



# Grading & Erosion Control Permit Application

City of Astoria – Engineering Division  
 1095 Duane Street, Astoria, OR 97103  
 Phone: 503-338-5173 | Fax: 503-338-6538  
 Web: www.astoria.or.us

CITY OF ASTORIA

Permit Number: \_\_\_\_\_  
 Application Date: \_\_\_\_\_  
 Issued Date: \_\_\_\_\_  
 Amount Received: \_\_\_\_\_  
 Permit Expiration: \_\_\_\_\_

PROJECT INFORMATION & LOCATION	
Project location/address:	
Project name:	
Tax map/taxlot no.:	
DESCRIPTION OF WORK & INTENDED USE	
Existing use:	
Intended use:	
Description of work:	
PROPERTY OWNER	
Name:	
Address:	
City/State/ZIP:	
Phone:	Email:
APPLICANT <input type="checkbox"/> Same as above	
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone:	Email:
ENGINEER <input type="checkbox"/> Not Applicable	
Name:	PE Lic#:
Address:	Astoria Bus. License #:
City/State/ZIP:	
Phone:	Email:
CONTRACTOR <input type="checkbox"/> Not Applicable	
Name:	CCB Lic#:
Address:	Astoria Bus. License #:
City/State/ZIP:	
Phone:	Email:
<b>Authorized Signature:</b>	
<b>Date:</b>	
<p><b>PLEASE NOTE:</b> If the permit is not signed by the property owner, provide verification that the applicant is an authorized representative.</p>	

GRADING	
Excavation Total Volume:	Cu. Yds.
Excavation Max. Depth	Ft.
Fill Total Volume	Cu. Yds.
Fill Max. Depth:	Ft.
Total Disturbed Area:	Sq. Ft.
PERMIT FEES	
Ground Disturbance < 1 Acre	\$110
Ground Disturbance > 1 Acre	\$275
Permit Extension (180 days)	\$30
Technical Review (Geology)	Actual Cost
<b>Fees double for permits issued after work has started or been completed.</b>	
STAFF USE ONLY	
Land Use Zone:	
Astoria Landslides (Yes/No):	
Flood Zone:	
Engineering Division Conditions:	
Signature	Date
Building Division Conditions:	
Signature	Date
Community Development Conditions:	
Signature	Date

**APPLICANT MUST COMPLETE THE SUBMITTAL CHECKLIST ON PAGE 2. PERMIT APPLICATIONS WILL NOT BE PROCESSED WITHOUT ALL REQUIRED INFORMATION.**



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## SUBMITTAL CHECKLIST – REQUIRED INFORMATION

INCLUDED	INFORMATION REQUIRED	N/A	EXPLANATION (REQUIRED FOR N/A)
<b>INFORMATION REQUIRED FOR ALL PERMIT SUBMITTALS</b>			
	Drawn to scale with dimensions, including north arrow		
	Property lines with dimensions, roads, areas where clearing, grading, excavating, stripping, or filling is to occur		
	Areas where existing vegetation cover will be retained		
	Locations of any springs, streams or wetland areas on or immediately adjacent to the property		
	General direction of slopes with slope arrows showing direction of water flow on existing slopes and graded slopes		
	Construction access location and size		
	Proposed development location, including dimensions to property lines		
	Stock pile(s) location and size		
	Setback from property boundary to proposed grading activity		
	Type and location of proposed erosion and sedimentation control measures, both short term and post construction		
	Type and location of proposed stormwater management from roofs, parking and other impervious areas		
	Surface water diversion showing ground and/or surface water diverted to an alternate natural drainage path or a stormwater conveyance system		
	Cross section including existing and proposed features, if required		
<b>ADDITIONAL INFORMATION REQUIRED FOR SITES WITH DISTURBED AREAS &gt;2,000 SQUARE FEET</b>			
	Location of existing and proposed structures		
	Location of existing and proposed parking, access and egress		
	Location and square footage of proposed landscape areas		
<b>ADDITIONAL INFORMATION REQUIRED FOR SITES WITH DISTURBED AREAS OF &gt;20,000 SQUARE FEET, OR AN AVERAGE SLOPE OF &gt;35%, OR IN A KNOWN GEOLOGIC HAZARD AREA, OR PART OF A PARTITION OR SUBDIVISION</b>			
	Prepared by a Registered Professional Engineer or Registered Engineering Geologist		
	Existing and proposed contours at a min. of 2 foot intervals		
	Location of existing structures and buildings, including those within 25 feet of the development site on adjacent property		
	Design details for proposed retaining walls		
	The direction of drainage flow, and details of all surface and subsurface drainage devices to be constructed		
	Stormwater calculations prepared by a Registered Professional Engineer, if required		
<b>ADDITIONAL INFORMATION REQUIRED FOR SITES &gt;40,000 SQUARE FEET (LAND AREA, NOT DISTURBED AREA)</b>			
	Stormwater management system designed by a Registered Professional Engineer capable of meeting the requirements in the current version of the ODOT Hydraulics		



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**PROVIDE GRADING AND EROSION CONTROL PLAN IN THE SPACE PROVIDED BELOW  
(ATTACH ADDITIONAL SHEETS OR PROVIDE SEPARATE PLAN SUBMITTAL AS NEEDED)**

A large, empty grid of small squares, intended for drawing a grading and erosion control plan. The grid consists of 30 columns and 40 rows of squares.



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## CONDITIONS OF APPROVAL

1. See Astoria Development Code Section 3.300 "Regulation of Erosion Control and Stormwater Management" for a detailed list of standards and conditions of this permit.
2. This permit grants no rights to trespass on adjacent property and in no way relieves the owner of the property from liability for any damages caused by acts relative to this permit.
3. Any materials deposited on City streets or walks shall be promptly removed.
4. The applicant shall take care to avoid damage to subsurface and above ground utilities, and shall be responsible for repairs to utilities damaged by their actions.
5. Issuance of this permit does not imply City approval of the site plan.
6. Authorization of this permit shall be void after 180 days unless substantial construction or use pursuant thereto has taken place.
7. All erosion control measures must be installed and approved prior to any site work. Call the City of Astoria Engineering Office at 503-338-5173 to schedule an inspection.

### STAFF USE ONLY

Building Permit # (if applicable):	DEQ 1200-C Permit # (if applicable):
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Name & Date of Project Plans (if applicable):

Yes     No    Project includes structural fill designed by a Registered Professional Engineer

Erosion Control Inspection By:	Date:
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Final Grading Inspection By:	Date:
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Comments / Inspection Notes: