

## GRADING PERMIT SUBMITTAL REQUIREMENTS:

1. \_\_\_ A certificate of insurance listing the “Property Owner” or “General Contractor” as the insured. The Town of Parker must be listed as the “Certificate Holder” and “Additionally Insured” and the policy must meet the monetary [requirements](#). Please ensure that the policy expiration date is appropriate.
2. \_\_\_ One (1) electronic copy in PDF format of approved civil construction plans. Plans shall contain all necessary signatures, combined with the Water District’s signed CDs and uploaded to the appropriate project in eTrakit for approval by the Development Review Engineer with the Town of Parker.
3. \_\_\_ Submit copies of plans as follows, plans shall be copied from the approved PDF of the plans and contain all necessary signatures. Combine signed Civil and Utility plans into one set and submit Eight (8) 11” x 17” sets of approved construction plans on regular paper.
4. \_\_\_ One (1) electronic copy in PDF format of the final drainage report, signed and stamped by a Colorado State registered professional engineer.
5. \_\_\_ Submit Lot addresses with acreage. (Lot Permits only-for individual single family home construction)
6. \_\_\_ One (1) electronic copy in PDF format of a CAD drawn, disturbance area plan that clearly shows all areas of proposed soil disturbance.

*The Disturbance Area Plan shall be designed as follows:*

*Accounting for the total site acreage, the plan must clearly show (through hatching, shading, etc.) which areas are developable and which areas are non-developable.*

*Developable property means any land that has been/will be graded and is part of a platted lot or platted tract of record, that was platted for future development, including residential home construction or public improvements. Examples include residential lots, commercial lots, roadways, and formally landscaped areas\*.*

*Nondevelopable property means any land that has been/will be graded and will not be further disturbed as part of any future development. Examples include, but are not limited to: parks, open space, homeowner association or business association platted tracts, open tracts adjacent to home lots, detention ponds, drainageways, etc.*

*For example, if a site is a total of 12.2 acres in size, the Disturbance Area Plan must clearly show and differentiate between the developable property and the nondevelopable property through hatching, or shading, or by similar means. In addition, the exact acreage of both the developable and nondevelopable areas must also be clearly stated. The sum of the two areas must equal 12.2 and this must also be clearly shown on the plan. Lastly, the grading permit must utilize these same figures as it relates to listing the total disturbance areas and calculating the security amounts. **\*\*See Disturbance Area Plan Example below.***

*\*Please note that for the purposes of the required grading security, nondevelopable areas that are slated for formal landscaping (sod, rock/wood mulch beds, plant/shrub beds) per the approved landscaping plan can be placed in the developable category as it is understood that these areas are scheduled for, and separately secured as, formal landscaping as opposed to permanent native seeding.*

7. \_\_\_ Projects which are 40 acres or greater in size will require a Town approved phasing plan.
8. \_\_\_ A disclosure statement of borrow or waste sites to be utilized, import and/or export volumes and proposed haul routes within the Town limits.
9. \_\_\_ One (1) copy of the State of Colorado Storm Water Discharge Permit for Construction Activities (part of the Colorado Discharge Permit System). This Permit is required for any project containing 1 acre or more of disturbance. Contact the Colorado Department of Public Health and Environment, Water Quality Control Division at (303) 692-3500 or for additional information.
10. \_\_\_ Projects located in a drainageway or wetland area will require a 404 permit issued by the U.S. Army Corps of Engineers. Any projects located in a floodplain will require a Town of Parker Floodplain Permit and if applicable, a Letter of Map Revision (LOMR) from the Federal Emergency Management Agency (FEMA).
11. \_\_\_ Copy of the maintenance eligibility design approval from Urban Drainage and Flood Control District for all major drainageway projects.
12. \_\_\_ A completed [Pre-construction Meeting Agenda](#) form. A preconstruction meeting will be scheduled after all of the above items have been submitted and approved. Please ensure that pages 1- 4 & 7 are completed. Page 7 must contain original ink signatures).
13. \_\_\_ Prairie Dog Management Certification of Compliance (per Section 13.10.250 of Municipal Code).
14. \_\_\_ Infrastructure Inspection Fee Calc. Sheet completed for Town review.
15. \_\_\_ Provide a Quality Control Plan in accordance with Section 9 of the Town of Parker Roadway Design and Construction Criteria Manual.
16. \_\_\_ Subdivision Improvement Agreement (SIA) or Development Agreement Security (if applicable). If not applicable a [Charge Back Agreement](#) will need to be completed.
17. \_\_\_ Please fill out a [Construction Equipment Declaration form](#).
18. \_\_\_ [CBMP Cost Estimate](#) in accordance with Section 2 of the Town of Parker Storm Drainage and Environmental Criteria Manual.
19. \_\_\_ Grading and BMP securities (per the Grading Permit). The Town of Parker will only accept a letter of credit (LOC) from a bank or personal check.