



# The Grading Permit Process

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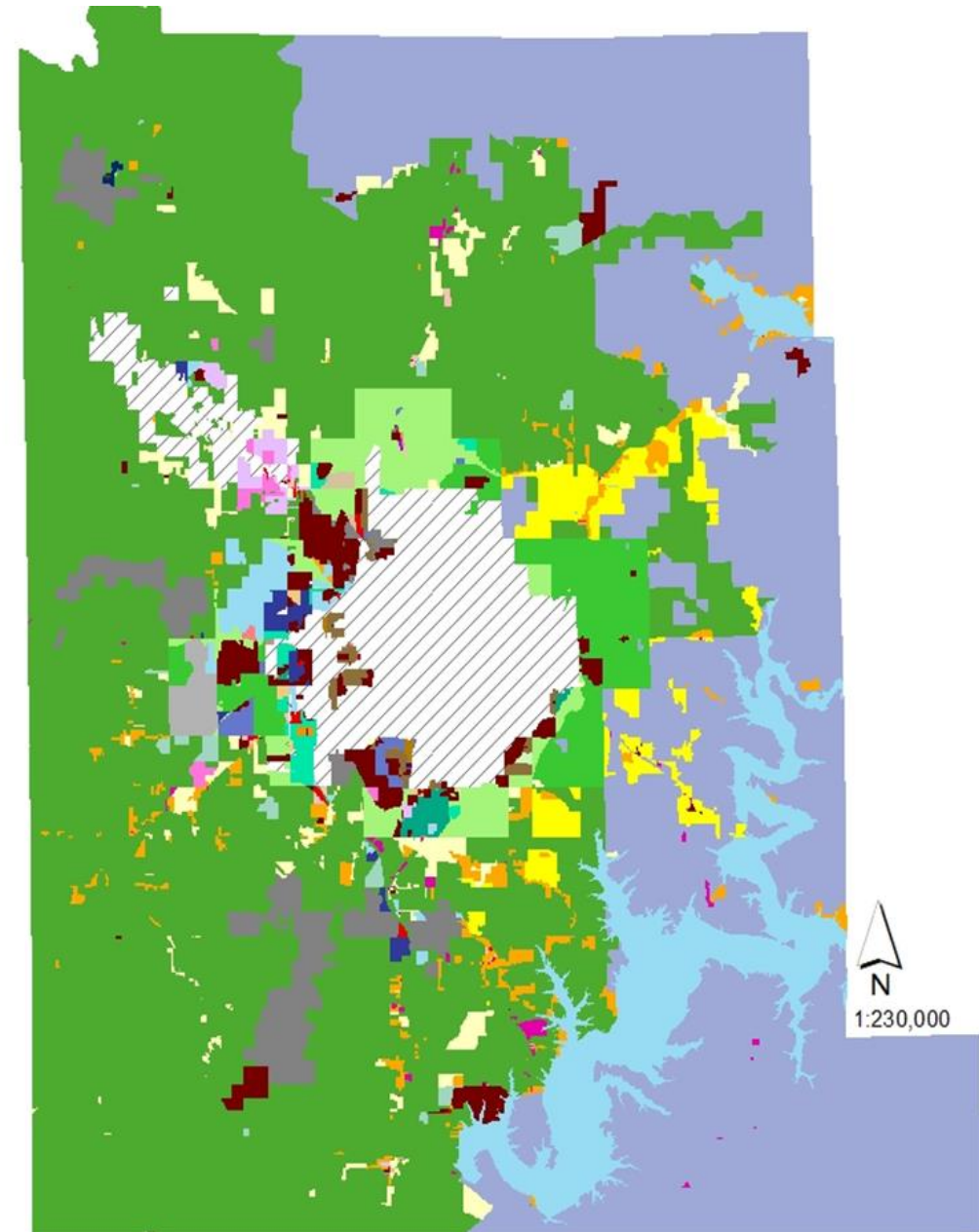
MONROE COUNTY PLANNING DEPARTMENT

