

Grading Permit Process & On-Site Inspections

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Apply for a Grading Permit

When to apply:

- Over 1,000 square feet of earth is being moved
- Not single-family residential



Other permits needed (potentially):

- Building permit: Monroe County Building Department
- Demolition permit: Monroe County Building Department
- State-issued permits: Rule 5, Floodplain permit



How to Apply for a Grading Permit

- Application on the website
- Submit:
 - Site plan
 - Erosion control bond estimate
 - Completed application
- Who signs the application:
 - Certification
 - Erosion Control Responsibility



CITY OF BLOOMINGTON
Planning and Transportation Department
401 N. Morton St., Bloomington, Indiana 47404

Phone: 812-349-3423 Fax: 812-349-3520 Email: planning@bloomington.in.gov

APPLICATION FOR GRADING PERMIT

Project Location/Address: _____

Owner: _____ Contractor: _____
Address: _____ Address: _____
Phone No.: _____ Phone No.: _____
Contact Person: _____ Contact Person: _____
Email Address: _____ Email Address: _____

Is the project located in a Floodplain? Yes ☐ No ☐
Does the project exceed 1 acre? Yes ☐ No ☐
Total acreage to the 10th of an acre _____

If you answered yes to either of the questions above, do you have the required approval from the appropriate agency? Yes ☐ No ☐

The following shall be submitted with each application, if applicable:

- 1). Complete sets of plans (see checklist section for details)
- 2). Completed ROW Excavation permit application
- 3). Erosion Control cost estimate. Once approved, a bond will be required prior to permit issuance
- 4). Construction Schedule for project (required)

*Approval by City of Bloomington Utilities is required prior to permit issuance

(OFFICE USE ONLY)

Application #: _____
Permit Fee: \$ _____
Date Issued: _____
Permit Reviewer: _____

Plan Checklist:

- ☐ Scale, Date, Preparation Date
- ☐ Existing & proposed contours, structures and improvements
- ☐ Landscape Plan with existing and proposed vegetation
- ☐ Location of any protected environmental features
- ☐ Location and type of Erosion Control measures (i.e. silt fence, straw bales, rip rap, check dams)
- ☐ Location of construction entrance (only one allowed)
- ☐ Location of stockpile area

Erosion Control Responsibility

As outlined in Bloomington Municipal Code Section 20.05.040 entitled Environmental Standards; Siltation and Erosion Prevention: In this section, I designate myself the responsible party for all erosion control measures. This indicates my compliance with the Erosion Control Chapter and binds myself to all regulations contained therein. This is in effect until the project is completed or a new Memorandum of Erosion Control Responsibility is filed with the authorized representative of the City Planning and Transportation Department.

(Signature of Responsible Party) (Print Name) (Date)

Certification

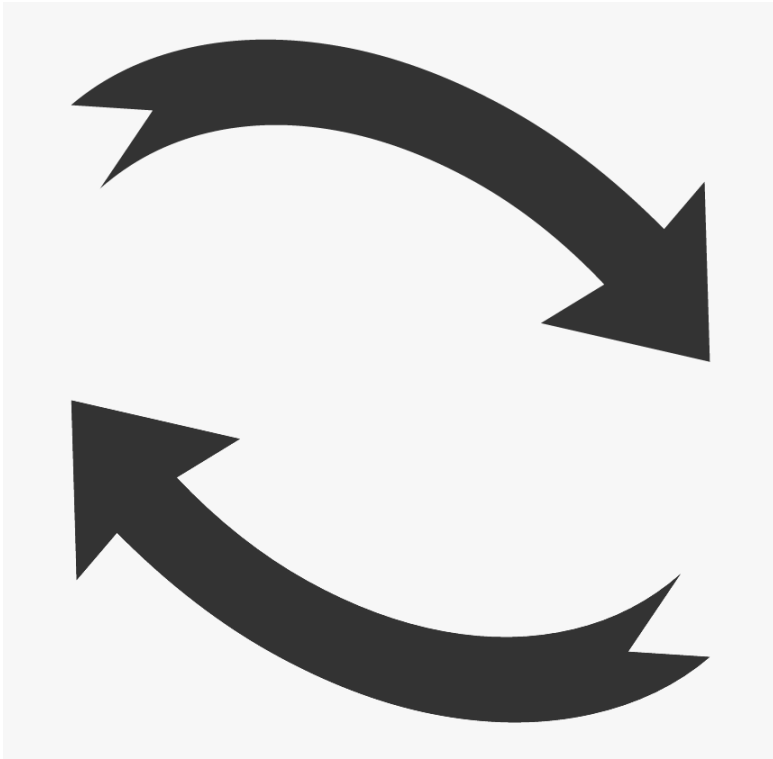
(1) I am authorized to make this application. (2) I have read this application and attest that the information which has been furnished (including that contained in the plans) is correct. (3) The plans that have been furnished to the City Planning and Transportation Department are the basis upon which the City of Bloomington is entitled to act in issuing or revoking any permit for grading. (4) If there is any misrepresentation in this permit or any associated documents, the City of Bloomington may revoke said permit issued based upon this misrepresentation. (5) I agree to comply with all City of Bloomington Ordinances, permit conditions and State Statutes, which regulate the grading of property. (6) I will abide by all City of Bloomington inspections and conditions of approval. (7) I will have the approved permit and plan (or copies) on the job site at all times.

I agree to the above mentioned criteria as well as the City Planning and Transportation Department's Certificate of Zoning Compliance (see attached).

(Signature of Responsible Party) (Print Name) (Date)



Review Process



- Back and forth between staff and design team
- Release held for other departments
- Set a permit release meeting



Grading Permit Release Meeting

- Who should attend
- Review expectations/conditions
- Deliver final plans & erosion control bond
- Pay permit fee



On Site Inspections: Before Grading

- Install erosion control measures per approved plans
- Contact City staff for inspection(s)
 - Erosion Control
 - Environmental Considerations
 - Refer back to Grading Permit from the release meeting
- Grading prior to an inspection will result in a Notice of Violation (NOV) and possible fines



On Site Inspections: During Construction

During Construction:

- Self-monitoring program required
- Expect random inspections of site during construction
 - Complaints
 - Rain events
 - Check-In
- Inspecting for erosion AND pollutant control (see handout)



On Site Inspections: Occupancy

- Contact city staff for occupancy inspection
 - Application and payment (\$100 per inspection)
 - Temporary Occupancy due to weather delays (30-45 days)
- Process goes smoothly with active communication
- Final Occupancy recommendation triggers release of erosion control bond
- Schedule inspections with other departments separately



New Unified Development Ordinance (UDO)

Important change:

- Tracking:
 - Previous UDO: “Any sediment reaching a public or private street shall be removed by street cleaning (not flushing) by those responsible before the end of each workday.”
 - New UDO: “Any sediment that leaves the site is a violation of this UDO.”



Thank you!

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