



## ZONING CODE CHAPTER 18.68 MAJOR GRADING PERMIT SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist should be helpful, it is not designed to be a substitute for the Zoning Code provisions. Applicants are expected to review the details of the Code, copies of which can be purchased in the Planning office or accessed online at: [www.manitougov.com](http://www.manitougov.com)

**No person shall commence or proceed with any modification of the natural terrain without seeking and obtaining a grading permit from the Planning Director if such modification will result in any of the following:**

- A. **An excavation, fill or combination thereof in excess of one hundred cubic yards;**
- B. **An excavation which, at its greatest depth, will be three or more feet below the ground surface, over an area of five hundred square feet or more;**
- C. **A fill which, at its greatest depth, will be three or more feet above the ground surface, over an area of five hundred square feet or more;**
- D. **An excavation or fill which falls within a public sewer, water main, storm drainage, power line, public right-of-way, or any other public utility easement. This includes the preparation of roads, sidewalk, etc.;**
- E. **Vegetation removal over an area five hundred square feet or more;**
- F. **Mining, quarrying, or gravel operations;**
- G. **Any major excavation by the City of Manitou Springs.**

A pre-application meeting shall be scheduled with the Planning staff prior to submitting the Major Grading Permit application. The following information needs to be provided at the pre-submittal meeting:

- Existing zoning and existing use of the site
- Adjacent zoning and land use(s)
- Existing and proposed access (as applicable)
- Existing contours and conceptual grades (FIMS date may be used and is available from CSU)
- Vicinity map

Grading Permits are reviewed administratively; therefore, there is no submittal schedule. The following information shall be provided to the Planning Department:

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- 1) A completed **Administrative Review Application** form with nonrefundable application fee.

*The following information shall be prepared by a registered professional engineer and shall consist of a grading plan drawn at an appropriate scale (one inch equals fifty feet at a minimum):*

- 2) Location of existing and proposed buildings or structures on the applicant's property.
- 3) Location of all existing and proposed streets, roadways, driveways, easements, and rights-of-way.
- 4) The present contours of the site in dashed lines and the proposed contours in solid lines. Contour intervals shall not be less than two feet. The source of topographical information shall be indicated.
- 5) The location of all drainage to, from, and across the site, the location of intermittent and permanent springs, and culverts and other drainage structures.

- 6) Details of any proposed drainage structures, cribbing, terraces, and/or surface protection, not including vegetative cover, required as a result of grading and required for the support of adjoining property.
- 7) Grading specifications
- 8) Profiles
- 9) Statement of the estimated starting and completion dates for the grading work proposed and any landscape work that may be required.
- 10) Drainage calculations shall be required only where proposed grading has modified existing runoff patterns. Where a drainage study exists for the subdivision and the grading plans conform to proposed drainage patterns, a letter indicating conformance to the original drainage plan shall meet the intent of this requirement. Under these conditions drainage calculations would not be necessary.
- 11) A soils report for a subdivision should supply the needed soils information for all individual lots within the subdivision unless site conditions indicate the need for additional information on a specific lot. Soils reports shall be required on individual lots only where unusual conditions exist or soils information is totally lacking. The report shall consist of information relative to the stability of cut and fill slopes, compaction requirements, erosion tendencies and bearing capacities when needed.
- 12) Landscape plans and specification for the site, and if appropriate, information relating to landscaping of adjacent or surrounding areas affected by the proposed development. A licensed landscaped architect shall prepare such plans and specifications. These plans shall show.
  - a. Distribution of plant material, ground cover, rockscaping; general location, quality and key number of each species of plant in each group; outline of all lawn areas, areas to be seeded, and sodded; existing trees, if any to be preserved, transplanted, or removed; kind, size and work involved as related to slope control and/or physical environment;
  - b. List of plant material giving standard botanical plant names and key number for each variety for reference to plan, and in addition, the size, quality or other pertinent description common to the trade;
  - c. A statement describing the methods for planting the areas to landscaped with special emphasis on:
    - i. soil preparation, fertilization, plant material and methods of planting;
    - ii. initial maintenance of the plant material and slopes until a specified percentage of plant coverage is established uniformly on the cut and fill slopes.
  - d. Details of all items and features pertaining to site preservation and improvements such as retaining walls, and tree wells, and details not shown on other plans accompanying the application;
  - e. Guarantee of replacement of plants that die within eighteen months after planting;
  - f. Such other and further details as may be specified and required by the City Engineer to carry out the purposes of this code.
- 13) Such other information as shall be required by the City Engineer.

**NOTE: If any of the material required for the grading permit application has been previously submitted then that submittal shall be referenced and the items need not be re-submitted as part of the grading application.**