



**GRADING PERMIT APPLICATION**  
**Planning & Building Department**  
**Building Division**

150 East Pearl Ave. | ph: (307) 733-0440  
 P.O. Box 1687  
 Jackson, WY 83001 | [www.townofjackson.com](http://www.townofjackson.com)

**For Office Use Only**

Permit No.	Date Received:	Date Due:
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**GRADING OR BUILDING PERMIT APPLICATION REQUIREMENTS**

*IF YOU ARE SUBMITTING A BUILDING PERMIT FOR THE PROPOSED PROJECT, SUBMIT ALL YOUR GRADING INFORMATION CORRESPONDING TO THE APPROPRIATE LEVEL OF GRADING PERMIT WITH THE BUILDING PERMIT, IN PDF AND PAPER COPIES AS REQUIRED FOR A BUILDING PERMIT.*

**NOTE: PROJECTS THAT REQUIRE PLAN LEVEL GRADING INFORMATION REQUIRE A PRE-APPLICATION CONFERENCE WITH THE TOWN ENGINEERING DEPARTMENT PRIOR TO APPLICATION SUBMITTAL.**

*FOR GRADING PERMITS, DETERMINE WHAT LEVEL OF GRADING INFORMATION IS REQUIRED USING THE TABLE BELOW AND GRADING CHECKLIST. SUBMIT A GRADING PERMIT APPLICATION WITH THE GRADING INFORMATION CORRESPONDING TO THE APPROPRIATE LEVEL OF GRADING PERMIT.*

**TYPE OF INFORMATION DETERMINATION (5.7.1.D).**

*There are two levels of grading permit. Required permit shall be the most rigorous requirement that applies.*  
 1. Statement Level Grading Permit. *The purpose of the statement level grading permit is to allow the Town Engineer to review land disturbances that, while small in area, may impact other landowners and the environment.*  
 2. Plan Level Grading Permit. *All plan level grading permit applications shall be **prepared by a professional engineer or landscape architect** registered in the State of Wyoming, unless exempted by the Land Development Regulations*

Below, identify the area of disturbance or % impervious in each slope category:

GRADING PROPOSAL	% Impervious OR Area to be Disturbed, (sf)	REQUIRED GRADING INFORMATION LEVEL		
		EXEMPT	STATEMENT	PLAN LEVEL **Pre-Application Required**
Proposed Impervious Surface		See LDRs	See LDRs	≥ 41%
Total Disturbance		See LDRs	≥ 600 SF and < 3,000 SF	≥ 3,000 SF
Disturbance of Slopes ≤ 5%		< 600 SF	≥ 600 SF and < 3,000 SF	≥ 3,000 SF
Disturbance of Slopes > 5% & ≤ 15%		< 400 SF	≥ 400 SF and < 1,000 SF	≥ 1,000 SF
Disturbance of Slopes > 15%		N / A	≤ 800 SF	≥ 800 SF

**INFORMATION LEVEL DETERMINATION**

STATEMENT LEVEL or	PLAN LEVEL - PRE-APPLICATION REQUIRED
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*For Plan Level Grading proposals submitted as a grading permit or consolidated with a building permit, a preapplication meeting is required prior to application for a permit. [Pre-Application Form](#)*

**INSTRUCTIONS.**

**USE THE GRADING PERMIT APPLICATION CHECKLIST FOR A LIST OF CONTENT REQUIRED FOR A COMPLETE APPLICATION.**

Grading information shall be submitted to describe the site grading, utilities, erosion controls, and stormwater management that will be used to meet the requirements of the Town of Jackson Land Development Regulations (LDRs) and building code. Grading information is required with a Building or Grading Permit for all land disturbing activities, e.g. excavation and stockpiles for structures, roadways, utilities, cut and fill slopes, stockpiles, building material storage area, paving, etc. unless explicitly exempted by the LDRs.

Complete all portions of the application. All items shall be shown or noted on the plans, including not applicable items. Sign the application. Include all attachments. Submit the application to the Planning and Building office at Town Hall.

