

## GRADING PERMIT APPLICATION

For projects less than 1 acre and greater than 500' from a lake or stream

ANN ARBOR CHARTER TOWNSHIP  
 3792 Pontiac Trail, Ann Arbor, Michigan 48105-9656  
 Phone (734) 663-3418 Website: www.aatwp.org

FEES	
TOTAL	\$250.00

OFFICE USE
Permit Number
Date Issued
Expiration Date

**Please print or type.**

**1. APPLICANT** (Please check if applicant is the landowner or designated agent\*)

\*Designated agent must submit a written statement from landowner authorizing the agent to secure a permit in the landowner's name.

Name <input type="checkbox"/> Landowner <input type="checkbox"/> Designated Agent			
Address			E-mail Address
City	State	Zip Code	Telephone No.

**2. Proposed Earth Change**

Project Type: <input type="checkbox"/> Single Family Residential (Existing) <input type="checkbox"/> New Residential Construction (Single or Multi-Family Residential) <input type="checkbox"/> Commercial <input type="checkbox"/> Other <input type="checkbox"/> Industrial <input type="checkbox"/> Land Balancing <input type="checkbox"/> Stockpiling _____
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Name of project	Describe project	Size of earth change
Name of and distance to nearest lake, stream or drain	Project start date	Project completion date

Chronological sequence and expected time of year for each major phase of earth disruption (attach list if necessary)

<b>Two (2)</b> complete sets of grading plans must be attached. (One (1) approved plan will be returned with the permit.)	Plan Preparer's Name	Telephone No.
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**3. Parties Responsible for Earth Change**

Name of Landowner (if not provided in Box No. 1)			Address	
City	State	Zip Code	Telephone No.	
Name of Individual "On-Site" Responsible for Earth Change			Company Name	
Address		City	State	Zip Code
Telephone No			E-Mail Address	

Landowner's Signature	Print Name	Date
Designated Agent's Signature *	Print Name	Date

\* Written statement from above landowner authorizing him/her to secure a permit in the landowner's name attached.

# ANN ARBOR CHARTER TOWNSHIP GRADING FEE SCHEDULE AND INSTRUCTIONS

## GENERAL

### A. GRADING PERMIT FEES:

1. A non-refundable fee of \$250 (which includes 2 inspections).
2. \$65 for each inspection after the first two inspections.

### B. **FOR A PERMIT WAIVER:** A non-refundable fee of \$35. NOTE: The landowner must provide an affidavit that the earth change will disturb less than 225 square feet and the earth change will not contribute to sedimentation of lakes and streams or onto properties adjacent to the earth change. (**SEE SEPARATE APPLICATION FORM**)

### C. GENERAL SESC REQUIREMENTS

1. The contractor shall implement and maintain the soil erosion control measures as shown on the plans at all times during construction on this project. Any modifications or additions to the soil erosion control measures due to construction or changed conditions, shall be complied with as required or directed by the owner, project engineer or Ann Arbor Township.
2. All soil erosion and sedimentation control work shall conform to the permit requirements of Ann Arbor Township and the laws of the State of Michigan.
3. Daily inspections shall be made by the contractor. Periodic inspections may be made by the owner/project engineer/Township to determine the effectiveness of erosion and sedimentation control measures. Any necessary corrections shall be made without delay.
4. Erosion and sedimentation from work on the site shall be contained on the site and not be allowed to collect on any off-site areas or in waterways.
5. All mud/dirt tracked onto roads from the site due to construction, shall be promptly removed by the contractor.
6. Restoration of all disturbed areas, including placement of topsoil, seed, fertilizer and mulch and/or sod shall be done within 5 days of the completion of final grade.
7. Construction operations shall be scheduled and performed so that preventative soil erosion control measures are in place prior to excavation in critical areas and temporary stabilization measures are in place immediately following backfilling operations.
8. Special precautions will be taken in the use of construction equipment to prevent situations that promote erosion.
9. Proper dust control shall be maintained during construction by use of water trucks and/or chloride as required.
10. The contractor/owner shall be responsible for maintaining all temporary soil erosion control measures and removal of some upon authorized completion of project. Completion of project will not be authorized until all site work, home building, road work and utility construction is complete and all soils are stabilized.
11. The contractor/owner shall not grade in existing wetland or conservation areas to be protected. Silt fence shall be installed and maintained adjacent to existing wetland and conservation areas to prevent grading, erosion and sedimentation into them.
12. Tree protection fencing must remain intact until restoration of the site is complete.

**D. SEQUENCE OF CONSTRUCTION**

1. Install sediment fence and tree protection fencing prior to any grading operation.
2. Install mud tracking pad.
3. Construct temporary sediment/detention basin.
4. Place topsoil, fertilizer, seed and mulch over the entire detention basin area.
5. Rough grade site, stockpile topsoil and begin building construction.
6. Install storm drainage system including riprap and parking lot inlet filters and detention basin standpipe.
7. Maintain erosion and sedimentation control measures, as required.
8. Install sanitary sewer and water systems.
9. Bring pavement areas to sub-base grade, place sub-base and bituminous pavement.
10. Install franchised utilities.
11. Finish grade, redistribute topsoil, seed and mulch all disturbed areas.
12. Remove any accumulated sediment within the detention basin and replace clean washed stone around standpipe.
13. Complete construction of site.
14. Insure all soil is stabilized. Remove all temporary soil erosion control measures.

