

# City of Cloquet

## Grading Permit Application



### Owner Information

Company/Owner Name: \_\_\_\_\_  
 Contact Person/Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Contractor Information

Company Name: \_\_\_\_\_  
 Contact Person/Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Property Information

Property Address: \_\_\_\_\_  
 Parcel I.D. #(s): \_\_\_\_\_  
 SWU Account No: \_\_\_\_\_ Property Zoning: \_\_\_\_\_

### Work Description *(Describe in detail the proposed building type, and scope of work.)*

Total Property Area (ft<sup>2</sup>): \_\_\_\_\_ Disturbed Area (ft<sup>2</sup>): \_\_\_\_\_  
 \*Existing Impervious Surface (ft<sup>2</sup>): \_\_\_\_\_ Start Date: \_\_\_\_\_  
 \*Proposed Impervious Surface (ft<sup>2</sup>): \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 Excavation (yd<sup>3</sup>): \_\_\_\_\_ Fill (yd<sup>3</sup>): \_\_\_\_\_

*\*Note: City Ordinance defines impervious surface as those surfaces on a property that prevent or impede the infiltration of stormwater into the soil at the same rate as natural or pre-developed conditions. Common impervious areas may include, but are not limited to, rooftops, sidewalks, walkways, patio areas, driveways, parking lots, storage areas, compacted gravel or soil surfaces, and any other surface that prevents or impedes the natural infiltration of stormwater runoff.*

### Wetlands and Public Waters

Receiving Water: \_\_\_\_\_

Are Wetlands present on the property?  Yes  No  N/A

Will work take place in any wetland, stream, river, or other water body?  Yes  No  N/A

Impacted Area (ft<sup>2</sup>): \_\_\_\_\_

### Proposed Erosion Control Measures *(Check all that apply.)*

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> Silt Fence           | <input type="checkbox"/> Inlet Protection         | <input type="checkbox"/> Ditch Checks |
| <input type="checkbox"/> Rock Const. Entrance | <input type="checkbox"/> Straw Bales              | <input type="checkbox"/> Bio-rolls    |
| <input type="checkbox"/> Mulch/Straw          | <input type="checkbox"/> Temporary Seeding        | <input type="checkbox"/> Rock Logs    |
| <input type="checkbox"/> Other: _____         | <input type="checkbox"/> None/Rapid Stabilization |                                       |

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### Landscaping/Restoration Methods for Disturbed Areas *(Check all that apply.)*

- Sod     
  Seed & Mulch     
  Pavement     
  Class 5  
 Other: \_\_\_\_\_

### Authorized Signature

*By signing below applicants certify that the attached information and site plan are a true and correct representation of actual site conditions found on said property and hereby agree to follow all applicable terms and conditions found in Cloquet City Code, International Building Code Appendix J and the General Stormwater Permit for Construction Activity as issued by the Minnesota Pollution Control Agency. Any person, firm, or corporation failing to comply with or violating any of these regulations, may be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both. In addition, all land use and building permits may be suspended until the applicant has corrected the violation.*

*If circumstances exist such that noncompliance with this permit poses an immediate danger to the public health, safety and welfare, as determined by the City, the City may take emergency preventative action to correct the deficiency or hire a contractor to correct the deficiency. The issuance of a permit constitutes a right-of-entry for the City or its contractor to enter upon the construction site for the purpose of correcting deficiencies and performing inspections. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the City, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statute 429.081 to challenge the amount or validity of such assessment costs related to cleanup or corrective actions taken by the City.*

\_\_\_\_\_  
Owner/Principal

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### Permit Approval *(For Office Use Only)*

\_\_\_\_\_  
Engineering Department

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Does this Application trigger WCA?