2020 CONTRACTOR'S WORKSHOP

# MONROE COUNTY Zoning & Area

## Legend

AG/RR - Agriculture/Rural Reserve	MR - Medium Density Residential
AP - Airport	N.T. - No Tag (Outside Juris.)
BP - Business Park	PB - Pre-Existing Business
CA - Commercial Arterial	PUD - Planned Unit Development
CG - General Commercial	Q - Quarries
CL - Limited Commercial	QY - Quarry
CR - Conservation Residential	RE - Residential Estate
ER - Estate Residential	RE1 - Estate Residential 1
FR - Forest Reserve	RE2.5 - Estate Residential 2.5
GB - General Business	REC - Recreation
HI - Heavy Industrial	RM - Multi Dwelling Residential
HR - High Density Residential	RM15 - Multi Dwelling Res. 15
I - Institutional Uses	RM7 - Multi Dwelling Res. 7
IG - General Industrial	RS - Single Dwelling Residential
IL - Limited Industrial	RS2 - Single Dwelling Res. 2
IN - Institutional	RS3.5 - Single Dwelling Res. 3.5
IP - Institutional/Public	RS3.5/PRO6 - Single Dwell. Res. 3.5/PRO6
LB - Limited Business	RS4.5 - Single Dwelling Res. 4.5
LI - Light Industrial	SR - Suburban Residential
LR - Low Density Residential	UR - Urban Residential
ME - Mineral Extraction	WA - Water
MH - Manuf./Mobile Home Park	



# When is a Grading Permit required?

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- Commercial sites
- Residential sites
  - Pre-construction earth moving
  - After-the-Fact / As-Is
- ECO Areas (residential driveways)
- Pond construction

# Application

- Petitioner Contact Information
- Contractor Contact Information
- Current Deed
- Detailed Site Plan
- Erosion and sediment control plan
- Completed Driveway Permit
- Rule 5 (if applicable)
- Filing fee



**MONROE COUNTY PLANNING DEPARTMENT**  
Monroe County Government Center, 501 N. Morton St., Suite 224  
Bloomington, IN 47404  
Telephone: (812) 349-2560 / Fax: (812) 349-2967

## Grading Permit Checklist

### PETITIONER CONTACT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### CONTRACTOR CONTACT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Review of a **Grading Permit** will begin only after the following requirements are met:

- 1) All materials listed below and this form are submitted to the Planning Department by the petitioner.
- 2) An appointment to file these materials is made with a Planning Department staff member.

Upon receipt of all required information, the Planning Department will review the materials and notify the petitioner of the outcome or if additional information is required.

### Materials Required of Petitioner:

- ☐ Current deed(s) – From the Recorder's Office (Courthouse Room 122).
- ☐ Detailed site plan – Show the property boundaries and all existing and proposed structures, roads, drives, easements, sewer systems, vegetation, streams, drainage channels and basins, and other features (parking areas, septic fields, etc.).
  - o A site plan must also be submitted for any associated off-site fill or borrow areas. *Note:* Site plan must comply with Chapter 804-4(E) on Buildable Area.
  - o A PDF file of the site plan(s) may be requested.
- ☐ Erosion and sediment control plan – All erosion & sediment control measures must meet the minimum specifications as described in The Indiana Handbook for Erosion Control in Developing Areas. A plan must also be submitted for any associated off-site fill areas.
  - o Please include the following note in your plans: "Contact Monroe County Planning Department at (812) 349-2560 for the pre-construction meeting."
- ☐ Completed driveway permit application – With comments from the Monroe County Highway Department.
  - \*If lots are accessed by a County road, use the green application form.
  - \*If lots are accessed by a State Road, provide a copy of a driveway permit application from the Indiana Dept. of Transportation.
- ☐ Rule 5 - Required where total land disturbances are expected to exceed one (1) acre in area (see Chapter 816)
  - o A Rule 5 permit must be obtained before earthwork may begin and before the County can issue a grading permit. Basic application information is available in the Planning Department; for more detailed information, contact the Monroe County Stormwater Services (812-349-2960).
- ☐ Filing fee – \$100 for less than 1 acre; \$200 for more than 1 acre. Acceptable forms of payment are check or cash, payable to the Monroe County Plan Commission.

