

Memorandum

To: Engineering Staff

CC: Tom Condit, Community Development Director

From: Jim Leubner, Engineering Manager

Date:

Re: Procedure for Insurances of an “At Risk Grading Permit” (Revised 7-16-06)

There have been various “At Risk” Grading Permits issued in previous years, and while this is not a process the Town favors; the Engineering Division will continue to issue “At Risk” Grading Permits until notified otherwise. However, it is at the discretion of the Engineering Manager whether a permit will be issued. Please remember to follow the “At Risk” Grading Permit guidelines as listed below:

These Items need to be Approved and Completed prior to issuance of an “At Risk Grading Permit”.

1. Any required Project Development Agreement shall be approved by the Town Staff (Town Attorney, Planning & Engineering Managers, etc.) & Town Council.
2. Case Engineer to assure that all improvement plans including the Grading Plans and Drainage Report are substantially complete with no major outstanding issues to resolve.
3. Require the certified engineer’s project quantities (Total Project) – approved by Town Engineering Staff. Only grading quantities shall be used to calculate the permit fee.
4. Require the certified engineer’s cost estimate (Total Project) – approved by Town Engineering Staff. The cost estimate shall be used for the Construction Assurance amount.
5. Provide the required monetary construction assurance document for the project improvements per items # 3 & 4 above. (Cash, Bond, or Irrevocable letter of Credit).
6. Provide all required Maricopa County Permits (dust control, etc.)
7. Two (2) copies of the approved SWPPP plans and documents.
8. Two (2) copy bond sets of the Grading / Drainage plans.

Please note that this will be the **only permit issued** prior to the approval of all improvement plans and the recording of the Final Plat.