



## LOWER POTTS GROVE TOWNSHIP

### Grading Permit Application Process

#### GRADING PERMIT PROCESS

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Owner/applicants shall obtain a grading permit for any grading, excavation, swimming pool construction, building construction, or as set forth in §106, Chapter 9: Grading and Excavating of the Lower Pottsgrove Township Code of Ordinances ("Grading Ordinance"), prior to the issuance of a building permit.

1. Applications with plans and fees must be submitted to the Township for review, approval, and issuance of a permit.
2. Owner/applicant must provide a site plan of the entire parcel, including survey information, relating to location and elevation of all property corners, footings, foundation walls, retaining walls, coping of swimming pools, or any other improvements being made on the property. The site plan should also show any surface water features and any proposed alterations to drainage. The site plan must be certified by a licensed, Pennsylvania Professional Land Surveyor and shall be submitted to the Township for review and approval (Approved Grading Permit Plan) **before** proceeding with **any** construction on the property.

Any unauthorized construction or noncompliance with these procedures may result in the demolition of all or parts of the unapproved construction. **The Township will not be held liable for any losses, expenses, or damages associated with the demolition of any unapproved construction.**

3. The Township Engineer will assign an inspector to verify that the finished construction grading has been performed in accordance with the Approved Grading Permit Plan and Grading Ordinance. The Township Engineer will notify the code enforcement officer, in writing, whether the grading has been performed in accordance with the Grading Ordinance and Approved Grading Permit Plan, before a building permit is issued.
4. A final building inspection for certificate of occupancy will be conducted only after receiving written grading approval from the Township Engineer.
5. If grading has not been performed in accordance with the Approved Grading Permit Plan and Grading Ordinance, the Township will not issue a certificate of occupancy to the owner/applicant.
6. The Township Engineer may require as-built survey or drawings of any construction or improvements for Township records to resolve any future questions, problems, or disputes.
7. A certificate of occupancy may be issued, despite not having received the approval set forth in paragraph 5, above, if will only be afforded to the owner/applicant can demonstrate that inclement winter weather, occurring between November 30 and March 31, hindered or prohibited the successful completion of lot grading and seeding. In this case, a certificate of occupancy may be issued by the Code Enforcement officer if owner/applicant agrees to: (1) place a specified amount in escrow; and (2) complete grading and obtain approval by May 15.

The Township Engineer will establish the escrow amount by conducting a punch list inspection of the project site and providing a list of items for completion and/or correction. If the lot has not been completed and approved by May 15, then the owner/applicant will be cited for the violation of the Grading Ordinance.

8. Once the final grading and stabilization is approved by the Township, any remaining engineering fees and inspection escrows will be returned to the owner/applicant.

#### GRADING PERMIT FEES

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Application and Escrow Fees shall be submitted on separate checks written to *Lower Pottsgrove Township* at the time of application submission. Fees are as set by the Board of Commissioners by Resolution from time-to-time.