



# Grading & Land Alteration Permit Application

*Land Alteration Regulations codified at Little Rock Code of Ordinances § 29-166 et seq. require persons proposing to engage in clearing, harvesting, filling, cutting, quarrying, construction or similar activities to apply for a permit. To obtain the permit, known as a grading permit, applicants must fully complete and submit this form to the Public Works Department to initiate grading permit processing.*

## I. PROJECT IDENTIFICATION

Name of Project: \_\_\_\_\_

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

Description: \_\_\_\_\_

Zoning: \_\_\_\_\_

Building Permit #: \_\_\_\_\_

## II. APPLICANT INFORMATION

*The applicant shall be the "responsible party" for compliance with the Land Alteration Regulations and this grading permit. The applicant may be either the contractor, developer, property owner or other person who is engaged in the land alteration activity.*

Applicant: \_\_\_\_\_ phone #: \_\_\_\_\_

Applicant's Company: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

## III. PERMIT CRITERIA *(Grading permits are required only when the activity meets threshold conditions and no exemption applies.)*

### A. EXEMPTIONS *(No grading permit required)*

**check if applicable**

- Property of 2 acres or less fronting a collector standard street and zoned R1, R2, R3, R4, or R7A: \_\_\_\_\_
- Property zoned Agricultural or Forestry (AF): \_\_\_\_\_
- Property of 5 acres or less fronting on a residential standard street and zoned R1, R2, R3, R4, or R7A: \_\_\_\_\_
- Work performed due to an emergency or a repair to protect public health, safety and welfare: \_\_\_\_\_
- Mining operations regulated by the Arkansas Open Cut Land Reclamation Act (ACA § 15-57-301): \_\_\_\_\_

### B. THRESHOLD CONDITIONS

### APPROVALS

*Check the below condition(s) that apply:*

**Yes/No**

- |   |  |
|---|--|
| Site within SFHA (100-year Floodplain): _____ | Planning Dept. zoning approval: _____              |
| Cutting/filling ≥ 10 vertical feet: _____     | Planning Dept. approval (Landscape/Buffers): _____ |
| Cutting/filling ≥ 1000 CY: _____              | Building Permit issued: _____                      |
| Removing > 7 trees w/ ≥ 6" dia. ABH: _____    | Grading and Drainage Plan approved: _____          |
|   | Erosion Control Plan approved: _____               |

## IV. SITE SPECIFICS

A permit can be issued only when all necessary city approvals have been obtained and construction is imminent. *(Imminent construction means the installation of a foundation or erection of a structure within 6 months following land alteration activities or as approved by the Department of Planning and Development in coordination with appropriate Departments.)*

Construction period:	Start date _____	Est. Finish date _____
Soil Loss Estimates:	w/o erosion controls(t/a/y) _____	w/ erosion controls (t/a/y) _____
Area disturbed (acre) _____	Max. depth of cut/fill (ft) _____	Total project cut/fill (cy) _____

Est. quantity of fill material to haul in excluding gravel and asphalt (cy): \_\_\_\_\_

Source of fill material excluding gravel and asphalt: \_\_\_\_\_

Est. quantity of cut material to haul out (cy): \_\_\_\_\_

Destination of fill material hauled from site: \_\_\_\_\_

**All off-site cut/fill areas within the corporate limits operated simultaneously with construction site(s) must be permitted separately.**

Location of vehicular access tracking pad(s): \_\_\_\_\_

Provide haul route of construction vehicles to/from site: *(Hauling activities are confined to identified routes.)*

**Required Submittals:**

- **Grading and drainage plan** *(except residential subdivision)*
- **Erosion control plan**
- **Construction period soil loss estimates**

- The City shall have three (3) working days to review the grading permit application for permit issuance or denial.
- All construction work shall include appropriate drainage and erosion control measures to protect neighboring properties. If a land alteration activity causes damage to off-site property or water, the responsible party shall be required to mitigate the damage and install such additional erosion controls, as approved by the city official, to prevent further damage.
- Clearing and grading for streets and drainage improvements may be done on residential subdivisions only provided the preliminary plat has been approved. No installation of infrastructure including curb, gutter, road base, asphalt, sidewalks, and drainage system is allowed until grading and drainage plans have been approved by Public Works.
- Clearing and grading activities are restricted to work hours identified in LR Code Sec. 18-52(b)(12).
- If building construction has not commenced and been diligently pursued within eight (8) months of grading permit issuance, then all disturbed areas must be restored in accordance with Section 29-196 and landscaping and tree requirements in the buffers shall be installed, unless the city official determines that the existing buffers on site meet the landscape planting requirements of chapter 15 and zoning requirements of chapter 36 of the LR Code.
- Any changes that occur during construction that deviate from the approved grading permit application must be approved by Public Works.
- Damage to private or public property due to hauling operations or operation of construction related equipment from a nearby construction site shall be repaired by the responsible party prior to issuance of a certificate of occupancy.
- Grading Permit Fee: \$100 for less than ½ acre; \$200 for ½ acre to 1 acre; and \$100 for each additional acre greater than 1 acre, make check payable to "Little Rock Planning and Development"
- All grading permits must be signed and picked up by appointment at Public Works, Civil Engineering, prior to beginning construction at: 723 W. Markham St. LR, AR 72201; Ph #: 501-399-3470 or 918-5348 Fax #: 371-6863

*P & D Staff use:*

Grading Permit Issuance:                      Approved \_\_\_\_\_                      Denied \_\_\_\_\_

Signature of City Official: \_\_\_\_\_                      Date: \_\_\_\_\_

Comments: