



PUBLIC WORKS DEPARTMENT  
#303-840-9546

**Permit Type:** Grading Permit

**Permit Subtype:** One Acre or More (total project size), Less Than One Acre (total project size) and Early Grading.

**Definition:** *Grading Permits are required for the majority of projects that involve earth movement or significant land disturbances within the Town of Parker. The permit is necessary to minimize soil erosion and sedimentation in an effort to protect water quality. Grading permits are administered through the Public Works Department, with the technical reviews and inspections performed by the Development Review and Stormwater Utility Staff.*

*Developable property* means any land that has been 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.

*Nondevelopable property* means land that has been 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, detention ponds and drainageways.

You are applying for a Grading permit.

**THIS IS ONLY FOR APPLICANTS WHO CURRENTLY HAVE AN APPROVED PLAT OR SITE PLAN.** Use the following information to help guide you through the submittal process.

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 on the attached page. Please ensure that the policy expiration date is appropriate.
2. \_\_\_ Submit Lot addresses with acreage. (Lot Permits only-for individual single family home construction)
3. \_\_\_ A full size (24” x 36”), CAD drawn, disturbance area plan that clearly shows all areas of proposed soil disturbance. A bolded line must be used to delineate all areas of proposed soil disturbance. The total acreage must be accurately computed and clearly stated. The plan must show all areas of soil disturbance including: areas of proposed grading, off-site areas such as proposed underground infrastructure alignments, vehicle access points, construction easements, etc.
4. \_\_\_ Projects which are 40 acres or greater in size will require a Town approved phasing plan.
5. \_\_\_ A disclosure statement of borrow or waste sites to be utilized, import and/or export volumes and proposed haul routes within the Town limits.
6. \_\_\_ 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 <http://www.colorado.gov/cs/Satellite/CDPHE-WQ/CBON/1251596875260> for additional information.

7. \_\_\_Projects located in a drainage way 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).

## STEP 1

**Permit Application**

STEP 1 ENTER PERMIT INFORMATION    STEP 2    STEP 3    STEP 4

**Permit Type Information**

PERMIT Type: GRADING  
 PERMIT Subtype: ONE ACRE OR MORE  
 \*Short Description: SUBDIVISION NAME OR PROJECT NAME  
 Job Value (\$): 0

**Additional Information**

TOTAL DISTURBANCE ACRE:	20
DEVELOPABLE ACREAGE:	10
NONDEVELOPABLE ACREAGE:	10
ESTIMATED DIRT IMPORT:	0
ESTIMATED DIRT EXPORT:	0
CBMP COST ESTIMATE:	10000

**Location**

\*Enter part or all of your address and press search  
 12020    SEARCH  
 Select address below  
 12020-12089 WANDERLUST WAY  
 12020-12099 HAZY HILLS DR

**Attachments**

Filename:    Select  
 Description:      
 UPLOAD

CANCEL    NEXT STEP

**Callout Boxes:**

- Choose "grading" for the permit type and the appropriate subtype from the drop down menu.
- Subtypes are: One Acre or More, Less than One Acre and Early Grading
- Job Value will always be "0".
- Complete all fields according to the particulars of the project. "Total Disturbance Acreage, Developable Acreage, and Nondevelopable Acreage" must be the same as what is shown on the disturbance area plan referenced in the checklist. The "CBMP Cost Estimate" must be the same as what was developed by the engineer and approved by the Town.
- Insert part or all of the job address/intersection/parcel and then press search.
- UPLOAD each required submittal document (one at a time) and label each one accordingly in the description area.
- When all the above information is correctly filled out select the "Next Step".

# STEP 2

Completely fill out all contacts listed below. Any categories left blank may result in the denial of the permit.

The screenshot shows a web browser window displaying a permit application form. The page title is "Application for a GRADING Permit". The progress bar indicates "STEP 2: ENTER CONTACT INFORMATION". The form is divided into several sections, each with a "SAVE" button at the bottom right of the section:

- Applicant Information:** Name: Knap Construction, Phone: (888) 95-1215, Address: 28120 E. Hamstead, Email Address: knapco@knapcoinc.org, City: Parker, State: CO, Zip: 80138.
- Contractor Information:** Name: Knap Construction, Phone: (888) 95-1215, Address: 28120 E. Hamstead, Email Address: knapco@knapcoinc.org, City: Parker, License or ID: AIC4, State: CO, Zip: 80138.
- Owner Information:** Name: Knap Construction, Phone: (888) 95-1215, Address: 28120 E. Hamstead, Email Address: knapco@knapcoinc.org, City: Parker, State: CO, Zip: 80138.
- Charge Back Information:** Name, Address, City, State, Phone, Email Address, Zip.
- Developer Information:** Name, Address, City, State, Phone, Email Address, Zip.
- Erosion Control Contractor Information:** Name, Address, City, State, Phone, Email Address, Zip.
- Erosion Control Supervisor Information:** Name, Address, City, State, Phone, Email Address, Zip.
- Field Contact Information:** Name, Address, City, State, Phone, Email Address, Zip.
- Traffic Control Information:** Name, Address, City, State, Phone, Email Address, Zip.

