



ZONING CODE CHAPTER 18.68 MINOR 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

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 grading permit shall not be required when grading is performed in the following circumstances:

- A. An excavation below finished grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit;***
- B. Solid waste disposal sites operated by the public or under public regulations;***
- C. An excavation by the City for the purpose of maintenance of City utilities, buildings, streets, or easements;***
- D. An excavation by a private individual for the purpose of routine maintenance;***
- E. Tilling the ground for agricultural purposes or protection.***

A pre-application meeting shall be scheduled with the Planning staff prior to submitting the Minor 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 application shall be legibly drawn at an appropriate scale preferably by an architect, landscape architect, land planner or engineer and shall contain, at a minimum, the following:

- 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 location of all drainage to, from, and across the site, the location of intermittent and permanent springs, and culverts and other drainage structures.
- 5) 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.
- 6) Grading specifications
- 7) Statement of the estimated starting and completion dates for the grading work proposed and any landscape work that may be required.
- 8) Such other information as shall be required by the City.

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.*