



Weld County Department of Planning Services  
1555 N 17<sup>th</sup> Ave.  
Greeley, CO 80631  
Phone: (970) 400-6100

## GRADING PERMIT APPLICATION FORM

### APPLICANT INFORMATION

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### PROPERTY OWNER INFORMATION (IF DIFFERENT)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

### PROJECT LOCATION

Site Address: \_\_\_\_\_ Section/Township/Range: \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_  
Access Point: Site accesses onto WCR \_\_\_\_\_ (East, West, North, South) of WCR \_\_\_\_\_.

### PROJECT INFORMATION

Case Type (Check One): ☐ USE BY RIGHT ☐ PLANNING AND ZONING CASE  
Planning Land Use Case # (if applicable): \_\_\_\_\_  
Is the project in a Floodplain? (verify with Planning Department): ☐ NO ☐ YES (FHDP Permit No. \_\_\_\_\_)  
Is the project in the MS4 Area? (verify with Public Works): ☐ NO ☐ YES (see reverse side for requirements)  
Description of Work Being Done: \_\_\_\_\_

Construction Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Total Project Area (Acres): \_\_\_\_\_ Area of Disturbance (Acres): \_\_\_\_\_  
Colorado Department of Public Health & Environment (CDPHE) Construction Stormwater Permit #: **COR4** \_\_\_\_\_

### REQUIRED SUBMITTAL DOCUMENTS

- ☐ Grading Permit Application Form
- ☐ Site Plans: Scanned electronic (pdf) or hard copy (11" X 17"), wet ink stamped and signed by Colorado P.E.
  - ✓ Grading Plan – Label contours with elevations and all drainage features. **(SEE GRADING PERMIT CHECKLIST)**
  - ✓ Erosion & Sediment Control Plan – Locate all temporary control measures (bmps). **(SEE GRADING PERMIT CHECKLIST)**
  - ✓ Control Measure Installation Details & Notes – Provide details/specs for all temporary control measures (bmps).
  - ✓ Final Stabilization Plan – Provide the proposed seed mix and application method, including specifications.
  - ✓ MS4 Pollution Prevention Plan (if applicable) – Required bmps for MS4 sites. **(SEE MS4 POLLUTION PREVENTION PLAN)**
- ☐ Grading Permit Fee: \$500
- ☐ Copy of Construction Stormwater Permit from Colorado Department of Public Health & Environment (CDPHE)

*Pursuant to Weld County Code Section 8-12-60, the Weld County Department of Public Works reserves the right to deny issuance of a Grading Permit to the Applicant if the Applicant has not received final approval of any required Land Use Application and/or prior to the satisfaction by Applicant of the terms and conditions of any approved land use application. By submitting this Grading Permit application, the undersigned Applicant, under penalty of perjury, verifies that: (1) they have received all pages of the Grading Permit application; (2) they have read and understand all of the permit requirements and provisions; (3) they have the authority to sign for and bind the Applicant if the Applicant is a corporation or other entity; (4) by virtue of their signature, the Applicant is, upon issuance of a Grading Permit by Weld County, bound by and agrees to comply with all Grading Permit requirements and conditions and all applicable Federal, State, and Weld County statutes, rules, and regulations.*

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## MS4 REQUIREMENTS

Sites located within, or contributing to, the designated MS4 shall comply with the following requirements:

- **MS4 Pollution Prevention Plan** – An MS4 Pollution Prevention Plan shall be submitted with the Grading Permit application. Refer to the *MS4 Pollution Prevention Plan Checklist and Manual*, which can be found on the Weld County website or emailed to you upon request. The checklist and manual shall be modified according to site specific pollutants. BMPs shall be implemented onsite according to these specifications unless otherwise approved by Public Works.
- **Self-Inspections** – According to the state-issued Construction Stormwater Permit, a current SWMP shall be kept onsite at all times for review by federal, state or local jurisdictional authorities. As per the state permit, stormwater inspections shall be conducted by the site's Qualified Stormwater Manager at least once every 14 days.
- **County Inspections** - The County will inspect sites routinely until final stabilization (>70% uniform vegetative cover) is reached. Findings of violation and/or evidence of actual or threatened illicit discharges will result in enforcement actions as outlined in the Weld County Code Section 8-9-130 through 8-9-150.
  - **PRE-CONSTRUCTION INSPECTION:** Prior to the start of construction or land disturbing activity, Public Works shall be contacted to schedule a pre-construction stormwater inspection. The inspection will verify all initial temporary control measures (BMPs) have been implemented and installed according to the approved plan. Failure to schedule a pre-construction inspection may result in a Stop Work Order, potential fees and further enforcement actions.
  - **ROUTINE INSPECTIONS:** Active sites will be routinely inspected by Public Works at least every 45 days.
  - **COMPLIANCE INSPECTIONS:** Violations found during routine inspections shall be corrected as soon as possible. A compliance inspection will be scheduled within 14 days to confirm violations have been corrected. A fee may be assessed for each compliance inspection at a rate of \$50/hour, including travel time.
  - **INDICATOR INSPECTIONS:** Indicator (drive-by) inspections may be conducted at any time. Violations found during indicator inspections will be communicated to the site contact, and corrections shall be made as soon as possible. A compliance inspection will be scheduled within 14 days to confirm violations been corrected.
  - **AS-BUILT INSPECTION:** Prior to obtaining a Certificate of occupancy, a set of certified as-built drawings shall be submitted in accordance with the *As-Built Drawing Requirements*, which can be found on the Weld County website or emailed to you upon request. After received, an inspection will be scheduled to visually verify all requirements are met.
  - **POST-CONSTRUCTION INSPECTIONS:** After construction is complete, County inspections will continue until the site reaches final stabilization. The Grading Permit applicant will be responsible for site maintenance until stabilization is reached and the Grading Permit is closed.

*I have read and understand the statements listed under 'MS4 Requirements' and agree to the terms and conditions.*

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_