

# SKIPPACK TOWNSHIP APPLICATION FOR GRADING PERMIT

Application No. GA-\_\_\_\_\_

This application must be accompanied by plans, escrows, and fees, and submitted to the Township Engineer's Office; Application number will be assigned upon submission.

## Location of Grading Permit Activity

At (Address) \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_  
Cross Street Cross Street

## Grading Plan (attach four (4) copies)

Title \_\_\_\_\_

Preparer's Name \_\_\_\_\_

Date \_\_\_\_\_ Last Revised \_\_\_\_\_

The plan shall show all of the following information or the application will be automatically denied: present contours, proposed contours, lot lines, minimum building setback lines, streets, driveway(s), building(s) with finish floor and garage floor elevations (basement floor if a walk-out basement), trees over 8" in diameter, details and location of proposed drainage facilities. All plans shall be dated and bear the name of (1) person who prepared plan, (2) the applicant, (3) the owner of the land (see attached sample).

## Erosion and Sedimentation Control Plan

If an erosion and sedimentation control plan has not been previously approved, it must accompany this application.

Erosion and sedimentation control plan has been previously approved:

Title \_\_\_\_\_ Date \_\_\_\_\_ Date Approved \_\_\_\_\_

Erosion and sedimentation control plan attached:

Drainage Study

Previously Approved \_\_\_\_\_  Copy Attached  N/A  
Date

Estimated Dates of Activity

Starting date \_\_\_\_\_ Completion date \_\_\_\_\_

Purpose

State the purpose for which the grading application is filed.

---

---

---

Permit Fee

Compute the appropriate permit fee and engineering fee amount for the attached fee schedule and submit check(s) with application. All checks made payable to "Skippack Township". Please submit two (2) separate checks for permit fees and engineering escrows.

\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Permit Fee Engineering Escrow

Clean Fill

No grading permit shall be issued for the filling of materials other than clean fill.

I hereby certify the above information to be correct and hereby state that the work to be performed will be as presented herein.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Name of applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Date

End Application

Township Use Only

Engineer's Recommendation \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments:

---

---

---

Permit Fee Paid \$ \_\_\_\_\_ Escrow Amount \$ \_\_\_\_\_

Permit Number \_\_\_\_\_ Date Issued \_\_\_\_\_

Township Engineer's Signature \_\_\_\_\_

Note: This application, when approved and signed, is your permit. It must be accompanied by the approved permit plan.

Punch List Inspection date \_\_\_\_\_

Comments:

---

---

---

---

---

Winter Grading Escrow Fees

In the event a lot cannot be completely graded, raked, seeded, and mulched, or a driveway cannot be paved due to inclement weather, escrows must be submitted to Skippack Township prior to the issuance of any U&O. Fees effective December 15. All work must be completed by May 15.

A.	Driveway Wearing Course		\$530.00
B.	Driveway Binder & Wearing Course		\$900.00
C.	Grade, Rake, Seed, and Mulch	¼ acre lot	\$400.00
		⅓ acre lot	\$500.00
		½ acre lot	\$600.00
		1 acre lot	\$1,200.00
D.	For topsoil placement, grade, rake, seed, and mulch:		
		¼ acre lot	\$800.00
		⅓ acre lot	\$1,000.00
		½ acre lot	\$1,200.00
		1 acre lot	\$2,400.00

EITHER

I CERTIFY THAT FINAL GRADING IS IN COMPLIANCE WITH THE APPROVED PLAN AND CERTIFICATE OF OCCUPANCY CAN BE ISSUED.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OR

I RECOMMEND THAT \$ \_\_\_\_\_ BE PLACED IN ESCROW TO GUARANTEE COMPLETION OF "PUNCH LIST" ITEMS BY APRIL 30<sup>TH</sup> AND THAT A CERTIFICATE OF OCCUPANCY BE ISSUED UPON POSTING OF SAID ESCROW.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I CERTIFY THAT "PUNCH LIST" ITEMS HAVE BEEN SATISFACTORILY ADDRESSED AND ESCROW MONIES CAN BE RELEASED.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Fee & Escrow Schedule

(Fee & Escrow schedule for grading permits for existing lots, subdivisions, land developments, and grading projects.)

\*Permit fees are non-refundable and cover township administrative costs.

\*\*Engineering escrow amounts are intended to cover engineering fees for the entire review process and 2 inspections. Additional inspections will be charged at the hourly rate per current fee resolution (1/2 hour minimum). The township reserves the right to impose additional escrow amounts to ensure proper plan review and project inspection.

### Residential Example

Category	*Permit Fee	**Engineering Escrow
Single Family Dwellings/ Single lot grading	\$50.00	\$275.00
Multi-Unit Town Houses/ Condos/Apts.		
Number of Units		
2-3	\$50.00	\$500.00
4 & Over	\$50.00 plus \$10.00/ unit over 3 units	\$500.00 plus \$80.00/ unit over 3 units

### Multi-Unit Example

Category	Permit Fee	Engineering Escrow	Total
4 Units	\$60.00	\$580.00	\$640.00
10 Units	\$120.00	\$1060.00	\$1180.00

# SKIPPACK TOWNSHIP

## GRADING PERMIT PROCEDURES

1. The owner/applicant is required to obtain a grading permit for any grading, re-grading, swimming pool construction, or building construction as defined in chapter 172 (ordinance 282), prior to issuance of the building permit. Application forms are available in the township or the township engineer's office.
2. Applications with plans and fees must be submitted to the township engineer's office for review, approval, and issuance of a permit.
3. Owner/applicant must have footings, top of foundation walls, top of retaining walls, and coping of swimming pools surveyed as to location and elevation. A Pennsylvania registered professional land surveyor shall certify such locations as to their accuracy and conformance to the approved grading plan. The location and elevation information, along with the certification shall be provided to the township engineer for review and acceptance prior to proceeding with any further construction on the property or lot. These elevations and locations will be checked against the approved plan and/or any approved changes to the plan to evaluate their conformance. Any unauthorized changes or noncompliance with the procedures may result in the removal of any constructed items on the lot of property in question.
4. The engineer will assign an inspector to verify that the lot grading has been performed in accordance with the "approved permit plan" and the township's grading ordinance. The engineer will notify, in writing, the code enforcement officer whether the lot is in compliance or non-compliance with the grading plan ordinance.
5. Final building inspection for certificate of occupancy will be conducted only after receiving written grading approval from the engineer (final grading permit sign off).
6. If the lot grading is not performed in accordance with the "approved grading permit plan" and the township's ordinance, a certificate of occupancy will not be issued to the owner/applicant. The engineer may require an as-built survey of the building(s), driveway(s), and grading to resolve any concerns, problems, or disputes.
7. An exception to item #5 will only be afforded to the owner/applicant between November 30 and March 31 due to inclement weather that would hinder or prohibit the successful completion of the lot grading and seeding. In these particular cases, a certificate of occupancy can be issued by the code enforcement office, with the stipulation that sufficient monies be placed in escrow and the lot

grading must be completed and approved by May 15. The engineer will conduct a punch list inspection and provide a list of items for completion/correction. The engineer will establish the escrow amount based on this punch list. If the lot has not been properly graded by May 15, then the developer will be cited for the violation of the township ordinance #282, chapter 172, section 172-47 "violations and penalties".

8. Once final grading and stabilization, along with any remaining engineering and inspection escrows will be returned to the owner/applicant.