

# Borough of Doylestown

Department of Building and Zoning

## Grading Permit Application

### When Required:

- Alteration of existing drainage characteristics.
- Earth disturbance w/in drip-line/root-zone of any tree larger than 6" caliper, including off-site trees.
- New Construction and Additions.
- Earth disturbance greater than 500 Sq. Ft.

### Process:

1. Complete the Grading Permit Application.
2. Bring the completed Permit Application to the Borough Zoning and Planning Office at 10 Doyle Street with payment of \$100.00. Check should be payable to "Borough of Doylestown".
3. A separate escrow of \$250.00 may be required if no other escrow was collected during the permitting process for construction on the said parcel.
4. Do not begin work until your application has been approved and you have an issued permit in-hand.

### Check List for Submission:

\_\_\_\_\_ Completed application form.

\_\_\_\_\_ Payment of \$ 100.00 and, when applicable, a separate escrow of \$ 250.00

\_\_\_\_\_ Signed, Sealed Plans to include the following:

- Name of preparer, Professional Seal, signature & name/address of responsible Engineer, Surveyor, or Landscape Architect if applicable.
- Name and address of Applicant.
- Tax map parcel number and acreage.
- Location of site (address).
- North arrow.
- Location map showing relationship of the site to adjoining properties. Scale of the location maps shall be 1" = 800'.
- Date of preparation of the plan, a descriptive list of revisions to the plan, and the revision dates.
- Recorded and/or proposed easement, covenants, equitable servitudes and deed restrictions.
- A Zoning data table comparing required, existing, and proposed dimensions further described in Chapter 27, Part 5 of the Borough of Doylestown Code of Ordinances.
- Zoning Building Setback Lines, lot lines, monuments/pins/markers & road right-of-way.
- Existing & proposed building/structure locations, dimensions, sanitary laterals, water pipes, storm sewers, inlets etc.
- Driveway/Curb openings, slopes, configuration etc.
- ALL trees larger than 6" caliper with noted size and species. This includes all on-site trees and off-site trees with drip-lines/root zones within the limit of disturbance.

- All required 4' tree protection fencing around all trees larger than 6" caliper.
- Existing and proposed contours at an interval of no more than 2 feet; existing vegetation; soil types and conditions, watercourses; affected watersheds; and other natural features located within seventy-five (75) feet of the limits of disturbance.
- Erosion and sediment control measures with associated installation details and inspection and maintenance schedules.
- High points, drainage arrows, drainage swales, and the limits of disturbance.
- First floor and garage elevations if applicable.
- Ground elevations at each corner of each building if applicable.
- All earthmoving and stripping changes to the site, including cuts, fills, structures, paving, utilities, vegetation and topsoil proposed to be stripped, and cut/fill balance.
- Street trees and existing trees to be removed including, species, and caliper.
- Sidewalk and bikeway locations.
- Obtain Bucks County Conservation District Sediment and Erosion Control Plan approval where applicable.

A Final As-Built Site Plan shall be submitted and approved to verify compliance with the approved Grading Permit and other permits prior to issuance of a Certificate of Occupancy. Final As-Built plans shall be required for all new dwellings, non-residential structures, and any other sites where, in the determination of the Zoning Officer a Final As-Built plan is required to verify compliance with the approved plan and any other applicable Borough Ordinance. Final As-Built plans shall reflect the as-constructed condition of the site and include all information required on the Grading Permit Plan. The as-built plan must be prepared and sealed by a registered Land Surveyor or Engineer.

### **Inspections:**

Notify the Borough a minimum of 2 working days prior to commencement of any earth disturbance.

To obtain inspections, the Applicant shall notify the Borough building department at least two (2) working days before completion of the following:

- a. Installation of Tree Protection Fencing and Erosion and Sediment Controls.
- b. Installation of Stormwater Management facilities (if required)
- c. Final grading.
- d. Final landscaping.
- e. **Once work is complete you must schedule a final inspection to close the permit. Compliance Escrow will not be released until final site "as-built" plans have been reviewed and approved by the Borough.**

# Borough of Doylestown

Department of Building and Zoning  
Grading Permit Application

Hours of Operation  
Monday - Friday  
8:30 a.m. - 4:30 p.m.

## PROPERTY INFORMATION:

Property Address:	Tax Parcel Number:
Property Owner Name:	Owner Phone:
Property Owner Address:	Email:

## CONTRACTOR'S INFORMATION:

Company Name:	Phone:
Company Address:	Registration #
Contact Name :	Contact Phone:
Contract Email:	

ESTIMATED AREA OF LAND DISTURBANCE: \_\_\_\_\_ SQ.FT.

## WORK DESCRIPTION:-----

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## PROPERTY OWNER SIGNATURE REQUIRED:

_____	Date: _____
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**PLEASE NOTE:** The property owner(s) must sign this application to verify the contractor has permission to do all construction work authorized by issuance of this permit. The undersigned makes an application for a permit in accordance with Doylestown Borough Ordinance No. 2018-11, Chapter 9 of the Borough Code.

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## APPLICATION PROCESSING RECORD (Borough Office Use Only)

Date Received:	Amount Paid:	Check Number:
Payor:	I Received by:	

Building/Zoning Officer Signature:	Date:
Permit is:    Granted                      Denied                      Other:	
Reason/Comments/Conditions:	