**E. SEEDING/SOD**

1. Seed or sod in accordance with project specifications.
2. All areas of disturbed earth that are not to be paved or sodded shall have 4 inches of topsoil, seed, fertilizer and mulch.
3. Immediately after seeding, mulch all seeded areas with unweathered small grain straw (preferably wheat) or hay spread. Spread uniformly at the rate of 1 ½ to 2 tons or 100 pounds (2 to 3 bales) per 1,000 square foot. This mulch should be anchored with a disc-type mulch-anchoring tool.
4. Any disturbed area not paved, seeded or mulched, sodded or built upon by November 15, is to be mulched in the manner as specified above, in order to provide soil erosion protection during the winter and early spring.

**F. CATCH BASIN/MANHOLE PROTECTION**

1. Protect storm sewer catch basins with Dandy Products Inc. or approved equivalent as follows:
  - a. Dandy Bag for 1040 storm covers.
  - b. Beaver Dam for all curb structures.
  - c. Dandy Sock over all detention pond outlet structures.

**G. ROADS**

1. During construction, all roads shall be protected from unvegetated areas washing onto road surfaces by placement of silt fence behind curb or a 10 foot wide straw mulch bank behind the curb or other approved method and/or as shown on the plans.
2. During construction of any portion of the project, roads shall be maintained free of dirt, silt and construction debris.

# ANN ARBOR CHARTER TOWNSHIP

## Grading Plan Checklist

PROJECT NAME: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

REVIEWED BY: NAME: \_\_\_\_\_

STATUS:

APPROVED

DATE: \_\_\_\_\_

APPROVED AS NOTED

DATE OF PLAN: \_\_\_\_\_

REJECTED

DATE RECEIVED: \_\_\_\_\_

RESUBMIT WITH REVISIONS

RECEIPT #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

### GRADING PLAN CHECKLIST

General Requirements - The grading plan shall show all proposed improvements on the site to scale as well as existing and proposed contours at 2-foot intervals. If revisions are deemed necessary, two (2) copies of revised grading plans shall be submitted for each subsequent review until the plan has been given approval by the Township, at which point two (2) copies will be required for permit approval.

SHOWN	N/A	ITEM NO.	ITEM	COMMENTS
		1.	Plan at scale of not more than 1"=200' including legal description	
		2.	Site location sketch including proximity to lakes, streams, wetlands, and predominant land features	
		3.	Limits of earth disruption	
		4.	Existing vegetation and predominant land surface features	
		5.	Detailed sequence of construction shown on the plans including a time schedule for the installation of soil erosion and sedimentation control measures	
		6.	Description and location of all proposed temporary and permanent soil erosion and sedimentation control measures	
		7.	Program proposal for continued maintenance and individual responsible for permanent soil erosion and sedimentation control measures	
		8.	Grading plan including contours submitted	

**ANN ARBOR CHARTER TOWNSHIP**  
Grading Plan Checklist

SHOWN	N/A	ITEM NO.	ITEM	COMMENTS
		9.	<i>Potential stockpile areas shown with a note stating silt fence shall be installed and maintained around perimeter of such stockpile</i>	
		10.	Construction mud tracking entrance: minimum depth of 6-inches of 1x3-inch limestone, minimum length of 100 feet, width 20 feet	
		11.	Silt fence: prominent line type in legend, 6" minimum anchor trench, stakes 6' maximum spacing, stakes driven into ground 1' minimum	
		12.	<i>Inlet filters: all storm structures within vicinity of project and road(s) adjacent to project including maintenance program</i>	
		a.	Dandy Bags for all existing and proposed catch basins	
		b.	Beaver dams in addition to Dandy Bags for all curb-style catch basins	
		13.	Soil stabilization:	
		a.	Drainage ditches and slopes steeper than 1:4 (25%) stabilized with erosion control blanket	
		b.	Steep slopes that do not take upon initial seeding must be re-seeded and stabilized with erosion control blankets	
		14.	Tree protection fence: standard 48" high snow or construction fence, 6' maximum spacing of stakes, fence located outside drip-line	
		15.	Landscaping notes:	
		a.	Stabilization must be started within 5 days of final grade. Use 3-4 " topsoil minimum.	
		b.	Where excavation has been through lawn areas, the CONTRACTOR shall restore the disturbed area by placing topsoil and seeding or sodding over the final backfill material.	

**ADDITIONAL COMMENTS AND CONCERNS:**

1. Please note that a field pre-construction meeting must be held prior to any earth change activity.
2. Please add the General Soil Erosion Notes found on the Application to the Soil Erosion plan.