



8150 Barbara Avenue
Inver Grove Heights, MN 55077
(651) 450-2570
Engineeringinfo@ighmn.gov

Permit No. _____

**APPLICATION FOR LAND ALTERATION PERMIT
(City Code 9-4-1)**

Date of Application: _____
Date of Expiration (2 yrs. from initial application date): _____
Permit must be renewed 30 days or more prior to date of expiration.

Applicant

Applicant Name _____
Address _____
Telephone _____ Email _____

Contractor

Check here if same as applicant.

Company Name _____
Contact Person _____
Address _____
Telephone _____ Email _____

Land Owner(s)

Land Owner _____
Address _____
Telephone _____ Email _____

Site Address _____

PID No. 20- _____

Legal Description Lot _____ Block _____ Addition _____

Description of Land Being Altered

Purpose of Land Alteration _____

Cubic Yards of Import _____ c.y Export _____ c.y.

Haul routes: _____

Approximate Start Date _____

Approximate Completion Date _____

Total Volume of Land Altered (cut & fill) _____ c.y.
*This quantity should be used to determine the permit fees.

Item Description	City Code Section	2026 Fee
Land alteration permit		
Shoreland impact zones: 10 to 499 cubic yards (steep slopes)	10-13B-10	With building permit: no fee If no other permit: \$250
Shoreland impact zones: 50 to 499 cubic yards	10-13B-10	With building permit: no fee If no other permit: \$250
0 to 499 cubic yards	9-4-1-2	No fee, no permit required
	9-4-1-7	
	10-13J-5	
500 up to 999 cubic yards	9-4-1-2	\$400
	9-4-1-7	
	10-13J-5	
1,000 up to 10,000 cubic yards	9-4-1-2	\$900
	9-4-1-7	
	10-13J-5	
10,000 up to 99,999 cubic yards	9-4-1-2	\$5,000
	9-4-1-7	
	10-13J-5	
100,000 cubic yards or more	9-4-1-2	\$10,000
	9-4-1-7	
	10-13J-5	
Renewal (extension) permit	9-4-1-9	\$100 Annual
Cash Escrow or Letter of Credit Surety		
<i>All land alteration permits over 500 cubic yards require a cash escrow or letter of credit surety, based on the area disturbed, to guarantee final restoration</i>	9-4-1-6.E	\$5,000 per acre Minimum \$10,000

CITY USE ONLY		
Land Alteration Permit Fee (refer to above table)		\$ _____
Cash Escrow or Letter of Credit Surety		\$ _____

Fee Notes:

- >The above fee does not include City expenses for environmental reviews such as: EAWs, AUARs, or EISs. The City reserves the right to collect additional costs if the project requires additional environmental reviews.
- >The surety/bond is to ensure satisfactory performance and compliance with the below stated stipulations. It 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.
- >All land alteration permits issued to a specific location shall be based on the cumulative quantity of earthwork as the final determination of fees. The City reserves the right to adjust fees based on cumulative quantities.

Required Attachments to Application

- Certification of Comprehensive General Liability Insurance.
- Plan sheet or sketch of property showing the below items:
 - All adjacent property indicating the existing buildings and/or structures.
 - The correct legal description of the premises.
 - Existing and proposed finished contours and elevations.
 - Existing and proposed drainage ways, culverts, storm sewer pipe, drainage structures stabilization walls, retaining walls, cribbing, dams, or other protective items.

- Calculations for and approximate quantities of excavation and/or fill required.
- Storm Water Plan, sediment and erosion control plan meeting the requirements of the City of Inver Grove Heights City Code Title 9, Chapter 5: Stormwater Management.
- A topographic map or plat of any proposed pit or excavation or excavation to be made showing the confines or limits thereof, together with the existing and proposed finished elevations.
- Method and schedule for restoration and measures to control erosion during and after work.
- Method of controlling dust.
- Upon the City's request, evidence that the material to be excavated or filled does not pose an environmental hazard and does not include any hazardous materials or contaminated soils.

Conditions of Approval (City Code 9-4, 9-5, 10-13, & 10-15)

1. Applicant must pay the fees established by resolution of city council.
2. The resultant grade and slopes at the property line must be in substantial conformity to the surrounding natural topography, to minimize erosion and provide sufficient drainage so that both natural and storm water enter and leave the property at the original natural drainage points.
3. Existing drainage and ponding patterns cannot be significantly altered so as to adversely affect adjoining land.
4. All slopes must be a minimum of four (4) feet horizontal to one (1) foot vertical, unless approved by the Director of Public Works.
5. Do not use concrete, asphalt, tree stumps, branches, or demolition debris (as defined in City Code 9-4-4) as fill material.
6. Fencing must be used around site when open excavation exceeds 20 feet and/or slope of 2:1, or greater.
7. The property must be graded so that no stagnant water collects thereon.
8. All exposed soil must be stabilized no later than 14 days after the construction activity has temporarily or permanently ceased.
9. Limit operations to the hours of 7:00 a.m. to 7:00 p.m., Monday- Saturday. Operations cannot interfere with the health and safety of surrounding residents and the premises must be maintained at all times so as not to create a nuisance.
10. Each day, or when required by the City, material from this operation that is found to exist on City streets needs to be cleaned to the City's satisfaction by the applicants.
11. Upon completion of land alteration operations, the land must be left according to the plans and contours submitted with this application and established with vegetation (subject to approval by the City) to prevent erosion.
12. Total scope of work is to be completed within two (2) years unless a renewal is applied for and approved by the Engineering Department.

13. 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 to have been caused by these operations will be corrected by the applicant upon notification of the City.

**By signing this permit the property owner accepts responsibility for the operation and grants permission for land alteration operation.*

Applicant's Signature

Date_____

Property Owner's Signature

Date_____

CITY USE ONLY

Recommended for Approval By_____ Date_____
Yes No

Recommended for Approval By City Council Date_____
Yes No

Bond No. _____ Date Bond Expires_____

Insurance Company_____ Date Insurance Expires_____