- Yes   
  No   
  N/A

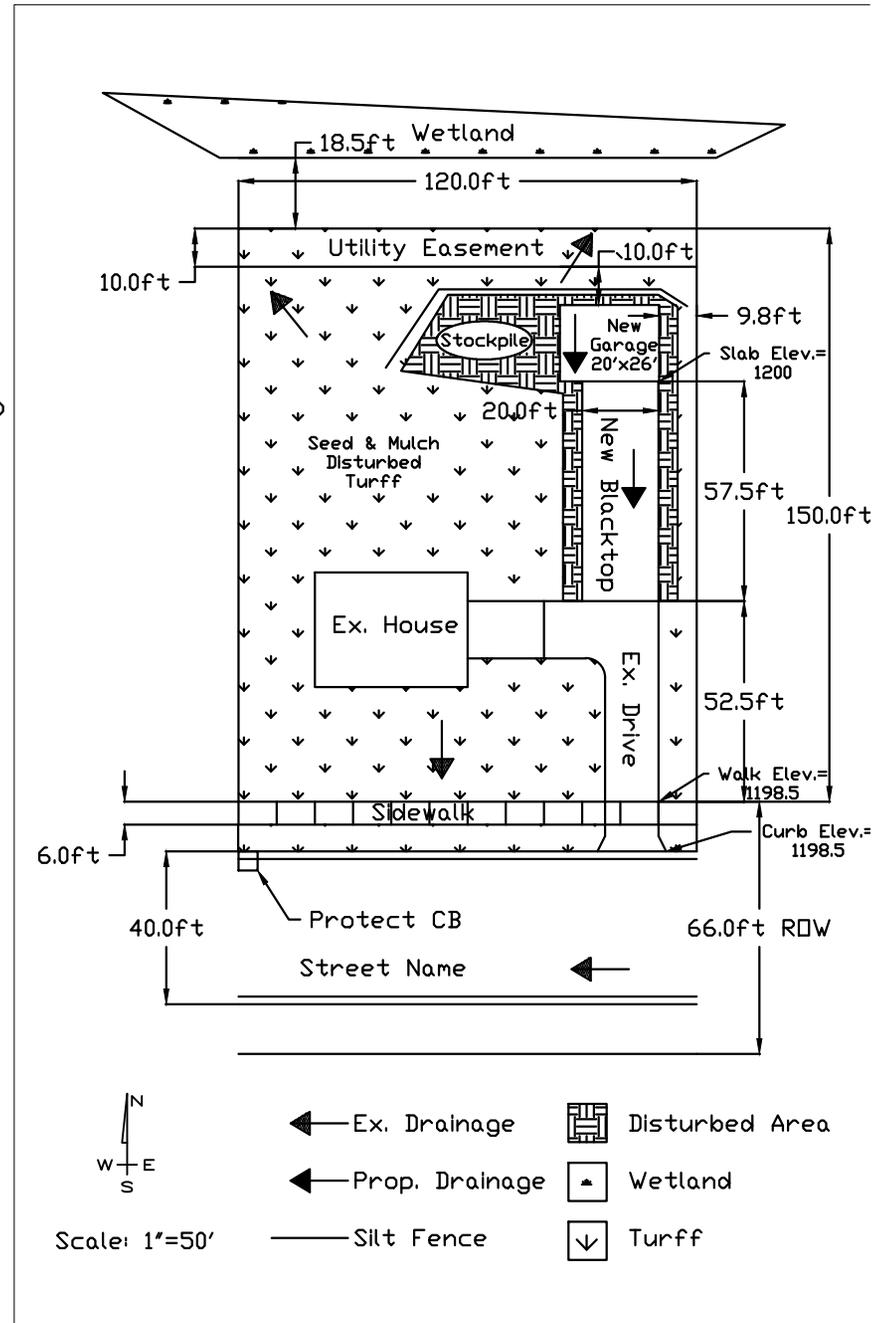
### Comments/Requirements:

Grading Permit Base Fee:	\$	25.00
Supplemental Fee (\$1.00 per 1,000ft <sup>2</sup> of Graded Area):	\$	-
<b>Total Fee:</b>	<b>\$</b>	<b>-</b>

## Grading Permit Site Plan Example

All grading permits must be accompanied by an approved site plan. Site plans shall be scaled with key dimensions clearly labeled. The following features should be clearly illustrated as applicable:

- Scale & North Arrow
- Property Lines
- Lot & Setback Dimensions
- All Plated & Recorded Easements
- Existing & Proposed Impervious Surfaces (gravel, pavement, buildings, etc.)
- Dimensions of Key Features
- Adjacent Wetlands, Lakes or Creeks
- Temporary Stockpile Locations
- Existing & Proposed Buildings
- Disturbed Areas
- Erosion Control Measures (silt fence, inlet protection, etc.)
- Temporary Stockpile Locations
- Restoration Plan/Finished Surfaces (sod, seed & mulch, Asphalt etc.)
- Existing Drainage (Indicate flow direction w/ arrows).
- Proposed Drainage (Indicate flow direction w/ arrows).
- Adjacent Road Right-of-Ways





## EROSION AND SEDIMENT CONTROL REQUIREMENTS

Congratulations on your project in Cloquet. Before you get started, it is important that you are aware of regulatory requirements relating to erosion and sediment control. This information is provided to help you better understand your obligations. Federal, state, and local regulations require erosion and sediment control at some construction sites in order to protect water quality.

