



LAND DISTURBANCE & GRADING

Land disturbance is defined as any disturbance to the land that results in a change of the existing soil cover, both vegetative and non-vegetative, creates bare soil, alters hydrology, or may cause erosion or sedimentation. This includes, but is not limited to, activities such as clearing, stripping, grubbing, excavating, filling, grading, logging, material storage, driveway additions or expansions, and the construction of any structure.

GRADING AND/OR FILL

A grading permit is required for any land disturbance activities, including grading and/or filling, on property within the city. Property owners should be aware many activities require a basic permit. Prior to performing any grading or filling on your property contact permits@corcoranmn.gov.

DRIVEWAY

A land disturbance permit is required for any new access onto a local public road, and/or if an existing access is altered (widened, moved, etc.). Per code maximum driveway width is 24 feet at the right-of-way. A secondary access may be granted on a case-by-case basis.

A permit is not required for paving or resurfacing an existing driveway, unless the grade within the right-of-way is changed and/or the culvert is altered.

Hennepin County is the road authority for county state-aid highways and county roads. To obtain an access permit visit www.hennepin.us/business/licenses-permits/road-permits.

APPLICATION SUBMITTAL REQUIREMENTS

Land Disturbance & Grading Supplement

- Completed supplement form

Grading / Site Plan *(see Site Plan and Construction Plan Requirements details)*

Indicating:

- Project information
- Existing site map
- Construction plan
- Final site conditions
- SWPPP *(if applicable)*

Submit Permit

- Submit application for permit online at www.corcoranmn.gov > **Building Permits**
- Permit Type: **Land Disturbance & Grading**

REQUIRED INSPECTIONS

- **Rough Grade**
- **Final Grade/Escrow Release:** Vegetation must be established at 70% and any required permanent sediment and erosion control in place.

ESCROW RELEASE

Most land disturbance and grading projects require financial security in the form of a cash escrow. This refundable security is held until the project is completed and permanent erosion control measures, such as vegetation, have been successfully established.

To request escrow release go to www.corcoranmn.gov — **Public Services > Construction Services and Inspections > Land Disturbance and Grading Permits** and submit the *Escrow Release Request Form*.

This handout is intended as a guide and is based in part on the Minnesota State Building Code, City Ordinances, and established building practices. No guarantees are given regarding its completeness or correctness. The permit holder is responsible for ensuring compliance with all relevant codes and ordinances. Additional permit handouts are available online at www.corcoranmn.gov/public_services/construction_services__inspections.



LAND DISTURBANCE AND GRADING SUPPLEMENT

Required supplement information for the Land Disturbance and Grading permit or Rural New Home Construction permit.

Address/Location of Land Disturbance and Grading:			
Applicant/Responsible Party:		Address:	
Contractor/Operator (If different than above):		Address:	
Property Owner:		Address:	
Purpose of Land Disturbance:		Start Date:	End Date:
Cubic Yards of Material to be Disturbed:	Area of Disturbance (S.F. or Acres):	Projects one acre or greater or part of a larger common plan/development one acre or greater requires a SWPPP and NPDES Permit.	
Scope and Description of Work:			
A site plan (and SWPPP, if applicable) must be submitted with the application and contain all information per City ordinance Chapter 54.07 Subd. 4 (attached). An approved wetland determination/delineation if applicable, shall be required and included on the plan. It is the responsibility of the applicant/operator/owner to confirm MPCA requirements and secure necessary permits (NPDES, etc.): www.pca.state.mn.us/business-with-us/construction-stormwater NOTE: If owner/operator changes, the current owner and the new owner must submit a subdivision registration to the MPCA per the NPDES permit. (e.g. developer sells a lot to a builder or new owner.)			
Fees:		Escrow: (TBD)	Surety: (TBD)
GREATER THAN 50 C.Y. BUT UNDER ONE ACRE: (OR LESS THAN 50 C.Y. - NON-EXEMPT)		\$100	
ONE ACRE OR GREATER OF DISTURBANCE: (REQUIRES SWPPP AND NPDES PERMIT)		\$300	
DRIVEWAY ACCESS (NEW OR ALTERED):		\$100	
HOMEOWNERS' ASSOCIATION (HOA) DISCLAIMER: The City reviews for compliance with local, state, and federal regulations only. Your HOA may require further plan review and approval of your project. Please work with your HOA on their specific requirements.		IS YOUR PROPERTY IN A HOA? YES NO If yes, has your plan been submitted? APPROVED PENDING Has your plan been	
ACKNOWLEDGEMENT AND SIGNATURES (Both Applicant and Property Owner must sign): I, the undersigned, hereby certify that I have read and examined the supplement and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law or ordinance regulating land disturbances or the performance of construction. I agree to pay all fees necessary for review and processing of the permit application whether the permit is approved or denied. Furthermore, I grant the City permission to access the property per chapter 54.12 Subd. 1.			
Signature of Applicant/Responsible Party		Date	Signature of Property Owner
			Date
CITY USE ONLY BELOW THIS LINE			
Conditions of Approval:			

Land Disturbance & Grading permit ONLY:

Visit www.corcoranmn.gov > Construction Services and Inspections > Land Disturbance and Grading Permits

