

RESIDENTIAL LOT GRADING PERMIT APPLICATION

All applications not submitted electronically must be completed in ink and printed neatly. Pencil will not be accepted.

PROPOSED LOCATION AND OWNER (ON TITLE)	Municipal Address: _____			
	Legal Description:	Lot:	Block:	Plan:
	Name: _____		Phone #: _____	
	Address: _____		Email: _____	
APPLICANT (if different)	Name: _____		Phone #: _____	
	Address: _____		Email: _____	
CONTRACTOR INFORMATION (if different)	Name: _____		Phone #: _____	
			Site Contact: _____	
	Address: _____		Email: _____	
TYPE OF WORK Select ONE	Single-family home	Duplex	Deck	Residential Alteration
	Single-family home (with attached garage)	Triplex	Shed/Garage	_____
	Semi-detached home	Fourplex	Manufactured Home	Hot Tub/Swimming Pool
		Townhouse (max 4 units)	Retaining Wall	Re-Landscaping
OFFICE USE (FEES)	Date Paid: _____		Receipt #: _____	
	Payment: Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit <input type="checkbox"/> Credit <input type="checkbox"/>		Permit Issuer (signature) : _____	
			Permit Issuer (print) : _____	
	Lot Grading Fee _____		Date Issued: _____	
		PERMIT #: _____		

Residential Lot Grading Permit Application **SUBMISSION REQUIREMENTS**

Lot Grading Plan scaled no less than 1:100, printed on 11" x 17" paper, designed and prepared by a surveyor, engineer or architect included (submitted on paper or as a digital copy) with:

- **Basic Information:** Municipal Address; Legal Address; Development Phase; Datum Information; North Arrow; Scale; Legend; Date Drawn; Sanitary Invert; Storm Invert (if applicable); Home Builder.
- **Lot Grading and Drainage:** Drainage Pattern with Arrows; Slope Percentages (along property line & from foundation to property line); Proposed Elevations at lot corners, house, garage, & break points; Status of Adjacent Parcel; Building Dimensions & Offsets from Property Line.
- **Drainage Easements (if applicable):** Drainage Pattern with Arrows; Slope Percentage; Proposed Elevations; Registered Plan Number.
- **Foundation Elevations:** Top of Foundation; Bottom of Footing; Final Grade at Foundation.
- See "Lot Grading Plan Requirements" document on the City of Grande Prairie website for more details or contact the Lot Grading Department at 780-538-0417 or email: lotgrading@cityofgp.com

I, (print name) _____, hereby declare I am I represent the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions / terms of the Lot Grading Bylaw and the Drainage Bylaw. I / We will notify the Inspection Authority of any proposed changes to the plans submitted with this application. **NOTE:** This information is being collected under the authority of the City of Grande Prairie Lot Grading Bylaw and will be used to process the application. This information may be used to provide statistical data. The information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information please contact the City of Grande Prairie F.O.I.P.P Coordinator at 780-538-0300.

IMPORTANT NOTICE: THIS APPLICATION DOES NOT PERMIT YOU TO COMMENCE CONSTRUCTION UNTIL SUCH TIME A PERMIT HAS BEEN ISSUED BY THE INSPECTION AUTHORITY.

NOTE: By typing your name into the signature box below (or by signing a printed version of this application), you agree that all information submitted on this declaration is true and accurate.

Signature of Registered Owner/Agent

Date of Application