At the bottom of the form, there are three buttons: "CANCEL", "PREVIOUS STEP", and "NEXT STEP". A blue arrow points to the "NEXT STEP" button.

When all contact information is completely filled out select "Next Step".

Review permit application information for accuracy and completeness.

### STEP 3

Application for a GRADING Permit

Review the information below prior to submitting the application.

**Permit Information**

Permit: GRADING  
Subject: ONE ACRE OR MORE  
Description: Parker Homestead F1  
Subdivision: 0

**Location**

1625 RD & POTSDENCKER RD

**Contacts**

**Applicant Information**

Energy Construction (303) 863-3201  
20120 E. Mainstreet jkapp@parkeronline.org  
Parker, CO 80138

**Contractor Information**

Energy Construction (303) 863-3201  
20120 E. Mainstreet jkapp@parkeronline.org  
Parker, CO 80138

**Owner Information**

Energy Construction (303) 863-3201  
20120 E. Mainstreet jkapp@parkeronline.org  
Parker, CO 80138

**Attachments**

SEARCH PROGRESS STOP NEXT STEP

Select "Next Step" to submit the permit.

### STEP 4

Permit #14-00024

NAME	STATUS	CONTACT (U)	ISSUE DATE	APPROVAL (U)	COMMENTS	ADDRESS (U)
TYPE	GRADING					
SUBJECT	ONE ACRE OR MORE					
DESCRIPTION	Parker Homestead Filing SA					
MATERIAL	1000/100					
APPLIED DATE	3/19/2014					
ISSUED DATE	3/19/2014					
APPROVAL DATE	3/19/2014					
ISSUED DATE						
EXPIRATION DATE	3/18/2016					
NOTES						

View this page to track the status and pay for your permit. Once the permit has been approved the applicant can pay the fees necessary for issuance.

Once the permit has been approved please schedule a pre-construction meeting with the Public Works Department.

If you have any questions please contact The Town of Parker Public Works Department at 303.840.9546 or publicworks@parkeronline.org.

## **Construction Equipment Declaration**

Utilizing the Town's online tool TRAKiT, the Construction Equipment Declaration – Use Tax Return is now easily distributed to all contractors requesting a grading permit. Completing a Construction Equipment Declaration is a new requirement to obtain the grading permit, however use tax on construction equipment has always been required per Town Code Sec. 4.03.350(b). For contractors familiar with the Declaration this will be a smooth transition. For those new to this process please refer to the instructions included on page 2 of the Declaration. Questions should be directed to the Town's Sales Tax Division at 303.805.3228 or [salestax@parkeronline.org](mailto:salestax@parkeronline.org).

Please use the link below to access a fillable form of the Construction Equipment Declaration or scroll down for a PDF.

[http://www.parkeronline.org/documents/3/25/Construction%20Equipment%20Declaration%20-%20Fillable%20-%20Revised%207-17-2013\\_201403071033372768.pdf](http://www.parkeronline.org/documents/3/25/Construction%20Equipment%20Declaration%20-%20Fillable%20-%20Revised%207-17-2013_201403071033372768.pdf)

# Town of Parker Sales Tax Administration



**Mailing Address:**  
PO Box 502  
Denver, CO 80217-5602

**Website:** www.parkeronline.org/salestax  
**Email:** salestax@parkeronline.org  
**Phone:** 303.805.3228 **Fax:** 303.805.3219

## CONSTRUCTION EQUIPMENT DECLARATION – USE TAX RETURN

Construction equipment must be declared to the Town prior to or on the date the equipment is first located in the Town. Any use tax due from such use must be paid at the time of declaration in order for the declaration to be considered as filed on time.

Taxpayer Information	Legal Name of business or Individual Name	Trade Name	Business License #
	Taxpayer Mailing Address	Address of Project/Jobsite	Building Permit #
	Taxpayer City, State Zip	Date Equipment first located in Town	Declaration Type <input type="checkbox"/> Initial <input type="checkbox"/> Amended <input type="checkbox"/> Final Amended

Equipment Information (Attach Additional Sheets as Necessary)	a)Equipment Description	b)Equipment ID	c)Days In Town	d)Purchase Price	e)Municipal Credit	f)Net Purchase Price	g)Taxable Amount
	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
	7.						
	8.						
	9.						
	10.						

