



**City of Ann Arbor**  
**PLANNING & DEVELOPMENT SERVICES — BUILDING DIVISION**

301 East Huron Street | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647  
 p. 734.794.6263 | f. 734.994.8460 | pstephens@a2gov.org

**GRADING/SOIL EROSION AND SEDIMENTATION  
 CONTROL PERMIT APPLICATION**

Part 91 of Act No. 451 of Public Acts of 1994 as amended, being Section 324.9101 - 324.9123  
 of Michigan Compiled Laws and Title V, Chapter 63, City of Ann Arbor Ordinance Code

Permission is requested by the Property Owner and designated agent to perform work as  
 described below and on the reverse side, and as shown on the attached plans.

**YOU *MUST* FILL IN ALL FIELDS**

<b>PROPERTY</b>	Address	Tax ID No.	Lot #
	Between	And	
<b>PROPERTY OWNER</b>	Name	Ph	Fax
	Address		
<b>CONTRACTOR/ DESIGNATED AGENT</b>	Last Name/Business	Ph	Fax
	Address	City	License No.      Exp.
<b>ARCHITECT/ ENGINEER</b>	Name	Ph	Fax
	Address	License No.	
<b>PROJECT INFORMATION/NAME:</b>			
<b>TYPE OF WORK</b>			
<input type="checkbox"/> Build/Finish <input type="checkbox"/> Addition(s) to <input type="checkbox"/> Alteration(s) to <input type="checkbox"/> Demolition/Cleaning <input type="checkbox"/> Move <input type="checkbox"/> Repair(s) to <input type="checkbox"/> Replacement of <input type="checkbox"/> Other _____	<input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Portion(s) of existing <input type="checkbox"/> Foundation only <input type="checkbox"/> Other _____ _____ _____	<input type="checkbox"/> Single Family Residence <input type="checkbox"/> Garage <input type="checkbox"/> Driveway <input type="checkbox"/> Multiple Structure Development <input type="checkbox"/> Commercial <input type="checkbox"/> Utility <input type="checkbox"/> Public Facility <input type="checkbox"/> Other _____	

You ***MUST*** submit ***TWO (2)*** copies of plans.

FLOODPLAIN/WETLAND

Name of and distance to nearest lake, stream or drain: \_\_\_\_\_

Does project require MDEQ Permit?  Yes  No DEQ Permit # \_\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

ON-SITE CONTACT:

NAME: \_\_\_\_\_ Company Name \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

Total Area of Parcel (In Acres): \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Total Area of Proposed Earth Disruption (Nearest 1/10th of an acre): \_\_\_\_\_

2 COPIES OF THE GRADING PLAN MUST ACCOMPANY THIS APPLICATION. Please verify that all of the following information required is included on the grading plan:

For Projects on One Single Family Parcel or Lot:

- The scale of the grading plan. (Not to exceed 1"= 50'.)
 A description of the soil types of the exposed land area contemplated for the earth change.
 All natural features (landmark trees, wetlands, floodplains, woodlands, steep slopes, etc.) within 50 feet of proposed disturbance; and watercourses or lakes within 500 feet of the proposed disturbance.
 All existing and proposed structures are shown on the plan (differentiate between the two).
The physical limits of each proposed earth change including any areas that will be disturbed.
 Existing and proposed grade changes (differentiate between the two) using contour lines or accurate slope descriptions.
 Arrows indicating existing and proposed (differentiate between the two) water runoff patterns.
 A description and the location of all proposed temporary and permanent soil erosion and sediment control measures necessary to prevent offsite sedimentation.

FOR NEW HOUSE CONSTRUCTION ONLY, the following relative spot elevations are shown:

- First floor elevation.
 Lowest floor (basement) elevation for a walkout.
 A spot elevation of the street in front of the structure.
 High and low spot elevations on the lot (existing and proposed)

Proposed Construction Sequence (month/year)\*:

- Project start date: \_\_\_\_ / \_\_\_\_
Gravel drive or mud mat installed: \_\_\_\_ / \_\_\_\_
Erosion control measures installed (erosion control inspection): \_\_\_\_ / \_\_\_\_
Land clearing: \_\_\_\_ / \_\_\_\_
Excavation started: \_\_\_\_ / \_\_\_\_
Stormwater Management Sys. installed: \_\_\_\_ / \_\_\_\_
Utilities constructed: \_\_\_\_ / \_\_\_\_
Roads constructed: \_\_\_\_ / \_\_\_\_
Pre-footing inspection: \_\_\_\_ / \_\_\_\_
Install foundation: \_\_\_\_ / \_\_\_\_
Final grading/ seeding: \_\_\_\_ / \_\_\_\_
Permanent erosion controls installed: \_\_\_\_ / \_\_\_\_
Temporary erosion controls removed1 : \_\_\_\_ / \_\_\_\_
Project complete (final inspection)2 : \_\_\_\_ / \_\_\_\_

\* Please note that all of the items may not applicable to all jobs. If this is the case, simply indicate N/A.

1 Temporary erosion controls cannot be removed until the site is stabilized.

2 Site must be stabilized with permanent measures prior to scheduling of the final inspection.

NOTE:

- 1. Earth disruption may not commence prior to issuance of Grading/Soil Erosion and Sedimentation Control permit.
2. If project involves work within a floodplain, wetland, or cross section of a lake or stream, you must obtain an MDEQ permit prior to issuance of this permit.
3. Permittee is cautioned that grade changes resulting in the impoundment of water or increased runoff onto adjacent property is subject to civil damage litigation.

The Property Owner's signature is required either as the sole permit holder or to authorize the contractor to be the designated agent.

Permit holder will be:

- Property Owner
- Contractor / Designated Agent

(NOTE: Contractor is NOT allowed to act as a designated agent if Contractor is in non-compliance status on other permits.)

I (we) affirm that the above information is accurate and that I (we) will conduct the above described earth change in accordance with Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, Chapter 63 of the Ann Arbor Ordinance Code, the documents accompanying this application, and with all terms and conditions of the permit as it may be issued, and agree to pay all fees and costs that may come due as a result of any activity under the permit.

\_\_\_\_\_  
*Property Owner's Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

OR

I (we), the Property Owner, authorize the Contractor identified on this application to be my Designated Agent and to secure a grading permit on my behalf.

\_\_\_\_\_  
*Property Owner's Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

I (we) affirm that the above information is accurate and that I (we) will conduct the above described earth change in accordance with Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, Chapter 63 of the Ann Arbor Ordinance Code, the documents accompanying this application, and with all terms and conditions of the permit as it may be issued, and agree to pay all fees and costs that may come due as a result of any activity under the permit.

\_\_\_\_\_  
*Designated Agent's Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

**OFFICE USE ONLY**

GRADING NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_ Approval Date: \_\_\_\_\_

**FEEES**

Grading Permit \$ \_\_\_\_\_

Cash Bond: \$ \_\_\_\_\_

Inspection Escrow:

(Months of construction) x (\$100/ Month)

\_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

- Escrow must be collected at issuance of permit
- Designated agent is responsible for contacting city, for release of outstanding escrow, at completion of project