# Grading & Erosion Control Permit Application

Engineering Division
1095 Duane Street, Astoria, OR 97103
Email: engpermits@astoria.gov
Phone: 503-338-5173
Web: www.astoria.or.us

| STAFF USE ONLY | |
|---|---|
| Permit Number: | |
| Application Date: | |
| Issued Date: | |
| Amount Received: | |
| Permit Expiration: | 180 Days from Issue |

## PROJECT INFORMATION & LOCATION

Project Address/Location:

Project Name:

Tax Map/Taxlot no.:

## DESCRIPTION OF WORK & INTENDED USE

Existing use:

Intended use:

Description of work:

## PROPERTY OWNER

Name(s):

Address:

City/State/ZIP:

Phone: | Email:

## APPLICANT ☐ Same as above

Business name:

Contact name:

Address:

City/State/ZIP:

Phone: | Email:

## ENGINEER ☐ Not Applicable

Name: | OR P.E. no.:

Address: | Astoria Bus. License no.:

City/State/ZIP:

Phone: | Email:

## CONTRACTOR ☐ Not Applicable

Name: | Astoria Bus. License no.:

Address: | CCB no.:

City/State/ZIP:

Phone: | Email:

**Property Owner Signature:** **Date:**

**PLEASE NOTE**: If application not signed by property owner, provide written verification that applicant is an authorized representative (email, copy of contract, letter, etc.)

## GRADING DETAILS

| | |
|---|---|
| Excavation Total Volume: | Cu. Yds. |
| Excavation Max. Depth: | Ft. |
| Fill Total Volume: | Cu. Yds. |
| Fill Max. Depth: | Ft. |
| Total Disturbed Area: | Sq. Ft. |

## PERMIT FEES

| | |
|---|---|
| Ground Disturbance < 1 Acre | $110.00 |
| Ground Disturbance > 1 Acre | $275.00 |
| Permit Extension (180 days) | $30.00 |
| Technical Review (Geology) | Actual Cost |

**Fees double for permits issued after work has started or been completed.**

## STAFF USE ONLY

Land Use Zone: | Flood Zone:

Astoria Landslides (Y/N):

Utility Map:

**Engineering Division Conditions**:

Approval Date

**Building Division Conditions**:

Approval Date

**Community Development Conditions**:

Approval Date

**PERMIT APPLICATIONS WILL NOT BE ACCEPTED WITHOUT ALL REQUIRED INFORMATION**
**APPLICANT MUST COMPLETE THE SUBMITTAL CHECKLIST ON PAGE 2**

