

## **Regarding: Early Grading Permit – City of Beaverton Process**

The City has historically allowed early grading permits (limited site development permits) to be issued between September 1 and October 31 of each year (weather permitting) in order for contractors to avoid significant earthwork in the rainy season. Early grading permits are rarely processed at other times of the year. In those cases, early grading permits are allowed only with significant extenuating circumstances and site conditions as determined by the City Engineer.

An early grading permit can be issued as soon as a land-use approval that allows grading on a particular site is final. During a land-use approval appeal period, an early grading permit can be issued with a specific hold-harmless agreement between the permit applicant and the City as approved by the City Community Development Director, City Engineer, and City Attorney.

The City does not approve such proposed early grading and site work as being in conformance with all aspects of the land-use approval and conditions, but only that the early grading meets the minimum requirements of the City Code and the technical standards of the Engineering Design Manual. The applicant obtains an early grading permit at their own risk, and any changes required to the final plans and project during the full land use and site development permit review process will be at the applicant's expense. The following requirements must be met prior to issuance of an early grading permit:

1. Applicant must have a final land use approval (including completion of all appeal periods and resolution of any issues regarding compliance with relevant land-use conditions of approval, or a hold harmless release from the City Attorney).
2. Applicant must make a full site development permit submittal showing all improvements. Initial redline routing and review on the full improvement submittal must be substantially complete as determined by the City. This complete submittal must also include the Agreement to Construct Improvements and Retain Design Professionals. Any issues regarding adequate public services or off-site easement acquisition must be complete in addition to any required permits from other jurisdictions.
3. After this, a submittal set of grading only plans for approval (five sets including erosion control) is needed.
4. A security for the estimated full amount of the entire site development project work (100% of the cost). If the final cost estimate for the complete permit is greater than that of the estimate at the time for the early grading, a new security may be required.

5. Payment of both the initial application / erosion control fees AND an additional fee of \$750 for the extra work associated with processing the early grading permit request.
6. A copy of all other applicable permits (i.e. DSL, County, etc.) must be submitted to the City.

After approval, a pre-construction meeting will be held for the grading only permit. An additional meeting may be required at issuance of the full permit.

No draw down on any security will be approved until after the full site development permit is issued. If work begins on any item not covered by the grading only permit, such as utility line installation, then the double fee penalty provision found in Beaverton Code 9.05.032 will be triggered and a stop work order will be posted on site.

Early grading info – 3/2007