



Engineered Grading Process, Guidelines & Forms

The Engineered Grading Process is a component of all projects that have been identified through the Inter-division Staff (IDS) review process as requiring engineered grading. Smaller projects (residential) are required to complete the Grading Permit Checklist.

A city of Flagstaff Engineering project manager will be assigned to each project as the single point of contact (SPOC) for items relating to an IDS project. For smaller projects a building inspector will be the assigned SPOC.

Note: The Permittee is responsible for the work to be performed in accordance with approved plans. The Permittee shall engage consultants, if required, to provide the professional services necessary for completing the approved Rough and Final Grading Certifications. It is the Permittee's responsibility to inform the City of any changes and shall provide revised plans for approval when required. In compliance with Senate Bill 1598 projects that do not submit complete required information will be deemed as an incomplete submittal.

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1. Application for Grading Permit:

The "Application for Grading Permit" must be submitted and issued before site work may begin. The Grading Permit Application is routed to Engineering, Stormwater, Planning and Building sections for approvals.

Note: The Stormwater Pollution Prevention Plan (SWPPP) and/or required erosion control plan (ECP) must be installed, inspected and approved prior to any ground disturbing activity. The permittee shall schedule this inspection with the Stormwater Section once the site is prepared per the approved SWPPP or ECP.

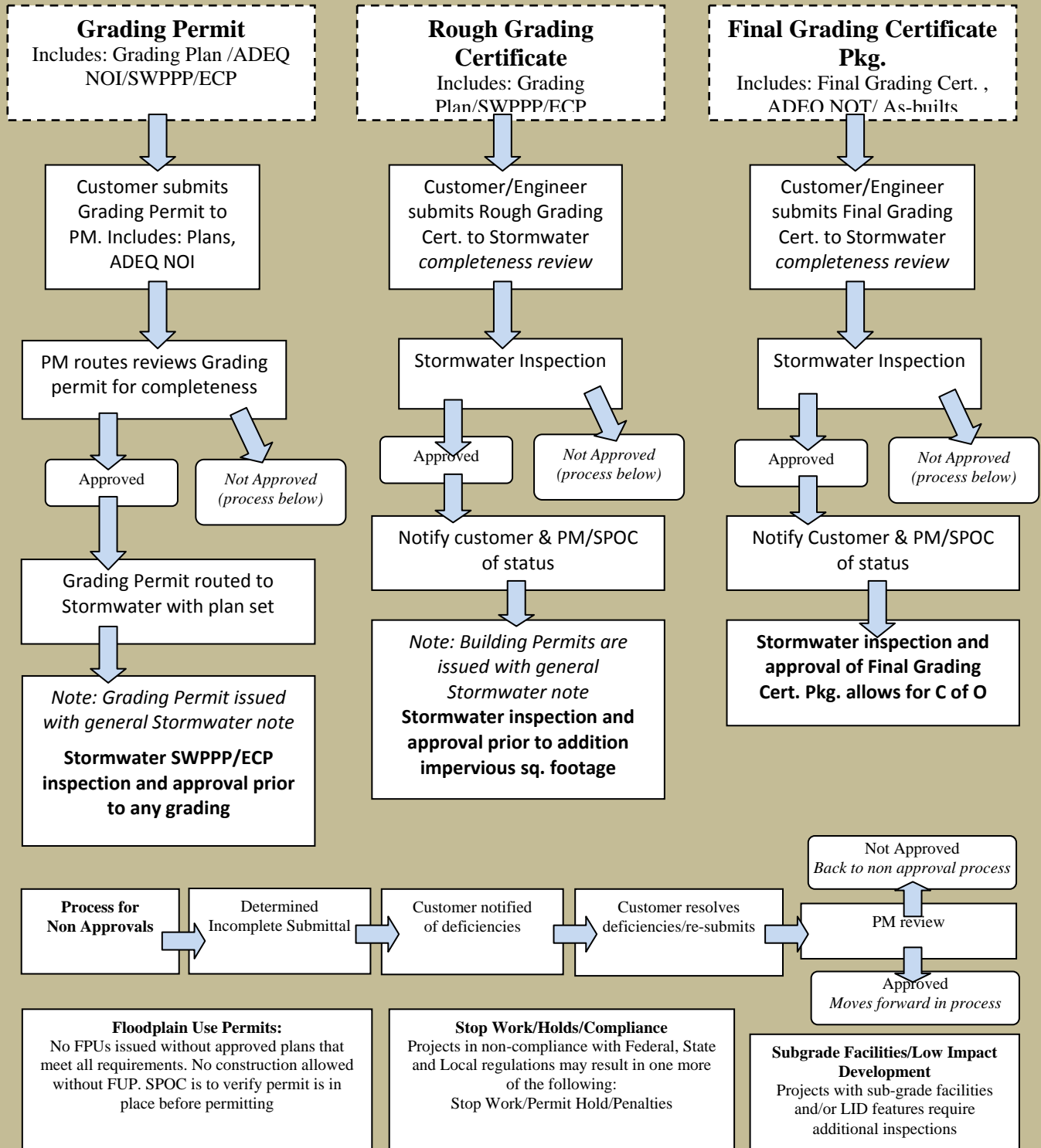
2. Rough Grading Certification:

The "Rough Grading Certification" shall be submitted, reviewed, and approved by city staff prior to constructing any impervious surfaces (such as building floor slabs, roofs or pavement) at the site. The permittee shall submit the completed Rough Grading Certification to the Stormwater Section.

