

Grading Permit: Land Disturbance Activity

Home Phone	Work Phone	Cell Phone	
Name of Contractor	Contractor Signature	Email	
Contact Name	Home Phone	Work Phone	Cell Phone
Address	City	State	Zip

Instructions

Land disturbance activities that require a Grading Permit include the proposed disturbance is greater than 0.5 acre (21,780 sq. ft.) Please refer to the [Do I need a Land Disturbance Permit?](#) guide for further information and guidance on choosing the proper permit.

Submittal Requirements

Please submit one (1) electronic copy of all supporting material and the Grading, Erosion, and Sediment Control Plans through the [Online Applications web page](#). If you need assistance creating an online application account, please contact pzadmin@jeffco.us to set up an account. Please refer to [Section 16 - Land Disturbance of the Jefferson County Zoning Resolution](#) [ZR Section 16] for specific land disturbance regulations. The following submittal documents are required for a Grading Permit Application:

1. An application form signed by the fee simple owner of the property or by the lessee, licensee or easement holder if the activity is to be undertaken pursuant to that interest. Grading Permit Application forms are available from Planning and Zoning and on the [Planning and Zoning website](#).
2. A cover letter describing the proposed activities.
3. A nonrefundable application fee in an amount established by the Board of County Commissioners.
4. Proof of Access in accordance with the Access Standards criteria within [Section 2 - General Provisions and Regulations](#) of the Jefferson County Zoning Resolution.
5. A Grading, Erosion, and Sediment Control Plan in accordance with the Plans and Specifications criteria within ZR Section 16.
6. A Geologic and/or Soils Investigation Report in accordance with the Plans and Specifications criteria within ZR Section 16 is required if:
 - there are any geological hazards including highly erodible soils or commercial mineral deposits within or immediately adjacent to the grading site
 - when the final cut or fill slopes are proposed to be steeper than 2H:1V

- when the applicant is proposing control measures that utilize infiltration, requiring infiltration testing in accordance with the ZR Section 16
7. A Drainage Report, Abridged Drainage Report, or Drainage Letter in conformance with the Drainage Planning Submittal Requirements of the [Jefferson County Storm Drainage Design and Technical Criteria](#).
 8. Construction Plans, details and supporting calculations for retaining walls, if applicable, in accordance with the Performance Standards criteria within ZR Section 16.
 9. Drainage Easements may be required to be dedicated to the County for all permanent control measures. The applicant shall provide a legal description and exhibit (signed and stamped by a Professional Land Surveyor) when applicable.
 10. The County may require an Improvement Security in an amount necessary to ensure compliance with the performance standards in the event of default on the part of the applicant or of denial of the case by the Board of County Commissioners. Grading Permits associated with a single family attached, detached or duplex residential structures with an active building permit will not require an improvement security. Grading Permits that include improvements in the Right-Of-Way or which may affect Right-Of-Way (excluding driveway culverts and grading in Right-Of-Way) will require an improvement security. Please refer to the [Sample Cost Estimate worksheet](#) if an Improvement Security is required.

Note: An improvements security may be required in accordance with the Security requirements of this Section. The typical improvement security will be a letter of credit or cash escrow. If required the improvement security will need to be submitted prior to approval of the Land Disturbance application.