



## GRADING PERMIT PROCEDURES

A Grading Permit is required for any grading, excavation, clearing, or filling activities on any private lot, tract, property or subdivision. NOTE: A grading permit shall **NOT** be required provided that no change in drainage patterns or sedimentation onto adjacent properties will occur if grading is less than five cubic yards for sites 10,000 square feet or less, or if less than 10 cubic yards for sites in excess of 10,000 square feet. A separate permit is required for each site. These activities must be shown on an approved grading plan and in accordance with an approved Storm Water Pollution Prevention Plan (SWPPP) (if site is larger than one acre in size).

1. Submit a completed Grading Permit application to the Department of Public Works; for application fee, see Fee Schedule.
2. Included with the completed Grading Permit application, the applicant should submit three sets of site plans detailing the areas to be excavated, graded, filled, and/or cleared.
3. If the site is larger than one (1) acre, an approved SWPPP permit from the State of Missouri, Department of Natural Resources will need to be submitted with the Grading Permit. This requirement applies to sites of less than one (1) acre that are part of a proposed development that will ultimately disturb one (1) acre or more.
4. Prior to the issuance of a grading permit, the applicant shall deposit a surety with the City. The surety is to be a sum equal to that which would be required to guarantee the performance, restoration, maintenance and/or rehabilitation of the site. The deposit will be refunded when the grading operation is completed, and the soil and drainage conditions are stabilized to the satisfaction of the City.
5. An inspection shall be performed to ensure the site complies with the submitted plans. The Director of Public Works (314-729-4722) is to be notified each time the following steps are completed: clearing, rough grading, finish grading before seeding, turf re-establishment, and construction work.
6. Should applicants have any questions about Grading Permits, please contact the Director of Public Works James Swingle at [jswingle@cityofcrestwood.org](mailto:jswingle@cityofcrestwood.org).

**A complete description of the Grading Permit requirements can be found in the Sediment and Erosion Control Manual, located on the City's web site.**



DEPARTMENT OF PUBLIC WORKS

One Detjen Drive | Crestwood, MO 63126 | 314-729-4720

Grading Permit Application

Application Fee, see Fee Schedule.

Application Date: \_\_\_\_\_

WORK SITE ADDRESS: \_\_\_\_\_

Property Owner's Name and Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Name and Address: \_\_\_\_\_

Bus Phone: \_\_\_\_\_ Bus Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Commencement Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Type of Construction: New \_\_\_\_\_ Existing \_\_\_\_\_

Type of Development: Commercial \_\_\_\_\_ Residential \_\_\_\_\_

Purpose for which application is made: \_\_\_\_\_

Size Area (sq. ft.): \_\_\_\_\_ Estimated Grading Quantity (cubic yards): \_\_\_\_\_

All work shall be safeguarded and protected by the person causing the grading to be done to avoid all danger to life or limb. All backfilling, restoration, cleanup, and other regulations shall be in accordance with the Ordinances of the City of Crestwood. Siltation fencing may be required to prevent soil from exiting the property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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OFFICE USE ONLY

Army Corps of Engineers Approval (Section 404 of Clean Water Act) Yes \_\_\_\_\_ Waived \_\_\_\_\_ No \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Final Inspection Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Please Note:
A Contractor's Business License is required for all contractor's that do not have a CRESTWOOD BUSINESS LICENSE.

Sec 7-1 thru 7-20 & 7-82 Rev 10/02/2023

Payment Section
Date Paid: \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Escrow Fee: \_\_\_\_\_
Payment: Cash \_\_\_\_\_ Check \_\_\_\_\_ Receipt # \_\_\_\_\_
Escrow Fee Paid By: \_\_\_\_\_ Payment received by: \_\_\_\_\_
Permit #: \_\_\_\_\_
Contractor's Business License: \_\_\_\_\_