



Grading Permit Checklist

PETITIONER CONTACT INFORMATION	CONTRACTOR CONTACT INFORMATION
Name:	Name:
Address:	Address:
City, ZIP:	City, ZIP:
Phone:	Phone:
Email:	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.

(Continued on other side)

Useful Code References:

Monroe County Zoning Ordinance: **Chapter 816-4**

Additional Information:

- This information is meant to provide a general overview for a [Grading Permit](#). **This information is not a substitute for the applicable ordinances and standards.** Petitioners are strongly encouraged to consult the Monroe County Zoning Ordinance and the Comprehensive Plan where appropriate.
- You may be required to consult the following County departments and resources:

Building Department	(812) 349-2580
Highway Department	(812) 349-2555
Health Department	(812) 349-2543
Recorder's Office	(812) 349-2520
Monroe County Website	www.co.monroe.in.us
Monroe County Zoning Ordinance	http://www.co.monroe.in.us/tsd/Government/Infrastructure/Planning/Department/DocumentManagerPlanning.aspx?EntryId=24711
Monroe County Planning Department	http://www.co.monroe.in.us/tsd/Government/Infrastructure/Planning/Department.aspx