



GRADING PERMIT APPLICATION FORM

Town of Zionsville
1100 W. Oak Street
Zionsville, IN, 46077

APPLICANT INFORMATION

Name:
Company:
Address:
City: State: Zip:
Phone:
Email:

PROPERTY OWNER INFORMATION (IF DIFFERENT)

Name:
Address:
City: State: Zip:
Phone:
Email:

PROJECT LOCATION

Site Address: Section:
Parcel Number(s):
Access Point: Site accesses

PROJECT INFORMATION

Project Name:
Plan Commission Docket Number:
Description of Work Being Done:
Construction Start Date: Estimated Completion Date:
Total Project Area (Acres): Area of Disturbance (Acres):
SWMP Stormwater Permit #:

REQUIRED SUBMITTAL DOCUMENTS

- Grading Permit Application Form
Approved SWMP Permit Application
Deed of Ownership
Owners Authorization form (if different than Applicant)
Erosion Control Plans: (11x17) Stamped.
Grading Permit Fee:
Stormwater Permit Fee:

EARTHWORK PRE-CONSTRUCTION MEETING: Prior to the start of construction or land disturbing activity, the Community of Economic Development and Stormwater Division of the Department of Public Works shall be contacted to schedule an Earthwork Pre-Construction meeting.

APPLICANT SIGNATURE:

DATE:

## **To Schedule an Earthwork Pre-Construction Meeting:**

Prior to issuance of a grading permit, the following items will be submitted and an Earthwork Pre-Construction meeting will be scheduled. Provide two (2) hardcopies and one (1) digital submittal of the following items to the attention of Assistant Planner of Community and Economic Development (CED), Matthew Shively [mshively@zionsville-in.gov](mailto:mshively@zionsville-in.gov) prior to scheduling the meeting.

### **IDEM Construction Stormwater General Permit (CSGP) – Notice of Intent (NOI):**

Submit the approved SWMP to the Indiana Department of Environmental Management at least 48 hours prior to beginning construction. The approved SWMP document demonstrates local approval of the Stormwater Pollution Prevention Plan (SWPPP). Upon submittal to IDEM, please email a PDF of the Notice of Sufficiency to [msusong@zionsville-in.gov](mailto:msusong@zionsville-in.gov) for our records.

### Please submit the following items:

- 1) Approved Stormwater Management Permit Application.
1. The BMP Operation and Maintenance Manual (O&M) and Owner Acknowledgement Agreement (OAA) must be recorded prior to submittal to the Town. Please email [msusong@zionsville-in.gov](mailto:msusong@zionsville-in.gov) to coordinate getting the OAA signed.
- 2) A performance bond for the stormwater system, erosion and sediment controls, and post-construction stormwater BMPs. Estimates of the Bonds items must be reviewed and approved by the Town. (Refer to the Bond checklist provided for this project).
- 3) Provide the following documents: Site Construction Plans stamped by the Engineer of Record two sets of (11x17); Stamped Erosion Control Plans one set of (11x17) and the Drainage Report Stamped by the Engineer of Record.
- 4) Grading Permit Application.
- 5) Owners Authorization form.
- 6) Deed of Ownership.
- 7) Fees for the SWMP and grading permit can be paid through (CED). Grading permit fee schedule: <https://www.zionsville-in.gov/DocumentCenter/View/6035/2023-Fee-Schedule>
- 8) When these items have been submitted, an earthwork/site preconstruction meeting must be coordinated through (CED).

The person assigned to overseeing the SWPPP implementation during construction, referred to as the “Trained Individual”, must be present at the preconstruction meeting. The Town of Zionsville will provide the PermiTrack inspection program to facilitate the projects self-monitoring inspections and town compliance inspections throughout construction. This will be covered in greater detail at the preconstruction meeting.



**OWNER'S AUTHORIZATION FOR THE SUBMITTAL OF AN APPLICATION FOR AN  
A EARTHWORK PRE-CONSTRUCTION MEETING**

The undersigned, \_\_\_\_\_, being the owner of  
record of the property commonly known as \_\_\_\_\_,  
hereby authorizes \_\_\_\_\_, to file an  
application for approval of conducting the following activity:

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Signature of Owner: \_\_\_\_\_

Printed: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_