: _____
Permit # _____
Date Approved: _____
Approved By: _____

Please mail or email completed form to:
PO Box 308, Clarkdale, AZ 86324 or
CommunityDevelopment@Clarkdale.AZ.gov

Per Section 7-11-5 of the Clarkdale Town Code, a Grading Permit is required for all work involving excavation, cut, and/or fill. Per Section 7-11-13, Stormwater Pollution Prevention Plan, applicant may be required to obtain authorization of the proposed Stormwater Pollution Prevention Plan depending upon project specifics.

This application shall be submitted at least ten (10) working days prior to proposed date for the commencement of work.

APPLICANT INFORMATION

THE APPLICANT WILL BE THE CONTACT PERSON FOR COMMUNICATION WITH THE TOWN ON THIS PROJECT. IT WILL BE HIS OR HER RESPONSIBILITY TO NOTIFY OTHER PARTIES WHO MAY BE INVOLVED.

PROPERTY ADDRESS _____ PARCEL # _____
APPLICANT NAME _____ BUSINESS NAME _____
PHONE _____ E-MAIL _____
APPLICANT'S RELATIONSHIP TO PROPERTY OWNER _____

OWNER INFORMATION AND CERTIFICATION

PLEASE COMPLETE IF THE APPLICANT IS NOT THE PROPERTY OWNER.

OWNER NAME _____
ADDRESS _____
PHONE _____ EMAIL _____
CONTACT PERSON _____ CONTACT PHONE _____

I certify I am an owner authorized to conduct business related to this property and the information and exhibits herewith are true and correct to the best of my knowledge in filling out this application. I am acting with the knowledge and consent of all persons in interest and understand that without the consent of all persons in interest the requested action cannot lawfully be accomplished. I give my permission for authorized officials of the Town of Clarkdale to enter the property described in this application as necessary to determine the suitability of the request and to ascertain compliance with all applicable Town Codes.

SIGNATURE _____ DATE _____

APPLICANT CERTIFICATION AND SIGNATURE

By submitting this Application, applicant certifies he or she has obtained all other licenses, permits, or approvals required by the Town of Clarkdale or any other governmental agency, or private party to perform the work related to this application, and further certifies he or she shall be responsible for and shall indemnify, and defend demands, expenses or liabilities including, but not limited to, personal injury and property damage arising from or related to the work performed by the applicant, its agents, its assigns, or employees, as permitted by the Town of Clarkdale.

Applicant agrees to abide by all pertinent regulations and requirements including but not limited to, Town Code Chapter 7, Article 7-11, Excavation and Grading. Applicant assumes all responsibility for being aware of and complying with any Deed Restrictions (CC&R's) that may apply to the property. Applicant certifies the attached site / plot plan, submitted to the Town of Clarkdale for approval, indicates all structures, including fences, walls and pads, correct property and building dimensions, setback distances, legal access and easements, and any water course on or adjacent to the property.

APPLICANT SIGNATURE _____ DATE _____

DESCRIPTION OF WORK

PURPOSE _____
PROJECT DESCRIPTION _____
DIMENSIONS OF AREA TO BE GRADED/FILLED _____
PROPOSED START DATE _____ PROPOSED END DATE _____

REQUIRED FOR SUBMISSION (For further details, see Town Code, Chapter 7, Section 11-12)

This application shall be accompanied by the following:

- Two sets of site plans and specifications plus one digital set of plans and supporting data including:
 - Drainage Report
 - Soils Engineering Report
 - Engineering Geology Report
 - Any other information determined necessary by the Community Development Director or representative
- All plans and reports shall be prepared and signed by an engineer licensed by the State of Arizona. Specifications shall contain information covering construction and material requirements.
- Under the requirement of A.R.S. §42-1305.02, on projects valued over \$50,000, the contractor must supply the Community Development Department with a copy of the Department of Revenue's annual or contract-specific exemption, or receipt for a bond for this project.

PLEASE SEE PAGE 3 OF THIS APPLICATION FOR A LIST OF INFORMATION REQUIRED ON THE SITE/PLOT PLAN.

INFORMATION REQUIRED ON SITE / PLOT PLAN

1. Contractor's name, business name, address, email, and phone number.
2. Owner's name, address, and phone number.
3. Legal address, property address, parcel number.
4. Scale used. Minimum scale: 1 inch = 100 foot, 20th scale is preferred.
5. All property lines must be indicated and marked "P.L."
6. Directional arrow indicating north.
7. Property dimensions.
8. ALL existing structures with dimensions.
9. Other dimensions:
 - Distances between structures
 - Distances from all structures to property lines
 - Distances from easements to closest structure
 - Distances from watercourse to closest structure
10. Labeling of all streets, easements, or right-of-ways on or adjacent to the property, regardless of purpose or use, showing street names.
11. Description of use for all existing and proposed structures.
12. Any watercourse on or within 100 feet from parcel.
13. Any public or private wells.
14. Existing roadside ditches and roadside culverts with sizes.
15. Fences. Indicate location of the proposed fence including lineal footage, height of fence (not to exceed 6' in rear and sides of yard and 4' in front yard), and type of material to be used.
16. Location and dimensions of septic system and leach field if applicable.
17. Location of driveways, R.V. pads, and parking pads.
18. Location of all UTILITY LINES, POLES, and METERS.
19. SLOPE INFORMATION: slope information shall be given in feet or percentage of slope. Also indicate, if applicable,
 - High and low point of lot, with contour lines with minimal intervals of 5'
 - By arrows, the direction of slope.
 - Indicate fall (in feet) in the leach trench area if applicable.
20. Elevations, areas of fill and depth of fill, areas of cuts and depth of cuts.
21. Plans with errors or omissions shall have corrections made on the original tracings and new prints submitted for re-check unless the corrections are very minor in nature.

LICENSE INFORMATION

APPLICANT IS CURRENTLY A LICENSED CONTRACTOR:

NAME _____

LICENSE NO. ROC _____ LICENSE CLASS _____

CLARKDALE BUSINESS LICENSE? YES NO

APPLICANT WILL BE USING THE FOLLOWING LICENSED CONTRACTORS ON THIS PROJECT AND WILL ENSURE EACH HAS A CURRENT TOWN OF CLARKDALE BUSINESS LICENSE.

CONTRACTOR _____

LICENSE NO. ROC _____ LICENSE CLASS _____

CONTRACTOR _____

LICENSE NO. ROC _____ LICENSE CLASS _____

CONTRACTOR _____

LICENSE NO. ROC _____ LICENSE CLASS _____

EXEMPTION FROM LICENSING

Applicant is exempt from the Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. §32-1121A, namely:

- A.R.S. §32-1121A5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project
- A.R.S. §32-1121A6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services and ensure they have a Town of Clarkdale Business License. All contractors' names and license numbers will be included in all sales documents.
- Other _____

SIGNATURE

FALSIFICATION OF INFORMATION ON THIS DOCUMENT FOR THE PURPOSE OF EVADING STATE LICENSING LAWS IS A CLASS II MISDEMEANOR PURSUANT TO A.R.S. §13-2704.

APPLICANT SIGNATURE _____ DATE _____