



City of Flagstaff

211 W. Aspen Ave, Flagstaff, AZ 86001 (928) 213-2700

Engineering Section

www.flagstaff.az.gov

EGRD

Date Received	Application for Grading Permit		Permit Number
Project Name			
Site Address		COF Project Number	
Engineering Section Project Manager			
Proposed Starting Date		Proposed Completion Date	
ADEQ Notice of Intent (NOI) Authorization Number		Written SWPPP documents completed/available onsite. Initials:	
Earthwork Quantities (CY Cut & Fill)			
Project Owner (deemed "responsible party" for legal purposes)			
Address		City, State, Zip	
Contact Name			
Contact Phone		Contact Email	
Contractor			
Address		City, State, Zip	
Contact Name			
Contact Phone		Contact Email	
Contractor's License #		Type	Expiration Date
City Sales Tax #			
Submittal Requirements Required submittal information for a Grading Permit is provided in this application packet. Specific Information on Grading Permits is located in Section 13-07 of the Engineering Standards.			

<ol style="list-style-type: none"> 1. A flow chart describing the review process inclusive of applicable review time frames (administrative completeness review and substantive review) is attached. 2. The City and an applicant may mutually agree in writing to extend the substantive review time frame (and also therefore the overall review time frame) by no more than 25% of the overall time frame. 3. The City and an applicant may mutually agree in writing to allow the City to submit supplemental requests for information. 4. An applicant may receive clarification from the City of how it is interpreting Section 13-07 of the Engineering Standards. 		
<p>_____ (Owner's Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this permit.</p>		
Project Owner Signature		Date
Contractor Signature		Date
For City Use		
Received By:		Fee Receipt #:
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff Initial:	Date Approved:

Grading Permit Application Checklist

For an application to be accepted, the applicant must provide all of the required information described on the application at the time of formal submittal. **Incomplete applications will not be accepted.** It is the responsibility of the applicant to ensure the accuracy of the application. The application shall be submitted to a Community Development Division staff person, and shall contain the following information:

1. Completed application form including ADEQ Notice of Intent (NOI) Authorization Number
2. Copy of Floodplain Use Permit issued by the City of Flagstaff (if applicable)
3. Two (2) paper sets of approved construction drawings.

Staff Review: Upon receiving a complete application, the application will be reviewed by City staff to determine if the submittal conforms to City of Flagstaff Code requirements.

Approved Permit: Upon review and approval of the application the applicant will be informed that the permit is ready to be picked up.

Permit Fee: The applicant shall pay the required permit fee at the time of permit pick up.

Inspection: When certifications are completed, the applicant must contact the Stormwater Section to schedule an inspection. The inspector will either approve the work as completed, or require additional corrections. Upon approval, the inspector will sign off on the work and record the approval in the City's permit tracking system.