



CITY OF
GRIMES

DEVELOPMENT SERVICES

410 SE Main Street, Suite 102 , Grimes, Iowa 50111

P: 515.986.4050 | F: 515.986.4480

**GRADING AND UTILITY
PLAN
APPLICATION**

Please read application thoroughly. The City has the right to refuse an incomplete application.

Grading and Utility Plan

Application Packet



1. Application Packet. Be sure to complete and submit all the required materials that are a part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

2. What must be submitted?

- One (1) completed and signed Application Form & Application Fee submitted to:
City of Grimes
Attn: Rachel Greving, Development Services Coordinator
410 SE Main St, Ste. 102
Grimes, Iowa 50111
- One (1) PDF Grading Plan, Utility plan, SWPPP, SWMP, and DNR Authorization submitted to:
 - ❑ Alex Pfaltzgraff, Development Services Director: apfaltzgraff@grimesiowa.gov
 - ❑ Rachel Greving, Development Services Coordinator: rgreving@grimesiowa.gov
 - ❑ Evann Martin, Assistant Planner: emartin@grimesiowa.gov
- Application Fee (See fee schedule)

3. What is the process?

- Submit the Grading and Utility Plan Application Packet (PDF). Staff & City Engineer will review plans and provide a comment letter to the applicant for revision & resubmittal.
- Grading and Utility Plans are reviewed administratively and do not require public hearings before the Planning & Zoning Commission or City Council.

Grading & Utility Plan



Application Form

<u>Project Information:</u> Project Address: _____ Legal Description: _____ Project Name: _____ Project Description: _____ _____
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<u>Property Owner:</u> Name: _____ Address: _____ _____ Phone: _____ Email: _____

<u>Applicant:</u> Name: _____ Address: _____ _____ Phone: _____ Email: _____
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Obtaining approval does not absolve the applicant from obtaining all other applicable permits such as building permits, IDOT access permits, IDNR permits, etc.

I (We) certify that I (we) have submitted all the required information to apply for approval and that the information is factual.

Signature of Property Owner

Date

(Note: No other signature may be substituted for the Property Owner's signature.)

Signature of Applicant

Date

Application Fee: _____ (Check to "City of Grimes")