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# Site Plan Components

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- Property Boundaries
- Structure built and proposed
- Roads
- Driveways
- Easements
- Septic system
- Vegetation
- Streams
- Drainage Channels
- Parking areas
- Other features...



## Slope Map

Local Roads [50']

Petitioner

Parcels

### 15\_Percent Slope (2010)

0 - 15

> 15

2-Foot Contours

Hydrologic Features

EXAMPLE

1/2 ACRE

0 15 30 60 90 120 Feet



Monroe County  
Planning Department  
Source: Monroe County GIS  
Date: 10/24/2019



# Erosion Control Plan

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- Sediment barriers and traps
  - Basin traps, silt fences, outlet protections
- Surface stabilization
  - Temporary and Apply seeding, mulching, sodding, riprap
- Landscaping and final stabilization
  - Topsoil, trees and shrubs, permanent seeding, mulching, sodding, riprap

# Rule 5

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## **Rule 5 - Erosion Control**

### **STORM WATER RUN-OFF ASSOCIATED WITH CONSTRUCTION ACTIVITY**

The requirements of Rule 5 (**327 IAC 15-5**) apply to all persons who are involved in construction activity (which includes clearing, grading, excavation and other land disturbing activities) that results in the disturbance of **one (1) acre** or more of total land area. If the land disturbing activity results in the disturbance of less than 1 acres of total land area, but is part of a larger project, it is still subject to storm water permitting.



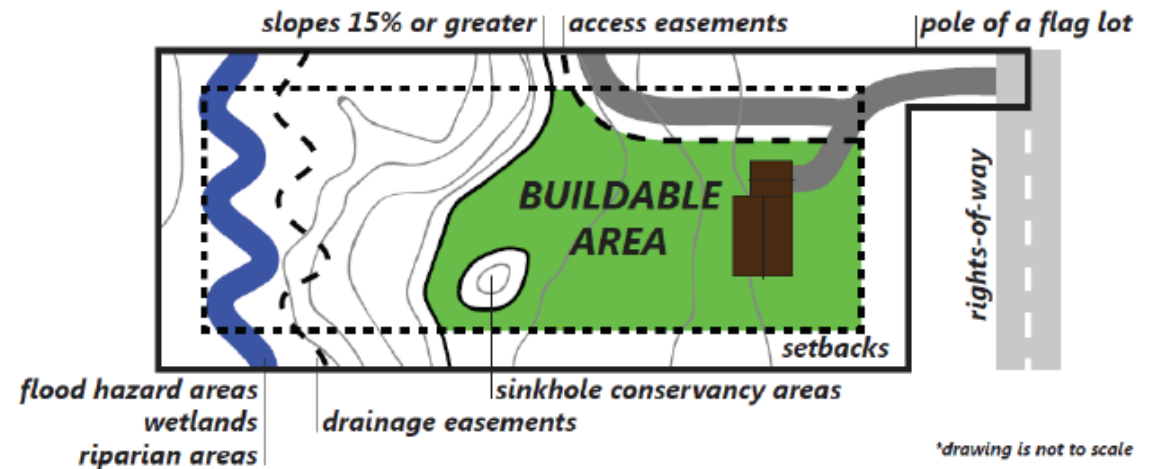
# Land Use Factors

- Buildable Area (15%)
- Sinkholes
- Easements – Conservation/Riparian

(E) Any building or structure constructed after October 2, 2015 must be located within a buildable area. The following shall not be included in the buildable area:

- Special Flood Hazard Area as specified in Chapter 808;
- Wetlands as specified in Chapter 801;
- • Slopes 15% or greater as specified in Chapter 825 Area 2 Regulations;
- Sinkhole Conservancy Areas as specified in Chapter 829;
- Drainage Easements as specified in Chapter 856;
- Riparian Conservancy Areas as specified in Chapter 801;
- Rights-of-way as specified in Chapter 801;
- Easements for access;
- Pole of a flag lot as specified in Chapter 801; and,
- Setbacks as specified by Ordinance.

