

# Castle Valley Grade Review

A Grade Review is required prior to commencing any human-made cuts, fills, excavation, grading or similar earth-moving process to prepare any building site, septic system and associated plumbing, pad, foundation, driveway or removal of a structure. This includes earth-moving processes to prepare pads (dirt or concrete) used for permanent or temporary structures. Additional Grade Reviews are required prior to each new earth-moving process, even if a previous Grade Review was completed on a different area of the lot.

A Grade Review shall determine and establish existing grade prior to earth-moving processes used to prepare a site for future construction or moving a structure on to a lot.

Pursuant to Town Ordinance 95-6, all washes, drainages and/or waterways on the lot shall be maintained in such a way that does not affect the entrance point of surface water onto the property or the concentration of discharge at the exit point from the property.

This document must be signed by the Building Permit Agent and attached to the plot plan prior to any earth-moving process.

Lot # \_\_\_\_\_

Lot owner \_\_\_\_\_ Application Date \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone \_\_\_\_\_

Contractor \_\_\_\_\_ Telephone \_\_\_\_\_

**Unless determined inapplicable by the Designated Land Use Authority, the Lot Owner must provide the following prior to the Grade Review:**

A. Plot plan drawn to scale that shall include:

1. Lot #, name, address, phone #, and signature of lot owner and contractor.
2. Property lines, road easement lines and minimum setback lines measured to scale.
3. Location of well and septic system and all connections on applicant's lot with setback distances.
4. Existing structures (designate use) with setback distances.
5. Location of proposed earth-moving or construction project (designate use) with setback distances.

B. Pre-development topography prepared by a registered land surveyor or civil engineer to make a determination of existing grade if determined necessary by the Building Permit Agent.

**Grade Review Checklist**

- 1. Has the proposed project/construction site been disturbed prior to this Grade Review? (yes) (no)  
*If no, existing grade shall be the same as natural grade which is the elevation of the surface of the ground created through the actions of natural forces that have not resulted from human-made earth-moving process.*
  
- 2. Does existing structures or older disturbances to the land make natural grade indistinguishable from existing grade? (yes) (no)  
*If yes, existing grade shall be the ground level established when the existing structure or disturbance was created.*
  
- 3. Has recent or new earth-moving been performed at the proposed project/construction site? (yes) (no)  
*Recent earth-work will not necessarily qualify as existing grade. If necessary, the Building Permit Agent may require an estimation of pre-development topography prepared by a registered land surveyor or civil engineer to make a determination of existing grade.*

4. Existing Grade was marked using (describe method e.g. stakes, spray paint on rocks etc.):

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Lot # \_\_\_\_\_ has been reviewed for grade determination and approved for earth-moving at the proposed site, as detailed in the attached plot plan.

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Castle Valley Building Permit Agent

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Date