



Site Grading & Drainage Permit Application
City of Russellville, Arkansas
Ordinance # 1675

PERMIT NUMBER: _____

WORK SHALL NOT COMMENCE UNTIL PERMIT IS APPROVED.

Date: _____ Project Title/Name: _____ Area Disturbed (ac): _____

Project Location: (Address or Coordinates): _____

Description or Work: _____

*If entitlement process is required through the Planning Division, please do not submit this application until **AFTER** approval from Planning Division.*

Proposed Development:

- Site Plan for Building Permit Preliminary Plat Large Scale Development Other: _____

*This Grading & Drainage permit is required for **ALL GRADING** activities, except for 1 Single Family, 1 Duplex, or < 500 sf Commercial Exp.*

Applicant/Contractor Information:

Name: _____ Organization: _____
Address: _____
Phone: _____ Cell: _____ Fax: _____
E-mail: _____

Owner Information:

Name: _____ Organization: _____
Address: _____
Phone: _____ Cell: _____ Fax: _____
E-mail: _____

Engineer / Architect Information:

Name: _____ Organization: _____
Address: _____
Phone: _____ Cell: _____ Fax: _____
E-mail: _____

Property Owner/ Authorized Agent: I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval. Furthermore, I certify that I am the owner or authorized agent of the property that is the subject of this application

Signature _____ Date _____

Title _____

Submittal E-mailed

FEES REQUIRED (at time of application submittal)

TOTAL APPLICATION FEES: \$100.00

Make Checks Payable to: **City of Russellville Public Works Dept.**

NOTE: Up to two project reviews are included with the initial application review fees. Should additional reviews be necessary for the project, a resubmittal fee will be charged for the third review and each subsequent review.

Office Use Only	
Date Received: _____	Cost: _____
Planning Project #: _____	Receipt Number: _____
Building Permit #: _____	Check Number: _____

Standard Requirements for General Grading Permits:

A grading permit will not be issued until:

- o The design and Drainage Report is approved & the preconstruction conference (when required) has taken place.
- o A copy of the Storm Water Pollution Prevention Plan (SWPPP) is provided to the city. The SWPPP will become part of the grading and drainage permit.
- o The perimeter erosion controls and limits of disturbance fencing have been inspected and approved by the Engineering Division. Applicant is responsible for contacting and scheduling the erosion control inspection by calling the assigned Public Works Inspector. Bazzel Bates - 479-857-7172

The Engineer of record shall provide "Part Time" inspection for the storm drainage and roadway construction for this project. The Engineer of record shall also review and approve material submittals (approved submittals shall be submitted to the City for concurrence before material is ordered) – weekly inspection reports should be submitted to the City of Russellville’s Public Works Inspector.

Prior to obtaining a Final Plat, Certificate of Occupancy, or Temporary Certificate of Occupancy, the following items must be performed or provided to the satisfaction of the Engineering Department:

- o The work shown on the civil site package must be complete and the items on the final punch list completed.
- o Vegetation must be established in accordance within right of way and easements and perimeter controls removed.
- o One (1) set of as-built drawings of the complete project (excluding details) as a hard copy and in CAD and PDF format;
- *Public infrastructure and services shall be surveyed after installation in relation to easements, property lines, and rights-of-way.
- *Professional surveyor shall provide stamp drawings specifically identifying the limits of as-built survey performed.
- *More than 2 ft. deviation of design alignment shall require new easement dedication or adjustment of the utility/storm drain.
- o Certification that the streets, sidewalk, storm sewer, etc., were installed per approved plans and City requirements
- o Certification that the designed retaining walls were installed per approved plans and City requirements;
- o Cross Sections, Volume Calculations, and Certification Retention/Detention Ponds are in accordance with the approved Drainage Report.
- o Cross Sections, contours, spot elevations, and Certification that the site has been graded per the approved Master Residential Lot Grading Plan within the right of way, drainage easements, and utility easements

12/21/2022