



CITY OF BATAVIA

SITE GRADING PERMIT APPLICATION

The City of Batavia requires a site grading permit for:

- Any parcel of land within the City which is one quarter (1/4) of an acre or larger and has not previously been granted a building permit or approved development plan relating to the proposed site grading for the site or
- Sites where a building permit is under review and developer / owner would like grading to commence as long as all site grading issues have been addressed and resolved.
- Any site that contains a Stormwater Management area, i.e., detention/retention basin, bioswales, etc. and will be doing any type of grading work, including maintenance activities.
- Sites that are located in a SFHA (Special Flood Hazard Area) (i.e. Floodplain/Floodway)

Please complete the checklist below and include the following items with the submittal package to:

City of Batavia
 Engineering Department via Community Development
 100 North Island Avenue
 Batavia, IL 60510
 (630) 454-2750
 Hours M-F 8am – 5pm, closed W 11am -12pm

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. A topographic survey of the parcel showing:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Existing and proposed contours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Existing utilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Foundation elevation of adjacent buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Nearest storm sewer structure or culvert
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. 100-year elevation (limits to be staked at 50' intervals)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Wetland delineation (limits to be staked at 50' intervals)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Signed and sealed by a professional engineer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. A detention facility design appropriate for the zoning classification showing point release of storm water channelized or piped to the nearest storm sewer system
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. An erosion control plan, and for parcels 1 acre or larger, an NPDES Permit from IEPA is also required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A \$150.00 fee shall be paid to the City of Batavia for processing the permit application or \$100.00 fee for 2 nd year renewal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. As-Built Escrow Fee: Letter of Credit or cash deposit, equal to 1% of Total Construction Cost, or \$1,000, whichever is greater.

A pre-construction meeting is required before work commences. Prior to, during and after completion of grading please contact the engineering department at (630) 454-2750 at least 48 hours in advance to schedule required inspections.

After the grading has been finished the following items shall be completed:

- The site must be topsoiled, seeded and mulched, per ILR10 under the NPDES permit, stabilization measures shall be initiated as soon as practicable in portions of the site where construction activities have permanently ceased, but in no case more than 7 days after the construction activity in that portion of the site has permanently ceased unless:
 - Where the initiation of stabilization measures by the 7th day after construction activity ceases on a portion of the site is precluded by snow cover, stabilization measures shall be initiated as soon as practicable.
- A topographic survey showing that the completed work is in compliance with the approved grading plan must be submitted. The survey shall be signed and sealed by a Professional Engineer or Professional Land Surveyor registered in the State of Illinois.



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Referenced from Title 11 of the Batavia Municipal Code, Chapter 5: Required Improvements, Section 11: Site Grading and Title 9 of the Batavia Municipal Code, Chapter 13: Site Grading Standards.

Date: _____

Applicant: _____ Telephone Number:(____)_____

Address of Applicant: _____

Address of Grading Site: _____

Is a conditional use or variance in effect? _____ Zoning: _____ FIRM Zone: _____

Present Use: _____

Name of Contractor _____

Contractor's Mailing Address _____

Telephone Number _(____)_____ Fax Number __ (____)_____

Type of Fill _____

Source of Fill _____

Proposed Starting Date* _____

Proposed Completion Date _____

*Allow two (2) weeks for permit processing.

FOR STAFF USE ONLY

Date Permit Received: _____ Received By: _____

Fee

Permit # _____

Description	Amount	Check #	Date
Grading	\$150.00		
Renewal	\$100.00		