



LAND ALTERATION PERMIT

Return to:

City Engineer
160 Lake Street N. Big Lake, MN 55309
Direct: 763-251-2984
Email: Lotteson@biglakemn.org

Date Rec'd by City: _____
Permit No.: _____
*Fee: \$ _____

1. LEGAL DESCRIPTION OF PROPERTY:

Lot: _____ Block: _____ Addition: _____
Address: _____

Applicant _____ Tel. # _____
Contact Person _____ Email: _____
Address _____

2. PROPERTY OWNER(S):

Name _____ Tel. # _____
Address _____ Email: _____

3. DESCRIPTION OF LAND ALTERATION:

This permit is required for activities such as site grading, utilities, retaining wall, parking lots, ponds, shoreline restoration, landscaping and other activities involving more than 10 c.y. of soils, the use of mechanical machinery (i.e. skidloader, back hoe, dozer) or other alterations deemed by the City which may have an impact on surrounding properties, facilities or natural resources.

Value of Work: \$ _____ Starting Date: _____ Completion Date _____

Describe Purpose and Work: _____

4. IDENTIFY PROTECTION TO ADJACENT PROPERTIES AND WETLANDS:

5. ATTACHMENTS TO APPLICATION:

Include the following information if applicable. Contact City Engineer for questions regarding applicability.

- Half-section map or sketch of property showing all adjacent property indicating the existing buildings, wetlands, and/or structures.
- Grading plan showing existing and proposed finished contours and evaluations.
- Drainage plan showing existing and proposed drainage structures, stabilization walls, retaining walls, cribbing, dams, or other protective items.
- Drainage report or calculations demonstrating compliance with City Code and local watershed requirements.
- Calculations for and approximate quantities of excavation and/or fill required.
- Approximate number of truck trips importing or exporting materials.
- Signed statement from the property owner accepting responsibility for the operation and granting permission for land alteration operation.
- Statement to be attached to deed advising of potential need for soil tests prior to any construction on lots where additional fill material has been placed.
- Copy of approval or correspondence for work within County or Township, County or State right of way.
- Soil Borings
- Erosion and Sediment Control Plan (SWPPP)
- Other as required by City Engineer or Building Official.

6. STIPULATIONS:

- A. A surety bond or certified check in the amount of \$_____ (5% of value of work to be completed) must be submitted after approval of application and prior to any work commencing. This bond or check is to ensure satisfactory performance and compliance with the below stated stipulations and/or approved plans. The surety bond or check shall be kept active until the completion of work and/or expiration of permit and can only be released by written notification of the City after a satisfactory final inspection has been performed by the City.
- B. All access and street frontage of the land alteration site must be controlled by a fence, a minimum of three (3) feet in height.
- C. Only rock, sand, gravel, dirt, or similar natural earth fill is permitted. No concrete, asphalt, or demolition wastes will be permitted as fill.

- D. Operations shall be limited to daylight hours and shall not interfere with the health and safety of surrounding residents and the premises shall be maintained at all times so as not to create a nuisance. Any traffic impacts restricting two way traffic shall be performed with an approved traffic control plan by the City and limited to be used between the hours of 9 am and 4 pm unless otherwise approved by the City Engineer.
- E. At the end of each season's operations and no later than the last day of December each year, the site is to be left in a neat and orderly condition, with maximum slopes of 2:1 with no overhang or vertical banks and with a level bottom.
- F. On the Friday of each work week, or when required by the City, material from this operation that is found to exist on City streets shall be cleaned to the City's satisfaction by the applicant.
- G. Upon completion of land alteration operations, the land must be left according to the plans and contours submitted with this application and turf established to prevent erosion.
- H. Upon completion of land alteration operations or expiration of this permit, an inspection will be made by the City of the premises and adjoining streets. Any damage found to have been caused by these operations will be corrected by the applicant upon notification by the City.

Applicant's Signature	Date: _____
Property Owner's Signature	Date: _____

FOR CITY USE ONLY

Approved By: _____ Date: _____

PERMIT EXPIRATION DATE: _____

*Fees based on the 1997 UBC Fee Schedule as adopted by the City Council.