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Updated 09/13/2023

| SUBMITTAL CHECKLIST – INFORMATION REQUIRED (ADC § 3.310)<br>See Astoria Development Code Article 3 for a Detailed List of Standards and Conditions | | | |
|---|---|---|---|
| **Included? (Y/N)** | **Information Required** | **N/A** | **If N/A, provide explanation:** |
| **INFORMATION REQUIRED FOR ALL PERMIT SUBMITTALS** | | | |
| ☐ | Drawn to scale with dimensions, including north arrow | ☐ | |
| ☐ | Property lines with dimensions, roads, areas where clearing, grading, excavating, stripping, or filling is to occur (If working in the right-of-way, a Right-of-Way application is required) | ☐ | |
| ☐ | Areas where existing vegetation cover will be retained | ☐ | |
| ☐ | Locations of any springs, streams or wetland areas on or immediately adjacent to the property | ☐ | |
| ☐ | General direction of slopes with slope arrows showing direction of water flow on existing slopes and graded slopes | ☐ | |
| ☐ | Construction access location and size | ☐ | |
| ☐ | Proposed development location, including dimensions to property lines | ☐ | |
| ☐ | Stock pile(s) location and size | ☐ | |
| ☐ | Setback from property boundary to proposed grading activity | ☐ | |
| ☐ | Type and location of proposed erosion and sedimentation control measures, both short term and post construction | ☐ | |
| ☐ | Type and location of proposed stormwater management from roofs, parking and other impervious areas (If adding new impervious areas, a Utility Service Application is required) | ☐ | |
| ☐ | Surface water diversion showing ground and/or surface water diverted to an alternate natural drainage path or a stormwater conveyance system | ☐ | |
| ☐ | Cross section including existing and proposed features, *if required* | ☐ | |
| **ADDITIONAL INFORMATION REQUIRED FOR SITES WITH DISTURBED AREAS OF >20,000 SQUARE FEET, OR AN AVERAGE SLOPE OF >35%, OR IN A KNOWN GEOLOGIC HAZARD AREA, OR PART OF A PARTITION OR SUBDIVISION** | | | |
| ☐ | Plans prepared by a Registered Professional Engineer or Registered Engineering Geologist | ☐ | |
| ☐ | Existing and proposed contours at a minimum of 2 foot intervals | ☐ | |
| ☐ | Location of existing structures and buildings, including those within 25 feet of the development site on adjacent property | ☐ | |
| ☐ | Design details for proposed retaining walls | ☐ | |
| ☐ | The direction of drainage flow, and details of all surface and subsurface drainage devices to be constructed | ☐ | |
| ☐ | Stormwater calculations prepared by a Registered Professional Engineer, *if required* | ☐ | |
| **ADDITIONAL INFORMATION REQUIRED FOR SITES WITH DISTURBED AREAS >2,000 SQUARE FEET** | | | |
| ☐ | Location of existing and proposed structures | ☐ | |
| ☐ | Location of existing and proposed parking, access and egress | ☐ | |
| ☐ | Location and square footage of proposed landscape areas | ☐ | |
| **ADDITIONAL INFORMATION REQUIRED FOR PROJECTS >40,000 SQUARE FEET LAND AREA (ADC § 3.325)** | | | |
| ☐ | Stormwater management system designed by a Registered Professional Engineer capable of meeting the requirements in the current version of the ODOT Hydraulics | ☐ | |

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Updated 09/13/2023

**PROVIDE GRADING AND EROSION CONTROL PLAN IN THE SPACE PROVIDED BELOW. PLAN MUST MEET SUBMITTAL REQUIREMENTS (PAGE 2 SUBMITTAL CHECKLIST).**

Attach additional sheets or provide separate plan submittal as needed.

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## GENERAL CONDITIONS OF APPROVAL

1. See Astoria Development Code Article 3 "Erosion Control and Stormwater Management" for a detailed list of standards and conditions of this permit.
2. This permit grants no rights to trespass on adjacent property and in no way relieves the owner of the property from liability for any damages caused by the act of grading or subsequent failure of the inspection by the City.
3. Any materials deposited on City streets or walks shall be promptly removed. Per ADC § 3.320(C)(12), under no conditions shall soil on sidewalks, streets or equipment be washed or hosed into storm sewers, drainage ways, streams or other water bodies.
4. The applicant shall take care to avoid damage to subsurface and above ground utilities, and shall be responsible for repairs to utilities damaged by their actions.
5. Issuance of this permit does not imply City approval of the site plan.
6. Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through 952-001-0090. You may obtain copies of the rules by calling the Center at 503-232-1987.
7. All erosion control measures must be installed and approved prior to any site work. Call the City of Astoria Engineering Division at 503-338-5173 to schedule an inspection.
8. Authorization of this permit shall be void after 180 days unless substantial construction or use pursuant thereto has taken place.
9. The Permittee agrees to defend, indemnify and hold harmless the City, its agents, officers, elected officials and employees from and against all claims, demands and judgments (including attorney fees) made or recovered against them including, but not limited to, damages to real or tangible property or for bodily injury or death or any person, arising out of, or in connection with this Permit, to the extent such damage, injury or death is caused or sustained in connection with the negligent performance or willful misconduct of Permittee, or its employees, agents or subcontractors.

## STAFF USE ONLY

| | |
|---|---|
| Building Permit no.: | DEQ 1200-C Permit no.: |
| Name & Date of Project Plans: | |
| ☐ Yes ☐ No Project includes structural fill designed by a Registered Professional Engineer (ADC § 3.315) | |
| ☐ Yes ☐ No Project includes cut or fill steeper than 2:1; requires engineering geology report (ADC § 3.315) | |
| Erosion Control Inspection By: | Date: |
| Final Grading Inspection By: | Date: |
| Comments / Inspection Notes: | |