

Commercial Civil Application - Mass Grading Submittal Checklist Guide

This submittal checklist guide is to be completed as part of your application with the City. Download this checklist before completing fillable fields, then upload with your application through the Online Submittal Center. Choose Document type as "Supporting Document" when uploading.

Online Application Information for Customer:

Submit applications at [Accela Citizen Access](#)
Start a New Application > Civil Applications > Civil Applications
Application Type: **Improvement Plans**

General Project Information:

Name: Click or tap here to enter text.
Description: Choose an Item.
Associated Project No.: HTE#
Pre-Application Mtg. No.: PRJ
Pre-Application Mtg. Date: [Publish Date]
Planning Case Number(s): Click or tap here to enter text.

ATTENTION:

This submittal guide is a reference/resource for applicants to prepare for submitting an application. This document is not required to be included with your attachments.

Items checked on this guide should be uploaded in your attachments. Plan sets may be uploaded as multi-page PDFs.

If the box is not checked, these items are not required but may be included if needed and can be uploaded to your project as a "Supporting Document."

Upload and Submit:

Checked files required to be submitted in your applications. Use the following checklist to ensure all necessary information has been provided with your application. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be rejected until all requirements are met. **Files must be in this order and use titles listed.** Use naming convention provided (*Do not include wording in parentheses or superscript numbers*).

This checklist is to be used to permit work on **private property** where the Owner has a legal right to construct on the property.

Civil Documents:

- Final Drainage Report
- SWPPP Narrative ([May use ADEQ form](#))
- Grading XX
- SWPPP (*Stormwater Pollution Prevention Plan*)

Permit General Notes:

1. Refer to [EDS&PM 3.2.4.C](#) for Mass Grading requirements.
2. A Mass Grading permit is not the same as an "At-Risk" grading permit. A separate "At-Risk" grading submittal is required. Refer to [EDS&PM 3.2.4.D](#) for "At-Risk" grading requirements. Ensure you have coordinated with your Civil Plan Reviewer prior to submitting for an "At-Risk" grading application.
3. Permit is restricted to earth moving operations only. No street grading, no structures, no utilities, no storm drain systems nor underground storage may be constructed.

Plan Review and Permit Fees:

All fees are due prior to final Permit Issuance. Other documents may be required and requested at "Oversight Review" step: ADEQ Notice of Intent (NOI), Maricopa Dust Control Permit (DCP), Certificate of Insurance (COI).

STAFF USE ONLY	
Department Routing:	<input checked="" type="checkbox"/> Civil Engineering (<i>Standard</i>)

DO NOT SUBMIT - FOR REFERENCE ONLY