

# CARROLL COUNTY BUREAU OF RESOURCE MANAGEMENT

## ENVIRONMENTAL INSPECTION SERVICES DIVISION

### GRADING PERMIT PROCEDURES

In order to assist the applicant in obtaining a grading permit, the Bureau of Resource Protection, Environmental Inspection Services Division has developed the following procedure:

#### Graded Areas Between 5,000 - 30,000 Sq. Ft.

- I - Grading Permit Application Processing: Application processing begins in Room 209 of the County Office Building located at 225 North Center Street, Westminster. If State and Federal permits are required for the job, they will need to be on file in the Division of Environmental Inspection Services Division before application is made. Applicant will be required to fill out three (3) forms:
- A. Grading Permit Application.
  - B. Owner/Contractor Affidavit.
  - C. Standard Erosion and Sediment Control Plan with Grading Requirements for Single Lots.

The owner and contractor must be the same on the application and the affidavit. Approvals are then obtained from applicable agencies and the grading permit is processed.

- II - Grading Permit Issuance Procedure: Having obtained required approvals and paid the permit fee, the applicant will be notified by the Environmental Inspection Services Division that a pre-construction meeting can be held at the site. It is required that the owner/developer and the grading contractor meet with the inspector at the site prior to construction. After all sediment control structures are installed, stabilized, and inspected by the Environmental Inspection Services Division, the grading permit will be issued.

#### Graded Areas in Excess of 30,000 Sq. Ft.

- I - Grading Permit Application Processing: After the Environmental Inspection Services Division has received an approved soil erosion and sediment control plan and all required State and Federal permits, the applicant may apply for the grading permit. Application processing begins in Room 209 of the County Office Building, located at 225 North Center Street, Westminster. Applicants will be required to fill in two (2) forms.
- A. Grading Permit Application.
  - B. Owner/Contractor Affidavit.

The owner and contractor must be the same on both forms. Approvals are then obtained from applicable agencies and the grading permit is processed.

- II - Grading Permit Issuance Procedure: Having obtained required approvals and paid the permit fee, the applicant will be notified by the Division of Environmental Enforcement that a pre-construction meeting can be held at the site. It is required that the owner/developer and the grading contractor meet with the inspector at the site prior to construction. After all sediment control structures are installed, stabilized, and inspected by the Division of Environmental Enforcement, the grading permit will be issued.