Figure 4-2



# Land Use Factor: FEMA Floodplain

## Legend



Lakes

## Flood Zone



A/E Floodway



A



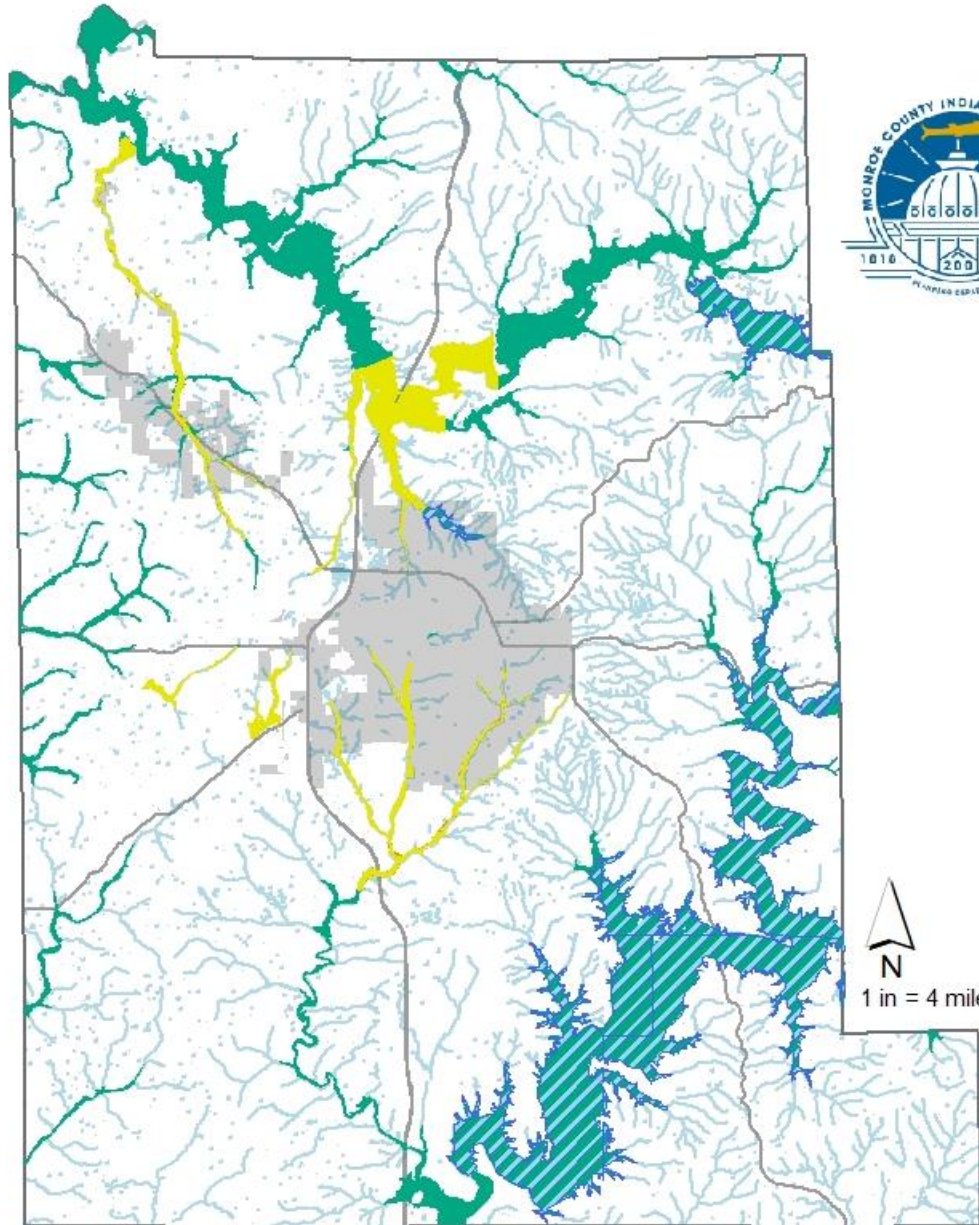
