

Grading Permit Application

Applicant Information	
Property Owner:	
Builder/Contractor/Landscaper:	
Project Address:	
Lot # & Plat:	
Zoning Permit #:	Building Permit #:

Terms and Conditions of Grading Permit:

Municipal Code of Ordinances; Ordinance V16-12

Chapter 103, Article VI, Section 103-250 – Building Certificate of Occupancy.

2) Grading Permit.

- a) *Eligibility and application. The owner or tenant of a building or parcel of land which is not eligible for a building certificate of occupancy due to lot grading, may apply to the Village for and obtain a Grading Permit as hereinafter provided. The application must be made and a permit obtained prior to occupancy. After a Grading Permit is obtained, the building certificate of occupancy may be issued.*
- b) *Term. The Grading Permit shall be valid for one (1) year from the date that the building permit of occupancy is issued. Failure to complete the required lot grading in accordance with the master grading/drainage plan, or individual lot grading plan if there is no master grading/drainage plan, within the specified term shall be deemed a violation of this ordinance and be subject to all fines and/or forfeitures under Section 1-7 of the Municipal Code of Ordinances. Each day that a violation exists shall be considered a separate offense.*

Fee: \$1,500 escrow. The fee will be reimbursed provided the terms of the Grading Permit are met. Please note that the escrow fee will be returned to the person(s) or business paying the fee.

Certification & Signature(s)	OFFICE USE ONLY		
I hereby certify that I have read the above statements and agree to complete the final lot grading by the date specified on this permit.	Date Received		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Property Owner (required)</td> <td style="width: 50%; border: none;">Date</td> </tr> </table>	Property Owner (required)	Date	Receipt No.
Property Owner (required)	Date		

Date Building Certificate of Occupancy Issued:

To be completed by the building inspector or zoning administrator

Date Final Lot Grading to be Completed:

To be completed by the building inspector or zoning administrator