



**GRADING PERMIT APPLICATION**  
**Planning & Building Department**  
**Planning Division**

150 East Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | fax: (307) 734-3563  
Jackson, WY 83001 | [www.townofjackson.com](http://www.townofjackson.com)

<i>For Office Use Only</i>			
Fees Paid _____			Date Received: _____
Check # _____	Credit Card _____	Cash _____	Permit No. _____
Application #s _____	_____	_____	_____

**INSTRUCTIONS.**

*A grading permit shall be submitted to describe the site grading, erosion controls, and stormwater management that will be used to meet the requirements of the Town of Jackson Land Development Regulations (LDRs). A grading permit is required for all land disturbing activities, e.g. excavation and piles for structures, roadways, utilities, cut and fill slopes, stockpiles, building material storage area, paving, etc. unless explicitly exempted LDRs. The grading plan permit shall be consolidated and reviewed concurrently with any other applications for development of subject property, e.g. building permit.*

*Complete all portions of the application. All items shall be shown or noted on the plans, including not applicable items. Sign the application. Include all attachments. Submit the application to the Planning and Building office at Town Hall.*

**PROJECT.**

Name/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

TYPE OF APPLICATION: \_\_\_\_\_ NEW \_\_\_\_\_ REVISION (Original Permit No. \_\_\_\_\_)

**OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

*\*If applicant is other than owner, a notarized Town of Jackson Letter of Authorization must accompany this application. Only the Owner or their authorized agent may sign the application.*

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Owner      \_\_\_\_\_ Applicant/Agent (a Letter of Authorization must accompany the application)

**CONTRACTOR.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ License: \_\_\_\_\_

**ENGINEER or LANDSCAPE ARCHITECT. Required for Plan Level Submittals**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ License: \_\_\_\_\_

**PROJECT DESCRIPTION AND PURPOSE.** (i.e. Existing Use, Residential, Non-Residential, Retaining Wall, Paving, Staging, etc.)

Estimated Cost of Construction: \_\_\_\_\_

**TYPE OF PERMIT DETERMINATION (5.7.1.D).**

There are two levels of grading permit.

1. Statement Level Grading Permit. The purpose of the statement level grading permit is to allow the Town Engineer to review land disturbances that, while small in area, may impact other landowners and the environment.
2. Plan Level Grading Permit. All plan level grading permit applications shall be prepared by a professional engineer or landscape architect registered in the State of Wyoming, unless exempted by the Land Development Regulations.

% Existing lot average cross-slope (in any direction).      % Percent of the site covered by impervious surfaces.

Below, identify the area of disturbance in each slope category:

Existing Slope of the Project Area	Area to be Disturbed (sf)	Threshold		
		Exempt	Statement	Plan
TOTAL DISTURBANCE		See below	If disturbing at least 600 sf but less than 1,000 sf.	If disturbing 1,000 sf or more.
5% or less		If disturbing less than 600 sf.	If disturbing at least 600 sf but less than 1,000 sf.	If disturbing 1,000 sf or more.
More than 5% up to 15%		If disturbing less than 400 sf.	If disturbing at least 400 sf but less than 800 sf.	If disturbing 800 sf or more.
More than 15%		No exemption.	If disturbing 400 sf or less.	If disturbing more than 400 sf.

A plan level Grading Permit is required for any land disturbance proposed in conjunction with impervious coverage on 41% or more of a site.

Type of Permit: \_\_\_\_\_ **PLAN LEVEL**      \_\_\_\_\_ **STATEMENT LEVEL** Required permit shall be the most rigorous requirement that applies.

**RETAINING WALLS AND FACINGS:**

Are there retaining walls or facings: \_\_\_\_\_ **Yes** (Grading consolidated Building Permit is Required per below)      \_\_\_\_\_ **No**

Height is measured from the bottom of the foundation and administered under the building codes.

Non-Residential: All retaining walls or facings shall be designed by a professional engineer registered in the State of Wyoming in accordance with the IBC and grading shall be submitted with a building permit.

Residential: All retaining walls or facings shall be designed by a professional engineer registered in the State of Wyoming in accordance with the IRC and grading shall be submitted with a building permit when in excess of 48 inches.

Contact the Building Department for further information regarding the building codes.

**FLOODPLAINS AND SPECIAL FLOOD HAZARD AREAS.**

Is the site or structure located in a floodplain or in close proximity to Cache Creek or Flat Creek?: \_\_\_\_\_ Yes \_\_\_\_\_ No

A Floodplain Development Permit is required before construction or development begins within any Special Flood Hazard Area (SFHA). Development is any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Development within the flood way is prohibited. Fill is prohibited within the floodway unless it has been demonstrated and certified that it will not result in any increase in flood levels. If you are unsure if your site is located within the 100- year floodplain, please contact the Floodplain Administrator, 307 733-3079.