**PRE-APPLICATION INFORMATION.** Required prior to submittal for Plan Level grading projects.

Pre-Application Project Number: \_\_\_\_\_

**PROJECT INFORMATION.**

Name/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

TYPE OF APPLICATION: \_\_\_\_\_ NEW \_\_\_\_\_ REVISION (Original Permit No. \_\_\_\_\_)

**PROJECT DESCRIPTION AND PURPOSE.** (i.e. Existing Use, Residential, Non-Residential, Retaining Wall, Paving, Staging, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Construction: \_\_\_\_\_

**OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

*\*If applicant is other than owner, a notarized Town of Jackson Letter of Authorization must accompany this application. Only the Owner or their authorized agent may sign the application.*

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Owner \_\_\_\_\_ Applicant/Agent (a Letter of Authorization must accompany the application)

**ENGINEER or LANDSCAPE ARCHITECT. Required for Plan Level Submittals**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_ License: \_\_\_\_\_

**RETAINING WALLS AND FACINGS:**

Are there retaining walls or facings 48 inches or taller? \_\_\_\_\_ Yes (REQUIRES A BUILDING PERMIT, DO NOT APPLY FOR A GRADING PERMIT)

Height is measured from the bottom of the foundation and administered under the building codes.

Non-Residential: All retaining walls or facings shall be designed by a professional engineer registered in the State of Wyoming in accordance with the IBC and grading information shall be submitted with a BUILDING PERMIT.

Residential: All retaining walls or facings more than 48 inches in height from the bottom of the foundation shall be designed by a professional engineer registered in the State of Wyoming in accordance with the IRC and grading information shall be submitted with a BUILDING PERMIT.

Contact the Building Department for further information regarding the building codes.

**FLOODPLAINS AND SPECIAL FLOOD HAZARD AREAS.**

Is the site or structure located in a floodplain or in close proximity to Cache Creek or Flat Creek?: \_\_\_\_\_ Yes \_\_\_\_\_ No

A Floodplain Development Permit is required before construction or development begins within any Special Flood Hazard Area (SFHA). Development is any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Development within the flood way is prohibited. Fill is prohibited within the floodway unless it has been demonstrated and certified that it will not result in any increase in flood levels

Buildings located within the 100 year floodplain are required to provide an elevation certificate (FEMA Form No. 3067-0077) proving the first floor of the structure is elevated one foot above the base flood elevation. For additions or alterations to an existing structure, provide an elevation certificate for the first floor of the existing structure.

**NOTICES:**

For Building or Grading Permit applications that require plan level grading information a pre-application conference is mandatory prior to submitting the permit application. Please use the Planning Application for Pre-application Conference Request (PAP) form, [Pre-Application Form](#).

Permit Exemptions may apply for Agriculture, Gardening, Landscaping activities and Emergency Flood Control work (5.7.1.D.5).

A financial surety may be required; the applicant shall be responsible for providing a cost estimate for the work requiring the surety.

A performance bond is required for all restorative and mitigative treatments for Steep Slope development (5.4.1.C.7).

Information regarding proposed buildings or structures shall NOT be shown and the proposed project shall be constructible without any proposed building or structure.

No physical development shall be permitted on natural slopes in excess of 25% (5.4.1.A), with exceptions (5.4.1.B).

Additional hillside standards (5.4.1.C) apply to lots of record which have an average cross-slope (in any direction) of 10% or greater, or where any portion of a lot having a slope of 10% or greater is affected.

**APPLICANT'S SIGNATURE, CERTIFICATION, AND AUTHORIZATION**

Under penalty of perjury I hereby certify that I have read this application and state that, to the best of my knowledge, all of the information herein is true and correct and I swear that any information which may be hereafter given by me in hearing before the Planning Commission of Town of Jackson or the Town Council of the Town of Jackson shall be truthful and correct. I agree to comply with all Town, State, and Federal laws relating to the subject matter of this application and hereby authorize representatives of the Town of Jackson to enter the property described herein during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering the property.

In signing this application, I acknowledge that the Town's acceptance of this application and a plan review fee does not constitute approval of a permit. I agree not to commence any work for which this application is being made prior to approval of this application by the appropriate Town agencies and payment of any fees due.

\_\_\_\_\_  
Signature of Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

**PERMIT FEES**

Grading Permit Applications:

**Statement Level Project \$200**

**Plan Level Project \$600**

Compliance Fees:

After the fact permit fees are double the initial fee.

