

GRADE CHANGE PERMIT APPLICATION



CITY OF MIDDLEBURG HEIGHTS
Building Department
15700 Bagley Road
Middleburg Heights, OH 44130
Phone (440) 234-2218 • Fax (440) 234-9092
E-mail: building@middleburgheights.com



In accordance with Section 1337.05 of the Middleburg Heights Codified Ordinance:

Application for **filling/grade change** is to be submitted to the Division of Building who then will refer such application to the City Engineer. No permit shall be issued unless it is found the proposed change in grade, with such provisions for drainage and such drainage facilities as the applicant proposes in connection therewith, will not:

- 1) Create a nuisance upon such property by obstruction of the natural drainage of water from such property;
- 2) Adversely affect adjacent property by diversion of surface water or by the increase in the rate of run-off of surface water onto such adjacent property or by interference with, or obstruction of natural drainage of water from such adjacent property;
- 3) Interfere with or obstruct the public water, sanitary or storm systems or a natural watercourse; and
- 4) Create a nuisance by permitting the type of fill material used to flow or be washed or drained onto adjacent property, or into a natural watercourse, or into the public water, sanitary or sewer systems.

ITEMS REQUIRED WHEN SUBMITTING APPLICATION FOR FILLING/GRADE CHANGE:

- 1) Permit application; properly completed; contractor listed must be registered
- 2) \$300 deposit for site plan review and site inspections. Any remaining monies will be refunded to the depositor in the form of a check, issued by the Finance Department. Additional fees incurred must be collected prior to issuance of permit.
- 3) 3 Drawings stamped by an Ohio Registered Surveyor or Registered Engineer showing:
 - existing and proposed grades
 - proposed drainage
 - proposed sediment control

PERMIT FEES ONCE APPROVED:

\$30 plus a \$500 bond, which, upon completion and final inspection of site work, any remaining monies will be refunded to the depositor in the form of a check, issued by the Finance Department.

GRADE CHANGE: _____ REMOVE – LIST AMOUNT _____

_____ ADD - LIST TYPE OF FILL TO BE USED _____

LIST AMOUNT TO BE ADDED _____

WHERE FILL MATERIAL IS FROM _____

ZONING OF PROPERTY: _____ COMMERCIAL _____ RESIDENTIAL

PROJECT ADDRESS: _____ TENANT (If Commercial): _____

PROPERTY OWNER NAME: _____

E-MAIL: _____ PHONE #: _____

OWNER ADDRESS: (if different from above) _____

CONTRACTOR: _____ CONTACT NAME: _____

CONTRACTOR ADDRESS: _____

E-MAIL: _____ PHONE #: _____

THE ACCEPTANCE OF THE PERMIT HEREIN APPLIED FOR SHALL CONSTITUTE AN AGREEMENT TO COMPLY WITH ALL ORDINANCES AND POLICIES OF THE CITY OF MIDDLEBURG HEIGHTS. THE CITY OF MIDDLEBURG HEIGHTS DOES NOT ASSUME THE RESPONSIBILITY OF ANY ENCROACHMENTS OR DEFINING ANY PROPERTY LINES.

Property Owner Signature Date

Contractor Signature Date

APPROVED BY:

CITY ENGINEER DATE

BUILDING COMMISSIONER DATE