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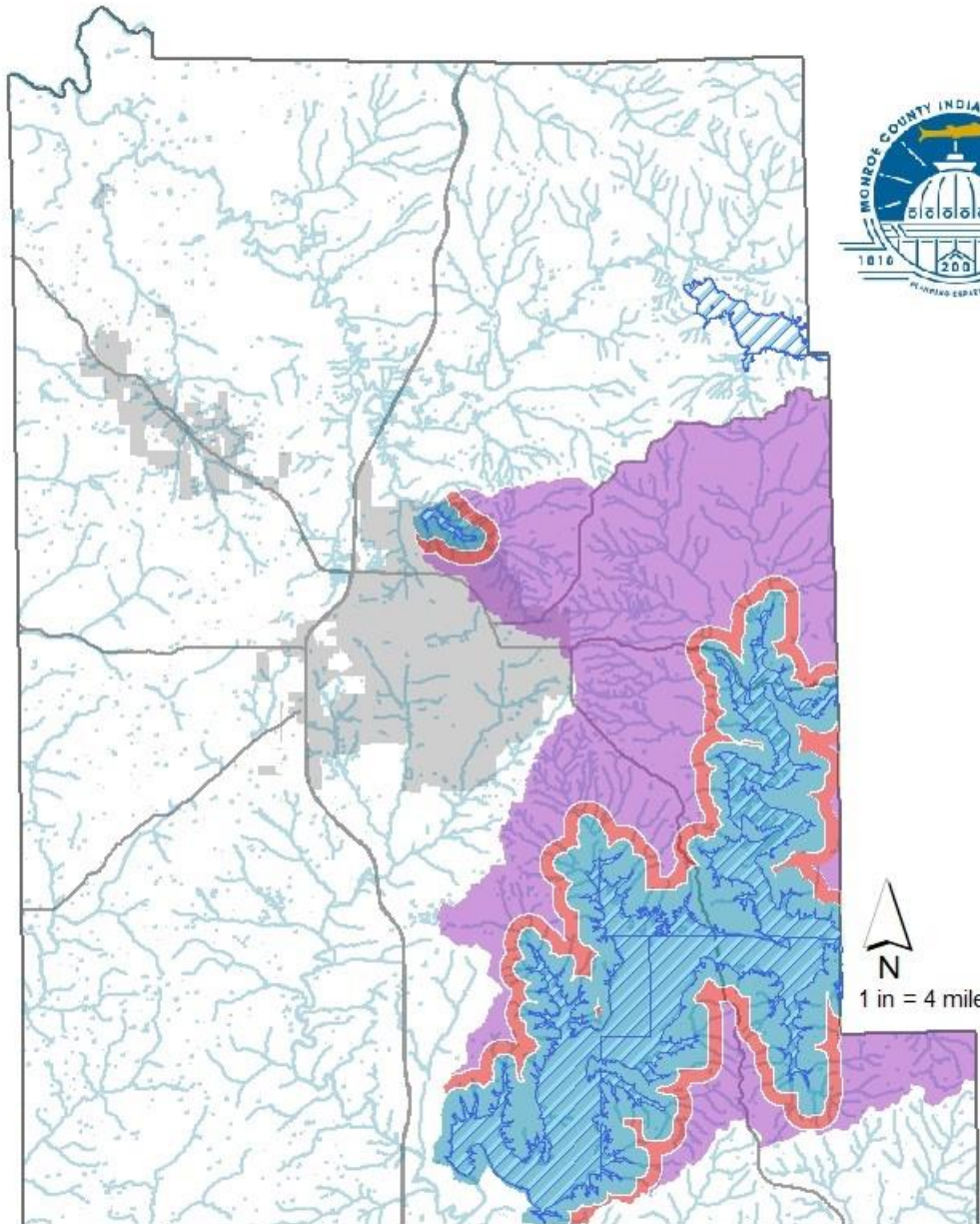
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Corporate Boundaries

