



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE
635 Northridge Dr NW, Suite 250 • Pine City, MN • 55063
(320) 216-4220 • (800) 450-7463 Ext 4220 • Fax (320) 591-1640

APPLICATION FOR GRADING AND FILLING PERMIT

A Grading and Filling Permit is required from Pine County Planning, Zoning and Solid Waste Department when:

- More than 10 cubic yards of material is moved, imported, or removed from a shore impact Zone, bluff Impact Zone, or steep slope.
- More than 50 cubic yards of material is moved, imported, or removed anywhere in the shoreland district.

Applicant:	
Name: _____	Address: _____
City: _____	Zip Code: _____ Telephone: _____
Description of property where the project is located:	
Parcel #: _____	Address: _____
Application Process:	
<ol style="list-style-type: none">1. Complete this application and submit to the Zoning department. Permit fee is \$100.00.2. Stake the location of the proposed project. An inspector will visit the site.3. Following the inspection, a permit will be issued by mail. Upon receipt of permit and satisfaction of any permit conditions, work may begin. Erosion Control plan must be followed.4. Please call for final inspection when work is completed.	
Project Description:	
1. Description and purpose of project: _____ _____	
2. Location of Proposed Project in relation to nearest water body _____	
3. How many cubic yards will be moved for this project? _____ Cubic Yards	

Project location must be staked for inspection
at the time the application is submitted.

Indicate below or on a separate sheet:

1. Distance of proposed project from:
 - Lake or stream
 - Sewage Treatment System (existing and proposed)
 - Water supply system (existing and proposed)
 - Road right-of-way
 - Property lines
 - Existing structures
 - Drainage easements
 - Bluffs, Slopes, Steep Slopes or other topographic features
2. Dimensions of lot and name of lake or stream where located.

A large, empty rectangular box with a thick black border, intended for the applicant to provide the information requested in the list above, such as distances to various features and lot dimensions.

Erosion Control Plan Checklist

As a requirement of the permit, the landowner and contractor(s) agree to implement and maintain the following practices:

Perimeter Protection (Check one or more of the following)

- Silt fences shall be placed along the toe of all slopes where sediment and nutrients may move off site. Silt fences shall be trenched at least six inches into the ground to ensure water does not undercut the material. Silt fences shall be inspected weekly and after each rainfall event of 0.5 inches or more. Silt fences shall be maintained and sediment accumulations removed in a manner that keeps sediment from moving offsite. Silt fences will be replaced, supplemented or repaired when they become non-functional or sediment reaches 1/3 of the height of the fence. These repairs will be made within 24 hours of discovery. If construction operations require, the silt fences may be removed or altered as needed, but shall be restored to serve their intended function at the end of each day.
- Hay bales shall be installed around the perimeter of the site instead of silt fence. Bales will be trenched at least 4 inches into the ground and be held in place by 2 – 2" x 2" wooden stakes. Bales shall be inspected weekly and after each rainfall event of 0.5 inches or more. Bales will be replaced, supplemented or repaired when they become non-functional or sediment reaches 1/3 of the height of the bales. These repairs will be made within 24 hours of discovery. Bales shall be maintained and sediment accumulations removed in a manner that keeps sediment from moving offsite. If construction operations require, the bales may be removed or altered as needed, but shall be restored to serve their intended function at the end of each day.
- A strip of existing turf, at least four feet wide, shall be maintained around the perimeter of the site throughout all phases of construction. The turf will be inspected and maintained in a manner that keeps sediment from moving offsite. Vehicle traffic will be restricted to access driveways to protect the turf.
- Other Method. Describe methods below.

Erosion Prevention (Check all of the following practices that apply)

- Erosion control mats, filter logs, rock checks, durable mulch or a combination thereof shall be used in areas where concentrated water flow is likely to occur to prevent soil movement.
- Disturbed areas shall be re-vegetated or mulched permanently or temporarily if it can be reasonably anticipated that significant additional grading will not occur within 21 calendar days. Temporary or permanent mulch shall be disc-anchored and applied at a uniform rate of not less than 2 tons per acre. Temporary vegetative cover consisting of a suitable, fast-growing, dense grass-seed mix spread at 1.5 times the usual rate per acre. If temporary cover is to remain in place beyond one growing season, two-thirds of the seed mix shall be composed of perennial grasses.
- Soil stock piles shall be protected to prevent erosion and the off site deposition of sediment. A silt fence or bales shall be placed 8 feet from the toe or the stockpile shall be seeded with dense grass-seed mix spread at 3 times the usual rate per acre.
- Diversion channels or dikes and pipes shall be used to intercept all drainage at the top of slopes that have grades of more than 10 percent. Also, diversion channels or diked terraces and pipes shall be provided across said slopes if needed to ensure that the maximum flow length does not exceed 100 feet. Silt fence shall be placed, inspected, and maintained along the top of said slopes.
- Silt fences and diversion channels or dikes and pipes shall be deployed, inspected, and maintained for the duration of site construction. If construction operations interfere with these control measures, the silt fences, diversion channels, or dikes and pipes may be removed or altered as needed, but shall be restored to serve their intended function at the end of each day.

Pollution Prevention (Check all of the following practices that apply)

- Soils tracked from the site by motor vehicles shall be cleaned daily (or more frequently, as necessary) from paved roadway surfaces throughout the duration of construction.

- Culvert protection, on the inlet side of the pipe, shall be installed to prevent sediment from being transported offsite.

- Storm drain inlet protection and tile intake protection shall be installed to prevent sediment from entering catch basins or subsurface drainage systems. Practices may include sandbags, rock logs, compost socks, silt fence structures, prefabricated drop-in boxes. Practices shall remain in place until final stabilization of the site occurs.

- Flows from diversion channels or pipes shall be routed to sedimentation basins or appropriate energy dissipaters in order to prevent transport of sediment to outflow conveyors and to prevent erosion and sedimentation when runoff flows into the conveyors.

- Temporary or permanent drainage ditches that drain water from the construction site, or divert water around the site, shall be stabilized within 200 feet of the property boundary within 24 hours of the connection with a surface water.

Final Stabilization (Check one of the following)

- After construction is completed, a permanent vegetation cover consisting of sod, a suitable grass-seed mixture, or a combination thereof, must be established in all areas that are not protected by buildings, hard surface cover or landscaping practices. Seeded areas shall be either mulched or covered by fibrous blankets to protect seeds and limit erosion.

Signature of Applicant

Date

The undersigned acknowledges the above information and hereby permits Pine County Officials to enter upon the subject property during normal business hours for the purpose of such tests and inspections as may be appropriate for County Officials to process this permit application.

\$100 application fee submitted

Receipt # _____ **Check #** _____