



Community Development Department

P.O. Box 308

Clarkdale, AZ 86324

Phone (928) 639-2500

fax (928) 639-2519

GRADING PERMIT APPLICATION

Per Section 7-11 of the Clarkdale Town Code, a Grading Permit is required for any project which disturbs existing surface soil.

Permit # _____ Date Received: _____

Grading Permit Plan Review

Grading Permit Fee

These fees vary depending on the quantity of cut/fill.

Please refer to the Town of Clarkdale Fee Schedule

Inspection Fee:

\$78.00 (per hour, two hours minimum)

One permit is required per property

Application must be submitted at least ten working (10) days prior to commencement of work

1. Applicant

Company Name: _____

Address: _____

Contact Person: _____ Phone #: _____

Contact Person: _____ Phone #: _____

2. Contractor (If work is by other than Applicant)

Company Name: _____

Address: _____

Contact Person: _____ Phone #: _____

Contractor's Clarkdale Business License Number: _____

Contractor's Arizona State License Number: _____

Project Address/Location: _____

3. Description of Work (Attach additional sheets if necessary)

Location: _____

Nature: _____

Dimensions: _____

Work to begin on: _____ Work to be completed by: _____

Daily start time: _____ Daily End time: _____

Purpose: _____

Special requirements: _____

CONDITIONS AND REQUIREMENTS

4. The following must be attached to the grading permit application:

- € Site Plan
- € Insurance Certificate –contractor must have proof of insurance and an active insurance bond shall be provided to the Town in the amount of \$5,000
- € Performance Bond or other financial security
- € Fee
- € Proof of current Town of Clarkdale business license

A separate Right-of-Way agreement is required for work in public areas.

CALL BEFORE YOU DIG. All utilities must be located prior to cutting the street with at least three days (72 hours) notice in advance of excavation.
Call the Utility Notification Center at **1-800-STAKE IT** or **1-800-782-5348**.

- A. An inspection is required. Call (928) 639-2500 to schedule an inspection at least 72 hours in advance. Town staff will do their best to respond in a timely manner depending on existing workload.**

CERTIFICATION Of Site / Plot Plan

(See requirement sheet attached)

1. I certify that 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 easement, and any water course on or adjacent to the property.
2. I assume all responsibility for locating the building on the property exactly as stated on the site / plot plan as approved by the Town of Clarkdale.
3. I assume all responsibility for being aware of and complying with any Deed Restrictions (CC&R's) that may apply to the property.
4. I agree to install a culvert(s) if there is an existing barrow ditch, or drainage alongside the road, or if the Public Works or Building Official requires it. The diameter of the culvert shall be determined by the Building Official, however, will be no less than 12".
5. I understand that a trash receptacle or dumpster capable of holding all trash/refuse from the construction project shall be provided on site.
6. Under the requirement of ARS 42-1305.02, on projects valued over \$50,000, the contractor must supply the Building Department with a copy of the Department of Revenue's annual or contract specific exemption, or receipt for a bond for that project.
7. I understand that construction must commence on an issued permit within 180 days; one extension may be granted for up to an additional 180 days. An extension must be applied for in writing prior to the end of the original permit period.

Information REQUIRED on the SITE or Plot PLAN to Obtain a Permit

TWO (2) Site plans must be submitted and must include the following:

Min. one of the **two** on 8 ½" X 11" paper

The Site or Plot plan must include min. the following:

1. Contractor's name, address, and phone number.
2. Owner's name, address, and phone number.
3. Legal address, property address, parcel number.
4. Indicate scale used, Min. 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. Label all streets, easements, or right-of-ways on or adjacent to the property, regardless of purpose or use. Show 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 size.
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 (See Public Works Department for determination).
17. Location of driveways, R.V. pads, meter, and lines.
18. Location of all UTILITY LINES, POLES, and METERS.
19. **SLOPE INFORMATION:** slope information may be given in feet or percentage of slope, also indicate, if applicable. (See Public Works Department for determination).
 - High and low point of lot, with contour lines min. intervals 5'
 - By arrows the direction of slope.
 - Indicate fall (in feet) in the leach trench area if applicable (See Public Works Department for determination).
20. Show elevations areas of fill and depth of fill.
21. Plans with errors or omissions must have corrections made on the original tracings and new prints submitted for re-check unless the corrections are very minor in nature.
 - High and low point of lot, with contour lines min. intervals 5'
 - By arrows the direction of slope.
 - How much fall there is (in feet) in the leach trench

5. Certification and Signature

By submitting this Application, Applicant certifies that it 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 under this Permit, and further certifies that it shall be responsible for

and shall indemnify, defend, demands, expenses or liabilities including, but not limited to, personal injury and property damage, arising out of or related to the work performed by the applicant, its agents or employees, under this permit.

Applicant has reviewed and understands the above conditions and shall adhere to these requirements.

Contractor's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

-----For Town Use -----

Approved:

TOWN OF CLARKDALE

By: _____ Date: _____

Fee received: _____
Deposit received: _____
Clarkdale Fire District Notified: _____
Clarkdale Police Department Notified: _____