

**EXCAVATION/FILL PERMIT APPLICATION**

1. Date of Application \_\_\_\_\_

2. OWNER INFORMATION

A. Name \_\_\_\_\_

B. Mailing Address \_\_\_\_\_  
\_\_\_\_\_

C. Telephone \_\_\_\_\_

D. Email Address \_\_\_\_\_

3. CONTRACTOR INFORMATION

A. Name \_\_\_\_\_

B. Mailing Address \_\_\_\_\_

C. Telephone \_\_\_\_\_

D. Email Address \_\_\_\_\_

4. Job address \_\_\_\_\_

5. Legal description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach separate sheet if necessary)

6. Has there been any state or federal excavation permits issued for the above described property?     Yes     No

No city permit will be issued until all federal and state requirements are met. A conditional approval may be issued to facilitate applications to federal and state agencies.

7. Is the proposed fill site located in the flood plain as shown on the Federal Emergency Management Agency maps?  Yes  No  Unknown
8. The expected time duration of the excavation or fill \_\_\_\_\_
9. Will the excavation create a hazard to life, limb, or endanger property or adversely affect the safety, use, or stability of a public way or drainage channel?  
 Yes  No
10. Will this project require any special inspection?  Yes  No
11. Nature of fill material \_\_\_\_\_
12. Total amount of cubic yards involved \_\_\_\_\_
13. Will the excavation or fill involve more than 5,000 cubic yards?  
 No – Section A applies to this excavation or fill work  
 Yes – Section B applies to the excavation or fill work
14. SECTION A:
- A. Grading involving less than 5,000 cubic yards shall be designated regular grading unless the permittee chooses to have the grading performed as engineered grading, or the Director of Public Works or his designated agent determines that special conditions or unusual hazards exists, in which case, grading shall conform to the requirements for engineered grading.
- B. Each application for a regular grading permit shall be accompanied by a plan in sufficient clarity to indicate the nature and extent of the work. The plans shall give the following information:
1. Location of the work
  2. The name of the owner
  3. Name of the person who prepared the plan
  4. General vicinity of the proposed site
  5. Limiting dimensions and depth of cut and fill
  6. Location of any buildings or structures where work is to be performed
  7. Location of any building or structures within 15 feet of the proposed grading
15. SECTION B:

- A. Grading in excess of 5,000 cubic yards shall be performed in accordance with the approved grading plan per Chapter 22, Section 22-114 City Code of Ordinances (Ordinance No. 7385) which states as follows:

Application for a grading permit shall be accompanied by two sets of plans and specifications. Supporting data consisting of soils engineering report and an engineering geology report may be required by the Director of Public Works or his designated agent. The plans and specifications may be required to be prepared and signed by an engineer licensed in the state of Kansas when directed by the Director of Public Works or his designated agent.

- B. Will the excavation or fill be engineered?  Yes  No

- C. If the excavation or fill will be engineered, the following information or item must be supplied:

1. General vicinity of the proposed site.
2. Property limits and accurate contours of existing ground and details of terrain and area drainage.
3. Limiting dimensions, elevations or finish contours to be achieved by the grading and proposed drainage channels, and related construction.
4. Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams, and other protective devices to be constructed with, or as a part of, the proposed work together with a map showing the drainage area and the estimated runoff of the area served by any drains.
5. Location of any building or structures on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners which are within 15 feet of the property or which may be affected by the proposed grading operations.
6. Recommendations included in the soils engineering report and the engineering geology report shall be incorporated in the grading plans or specifications. When approved by the Director of Public Works or his designated agent, specific recommendations contained in the soils engineering report and the engineering geology report, which are applicable to grading, may be included by reference.
7. Bonds to cover roadway repairs may be required as deemed necessary by the Director of Public Works or his designated agent.

