



**APPLICATION FOR GRADING PERMIT**  
(Chapter 12-B - Lehi City Development Code)

For Office Use Only

File #: \_\_\_\_\_ Application Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Planner: \_\_\_\_\_  
Fee: \$100 for the first 20 acres + \$100 for each additional 20 acres

Proposed Project Name: \_\_\_\_\_ Project Acreage: \_\_\_\_\_

Address of Proposed Project: \_\_\_\_\_

Name of Applicant or Authorized Agent(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Owner(s) (if other than applicant): \_\_\_\_\_

(if more than one owner, attach additional information for each owner to this application)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Signature of Authorization to file: \_\_\_\_\_

(if more than one owner, attach the signature of each owner to this application)

Name of Licensed Engineer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

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### APPLICATION SUBMITTAL PROCEDURES

- (1) \_\_\_\_\_ Before any Grading Permit Application can be accepted, a Preliminary Subdivision for residential or Concept for commercial **MUST** be approved for the property.
- (2) \_\_\_\_\_ The applicant shall contact a member of the Planning Staff before submitting plans electronically.
- (3) \_\_\_\_\_ The applicant shall create an account and submit all required information electronically through the following link <https://talktomycity.com/create> (Agency Code Leh02), including:
  - (a) \_\_\_\_\_ the completed application and all other required information from the checklist outlined below.
- (4) \_\_\_\_\_ **Staff will then review the submittal and send out an email with a link for the payment of fees.**

The deadline for submittal for the meeting of the Reviewing Departments is 5:00 pm on Tuesday for review the following week on Wednesday. All fees need to be paid by noon on Wednesday (a week before the meeting). ***It is the applicant's responsibility to call and confirm their scheduled DRC time.***

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### APPLICATION REQUIREMENTS

Please read Chapter 12-B (Grading Permits) of the Lehi City Development Code and Lehi City Design Standards and Public Improvements Specifications Manual in detail before submitting an application. All engineering and/or surveying documents submitted for City review shall be stamped by said engineer or land surveyor in accordance with the procedures of the Utah State Board for Professional Registration. If the submittal contains more than one sheet, the sheets shall be numbered in sequence and clearly indicated on each sheet. The following information, at a minimum, shall be included with the application (*additional information may be required by the Staff, Planning Commission or City Council*).

**Follow carefully the Checklist below** and **initial each item** as being completed, or put N/A if waived by staff or not applicable to approval process:

\_\_\_ 1. A narrative outlining the project. The narrative must include a reason the grading is required. The narrative should also include the following:

- a) The amount of material to be moved and/or removed. Extractable volumes must also be provided in both bank cubic yards and loose cubic yards.
- b) The number of estimated total truck loads.
- c) The number of estimated daily trips/truck loads.
- d) A completion date.
- e) Temporary vegetative protection during the time of grading.
- f) Dust control measures.
- g) Traffic control plans.

\_\_\_ 2. A re-vegetation plan for any disturbed land, including slopes created by the grading and any vegetation that is to remain.

\_\_\_ 3. A general vicinity map of the proposed site.

\_\_\_ 4. A metes and bounds description of the proposed grading site that includes property limits and accurate contours of the existing ground.

\_\_\_ 5. A map of the subject area showing the elevations or finished contours to be achieved by the grading, including representative depths of cuts/fills and any critical or sensitive lands. Plans should show existing and proposed grading contours, but not show any proposed site improvements such as buildings, utility lines, curb, asphalt, etc.

\_\_\_ 6. The main haul route and a secondary haul route, outlined and shown on the map.

\_\_\_ 7. A plan showing the locations of retaining walls in excess of four (4) feet.

\_\_\_ 8. Any required permits where grading is adjacent to a stream or watercourse.

\_\_\_ 9. A Storm Water Pollution Prevention Plan (SWPPP)

\_\_\_ 10. A Utah State Notice of Intent (NOI)

\* Please note that once a grading permit has been approved by either the DRC (permits less than 10 acres) or Planning Commission/City Council (permits greater than 10 acres), a reclamation bond will be required and a pre-construction meeting must be scheduled before any work can commence.

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**APPLICANT(S)/OWNER(S) CERTIFICATION**

I (we) certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I (we) understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I (we) also acknowledge that I (we) have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I (we) also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicants Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_