OTHER GRADING FEES:

Minimum Fee \$50

Pre-application Conference \$150

Third Party Technical Review At Cost



**Application Submittal Checklist for a  
GRADING PERMIT APPLICATION**  
Public Works Department  
Engineering Division

150 East Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | fax: (307) 734-3563  
Jackson, WY 83001 | [www.townofjackson.com](http://www.townofjackson.com)

**APPLICABILITY.** *This checklist should be used when submitting an application for a **GRADING PERMIT**. The purpose of the grading permit is to review and permit land disturbing activities. **This checklist also applies to grading that is part of a consolidated Building Permit application and any project with work involving Town of Jackson Utilities.***

**When is a Grading Permit Required?**

*Section 5.7.1.D of the Land Development Regulations (LDRs) requires a grading permit for all land disturbing activities and excavations unless explicitly exempted LDRs. Examples of land disturbing activities include, but are not limited to, grading, topsoil removal, filling, road or drive cutting, altering or enlargement of a stream or channel, removal of streambed materials, channel clearing, ditching, drain tile laying, dredging, lagoon construction, soil and water conservation structures, and the extraction or placement of rock, sand, or gravel excavation and piles for structures, roadways, utilities, cut and fill slopes, stockpiles, building material storage area, paving, etc..*

**NOTICES:**

- Permit Exemptions may apply for Agriculture activities and Emergency Flood Control work (5.7.1.D.5).
- A financial surety may be required; the applicant shall be responsible for providing a cost estimate for the work requiring the surety.
- For Grading Permits submitted in advance of a building permit, detailed information regarding the building or structures shall NOT be shown and the proposed project shall be constructable without any proposed building or structure. Grading Permit approval is not approval for any building related construction.
- No physical development shall be permitted on natural slopes in excess of 25% (5.4.1.A), with exceptions (5.4.1B).
- Additional hillside standards (5.4.1.C) apply to lots of record which have an average cross-slope (in any direction) of 10% or greater, or where any portion of a lot having a slope of 10% or greater is affected.
- Regardless of the grading permit requirement or exemption, the Town Engineer may require submittal of a stormwater management plan, if it is necessary to determine compliance with Sec. 5.7.4.
- Public Right-of-Way (Encroachment) Permits are required for any work proposed within the Town’s Right-of-Way.
- An Encroachment Agreement is required prior to the construction of any structure within the Town’s Right-of-Way.

**INSTRUCTIONS.** *Use this checklist to complete all portions of the application. All items on this checklist shall be shown or noted on the plans, including not applicable items.*

**FLOODPLAINS AND SPECIAL FLOOD HAZARD AREAS.**

Is the site or structure located in a floodplain or in close proximity to Cache Creek or Flat Creek?: \_\_\_\_\_ Yes \_\_\_\_\_ No

A Floodplain Development Permit is required before construction or development begins within any Special Flood Hazard Area (SFHA). Development is any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Development within the flood way is prohibited. Fill is prohibited within the floodway unless it has been demonstrated and certified that it will not result in any increase in flood levels. If you are unsure if your site is located within the 100- year floodplain, please contact the Floodplain Administrator, 307 733-3079.

Buildings located within the 100 year floodplain are required to provide an elevation certificate (FEMA Form No. 3067-0077) proving the first floor of the structure is elevated one foot above the base flood elevation. For additions or alterations to an existing structure, provide an elevation certificate for the first floor of the existing structure.

**STATEMENT LEVEL SUBMITTAL REQUIREMENTS.** *Please fill out the left side of this checklist. Staff will review this for sufficiency.*