Buildings located within the 100 year floodplain are required to provide an elevation certificate (FEMA Form No. 3067-0077) proving the first floor of the structure is elevated one foot above the base flood elevation. For additions or alterations to an existing structure, provide an elevation certificate for the first floor of the existing structure.

**NOTICES:**

For permits that require a plan-level Grading Permit, a pre-application conference is mandatory prior to submitting the GEC application. Please use the Planning Application for Pre-application Conference Request (PAP) form.

Permit Exemptions may apply for Agriculture activities and Emergency Flood Control work (5.7.1.D.5).

A financial surety may be required; the applicant shall be responsible for providing a cost estimate for the work requiring the surety.

For Grading Permits submitted in advance of a building permit, detailed information regarding the building or structures shall NOT be shown and the proposed project shall be constructable without any proposed building or structure. Grading Permit approval is not approval for any building related construction.

No physical development shall be permitted on natural slopes in excess of 25% (5.4.1.A), with exceptions (5.4.1B).

Additional hillside standards (5.4.1.C) apply to lots of record which have an average cross-slope (in any direction) of 10% or greater, or where any portion of a lot having a slope of 10% or greater is affected.

Regardless of the grading permit requirement or exemption, the Town Engineer may require submittal of a stormwater management plan, if it is necessary to determine compliance with Sec. 5.7.4.

Public Right-of-Way (Encroachment) Permits are required for any work proposed within the Town’s Right-of-Way.

An Encroachment Agreement is required prior to the construction of any structure within the Town’s Right-of-Way.

**APPLICANT’S SIGNATURE, CERTIFICATION, AND AUTHORIZATION**

Under penalty of perjury I hereby certify that I have read this application and state that, to the best of my knowledge, all of the information herein is true and correct and I swear that any information which may be hereafter given by me in hearing before the Planning Commission of Town of Jackson or the Town Council of the Town of Jackson shall be truthful and correct. I agree to comply with all Town, State, and Federal laws relating to the subject matter of this application and hereby authorize representatives of the Town of Jackson to enter the property described herein during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering the property.

In signing this application, I acknowledge that the Town's acceptance of this application and a plan review fee does not constitute approval of a permit. I agree not to commence any work for which this application is being made prior to approval of this application by the appropriate Town agencies and payment of any fees due.

\_\_\_\_\_  
Signature of Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

**STATEMENT LEVEL SUBMITTAL REQUIREMENTS.** *Please fill out the left side of this checklist. Staff will review this for sufficiency.*

APPLICANT	ALL Grading Permit Applications shall include the following:	TOWN
	A complete set of application documents in PDF format.	
	A cover letter and/or table of contents documenting all of the application materials submitted and in which format(s) they have been submitted. Only the plan sheets as noted below must be submitted on paper.	
	One set of complete drawings scaled on sheets no larger than 24" x 36".	
	Two sets of complete drawings scaled on sheets no larger than 11" x 17".	
	Town of Jackson Letter of Authorization if the applicant is other than the property owner.	
	A copy of the Warranty Deed or Contract of Sale.	
	Fee is based on review time and will be paid following the review.	
	Site Development schedule - month and year of project initiation to completion of re-vegetation.	
	<p>Proposed grading plan to include:</p> <ul style="list-style-type: none"> <li>- North Arrow, Scale, Legend</li> <li>- existing contours</li> <li>- proposed contours</li> <li>- extent of grading limits</li> <li>- stockpile location</li> </ul>	
	<p>Re-vegetation details for all disturbed areas to include:</p> <ul style="list-style-type: none"> <li>- types and approximate location of vegetation to be used</li> <li>- seeding or planting and stabilization techniques to be followed</li> <li>- source and method of irrigation, if necessary</li> </ul>	
	<p>Erosion control plan to include:</p> <ul style="list-style-type: none"> <li>- drawing and specifications illustrating the type and location of required erosion control measures (silt fences, straw bales, detention basins, duff berms, etc.)</li> <li>- direction of runoff throughout the construction area and the re-contoured area</li> </ul>	
	<p>Weed &amp; Pest language to include: References to Wyoming Seed Law and Wyoming Nursery Stock Law Invasive Species Management Plan.</p>	
	<p>Ponds/Water features. Ponds and water features with a Pump system are required to pay a fee of \$150 per horsepower.</p>	
	<p>Regardless of the grading permit requirement or exemption, the Town Engineer may require submittal of a stormwater management plan, prepared by an engineer or landscape architect licensed in the State of Wyoming, if it is necessary to determine compliance with Sec. 5.7.4. The stormwater management plan shall be approved by the Town Engineer prior to any physical development.</p>	
	<p>Retaining Walls.</p> <p>Height is measured from the bottom of the foundation and administered under the building codes.</p> <p>Non-Residential: All retaining walls or facings shall be designed by a professional engineer registered in the State of Wyoming in accordance with the IBC and grading shall be submitted with a building permit.</p> <p>Residential: When in excess of 48 inches, retaining walls or facings shall be designed by a professional engineer registered in the State of Wyoming in accordance with the IRC and grading shall be submitted with a building permit. For walls less than 48 inches tall, provide information regarding the types of materials, specifications, cross sections (typical or as required to document the installation), elevations, expected soil type, if applicable any calculations (sliding, overturning, factors of safety), etc. Certification that the wall is non-load bearing may be requested.</p> <p>Some retaining walls may be considered structures and should be located as allowed for structures. The use of non-structural retaining walls (aka landscaping walls), should be minimized to the extent possible and limited to the building envelope, especially on steep slopes.</p>	

