



Early Grading (Pre-Land Use) & Stockpile Permit Policy

An early grading permit or commercial site grading permit may be issued by the City of Happy Valley when the following minimum items have been completed. The City will review each early grading permit on an individual basis. The intent of issuing an early grading permit is to facilitate grading activity during the optimum time of year for grading operations.

1. The NPDES 1200-C permit has been issued by DEQ.
 - a. The grading and ESC plans approved by the City and DEQ for the NPDES 1200-C permit shall be the plans used for early grading permits. Any significant changes to either the grading plan or the ESC plan must be submitted and approved by the City and DEQ prior to implementation. “Significant change” is defined as any change that requires addition or deletion of ESC measures shown on the approved plans, or additional grading that changes the limits of the approved grading plan.
2. Wetland permits have been issued by DSL and Corp of Engineer’s.
 - a. DSL/USACE permits or letters of concurrence must be on file with the City, DEQ (if necessary) and WES prior to issuance of early grading permit.
3. A tree removal permit has been obtained from the City of Happy Valley Planning Division.
 - a. The tree removal/protection limits have been identified at the site as specified on the plans and approved by City staff.
4. A temporary sign permit has been obtained from the City of Happy Valley Planning Division for the construction hours sign.
5. For sites that have a PGE easement – No work is allowed in the easement, including vehicle without the written approval of PGE. The easement will need to be identified in the field with a minimum of orange plastic fencing.
6. For sites that have a Williams Gas Pipeline Easement – No work is allowed in the easement, including vehicle without the written approval of Williams Gas. The easement will need to be identified in the field with a minimum of orange plastic fencing.
7. A signed copy of the City’s Early Grading Agreement for Development.
8. An early grading fee of \$1,000 has been paid to the Engineering Department. This fee is in addition to the permit fees described below.

9. All items required for the Site Development or Minor Grading Permit and the Erosion Control Permit have been completed and accepted by the City. These items include:
 - a. Grading and Erosion Control Plans reviewed and approved by the City's Engineering Division.
 - b. An engineer's estimate showing the estimated costs of construction, including erosion control measures. This estimate will be used to determine the required surety amount and the permit fees.
 - c. A performance surety (cash deposit or performance bond) is in place that covers 25% of the cost of grading improvements and on-site erosion sediment control measures. Construction costs exclude haul-off and disposal costs.
 - d. The grading permit fee has been paid based upon the construction costs of the project. Construction costs include mass grading activities excluding haul-off and disposal costs.
 - e. The erosion control permit fee has been paid based upon the size of disturbance.
10. For projects that have City frontage - A Right-of-Way Permit has been issued by the City. Requirements for the permit include:
 - a. A \$300 permit fee is required for site access off of the City's ROW.
 - b. A traffic control plan showing signage, truck access and any other uses of the City ROW.
11. For projects that have County frontage - An Entrance Permit has been issued by the County and a copy provided to the City.
12. A grading pre-construction meeting has been held. The grading plan set shall be approved and permits issued after the pre-construction meeting.
13. No pipes, public or private, hard surfaces or buildings are to be installed under the early grading permit. An exception may be made for subsurface perf pipe used as a cutoff trench if approved by Water Environmental Services prior to permit issuance.
14. No early grading permits will be issued prior to May 1st or after September 1st.
15. No work may begin until the Erosion Sediment Control measures and the tree protection fencing have been inspected and approved by the City of Happy Valley.
16. The permit will remain open and surety in place until such time as permanent erosion control has been established. If the permit expiration date passes and permanent erosion control measures are not in place, the City may engage Code Enforcement for violations of the permit conditions or call the use the financial surety to secure the site for prevention or erosion and sediment transport and to protect the public rights of way and adjacent property owners.