

CITY OF PROCTOR 100 Pionk Drive Proctor, MN 55810 Phone: (218) 624-3641	Grading/Excavation/Fill Permit Application
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See City of Proctor Ordinance 05-22 Revised August 8th, 2022. *The entire permit must be completed in full or it will be returned to applicant. Certificates of Insurance and Surety Bonds must be on file with the City if working within City R/W. Additional permits may be required for any work in the St. Louis County or MNDOT*

Site Location

Site Address:	Date:	
Lot:	Plat & Parcel:	
Nature of Project:		
Est. Start Date:	Est Completion Date:	
Gopher 1 Ticket Number/Date (or attached ticket copy):		

Owner / Contractor

Property Owner's Name:	Email:	Telephone No.
Address:	City	State Zip
Contractor's Name:	Email:	Telephone No.
Address:	City	State Zip

City Use Only

Street Foreman Approval:	Date:
City Administrator Approval:	Date:
Permit Number:	Permit Fee:

Building and Grading Permit Checklist must be attached and completed as related to this specific project and all related fees must be paid before issuance of permit.



SEE REVERSE SIDE FOR FEE SCHEDULE AND ADDITIONAL REQUIREMENTS. Attach the Erosion and Sediment Control Plan to this application page.

MS4 Statement of Compliance (not for permanent stormwater management)

The property owner and the contractor conducting work on the site are responsible for all the construction activities that occur on the site. By signing this permit both parties are required to install and maintain all erosion and sediment control BMPs to ensure that sediment, soil, and debris does not leave the construction site. This includes but is not limited to tracking of soil /mud onto public streets and roadways from vehicles leaving the site, soil eroding from the site onto roadways or drainage ditches or onto neighboring property. If sediment, soil/mud and/or debris leaves the site, both parties are responsible for the immediate clean up and all costs and fines associated with it. Both parties are also responsible for the total restoration of vegetation on the site (seed/mulch, sod, gardens...) after construction disturbance is substantially complete, and only after vegetation has been established with vigorous growth can BMPs be cleaned and removed.

	/	/
Property Owner	Telephone #	Date
	/	/
Contractor	Telephone #	Date

GRADING/EXCAVATION/FILL PERMIT FEES

Disturbed Area 	Any disturbance less than 1 acre	1 acre or more
Requirement 		
Grading/Excavation/Fill Permit	X	X
Stormwater Pollution Prevention Plan (SWPPP)		X
Construction Site Stormwater Runoff Controls	X	X
Post-Construction Stormwater Management Requirements		X
MPCA Construction Stormwater Permit		X
FEE	\$50	\$50

Notes: Disturbed area includes all land disturbance and construction activity, including land area that is part of a larger common plan of development or sale. Where deemed necessary by the City of Proctor to safeguard persons, protect property, and prevent degradation to the environment in the City of Proctor, requirements may be enforced for disturbed areas with less than above identified amount.

The City of Proctor Grading/Excavation/Fill Plan Guidelines

Each application shall include:

1. Application form and fee.
2. Project name.
3. Project narrative describing type of work and proposed disturbance.
4. Address of the proposed land disturbing activities.
5. Total acres to be disturbed. **Check here if disturbed area is less than one acre.**
6. Name, address, and contact information of the owner and/or developer of the site.
7. Name and contact information of consulting firm retained by applicant, if applicable.
8. Stormwater Pollution Prevention Plan (SWPPP) if required, meeting the requirements set forth in the City of Proctor Stormwater Management Design Standards.
9. Details, plans, specifications, calculations, and any other documentation needed to verifying compliance with this ordinance and the City of Proctor Stormwater Management Design Standards.
10. Private Stormwater BMP Maintenance Agreement, if applicable.
11. Drawing: Must include these items on the drawing:
 - a. **Always** clearly show the site grading/disturbance limits.
Also, show pre- and post-development drainage arrows.
 - b. **Clearly show** estimated land contours (hand drawn is acceptable for small projects).
 - c. **Show** any/all creeks, ditches, wetlands, or other sensitive areas within 200 feet of your site.
 - d. **Clearly show** the amount and placement of silt fence, hay bales, construction entrance, etc.
 - e. **Clearly show** washed rock construction entrance. [Minimum: 12' W x 50' L x 6" deep] OR show mud mat reusable mat - 8' x 45' minimum.
 - f. **Show** and label streets and adjacent properties.
Show catch basins/inlets.
Clearly show all protective measures for those areas where sediment could migrate. Protect your neighbor's property from your construction activity and potential erosion and sediment.