<b>Due Date for Return:</b> The use tax amount calculated on line 14 must be remitted with a copy of this return prior to or on the date that equipment is first located in the Town. Late returns are not eligible for proration and are subject to penalty and interest <b>Amended Declaration Required:</b> An amended declaration must be filed every 90 days. For projects less than 30 days, an amended return must be filed within 10 days of substantial completion. Additional declarations are required if equipment not listed herein is used in the Town.			11. Total Taxable Amount – This Page (Lines 1-10, Column g)		
			12. Total Taxable Amount – Additional Sheets		
			13. Total Taxable Amount (Lines 11 & 12)		
<b>My signature affirms that I have read this return and it is true and correct to the best of my knowledge and is signed subject to penalties for perjury and other criminal offenses.</b>			14. Use Tax Due (3.0% of line 13)		
			15.a) Penalty (greater of \$10 or 15% of line 14)		<b>Put total of line 15a &amp; 15b below</b>
Signature		Printed Name		15.b) Interest (1.5% per month of line 14)	
Title	Phone	Date	16. Total Due		



## CONSTRUCTION EQUIPMENT DECLARATION INSTRUCTIONS

**LINES 1-10:** Complete each column for each piece of equipment. If additional lines are needed for more than 10 pieces of equipment, attaché additional schedules with the same information. For audit purposes, do not summarize all equipment into a single line.

**COLUMN A:** List a general description for the piece of equipment.

**COLUMN B:** List an identification number that may be used to trace the equipment to the taxpayer's purchase records such as a serial number or asset tag number.

**COLUMN C:** List the number of days the equipment will be used in town. For original declarations, list the anticipated number of days.

**COLUMN D:** List the full original purchase price of the equipment. Note: Use tax is due on the full original purchase price of the equipment regardless of its age or condition at the time of first use in the Town. **Do not list a depreciated value.**

**COLUMN E:** Credit may be taken against parker use tax for legally imposed sales or use taxes paid to other municipalities. Such credit may not exceed the Parker use tax due. If no Municipal sales or use tax has been paid on the equipment, enter a zero (0) in this column.

To Calculate the municipal credit amount, take the total of any previously paid, legally imposed municipal sales or use tax and divide this amount by 0.03. Credit is allowed only for legally imposed sales or use tax previously paid to other municipalities, **do not include** State of Colorado, RTD, cultural district (CD), county or other special district taxes.

Example: Equipment purchased for \$150,000 in a city where a combined sales tax rate of 6.0% (2.9% State of Colorado, 1.1% RTD/CD, and 2.0% City) was legally imposed. Municipal credit is \$100,000 as calculated below:

\$150,000	Purchase Price
<u>2.0%</u>	Multiplied by legally imposed City sales tax rate
\$3,000	Equals previously paid City sales tax
<u>3.0%</u>	Divided by Town of Parker use tax rate
\$100,000	Equals municipal credit – Enter this amount in Column E

**COLUMN F:** If the amount in column e is *greater than or equal to* the amount in column d, enter a zero (0) in this column (f). If the amount in column e is *less than* the amount in column d, subtract the amount in column e from column d and enter the difference in this column (f).

**COLUMN G:** If the number in column c is greater than 30, enter the amount in column f in this column (g). If the number in column c is *less than or equal to* 30 **and** the equipment is declared prior to or on the date of its location in the Town, divide the amount in column f by 12 and enter the result in this column (g).

**LINE 11:** Enter the sum of column g for lines 1-10.

**LINE 12:** Enter the taxable amount, if any, computed on additional schedules used to detail additional pieces of equipment.

**LINE 13:** Enter the sum of lines 11 and 12. This is the amount subject to Town use tax.

**LINE 14:** Multiply the amount in line 13 by 0.03 (3.0% is the Town use tax rate). This is the amount of use tax due. This amount must be remitted on or before the date equipment first located in Town.

**LINE 15:** Enter the total penalty & interest on line 15. Return is due on or before the first day equipment is located within Town boundaries. If filing this return after the first day of in-Town use the return will be considered late. **Penalty** is calculated as the greater of \$10 or 15% of the total use tax due (line 14) and should be entered on line 15a. **Interest** is calculated at a rate of 1.5% per month late times the total use tax due (line 14) and should be entered on line 15b. The Town has established a penalty and interest calculator to assist in calculating the correct amount due. Access this calculator at [www.parkeronline.org/salestax](http://www.parkeronline.org/salestax).

**LINE 16:** Total due and payable to the Town of Parker, add lines 14 and 15. Make your check payable to the Town of Parker. Please ensure the amount of line 16 matches the amount remitted to the Town.