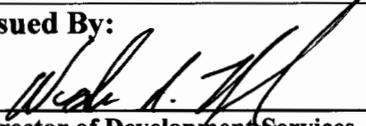


	<b>Site Development Policies and Procedures</b>	<b>Effective Date:</b> <u>May 1, 2015</u>
	<b>Issuance of Grading Permits Prior to Final Plan Approval</b>	<b>Supersedes Early Grading policy dated: <u>November 1, 2008</u></b>
	<b>Plan Submission &amp; Permit Requirements</b>	<b>Issued By:</b>  <hr/> <b>Director of Development Services</b>   <hr/> <b>Director of Public Works</b>

**Intent:**

Section 110.02.08 of the Design and Construction Standards Manual (DCSM) provides for the submission and approval of non-residential preconstruction plans submitted for the purpose of creating pad-ready sites without the submission and approval of a final site plan. Section 4.08.01 of the Administrative Procedures Manual of the DCSM provides for the review and approval of a mass clearing/grading plan (early grading plans) and issuance of a grading or grading/infrastructure permit to allow site preparation and in some cases, the installation of infrastructure while the final plan is being processed. Both of these DCSM sections allow for the grading of a site prior to the approval of the final site plan through the issuance of an early grading permit.

This policy provides clarification of the requirements and the procedures to be followed for the processing, review and approval of non-residential preconstruction plans and early grading plans and the issuance of early grading permits. This policy also ensures that any land disturbance activity for which an early grading permit is issued conforms to all requirements of the new stormwater regulations.

**Applicability:**

Preconstruction plans may be submitted for sites specifically zoned and intended for office and/or targeted uses only. Preconstruction plans for other uses and zoning will not be accepted for review unless authorized by the Director of Development Services. Early grading may be authorized for any non-residential development where the final site plan has been submitted and the first submission review completed or after a sketch or final site plan has been approved and remains valid.

**Processing:**

Nonresidential Preconstruction Plans: Preconstruction plans may be accepted as grading and erosion control plans and processed in a similar manner. Fees and processing times applicable to the review of grading plans will also be applied. Upon approval and posting of required escrows, an early grading permit may be issued.

**Early Grading Plans:** An early grading plan may be submitted and reviewed as part of the first review of the final site plan. The appropriate sheets may be added to the final site plan showing the grading to be done. An early grading plan may also include the installation of storm drainage structures. These additional sheets (labeled "For Early Grading Only") will be reviewed together with the final site plan. If all comments on these additional sheets have been addressed and these sheets are deemed approvable, the applicant may request the development plan manager to issue an early grading permit. No additional review fees apply if the plan is submitted in this manner.

An early grading plan may also be submitted as a revision to the final site plan currently under review but not earlier than the submission of the final plan for second review. It will be processed as a plan revision to the pending plan and all applicable fees will be collected. The plan will be transmitted to Environmental Services, Public Works for a one-time review. If the first review does not result in a recommendation for approval, the processing of the revision (early grading plan) will be terminated and the file closed and no further requests for early grading will be considered.

An early grading plan may also be submitted after a sketch plan is approved and is still valid. If an early grading plan is submitted in this manner, only grading will be permitted. The installation of storm drainage and other infrastructure will not be permitted. The applicant is also expected to pursue approval of a final site plan during the validity period of the approved early grading plan. The first submission of the final site plan is required to be submitted within six months of the issuance date of the early grading permit. If a site plan is not submitted within six months, the early grading permit will be revoked and the applicant will be required to close out the site.

### **Restrictions:**

Preconstruction or early grading will not be permitted for any area of a site where jurisdictional wetlands will be disturbed unless the appropriate federal/state permit has been obtained. Grading within identified floodplains and resource protection areas will not be permitted unless the disturbance was approved through a floodplain study or a preservation area site assessment and/or water quality impact assessment. The grading will be in accordance with these previous approvals. Preconstruction or early grading will not be permitted for any offsite area that requires an offsite easement until the easement or a letter of permission from appropriate property owner(s) has been obtained. Early grading will not be permitted for projects that have been issued or about to be issued a signature summary letter unless otherwise allowed by the development project manager.

Requests for extension of the close-out date of a final plan with an early grading permit will not be accepted if the extension date goes beyond the validity of the early grading permit. The plan will be closed and the site must be stabilized before the file is re-opened and an extension granted.

### **Minimum Requirements:**

A preconstruction and early grading plan shall include an erosion and sediment control plan, a pollution prevention plan and a stormwater management/bmp plan. The SWM/BMP plan shall be designed to mitigate the pollutants based on the proposed land disturbing activity.

If required by the proffers or special use permit conditions, all applicable proffers including monetary proffers have to be satisfied. A conservation escrow calculated based on all infrastructures to be installed with the preconstruction or early grading plan, an erosion and sediment control escrow and a landscaping escrow shall be posted and the applicable site development permit fees will be paid before early grading permit is issued.

All outstanding review fees must also be paid before permits are issued.

**Plan and Permit Validity:**

Upon approval, a preconstruction plan will remain valid for a period of six (6) months unless a longer period of validity has been established by the Director of Development Services. A grading permit may be issued for the preconstruction plan as long as it remains valid. The permit will be valid for twelve (12) months only.

An early grading permit is valid for twelve (12) months only and the developer shall obtain a site development permit before the early grading permit expires. If the final site plan is not approved by the end of the twelve (12) month period and/or a site development permit is not obtained, the site shall be permanently stabilized and all construction activity shall cease.