



Application for Town of Winter Park Grading Permit

Please print or type clearly. Incomplete applications will be denied.
Permits are valid for one (1) year from date of issuance.

Property Owner (Applicant): _____

Mailing Address: _____

Phone: _____ **Alternate Phone:** _____ **Fax:** _____

E-mail address: _____

Excavator Company (Contact Name): _____

Excavator Phone Number: _____ **Excavator Cell Phone:** _____

UNCC Locate Ticket Number _____

Attachments

- Two Sets of Site Plan With Required Information Attached Yes__ No__
- Erosion Control / Revegetation Plan Attached Yes__ No__
- Soils Engineering Report Attached (if required) Yes__ No__
- Special Wetland Study Attached (if required) Yes__ No__

Location:

- Address of Property: _____
- Subdivision: _____ Lot: _____ Block: _____

Location Details/Description:

FOR OFFICE USE ONLY			
Date Received: _____		Permit #: _____	
Faxed / E-mailed / Hand Delivered / Mailed		Initials: _____	
\$50 Fee Paid: _____ Check # _____			
Town Planner/Designee Initials: _____	Date: _____	APPROVED	DENIED
Surety Deposit: Amount \$ _____	Check# _____		
Variance Required: Yes__ No__			

If necessary:

Engineer sign-off: _____
(Engineer sign-off may not be necessary on every permit.)

Comments / Conditions / Requirements

Submit completed form **at least 5 working days prior to** submitting building application:
Any construction started prior to permit issuance will result in a penalty of \$500

Town of Winter Park Planning Department
50 Vasquez Road / PO Box 3327
Winter Park, CO 80482

Applicant's Statement of Responsibility:

I, the above-stated applicant for a Town of Winter Park Grading Permit, understand that I have the following responsibilities:

- I shall call the Town Planning Department (970-726-8081 ext. 2) upon completion of the construction project to schedule an inspection. If my work site fails inspection, I shall be responsible for repairing the work site to Town standards within ten (10) days of being notified that repairs are needed and I shall be responsible for payment of a \$100.00 re-inspection fee;
- I shall comply with Chapter 6 of the Town of Winter Park Standards and Specifications for Design and Construction (Standards), as revised May, 2012;
- I shall not store any excavated materials at the work site that will obstruct traffic in any manner;
- The Town of Winter Park is hereby released from liability for any damages that may be caused during installation of the improvements identified in the grading permit.
 - I agree to indemnify and hold harmless the Town of Winter Park, its employees and affiliates, from all liability for any and all damage to property or person resulting from improper installation of improvements under this permit.

By signing below, I hereby acknowledge that I have read and understand the terms of this permit application; that I have read and understand Chapter 6 of the Town of Winter Park Standards and Specifications for Design and Construction as revised in May, 2012; that I am willing and able to comply with all applicable Town, State, and Federal laws; that I am willing and able to comply with my responsibilities as set forth in this application; and that the information provided herein is true and correct to the best of my knowledge.

The applicant is responsible for keeping a copy of this application; the original must be submitted to the Town of Winter Park Planning Department

Printed Name of Applicant

Signature of Applicant

Date

FAILURE TO COMPLY WITH CHAPTER 6 OF THE TOWN STANDARDS, MAY RESULT IN A RE-INSPECTION FEE OF \$100.00.

ANY CONSTRUCTION STARTED PRIOR TO PERMIT ISSUANCE WILL RESULT IN A PENALTY OF \$500.00 TO THE APPLICANT.

Instructions for Grading Permit:

1. One (1) application must be completed for **each** property.
2. Applications must be completed and signed, incomplete applications will be denied.
3. This application must be submitted to the Town Planning Department **at least 5 working days prior** to commencing work.
4. A surety deposit of \$1,000.00 shall be required for utility installations or grading under 20 cubic yards. For projects grading over 20 cubic yards a surety deposit in the amount of 150% of the cost estimate to complete the improvements may be required to insure completion of the improvements in accordance with approved plans. The deposit will be returned once the improvements have been completed by the applicant and inspected by the Town. The deposit shall not be required if the applicant has signed a Single Family/Duplex Dwelling Deposit Agreement with the Town.
5. Once a completed application is received by the Planning Department, a site inspection will be conducted within 5 business days.
6. Variance requests must be engineered and stamped by a professional engineer. Variance requests will be reviewed by the Town Engineer. Please allow ten (10) business days for variance reviews and approval.
7. No work shall begin until an approved permit has been issued by the Town: this application is **not** a valid permit until approved and signed by a Town Official. Any construction started prior to permit issuance, will result in a penalty of \$500.00 to the property owner.
8. A permit fee of \$50.00 is required with the submittal of this application.
9. A detailed sketch of the work site must accompany this application and must show the following:
 - a) The address of the location of the work, the name of the owner, the name of the person who prepared the plan and the contactor performing the work.
 - b) A construction sequence outlining the proposed time-table for completion of the grading and revegetation.
 - c) General vicinity map of the proposed site.
 - d) Property limits and accurate contours of existing ground and details of terrain and area drainage.
 - e) Limiting dimensions, elevations and finished contours to be achieved by the grading, and proposed drainage channels and related construction
 - f) Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structure on the land of adjacent owners that are within fifteen (15) feet of the property or that may be affected by the proposed grading operations.
 - g) Location, size and depth of all existing utilities and easements on the proposed site.
 - h) Location of all natural features, such as watercourses and wetlands, on the proposed site or within one hundred (100) feet of the disturbed graded area.
 - i) A soils engineering report (if required by the Town). Recommendations included in the soils engineering report shall be incorporated in the grading plans and specifications.
 - j) A revegetation and erosion control plan (see Chapter 7 of the Standards).
 - k) A special wetlands study (if required by the Town). The outcome of the study may necessitate the Applicant obtaining a Corps of Engineer permit.
10. All construction must comply with Chapter 6 of the Town Standards and all requirements listed in the "Requirements" section of this application.
11. All permits expire one (1) year from date of issuance.

Requirements:

1. Applicants are required to call for all utility locates from the appropriate agency.
2. A copy of this approved permit application shall be available for inspection at the work site at all times.
3. If work site fails inspection upon completion of construction, the property owner has ten (10) calendar days after notification to repair the work site to Town Standards and a re-inspection fee of \$100.00 shall be assessed.
4. Photo Documentation may be required.
5. Consideration shall be given to placement of construction items such as dumpsters, portable toilettes, etc. These items shall **NOT** be placed within a Town right-of-way.