APPLICANT	ALL Grading Permit Applications shall include the following:	TOWN
	A complete set of application documents in PDF format.	
	A cover letter and/or table of contents documenting all of the application materials submitted and in which format(s) they have been submitted. Only the plan sheets as noted below must be submitted on paper.	
	Town of Jackson Letter of Authorization if the applicant is other than the property owner.	
	A copy of the Warranty Deed or Contract of Sale.	
	Fee is based on review time and will be paid following the review.	
	Site Development schedule - month and year of project initiation to completion of re-vegetation.	
	Proposed grading plan to include: <ul style="list-style-type: none"> <li>- North Arrow, Scale, Legend</li> <li>- existing contours</li> <li>- proposed contours</li> <li>- extent of grading limits</li> <li>- stockpile location</li> </ul>	
	Re-vegetation details for all disturbed areas to include: <ul style="list-style-type: none"> <li>- types and approximate location of vegetation to be used</li> <li>- seeding or planting and stabilization techniques to be followed</li> <li>- source and method of irrigation, if necessary</li> </ul>	
	Erosion control plan to include: <ul style="list-style-type: none"> <li>- drawing and specifications illustrating the type and location of required erosion control measures (silt fences, straw bales, detention basins, duff berms, etc.)</li> <li>- direction of runoff throughout the construction area and the re-contoured area</li> </ul>	
	Weed & Pest language to include: References to Wyoming Seed Law and Wyoming Nursery Stock Law Invasive Species Management Plan.	
	Ponds/Water features. Ponds and water features with a Pump system are required to pay a fee of \$150 per horsepower.	
	Regardless of the grading permit requirement or exemption, the Town Engineer may require submittal of a stormwater management plan, prepared by an engineer or landscape architect licensed in the State of Wyoming, if it is necessary to determine compliance with Sec. 5.7.4. The stormwater management plan shall be approved by the Town Engineer prior to any physical development.	
	Retaining Walls.  Height is measured from the bottom of the foundation and administered under the building codes.  Non-Residential: All retaining walls or facings shall be designed by a professional engineer registered in the State of Wyoming in accordance with the IBC and grading shall be submitted with a building permit.  Residential: When in excess of 48 inches, retaining walls or facings shall be designed by a professional engineer registered in the State of Wyoming in accordance with the IRC and grading shall be submitted with a building permit. For walls less than 48 inches tall, provide information regarding the types of materials, specifications, cross sections (typical or as required to document the installation), elevations, expected soil type, if applicable any calculations (sliding, overturning, factors of safety), etc. Certification that the wall is non-load bearing may be requested.  Some retaining walls may be considered structures and should be located as allowed for structures. The use of non-structural retaining walls (aka landscaping walls), should be minimized to the extent possible and limited to the building envelope, especially on steep slopes.	

**PLAN LEVEL SUBMITTAL REQUIREMENTS.** *In addition to all the information required for a Statement Level application the following items shall also be addressed. All items shall be shown or noted on the plans, including not applicable items.*

APPLICANT	ALL PLAN LEVEL Grading Permit Applications shall include the following:	TOWN
	Pre-Application Conference	
	Design prepared and stamped by a professional engineer or landscape architect licensed in the state of Wyoming.	
	A vicinity map indicating the location of the project shall be provided	
	The project boundary and/or property lines, all onsite easements and/or encumbrances and work to be completed within the Town's right-of-way shall be indicated on the plans	
	Existing conditions site plan to include: <ul style="list-style-type: none"> <li>- Site boundaries and contiguous lands</li> <li>- Watercourses – lakes, streams, wetlands, ditches, etc.</li> <li>- Floodplains and Floodways</li> <li>- Landslide or bedrock slum (talus and/or avalanche slopes)</li> <li>- Predominant soil types – location and identification</li> <li>- Vegetation cover – location and species</li> <li>- Stormwater drainage and/or natural drainage patterns (locations and dimensions)</li> <li>- Utilities and other structures – buildings and paved areas</li> <li>- Site topographic map</li> <li>- Easements</li> </ul>	
	Slope analysis of the existing site with proposed development overlaid for sites with average slopes over 5%. Use 5% increments up to 30% slopes.	
	Plan of final site conditions showing the site changes at the same scale as the existing conditions site plan.	
	A geotechnical report shall be submitted with a plan level grading permit application for construction sites with existing slopes greater than 25% or when considered necessary by the Town Engineer in consideration of soil type and stability and the proposed structure; the report may be waived by the Town Engineer, when applicable. The report shall be prepared by a professional geotechnical engineer registered in the State of Wyoming.	
	Site Construction Plans <ul style="list-style-type: none"> <li>- Land disturbing activities-locations and dimensions</li> <li>- Temporary topsoil/dirt stockpile-location and dimensions</li> <li>- Plans and sections of grading features</li> <li>- Engineering technique to minimize adverse effect of geologic or flood conditions</li> <li>- Site storm water management and erosion control measures</li> <li>- Starting and completion date of land disturbances/land development activity</li> <li>- Maintenance of site erosion control measures</li> </ul>	
	Stormwater basins, design information, and calculations required by section 5.7.4.	
	Hillside projects, provided additional information required by section 5.4.1. Slope analysis, Stability, Geotech etc.	
	For projects with work within the Town's Right-of-Way provide information on proposed striping, signage, irrigation, etc. The Town's Urban Forest Council shall review and approve any proposed landscaping.	
	For small construction projects, disturbing at least one acre but less than five acres, shall follow all the provisions of the Small Construction General Permit.	
	For large construction projects, disturbing 5 acres or more, a Wyoming DEQ Large Construction General permit is required including a complete Stormwater Pollution Prevention Plan.	
	Any other information relevant to the application.	
	Design Engineer's Inspection and Certification Required prior to Final Inspection	