3. Final Grading Certification:

The "Final Grading Certification" must be submitted and approved prior to the issuance of a Certification of Occupancy (C of O), final acceptance of a subdivision or any project with a Final Grading Certificate. The permittee shall submit the completed Final Grading Certification to the Stormwater Section.

City of Flagstaff Grading Process Outline



Stormwater Pollution Prevention Plan & Erosion Control Plan Guidelines

As part of the City of Flagstaff's requirements to comply with the Federal Clean Water Act and the Arizona Pollutant Discharge Elimination System permit (AZPDES), the City requires all construction projects that disturb one acre or more of land to prepare and submit a Storm Water Pollution Prevention Plan (SWPPP). The City has adopted regulations to administer this program. These requirements are detailed as Part of City of Flagstaff Title 12. The general purpose for these plans is to avoid impairment to the City's storm water drainage system and to control pollutants that may be discharged to the Waters of the U.S. The following requirements and procedures, pursuant to the contents of Title 12, will apply.

Preparing the SWPPP:

- The SWPPP should use the Best Management Practices (BMP's) outlined in the Arizona Department of Transportation's Erosion and Pollution Control Manual² and or the Drainage Design Manual for Maricopa County Arizona³. Electronic copies of this manual are available on-line.
- The SWPPP must be prepared by an Arizona Registered Civil Engineer and must be a part of the construction plans (Grading or Public Improvement Plans) submitted for city review.

The Review Process:

- The city assigns an Engineering Project Manager to coordinate the review of private development projects as part of the IDS process, however for the implementation of the SWPPP process contact the Stormwater Section directly.
- Standard review fees and review times apply.

Permits:

- The City must have reviewed and approved your SWPPP/ECP as part of a complete application.
- The Best Management Practices (BMP's) on the approved SWPPP/ECP must be in place before site work commences.

Inspections:

- The SWPPP/ECP BMPs must be in place during the entire construction period of the project, or until permanent erosion and pollution prevention measures have been completed and approved.
- The city periodically inspects construction sites and may stop work or refuse to issue additional permits if BMPs are not in place or are not properly maintained.

Documents:

- The permit applicant must submit a Notice of Intent (NOI) and Notice of Termination (NOT) to Arizona Department of Environmental Quality (ADEQ) and provide proof of submittal to the City of Flagstaff.
- The NOI and approved SWPPP must be on file before any earth disturbing activities commence.
- The NOT must be on file before the City will accept a subdivision, public improvement or Certificate of Occupancy.
- The as-builts and NOT shall be submitted concurrently with the Final Grading Certification.

SWPPP Inspections may include the following:

- **Records and Reports:** Onsite with up to date copy of the SWPPP plan sheet.
- **Site Inspection Notes:** Inspection sheets and items related to BMP maintenance or plan updates.
- **Requirements for Compliance:** The following are examples of items that may be identified.
 1. Project description
 2. Site map
 3. Erosion and sediment controls
 4. Stabilization efforts
 5. Maintenance of controls
 6. AZPDES permit and other soil and erosion control requirements
 7. Inspection forms
 8. Modifications to SWPPP

Erosion Control Plan Guidelines

Erosion Control Plans may be required on projects smaller than one acre including commercial projects, utility work and residential projects. The purpose of the ECP is to protect adjacent property, stormwater infrastructure as well as regulatory compliance. In general an ECP will include a plan sheet that details stormwater Best Management Practices (BMPs). Please use the same BMP guidelines as a standard Stormwater Pollution Prevention Plan (SWPPP).

Questions:

- For general questions SWPPP or ECPs contact the City's Stormwater Management Section 928-213-2474.

References & Helpful Links:

- **Stormwater Construction General Permit – ADEQ Notice of Intent (NOI):**
<http://www.azdeq.gov/enviro/water/permits/cgp.html>
- **Drainage Design Manual/BMPs**
 - **ADOT** - <http://www.azdot.gov/business/environmental-services-and-planning/water-quality/manuals>
 - **Maricopa County Drainage Design Manual/BMPs**
<http://www.fcd.maricopa.gov/Pub/manuals/downloads/Erosion%20Control%20Manual.pdf>
 - **BMP Criteria and Vendor Selection:**
http://www.fcd.maricopa.gov/Waterq/webVendors/_search/Search.asp
- **City of Flagstaff Stormwater Design Manual** – <http://www.flagstaffstormwater.com>
- **City of Flagstaff Engineered Grading** - Grading Process, Guidelines, Grading Permit Application / Rough and Final Grading Certificates / Instructions for submitting ADEQ Notice of Intent (NOI) for Stormwater Construction General Permit.<http://www.flagstaffstormwater.com/>