

**GRADING PERMIT FOR  
EXISTING SINGLE LOTS OF RECORD  
REVISED JULY 2015**

The following application must be completed and signed by the property owner or their authorized agent. The application must include:

1. A completed application form with an original signature and permit fee.
2. A site plan, to scale, showing all existing property lines, retaining walls, buildings, easements, extent of proposed fill and utilities with clearly dimensioned distances.
3. A drawing to scale showing the existing grades and proposed grades (topo), along with an estimate of the proposed import / export volume in cubic yards.
4. If the property contains or is adjacent to a wetland or stream corridor, a site assessment by Clean Water Services must be performed prior to the grading permit application. Contact CWS at (503) 681-3639 to obtain a Site Assessment and Service Provider Letter.
5. The Planning Division of the City must sign off on the proposed grading prior to the application being accepted.

**Items to keep in mind while preparing the applications and plans:**

1. It is prohibited to excavate or place fill material in any existing utility or drainage easement without a City-approved grading plan. It is the property owner's responsibility to inform the City of any existing drainage easements (public or private) that will be affected by the proposed grading.
2. All grading within 10 feet of a property line may, at the City Engineer's discretion, be conditioned to be designed and inspected by a registered professional engineer who would be hired by the property owner.
3. The surface vegetation shall be removed prior to placement of fill. The top soil shall be stockpiled and replaced or otherwise restored on top of the fill placed **unless** it is structural fill **not** intended to be re-vegetated in the future.
4. Erosion control measures must be in place at all times when bare soil is present.

# CITY OF BEAVERTON

12725 SW Millikan 4th Floor / P.O. Box 4755 Beaverton, OR 97076 Phone: (503) 350-4021 Fax: (503) 526-2550



## ENGINEERING GRADING ONLY PERMIT APPLICATION (FOR SINGLE LOTS OF RECORD)

<b>PROJECT NAME AND LOCATION</b>	PROJECT NAME	<b>Application Fee \$ 100.00</b>
	ADDRESS: _____	
	TAX LOT                      MAP NO.	<b>*Erosion Control Fee \$ 350.00</b>
		<b>Grading Permit Calculations</b>
<b>OWNER OF PROPERTY REQUESTING PERMIT</b>	NAME & ADDRESS	Estimated cubic yards (CY) of earth or aggregate (moved on-site, imported to place, or removed off-site)
	PHONE:                      FAX:	Non-Structural Fill: _____ CY
	EMAIL:	Structural Fill: _____ CY
		Cut / Removal: _____ CY
<b>DEVELOPER</b> If Applicable	NAME & ADDRESS	Non-Structural Fill: \$ _____
	PHONE:                      FAX:	Structural/Cut/Removal Fill: \$ _____
	EMAIL:	(Use \$10 per cubic yard for nonstructural fill and \$15 per cubic yard for structural and all cut and removal).
		TOTAL COST ESTIMATE: \$ _____
<b>ENGINEER</b> If Applicable	NAME & ADDRESS	<b>INSPECTION FEE</b>
	PHONE:                      FAX:	Inspection fee is 7.5% of the Total Cost Estimate
	EMAIL:	<b>Total Fees due for this permit: \$ _____</b> (Sum of application, erosion and inspection fees)
	LICENSE NO.	<b>For City Use Only - Fee Summary</b>
<b>CONTRACTOR</b> If Applicable	NAME & ADDRESS                      1 Acre	Application Fee: \$ <u>100.00</u>
	PHONE:                      FAX:	7.5 % of cost est. \$ _____
	EMAIL:	Erosion Control
	LICENSE NO.	* < 1 Acre:                      \$ <u>350.00</u>
		≥ 1 Acre:                      \$ <u>350.00 + \$200/acre</u>
		Structural fill is defined as any fill placed within the setbacks (building portion), as defined by the City Development Code, which is over 12 inches in depth. Fill placed under a proposed building or within 5 feet of a structure, will need to be permitted by the City Building Division at (503) 526-2404.

Revised 03/2016

By my signature, I certify that I have read this application and agree that the supplied information above is correct. I agree to comply with all applicable City ordinances and State laws pertaining to the proposed construction and hereby authorize City representatives to enter upon the above property for inspection purposes. I understand and agree to pay all costs to repair or replace any property damaged while work is being performed under this permit and acknowledge that failure to pay these costs when due will constitute a violation of the terms of the permit and the City may avail itself to any and all legal remedies.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_