



# Grading, Filling, Excavation

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	
OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	

GRADING, FILLING, EXCAVATION	
Property Area	
Volume of materials to be moved	
Estimated start date	

**OWNER'S STATEMENT**

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

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**Signature**

**Date**

**APPLICANT'S STATEMENT**

This application should be processed in my name and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

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**Signature**

**Date**

## SUBMITTAL REQUIREMENTS

City code outlines various items which must be submitted and considered as part of preliminary plat applications. The following items must be submitted for this application to be considered complete. **All plans and written information submitted as part of this application is public information that may be used in written reports and distributed to the public.**

<b>Application Fee</b>	<p>\$150.00 for 500 cubic yards or less          \$450.00 for between 501 and 999 cubic yards          1,000 cubic yards and over REQUIRES A CONDITIONAL USE PERMIT</p> <p><b>If one of several land use applications for a project, a “Consolidated Development Application” or when a “Complexity Surcharge” is required. Consult with Planner to determine exact fees.</b></p>
<b>Legal Description</b>	A full legal description of the existing property, as documented on property deed or certificate of title must, be submitted.
<b>Survey</b>	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: legal description, lot dimensions, all platted and recorded easements, natural features (lakes, creeks, floodplain, or wetlands), all existing and proposed structures with dimensions to show size and location, structure setbacks from all property lines, the location of existing and proposed driveways and utility lines, existing two foot contours, grade elevations at lot and building corners, and lowest floor elevations.
<b>Wetland Delineation</b>	A wetland delineation and appropriate documentation may be required. If required, the delineation must be staked in the field for city staff verification.
<b>Tree Plan</b>	Woodland Preservation, High Priority, and Significant trees, as defined in city code, must be identified on Existing and Resulting Conditions Plans.
<b>Grading and Drainage Plan</b>	<p>A grading and drainage plan must be submitted and must include:</p> <ul style="list-style-type: none"> <li>• existing and proposed two-foot contours</li> <li>• location and size of proposed pipes and stormwater treatment areas</li> <li>• associated engineering calculations</li> </ul>
<b>Landscape Plan</b>	A landscape plan must be submitted and must include, species and the total value of landscaping.
<b>Written Statement</b>	A written statement must be submitted describing the intended use of the property.
<b>Other Items As Required</b>	City staff may require that additional items be submitted for full review of the application.

### Required Plans:

- 3 hardcopy plan sets
- Electronic plan set

## ADDITIONAL INFORMATION

In addition to the submittal requirements, please note:

- The grading application process may include fees outside of this application, including fees for surveying, engineering, title work, legal work, and County recording fees.
- Wetland delineations, lot corners, building pads and proposed streets must be identified in the field.
- At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).
- Watershed district approval may be required: Minnehaha Creek Watershed: 952-471-0590 or Nine Mile Creek, Riley/Purgatory/Bluff Creek and Bassett Creek Watersheds: 952-832-2600.
- The applicant is responsible for the location and moving of any private utilities. The contractor shall contact Gopher State One Call before commencing excavation. Gopher State One Call System at 651-454-0002.
- Erosion control measures must be used, streets leading to the site must be swept as often as necessary to remove debris, and dust must be controlled.
- The burial of organic materials that could otherwise decompose is prohibited. This includes trees, lumber, yard waste, etc. No rock or irreducible material with a dimension greater than 12" shall be buried. Materials with a diameter greater than 12" are to be crushed until they conform to these criteria.
- Engineered fill and soil tests will be required when fill is placed under building pads.
- Disturbed areas are to be restored with seed or sod immediately after completing grading work.