



Planning Department
420 Villa Drive, Box Elder, SD 57719
Phone: 605-923-1404 Fax: 605-923-4264
This institution is an equal opportunity provider

Grading Permit Procedure

Material and actions required of the Petitioner.

A completed application signed by the property owner(s) or their designee.

1. Vicinity Map
2. A PDF or Digital file of the topography plan prepared by a registered Engineer, showing to scale the property on which work is to be performed; the location of the proposed grading work on the property; existing and proposed finished grades, with contours at intervals appropriate to the nature and intent of the work and site (generally the interval between contours should be a minimum of one (1') foot, and a maximum of five (5') feet; any existing structures or improvements on the site; lot lines; any easements located on the property such as for drainage, utility, or access; any wetlands or floodplains locate on or immediately adjacent to the property; and distance from lot lines to the work location(s). A registered landscape Architect may prepare the data required when the grading permit is for recreational use.
3. The estimated total area to be disturbed.
4. A soils report prepared by a registered soils Engineer identifying the nature and distribution of existing soils, conclusions and engineering recommendations for grading procedures; soil design criteria for any structures or embankments required to accomplish the proposed grading; and, where necessary slope stability studies, and recommendations and conclusions regarding site geology.
5. An analysis of the site drainage prepared by a registered Engineer, demonstrating that the site will not exceed that which existed prior to grading, and the anticipated flows and capacity of all conveyance facilities transporting or receiving the runoff.
6. Sediment and erosion control plans showing temporary and permanent measures (best management practices) to stabilize the site and prevent sediment discharge during and after completion of grading activities. The best management practices may include structural or vegetative measures and must be appropriate for all stages of the grading work through final stabilization. Failure to implement and maintain best management practices or stabilization measures may result in a violation of the permit conditions.

7. A copy of Authorization to Discharge Under the Surface Water Discharge System from South Dakota Department of Agricultural & Natural Resources (DANR)

8. Location(s) of off-site sources for fill or waste sites, proposed haul routes and proposed locations for access to public streets, highways, or rights-of-way.

PROCEDURE:

1. Upon receipt of the required application and supporting information, the Planning Office staff will route the information to all effected departments, and agencies for review.
2. City Staff will have up to fifteen (15) working days to review.
3. The petitioner shall be required to begin work within six (6) months of permit issuance, and all work must be completed with twelve (12) months of permit issuance, unless other approved at the time of issuance.

Suspended Timelines: If the Planning Director, Engineer or PW director determines that the application for the Grading Permit does not contain the specified and required information, the review timeline shall be suspended and the owner and/or designated agent shall be notified of the deficiency. When complete and sufficient information is provided by the owner and/or designated agent, the review timeline shall be re-engaged, with an additional three (3) working days added to the remaining balance of the review timeline. Applications suspended for more than ninety (90) consecutive days shall be denied by the Planning Director.

Applicants may appeal to the City Council for extensions, providing that the appeal is heard within ninety (90) days of the suspension.

NOTE: Grading Permits are not required for clearing, filling, or grading of land for agricultural or gardening purposes; previously disturbed or developed land for expansion of existing residential, public, commercial, or industrial uses or less than one (1) acre located outside a FEMA-designated Flood Hazard area or Major Drainage Easement.



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Grading Permit Application

There is a non-refundable Grading Permit Application Fee of \$50.00.

Applicant Information

Company: _____
 Name: _____
 Address: _____
 City, State, Zip: _____

Phone: _____
 E-Mail: _____

Property Owner Information (If different than Applicant)

Company: _____
 Name: _____
 Address: _____
 City, State, Zip: _____

Phone: _____
 E-Mail: _____

Contractor Information (If different than Applicant)

Company: _____
 Name: _____
 Address: _____
 City, State, Zip: _____

Phone: _____
 E-Mail: _____

Legal Description of Site
Size of site – acres:

Will grading operation be located in floodplain?	Yes	No	If yes, have ordinance requirements been met?	Yes	No
Will grading operation take place in a geologically hazardous area?	Yes	No	If yes, have the proper precautions been taken?	Yes	No
Will grading operation be located in a wetland or in water of the United States?	Yes	No	If yes, has a Corps of Engineers 404 Permit been secured?	Yes	No
Will drainage patterns be altered?	Yes	No	Is the project site located within an identified 100 year floodplain?	Yes	No
Land within or adjacent to FEMA-designated Flood Hazard Areas(if applicable)	Yes	No	Erosion & Sediment Control Permit Application attached	Yes	No

Does this site contain/border any of the following? Check all that apply: Stream ___ Lake ___ Wetland ___

This application must be accompanied by the following as required:

- Site Plan (topographic with contours not more than five (5) feet)
- Geotechnical Report signed and sealed by professional engineer (if applicable)
- A copy of Authorization to Discharge Under the Surface Water Discharge System from SD DANR

Owner

Signature: _____
 Date: _____
 Title: _____
 (Required for Corporations, Partnerships, LLC & Other)

Applicant/Agent

Signature: _____
 Date: _____
 Title: _____
 (Required for Corporations, Partnerships, LLC & Other)