

Grading Permit Checklist

JUNEAU PERMIT CENTER, 4TH FLOOR MARINE VIEW CENTER, (907) 586-0770

All grading must conform with CBJ Title 19.12, Excavation and Grading.

Section I:

Case Number: _____

Applicant's Name _____

Mailing Address _____

Phone Number _____

Project Address _____

Project Parcel Number _____

Section II:

GRADING PLAN REQUIREMENTS

Grading permit applications must be accompanied by a drawing which graphically shows the grading site and the proposed grading changes. The plan shall show the following features:

- A. Name, address and phone number of applicant
- B. Lot number, legal description, and street address of grading site
- C. Lot boundary lines
- D. Buildings (existing and proposed)
- E. All easements affecting lot
- F. Location of driveway, including width and size of culvert
- G. Streams, ditches, swales and all other drainage features including locations where drainage leaves the grading site. (PLAN SHALL SHOW ALL DRAINAGE FLOWING INTO AN APPROVED DRAINAGE WAY)
- H. Location of underground utilities (water, sewer, phone, power, tv)
- I. Limits of all proposed cuts and fills
- J. Elevations and dimensions of proposed grading and buildings
- K. All structures within 15 feet of the boundaries of the site
- L. Survey of existing terrain shown with, elevations, cross sections or contours

The Building Official may require a more detailed plan and/or survey by licensed professionals for grading on sites with steep slopes, large excavations or fills (greater than 5,000 cubic yards), or for structural fills.

Section III:

- Will there be excavation activity? YES NO
- How many cubic yards? _____ Cubic Yards
- What type of material will be excavated? _____
- Will excavated material be removed from the site? YES NO
- How many cubic yards of material will be removed? _____ Cubic Yards
- What is the location of the disposal site? _____
- Has a permit been obtained for the disposal site? YES NO
- Will fill be brought on to site? YES NO
- How many cubic yards? _____ Cubic Yards
- What type of material? _____
- From where will the material be obtained? _____
- Will stumps need to be removed? YES NO
- Describe method of disposal: _____
- Will erosion protection be required? YES NO
- Describe method: _____
- Will a retaining wall be required to hold the cut or fill? YES NO
- (Note: Walls four feet or greater in height must be designed by a professional engineer licensed in the State of Alaska.)

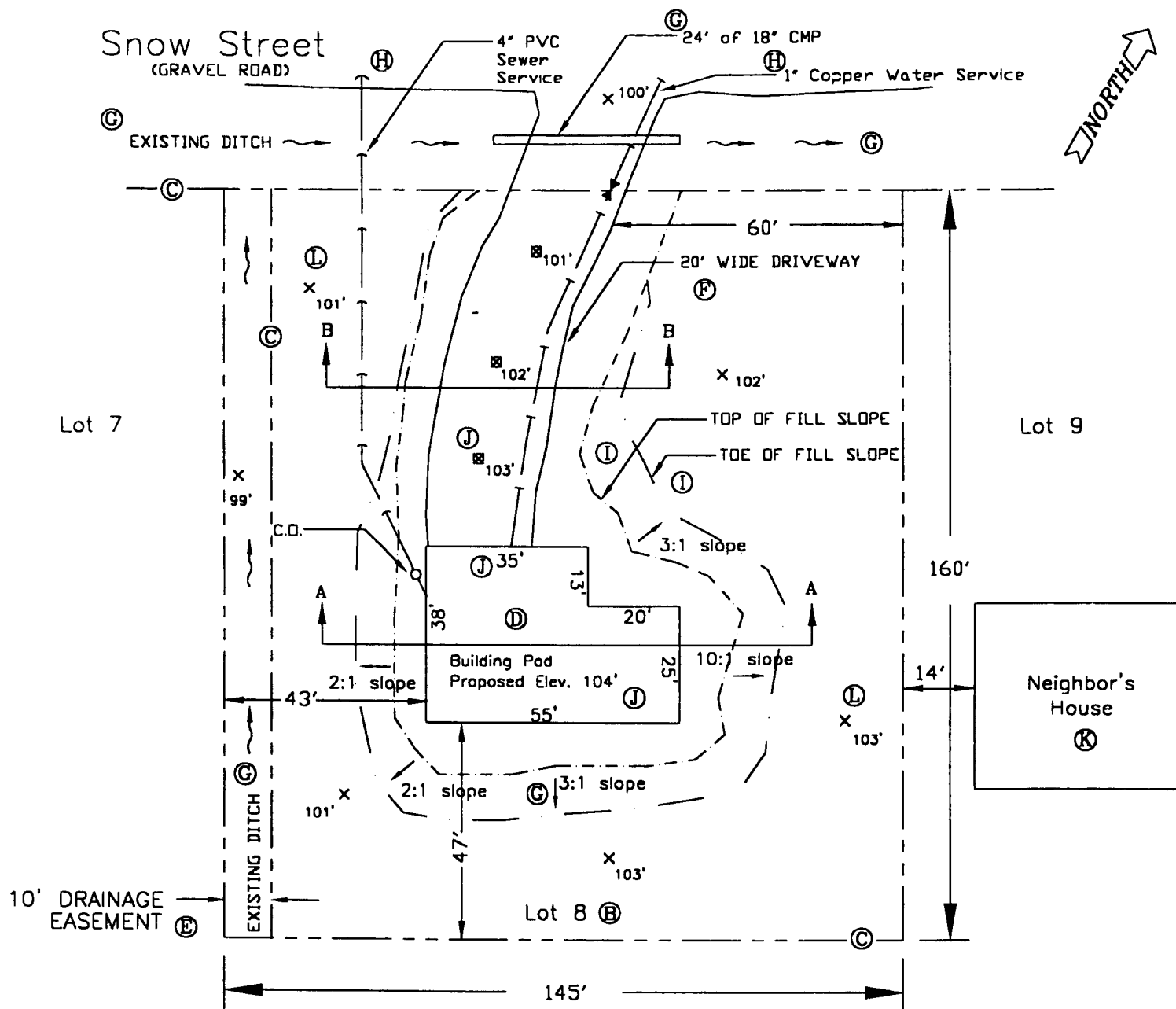
Section III:

Has a grading plan been stapled to this checklist? (Note: See Grading Plan Requirements on the back of this page.)	YES	NO
If a driveway is to be constructed to a State of Alaska Department of Transportation right-of-way, attach a copy of the ADOT driveway permit. (Note: Glacier Highway, Mendenhall Loop Road, and other major arterial roads in the CBJ are ADOT rights-of-way.) Are ADOT permits required and attached to this checklist?	YES	NO
If grading project will require a well or on-site sanitary sewer disposal, permits from the State of Alaska Department of Environmental Conservation are required. Are ADEC permits required and attached to this checklist?	YES	NO
CBJ Land Use Code may require a Conditional Use Permit be issued by the Planning Commission for Sand and Gravel Extraction. Please respond to the following questions in order to determine if the extraction is exempt from a planning permit.		
Is the extraction a necessary incident to work authorized under a valid building permit for a proposed permitted use?	YES	NO
Has a building permit been issued for the proposed permitted use?	YES	NO
Is the extraction a necessary incident to improvements which are part of an approved subdivision plat?	YES	NO
If associated with subdivision improvement, will the material excavated remain entirely on the property or original tract or parcel subdivided?	YES	NO
Is the extraction less than two feet in depth and not creating a slope greater than five feet in height or steeper than one and one-half horizontal to one vertical?	YES	NO
Does the extraction involve the removal of less than two hundred cubic yards from the lot?	YES	NO
Is the extraction a necessary incident to the location or placement of work located primarily in the public way which is exempt from the building code?	YES	NO
Is the extraction for cemetery graves, excavations for wells or tunnels, utilities or exploratory excavation totaling less than two hundred cubic yards?	YES	NO

A NO answer to one or more of the questions A through H above may indicate that a Conditional Use Permit is required.

⇒ **See Example Grading Plan. Required features are shown on example plan by encircled letters which correspond to the above list.**

1. All grading must conform with CBJ Title 19.12, Excavation and Grading. (Note: Grading activity shall comply with grading setbacks.)
2. Prior to placing fill, all organic material and overburden must be removed.
3. Stumps shall be disposed of in an approved manner.
4. If fill or excavation has the potential to endanger adjoining property, the Building Official may require a soils engineering report.
5. If drainage is modified, the site plan must show no additional drainage impact on adjoining properties.
6. All retaining walls shall be shown on the grading plan, and with a detail which shows the wall's construction. Walls four feet in height or greater must be designed by a professional engineer licensed in the State of Alaska.
7. Some projects on steep slopes will require a HILLSIDE DEVELOPMENT PERMIT as defined in section 49.70 of the municipal code. For information, contact the CBJ Community Development Department at 586-0770.
8. Fills placed on existing slopes between 5:1 and 2:1 shall be benched to minimize slippage.
9. Fills placed on slopes steeper than 2:1 must be placed in accordance with an approved soil engineer's or geologists plan or report.
10. Fills to be used to support structures must be placed in accordance with an approved plan and soils report prepared and submitted by a civil or soils engineer licensed in the State of Alaska.



