



TOWN OF CLARKDALE

890 Main Street
Clarkdale, AZ 86324
(928) 639-2500

Please mail or email completed form to:
PO Box 308, Clarkdale, AZ 86324 or
CommunityDevelopment@Clarkdale.az.gov

**COMMUNITY DEVELOPMENT
DEPARTMENT**

**GRADING PERMIT
APPLICATION**

PLEASE PRINT

STAFF USE ONLY

Date Received: _____
By: _____
Permit # _____
Date Approved: _____
Approved By: _____

Per Section 7-11-5 of the Clarkdale Town Code, a Grading Permit is required for all work involving excavations, cut, and/or fill. Per Section 7-11-13, Stormwater Pollution Prevention Plan, applicant may be required to obtain authorization of the proposed Stormwater Pollution Prevention Plan depending upon project specifics.

This application shall be submitted at least ten (10) working days prior to the proposed date for commencement of work. Construction must start within 180 days of date permit is issued.

Construction hours are 6:00 a.m. to 9:00 p.m.

APPLICANT INFORMATION

THE APPLICANT WILL BE THE CONTACT PERSON FOR COMMUNICATION WITH THE TOWN ON THIS PROJECT AND IS RESPONSIBLE FOR NOTIFYING OTHER PARTIES INVOLVED IN THE PROJECT.

PROPERTY ADDRESS _____ PARCEL # _____

APPLICANT NAME _____ BUSINESS NAME _____

PHONE _____ E-MAIL _____

RELATIONSHIP TO PROPERTY OWNER _____

OWNER INFORMATION AND CERTIFICATION

PLEASE COMPLETE IF THE APPLICANT IS **NOT** THE PROPERTY OWNER

OWNER NAME _____

ADDRESS _____

PHONE _____ E-MAIL _____

I certify I am an owner authorized to conduct business related to this property and the information and exhibits herewith are true and correct to the best of my knowledge in filling out this application. I am acting with the knowledge and consent of all persons in interest and understand that without the consent of all persons in interest the requested action cannot lawfully be accomplished. I give my permission for authorized officials of the Town of Clarkdale to enter the property described in this application as necessary to determine the suitability of the request and to ascertain compliance with all applicable Town Codes.

OWNER SIGNATURE _____ DATE _____

LICENSE INFORMATION

APPLICANT IS CURRENTLY A LICENSED CONTRACTOR:

NAME _____ LICENSE NO. ROC _____ LICENSE CLASS _____

CLARKDALE BUSINESS LICENSE Yes No*

***A TOWN OF CLARKDALE BUSINESS LICENSE IS REQUIRED FOR ALL CONTRACTORS AND SUBCONTRACTORS
PRIOR TO ISSUANCE OF A PERMIT**

Sub-contractor Information:

CONTRACTOR _____

LICENSE NO. ROC _____ LICENSE CLASS _____

CONTRACTOR _____

LICENSE NO. ROC _____ LICENSE CLASS _____

CONTRACTOR _____

LICENSE NO. ROC _____ LICENSE CLASS _____

EXEMPTION FROM LICENSING

Applicant is exempt from the contractor’s license laws of the State of Arizona on the basis of the license exemptions contained in A.R.S. §32-1121-A, namely;

- A.R.S §32-1121.A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- A.R.S. §321-11210.A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services and ensure they have a Town of Clarkdale Business License. All contractors’ names and license numbers will be included in all sales documents.

FALSIFICATION OF INFORMATION ON THIS DOCUMENT FOR THE PURPOSE OF EVADING STATE LICENSING LAWS IS A CLASS II MISDEMEANOR PURSUANT TO A.R.S. §13-2704

APPLICANT CERTIFICATION AND SIGNATURE

By submitting this Application, applicant certifies all other licenses, permits or approvals required by the Town of Clarkdale or any other governmental agency or private parties to perform the work related to this application. Applicant shall be responsible for and shall indemnify and defend demands, expenses or liabilities including, but not limited to, personal injury and property damage arising from or related to the work performed by the applicant, its agents, its assigns, or employees, as permitted by the Town of Clarkdale.

Applicant agrees to abide by all pertinent regulations and requirements including but not limited to, Town Code Chapter 7, Article 7-11 Excavation and Grading. Applicant assumes all responsibility for being aware of and complying with any Deed Restrictions (CC &R’s) that may apply to the property.

APPLICANT SIGNATURE: _____ **DATE** _____

DESCRIPTION OF WORK

PROJECT DESCRIPTION _____

COMBINED TOTAL OF RAW CUT/RAW FILL (in cubic yards) _____

PLEASE MAKE AN APPOINTMENT WITH TOWN STAFF FOR THE MANDATORY PRE-APPLICATION MEETING TO REVIEW THE REQUIREMENTS FOR YOUR APPLICATION BEFORE SUBMITTING

REQUIRED FOR SUBMISSION (See Town Code Chapter 7-Section 11-12 for details)

This application shall be accompanied by the following as determined by Town staff.

Two sets of site plans and specifications plus one digital set of plans and supporting data*:

Drainage Report

N/A

Soils Engineering Report

N/A

Engineering Geology Report

N/A

Traffic Control Plan

N/A Staff Initials: _____

Any other information determined necessary by the Community Development Director or representative

***Applications may be submitted digitally upon staff approval at the pre-application meeting.**

Additional Information/Comments

INFORMATION REQUIRED ON SITE/PLOT PLAN

- Contractor's name, business name, address, email and phone number
- Owner's name, address and phone number
- Property address, parcel number and/or legal description
- Scale used. Minimum scale: 1 inch = 100 foot, 1 inch = 20 feet is preferred
- All property lines must be indicated and marked "P.L."
- Directional arrow indicating north
- Property dimensions
- All existing structures with dimensions
- Other dimensions:
 - Distances between structures
 - Distances from all structures to property lines
 - Distances from easements to closest structure
 - Distances from watercourse to closest structure
- Labeling of all streets, easements or right-of-ways on or adjacent to the property, regardless of use, showing street names
- Description of use for all existing and proposed structures
- Any water course on or within 100 feet from parcel
- Any public or private wells
- Size and location of any existing roadside ditches and culverts
- Location of all fences
- Location and dimensions of septic system and leach fields if applicable
- Location of driveways, RV pads and parking pads
- SLOPE INFORMATION given in feet or percentage of slope. Also indicate if applicable:
 - High and low point of lot, with contour lines with minimal intervals of five feet
 - Arrows indication direction of slope
 - Indicate fall (in feet) in the leach trench area if applicable
- Elevations, areas of fill and depth of fill, areas of cuts and depth of cuts

- All plans and reports shall be prepared and signed by an engineer licensed by the State of Arizona. Specifications shall contain information covering construction and material requirements.

- Under the requirements of A.R.S. §42-1305.02, on projects valued over \$50,000 the contractor must supply the Community Development Department with a copy of the Department of Revenue's annual or contract-specific exemption or receipt of bond for this project.

Plans with errors or omissions shall have corrections made on the originals and new prints or electronic versions submitted for recheck unless corrections are minor in nature.