Polluted stormwater runoff is a primary threat to water quality in the U.S. In particular, uncontrolled stormwater runoff from construction sites can carry a lot of dirt (sediment) and other pollutants that are harmful to lakes, streams and wetlands. The good news is that when proper controls are implemented at construction sites, the amount of soils and other pollutants transported offsite by stormwater runoff is significantly reduced.

Effective erosion and sediment controls include a variety of practices, including minimizing the area of disturbance, stabilizing exposed soils in areas not being actively worked, maintaining vegetative buffers, installing perimeter controls around the area of construction, protecting downstream inlets, and stabilizing the construction entrance to prevent tracking onto the road.

### Cloquet City Code

- No grading activity shall be performed without first having obtained a Grading Permit.
- All Grading Permit Applications are to be accompanied by an acceptable site plan illustrating all proposed erosion, sediment control and restoration practices.
- Any land disturbing activity, regardless of project size, and requirement for a permit is to be undertaken in a manner designed to prevent erosion and sedimentation.
- Any project disturbing an acre or more, or that is part of common plan of development that disturbs an acre or more (i.e., a subdivision), must also comply with State NPDES permit requirements (see below).

### NPDES Permit Requirements

Federal regulations require a national Pollutant Discharge Elimination System (NPDES) stormwater permit for any construction project that disturbs one acre or more, or that is part of a common plan of development that disturbs an acre or more. In Minnesota the NPDES permit program is administered by the Minnesota Pollution Control Agency (MPCA).

If your project will impact an acre or more and is not within a new subdivision you must obtain an NPDES construction stormwater permit prior to commencing construction. Visit the [MPCA website](#) for more information on how to apply for permit coverage. It is your responsibility to obtain and comply with all required permits. You may also be required to submit verification of NPDES permit coverage to the City.

If your building lot is within a new housing development, the developer will have already obtained a NPDES permit from the MPCA. The NPDES permit covers all development activities within the subdivision, including construction on individual lots. As lots within the development are sold, the responsibility for ensuring compliance with the permit shifts from the developer to the new owner and operator (*that's you*). Thus, you are responsible for complying with all of the terms and conditions of the NPDES permit for all construction activities on your lot. This means you must:

- Ensure that effective erosion and sediment control measures are implemented on your lot throughout the duration of construction until the site is permanently stabilized. You will be subject to enforcement action from the MPCA for failure to comply with permit requirements.
- Submit to the MPCA a complete permit modification form for your lot prior to commencing construction and within seven days of taking ownership/control of the property. This form officially transfers the responsibility for permit compliance from the original owner (developer) to you. The developer should provide you with a copy of the required form. Failure to submit the form to the MPCA will not exempt you from your erosion and sediment control responsibilities.

### **Wetlands**

Many lots within the city of Cloquet contain wetlands. Some wetlands are difficult for untrained persons to recognize. If wetlands are on your property, a professional delineation may be required before your project is approved. Impacts to wetlands are strictly regulated, and you may not fill or otherwise impact any wetlands on your property unless you have obtained the necessary permits to do so. For more information, contact the City Planning and Zoning Administrator Al Cottingham at 218-879-2507 (ext. 3).

### **Compliance and Inspection**

It is important that you take this matter seriously. Your project site is subject to inspection throughout the duration of construction by representatives of the City and/or MPCA. Failure to implement erosion and sediment control measures when required to do so, or to impact a wetland without a permit, is a violation of federal, state, and/or local regulations and may result in fines, penalties, and/or a stop work order.

### **Questions?**

In order to keep your project running smoothly, it's always best to ask if you are uncertain about what is required at your project site. If you have questions or need assistance, please contact Caleb Peterson, Assistant City Engineer at 218-879-6758 or email him at [cpeterson@ci.cloquet.mn.us](mailto:cpeterson@ci.cloquet.mn.us).