Rural New Home Construction permit:

Visit www.corcoranmn.gov > Construction Services and Inspections > Escrow Process New Home Construction

CONSTRUCTION SERVICES AND INSPECTIONS

www.corcoranmn.gov | Email: permits@corcoranmn.gov

SITE PLAN AND CONSTRUCTION PLAN REQUIREMENTS

Chapter 54.07 Subd. 4. Site Map and Plan. A site map and plan must be submitted with the application, which shall include the following (no application will be reviewed until all necessary information has been submitted):

(a) Project Information:

- (1) A project description, including the nature and purpose of the Land Disturbing Activity and the amount of grading, utilities, and building construction involved.
- (2) A project narrative describing the timing for installation of all erosion prevention and sediment control BMPs.
- (3) Site location and property address.
- (4) Property owner's name, address, and telephone number.
- (5) The name, address, and telephone number of the Applicant.
- (6) Names, addresses, telephone numbers, and responsibilities of all contractors, subcontractors, and other persons who will engage in the Land Disturbing Activities.
- (7) Name, address, and telephone number of a single individual responsible for overseeing implementation of the erosion control plan on site.
- (8) Number of acres to be disturbed, number of acres of impervious surface for pre- and post-construction.
- (9) Phasing of construction, including time frames and schedules.
- (10) Date SWPPP was prepared and name of preparer.

(b) Existing Site Map. A map of existing site conditions showing the site and immediately adjacent areas, including:

- (1) Location of the tract by an insert map at a scale sufficient to clearly identify the location of the property and giving such information as the names and numbers of adjoining roads, railroads, utilities, subdivision, towns, and districts or other landmarks.
- (2) Existing topography with a contour interval appropriate to the topography of the land, but in no case having a contour interval greater than two feet.
- (3) A delineation of all receiving waterbodies, including streams, rivers, public waters, and wetlands located on, immediately adjacent or to which the site discharges to. Including any designations for special or impaired waters. The classification given to water body or wetland shall be consistent with the State Department of Natural Resources, the State Pollution Control Agency and/or the United States Army Corps of Engineers.
- (4) Location and dimensions of existing storm water drainage systems and natural drainage patterns on and immediately adjacent to the site delineating in which direction and at what rate storm water is conveyed from the site, identifying the receiving stream, river, public water, or wetland, and setting forth those areas of the unaltered site where storm water collects.
- (5) A description of the soils of the site, including a map indicating soil types of areas to be disturbed as well as a soil report containing information on the suitability of the soils for the type of development proposed and for the type of sewage disposal proposed and describing any remedial steps to be taken by the Applicant to render the soils suitable.
- (6) Existing vegetative cover and clearly delineating any vegetation proposed for removal.
- (7) Locations of existing buffer strips.
- (8) One-hundred-year floodplain, flood fringes, and floodways.

(c) Site Construction Plan. A site construction plan including:

- (1) Schedule of anticipated starting and completion date of each Land Disturbing Activity, including the timing of installation of construction site erosion and sediment control measures.
- (2) Locations and dimensions of all proposed land disturbing activities.
- (3) Locations and dimensions of all temporary stockpiles.
- (4) Description of all BMPs for the site and the sequence and schedule of when BMPs will be implemented.
- (5) Location and type of all temporary and permanent erosion prevention and sediment control BMPs.
- (6) Estimated quantities for all erosion prevention and sediment control BMPs.
- (7) Standard details and/or specifications for all BMPs.
- (8) Identify temporary sediment basins, if more than ten acres are disturbed and drain to a single point of discharge.
- (9) Calculations used for the design of temporary sediment basins.
- (10) Dewatering practices.
- (11) Procedures used to establish additional temporary BMPs as necessary for the site conditions during construction.
- (12) Any vehicular access locations for the site.
- (13) Locations of areas to be phased to minimize duration of exposed soils.
- (14) Final stabilization plan for each phase.
- (15) Methods used for permanent cover of all exposed soil areas.
- (16) Areas not to be disturbed on site.
- (17) Identification of required buffer zone areas.
- (18) A description of construction and waste materials to be stored on-site, and a description of controls and storage practices to minimize exposure of the materials to stormwater.
- (19) A description of spill prevention controls.

(d) Plan of Final Site Conditions. A plan of final site conditions on the same scale as the existing site map showing the site changes including:

- (1) Finished grading shown at contours at the same interval as provided above or as required to clearly indicate the relationship or proposed changes to existing topography and remaining features.
- (2) A landscape plan, drawn to an appropriate scale, including dimensions and distances and the location, type, size, and description of all proposed landscape materials which will be added to the site as part of the development.
- (3) A drainage plan of the developed site delineating in which direction and at what rate storm water will be conveyed from the site and setting forth the areas of the site where storm water will be allowed to collect.
- (4) The proposed size, alignments and intended use of any structures to be erected on the site.
- (5) A clear delineation and tabulation of all areas which shall be paved or surfaced, including a description of the surfacing material to be used.
- (6) Any other information pertinent to the project which, in the opinion of the applicant, is necessary for the review of the project.

(e) MPCA Permit. Copy of MPCA permit for discharging storm water from construction activity (MN R100001).