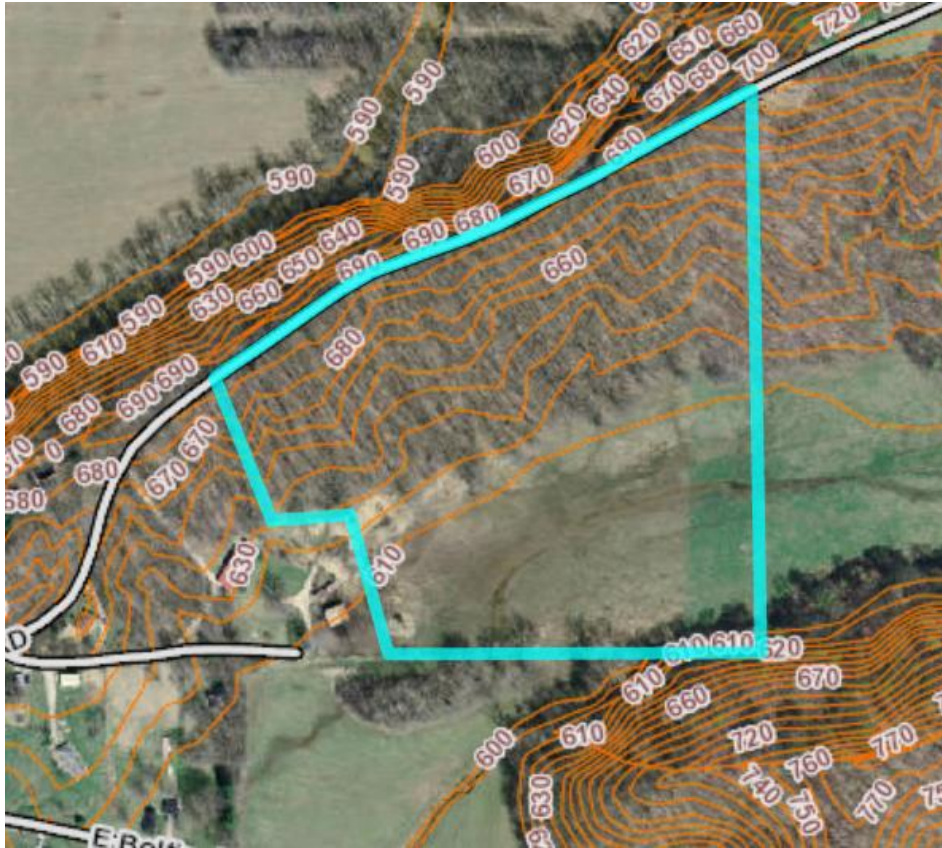


# Land Use Factor: ECO Areas





# Pond Construction







**Monroe County Planning Department**

501 N. Morton St. Suite 224, Bloomington, IN 47404  
(812) 349-2560

PUBLIC NOTICE OF

**GRADING PERMIT**

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

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

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

PROJECT TYPE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

DATE OF ISSUE: \_\_\_\_\_

Permit must be renewed one year from the date of issue.

NOTICE: THIS CARD IS TO BE POSTED IN A CONSPICUOUS PLACE: VISIBLE FROM THE PUBLIC STREET, AND SHALL REMAIN IN PLACE DURING THE ENTIRE PERIOD OF LAND DISTURBANCE. ANY CHANGES FROM THE SUBMITTED PLANS ON FILE WITH THE PLANNING DEPARTMENT UNDER THE ABOVE PERMIT # AND DATE MUST UNDERGO FURTHER APPROVAL. PERFORMANCE STANDARDS FOR PERMITTED USES IN THE MONROE COUNTY ORDINANCE CHAPTER 802-4 SHALL APPLY. RULE 5 COMPLIANCE WILL BE ENFORCED.

**\*\*PROJECT SITE OWNER MUST SUBMIT A NOTICE OF TERMINATION LETTER UPON COMPLETION OF PROJECT TO THE ABOVE ADDRESS.**

**YOU ARE RESPONSIBLE FOR EROSION CONTROL.**

- There shall be no offsite sedimentation.
- Any track out on roadways shall be swept up and removed from the roadway by end of work day.
- All graded areas shall be stabilized within seven (7) days of final grade.
- Any graded areas that are, might be, or are intended to be left bare for more than 15 days shall receive temporary seeding appropriate to the season.

**\*\*\*Please call the Planning Department to schedule a pre-construction meeting 24-48 hours before starting**

## Post permit on-site!

Commercial:

Schedule a pre-construction with MS4 Assistant & Planner

Receive permit at meeting



# Questions?

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ANNE CRECELIUS – PLANNER  
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(812) 349-2560