Example Grading Plan

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(Applicant shall attach own plan to grading permit application)

Key

Notes:

1. Phone, Power, and TV lines are aerial. (H)
2. Basis of elevations is the center of the driveway at the intersection of the road. (J)

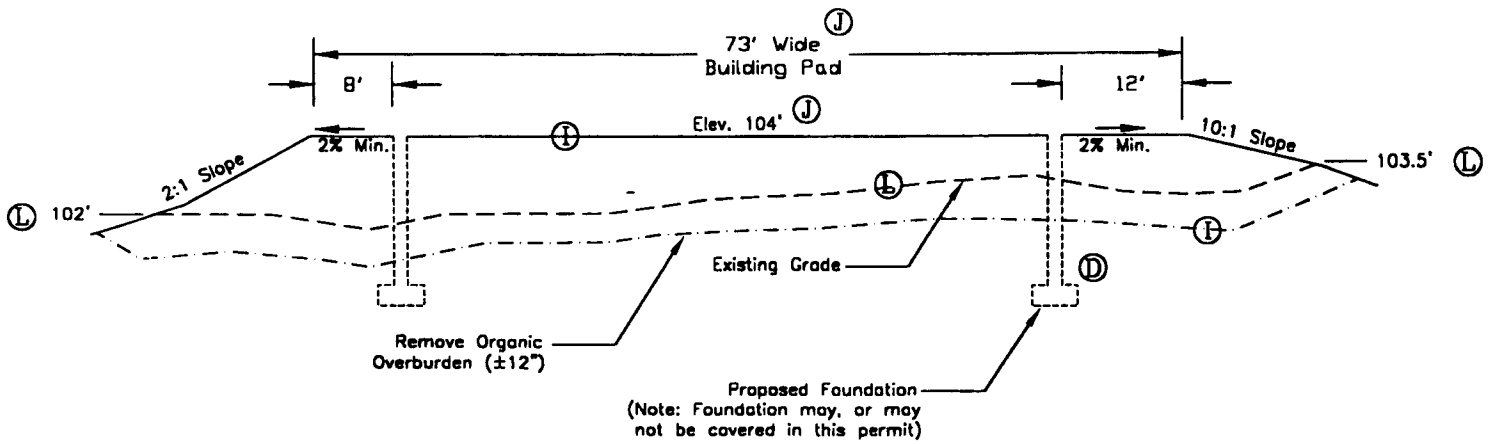
(A) Permit Applicant's Contact Information:

Jane Propertyowner
526 Fifteenth Street
Douglas, AK 99824
364-9999

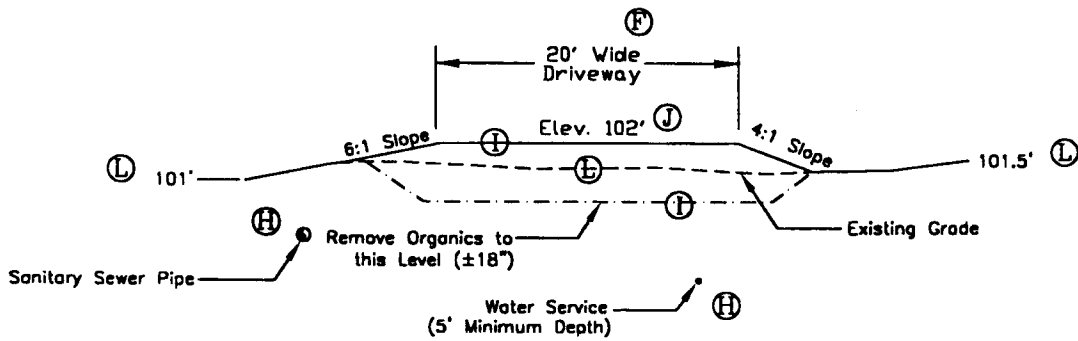
(B) Grading Site

Lot 8, Block B
Sleepy Subdivision
Snow Street
(No mail address assigned yet)

x _{103'}	Existing Elevation	(L)
■ _{103'}	Proposed Elevation	(J)
-----	Legal Boundary	(C)
- - - - -	Top of Fill Slope	(I)
- · - · -	Toe of Fill Slope	(I)
~ ~ ~ ~ ~	Direction of Flow	(G)
—→	Sewer Line	(H)
—→	Water Line	(H)



Section A-A



Section B-B

Example Grading Plan

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(Applicant shall attach own plan to grading permit application)

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Ⓑ Grading Site

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