**PLAN LEVEL SUBMITTAL REQUIREMENTS.** *In addition to all the information required for a Statement Level application the following items shall also be addressed. All items shall be shown or noted on the plans, including not applicable items.*

APPLICANT	ALL PLAN LEVEL Grading Permit Applications shall include the following:	TOWN
	Pre-Application Conference	
	Design prepared and stamped by a professional engineer or landscape architect licensed in the state of Wyoming.	
	Existing conditions site plan to include: <ul style="list-style-type: none"> <li>- Site boundaries and contiguous lands</li> <li>- Watercourses – lakes, streams, wetlands, ditches, etc.</li> <li>- Floodplains and Floodways</li> <li>- Landslide or bedrock slum (talus and/or avalanche slopes)</li> <li>- Predominant soil types – location and identification</li> <li>- Vegetation cover – location and species</li> <li>- Stormwater drainage and/or natural drainage patterns (locations and dimensions)</li> <li>- Utilities and other structures – buildings and paved areas</li> <li>- Site topographic map</li> <li>- Easements</li> </ul>	
	Slope analysis of the existing site with proposed development overlaid for sites with average slopes over 5%. Use 5% increments up to 30% slopes.	
	Plan of final site conditions showing the site changes at the same scale as the existing conditions site plan.	
	A geotechnical report shall be submitted with a plan level grading permit application for construction sites with existing slopes greater than 25% or when considered necessary by the Town Engineer in consideration of soil type and stability and the proposed structure; the report may be waived by the Town Engineer, when applicable. The report shall be prepared by a professional geotechnical engineer registered in the State of Wyoming.	
	Site Construction Plans <ul style="list-style-type: none"> <li>- Land disturbing activities-locations and dimensions</li> <li>- Temporary topsoil/dirt stockpile-location and dimensions</li> <li>- Plans and sections of grading features</li> <li>- Engineering technique to minimize adverse effect of geologic or flood conditions</li> <li>- Site storm water management and erosion control measures</li> <li>- Starting and completion date of land disturbances/land development activity</li> <li>- Maintenance of site erosion control measures</li> </ul>	
	Stormwater basins, design information, and calculations required by section 5.7.4.	
	Hillside projects, provided additional information required by section 5.4.1.	
	For projects with work within the Town’s Right-of-Way provide information on proposed striping, signage, irrigation, etc. The Town’s Urban Forest Council shall review and approve any proposed landscaping.	
	For small construction projects, disturbing at least one acre but less than five acres, shall follow all the provisions of the Small Construction General Permit.	
	For large construction projects, disturbing 5 acres or more, a Wyoming DEQ Large Construction General permit is required including a complete Stormwater Pollution Prevention Plan.	
	Any other information relevant to the application.	

## PERMIT FEES

Fees are based on an hourly review rate of \$50 per hour. Estimated fees are listed for reference only, actual permit fees will be based on review time and are due at the time of permit issuance. The Town Engineer shall consider the scope of the project, anticipated public involvement, project complexity, and the likelihood of follow-up administration. Considering the complexity of the project, the Town Engineer may assess additional fees or require external/third party review by a qualified professional of the Town's choosing and at the Applicant's expense. The Applicant should contact the Town Engineering Department (307 739-4547) if they need assistance.

### Grading Permit Applications:

#### **Statement Level Project \$300**

(May typically include, but not limited to: single family residential structures and additions; small ponds; on-site septic & repair; minor grading in floodplain fringe; utility crossings; small culverts and irrigation structures; debris removal; or other projects as determined by the Floodplain Administrator)

#### **Plan Level Project \$600**

(May typically include, but not limited to: floodplain studies; floodway encroachments; nonresidential floodproofed structures; new or expanded Subdivisions; watercourse alterations; bridges; in-stream and flood control structures; gravel pits; multi-unit dwellings; stream restoration or stabilization; or other projects as determined by the Floodplain Administrator)

### Compliance Fees:

(Failure to obtain permit prior to commencing development – not including an Emergency Waiver; which must be pre-authorized by the Floodplain Administrator):

After the fact permit fees are double the initial fee.

### OTHER GRADING FEES:

Minimum Fee \$50

Information Request \$50/hour

Site Visit, Inspections, Investigative Fees \$50/hour

Pre-application Conference \$150

Revision to previously reviewed Grading Permit Application \$150.00

Extension to Grading Permit (6 month extension) \$50

Third Party Technical Review At Cost

Variance Application \$400.00