

# GRADING/EXCAVATION PERMIT APPLICATION

City of Burns  
242 S. Broadway  
Burns, OR 97720  
P: 541-573-5255 F. 541-573-5622

## CONTACT INFORMATION

Applicant/Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Landowner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Engineer Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## PROPERTY INFORMATION

Property Location (address) \_\_\_\_\_

Tax Map Number \_\_\_\_\_

Total grading/excavation area \_\_\_\_\_

Estimated Start Date \_\_\_\_\_ Estimated completion Date \_\_\_\_\_

Maximum depth of cut \_\_\_\_\_ depth of fill \_\_\_\_\_

Maximum existing slope \_\_\_\_\_ Maximum final slope \_\_\_\_\_

**Note: Additional permits may be required by DEQ. This permit does not grant approval for any necessary DEQ permits. All necessary DEQ permits shall be obtained before beginning any activity.**

## SUBMITTAL REQUIREMENTS

\_\_\_\_ Application Fee \_\_\_\_ Grading/ Drainage Site Plan \_\_\_\_ Grading/Clearing Statement \_\_\_\_ Soils Report if required

**The City will determine if a permit is needed based on the following: if located in flood plain, total construction area is less than 12,000 sq. ft. and there are no drainage ditches.**

By signing, I agree to comply with all provisions of the City of Burns Grading/Excavation Ordinance 17-848 & 17-849. I have examined all statements and information contained herein, and all attached exhibits, and to the best of my knowledge and belief, they are true and correct. I authorize the City of Burns staff, and Planning Commissioners to enter property for inspection of the site in conjunction with this land use application.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

## CITY OF BURNS USE ONLY

\_\_\_\_ Fee Paid Received by \_\_\_\_\_ Date Received \_\_\_\_\_

This application has been: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
City of Burns, Administration

\_\_\_\_\_  
Date

Copies to: \_\_\_\_ Applicant \_\_\_\_\_ Public Works Dept. \_\_\_\_\_ Inspection Required

### SUBMITTAL REQUIREMENTS

#### Site Plan Requirements both Minor and Major

- \_\_\_\_\_ Drawn to scale and legible, engineer's scale in an easily readable size, such as 1"=20, with north arrow.
- \_\_\_\_\_ Property lines shown with dimensions, existing easements, and setbacks. Show adjacent streets with names.
- \_\_\_\_\_ Existing and proposed grades based on spot elevations and/or contours at 1' intervals extending five (5) feet into adjacent properties. Clearly label existing grade and proposed finished floor grade at primary building corners.
- \_\_\_\_\_ Highlight any existing or proposed slope area > greater than 20%.
- \_\_\_\_\_ Show perimeter outline of existing and proposed structures. Show roof ridge lines, gutters and downspouts (if any).
- \_\_\_\_\_ Show building and garage entrances, driveway access locations from street, access roads and points of entry to the grading/excavation site including gravel construction entrances.
- \_\_\_\_\_ Show total impervious surface coverage in square feet. Include drainage calculations showing Adequate volume on site for storage of run-off from impervious surfaces.  
**Storage volume (cubic feet) = Total impervious surface x .20 foot.**
- \_\_\_\_\_ If on septic, show drain field.
- \_\_\_\_\_ Show proposed site drainage using arrows. Show any onsite drainage features/structures.
- \_\_\_\_\_ Show any existing natural drainage features. Clearly indicate runoff paths from roof, driveway And any other impervious surface.
- \_\_\_\_\_ Show the location of proposed mitigation measures, such as re-vegetation/landscaping or Retaining walls.
- \_\_\_\_\_ Show location of any natural areas to be preserved.
- \_\_\_\_\_ Provide statement on site plan stating: "This map is true and correct indication of the grading/excavation and drainage conditions existing and proposed for this property." Including a signature and date line for the property owner.
- \_\_\_\_\_ Show all existing/proposed utilities. No water or sewer mains or services within a swale of retention area.

**Grading/Excavation Statement Requirements for Major or minor Grading Permit**

The "Grading and Excavation Statement" is the property owner's statement that the construction on their property will conform to the Grading/Excavation Ordinance requirements. Short answers are encouraged.

Stabilization is generally addressing measures to protect newly exposed slopes or cleared areas. Erosion and drainage control during construction needs to be provided and can be as minimal as hay bales or dirt berms. Dust control is also regulated under the Grading/Excavation Ordinance.

The estimated start and completion dates are requested because typically grading permits will only be valid for 180 days. Extensions may be obtained for up to an additional 185 days, but they must be requested in writing by the permit holder.

Listing of the maximum proposed cuts, fills and slope information helps expedite the processing of the permit and validates the owner's knowledge of the final proposed conditions.

Owner's signature is required as the grading/excavation permits are required to be in the owner's name.

**Drainage Improvement Plan Major Grading Permit**

- \_\_\_ Details showing drainage or other protective devices to be constructed as part of the grading plan.
- \_\_\_ Drainage area and drainage calculation for drainage facilities to be constructed on site.
- \_\_\_ Temporary drainage control measures to be constructed prior to commencement of grading/excavation activities to mitigate drainage issues during grading construction operations.

Describe erosion and drainage control measures during construction:

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Describe dust control method(s) during construction:

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Describe permanent site stabilization/re-vegetation measures and time frame for completion:

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