



**Development and Infrastructure Services Department**  
Permitting Division

11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-4815 • 520-742-1022 (Fax)

## TYPE 2 GRADING PERMIT CHECKLIST

**Notice to Permit Holder** - It is the applicant/owner's responsibility to ensure all private rules and regulations of the subdivision are adhered to. Contact your HOA or property management to determine applicable requirements. **Initial Here** \_\_\_\_\_

All items listed below must be completed prior to scheduling a pre-grading conference.

Items with lines through them are completed. Open items are to be submitted by the applicant or agent.

**OWNER/DEVELOPER:** \_\_\_\_\_ **GRADING PERMIT #:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_ **OV #:** \_\_\_\_\_

**ENGINEER/AGENT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- Proof of review fee payment, date paid: \_\_\_\_\_
  - Archeological Clearance Letter
  - Soils report
  - Pavement design report
  - Final Hydrology Report (2 copies)
  - Stormwater Pollution Prevention Plan & ADEQ NOI (EPA compliant)
  - Approved Improvement Plans: 5 (subdivision) or 7 (commercial) blue-line sets of civil plans including SWPPP sheets and a Mylar set of the plans
  - Completed Grading Permit Application
  - Construction/Restoration Bond Estimate: (amount: \$ \_\_\_\_\_) \*
  - Construction/Restoration Bond, date received: \_\_\_\_\_ \*
  - Water Bond Estimate: (amount: \$ \_\_\_\_\_) \*
  - Water Bond, date received: \_\_\_\_\_ \*
  - Landscape Bond Estimate: (amount: \$ \_\_\_\_\_) \*
  - Landscape Plan/Landscape Bond, date received: \_\_\_\_\_ \*
- \* Note: Bond Estimates shall be submitted & approved by OV Staff prior to bond submission
- Approved Public Water Plans (Oro Valley Water Utility)
  - Copies of Recorded Easements/Letters of Agreement
  - Executed Assurances
  - Floodplain Use Permit, if required for project
  - Salvage per Approved Salvage Plan
  - Grading Limits staking accepted by Zoning Inspector
  - Grading Permit fee (amount: \$ \_\_\_\_\_)

\* Grading Permit fee – amount to equal ½% of site construction cost or \$500, whichever is greater. Submit contractor's bid information on letterhead or sealed estimates from the Civil Engineer.