



CITY OF HAYDEN LAKE GRADING/SITE DISTURBANCE PERMIT APPLICATION

PLEASE SUBMIT TO:
deputyclerk@cityofhaydenlake.gov
9393 North Strahorn Road
Hayden Lake, ID 83835
208 772-2161

SUBMITTALS

An application for approval of a Site Disturbance/Grading permit is made by submitting the following information to the City Clerk Office:

REQUIREMENT CHECKLIST

- The completed attached application form and checklist;
- Permit Affidavit: A signed and notarized Permit Affidavit from the property owner of record must accompany the Building Permit Application. (Attached to this application.)
- Site Plan: Accurate scale drawing of the site showing any affected adjacent property, the area proposed for grading and the nature of the grading, the location of all existing and proposed structures, streets, easements, property lines, driveways, pedestrian walkways, off-street parking and off-street loading facilities and landscaped areas
- Total Project Valuation: includes materials, equipment, and construction cost, and any supporting documents requested.
- Traffic Control Plan: Including location of flaggers, signage, and duration of work.
- Fees: **A FEE** of \$50.00 for the application is required at the time of submission. Please note that other related work by the City Engineer, City Attorney, and other City Officials is payable to the City of Hayden Lake and is billed separately.
- Permits, (if granted) will expire 60 days after the date it is granted unless work is begun on the project. The Applicant may apply in writing to the City Clerk for an extension of the permit, and for good cause appearing, the City Clerk may grant a 60-day extension.

APPLICANT SIGNATURE: _____

DEADLINE FOR SUBMITTALS

The completed form and map must be submitted to the City Clerk not later than thirty (30) days prior to the date that grading is expected to begin. The completed application shall be deemed accepted for the thirty (30) day processing period as of the date when all maps are and information have been filed, checked, and accepted as complete by the City Engineer, as noted below.

Date Application and Fee Received: _____, 20____,

by City Clerk: _____

Date Application Accepted as Complete: _____, 20____,

by City Engineer: _____



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FOR OFFICE USE ONLY

Building Plan Review Fee: \$ _____ Building Permit Fee: \$ _____

Total Amount Paid \$ _____ Cash/Money Order/Check # _____

Date: _____ Employee: _____

Permit Issuance Date: _____ Permit Expiration Date: _____

Permit # _____ Issued By: _____

Applicant Name: _____ Applicant Phone Number: _____

Applicant Address: _____ City, State, and Zip Code: _____

Applicant Email Address: _____

Project Address: _____ City, State, and Zip Code: _____

Owner: Name, Phone Number, and Email (**Required**):

Parcel # _____ Legal Description: _____ Zoning: _____

General Contractor (If Applicable): Name, Address, City, State, Zip Code, Phone Number & Email, & Contractor Registration #:

Project Description:



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Engineer or Surveyor (If Applicable):
Name, Address, Phone Number, Email, & License #:

PROJECT DESCRIPTION:

A narrative describing your request, stating:

1. The exact nature of the grading being requested, and amount of grading proposed:

2. What, if any, effect the requested grading would have on adjacent property and improvements: _____

3. Why the grading is necessary: _____



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PERMIT DETERMINATION RESPONSE

This Grading Permit Application having been reviewed by the City is hereby:

_____ DENIES for the following reasons: _____

_____.

_____ APPROVES with the following conditions: _____

_____.

DATED _____

City Clerk



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**City of Hayden Lake
Permit Affidavit**

I, _____ (Property Owner), being first duly sworn on oath, depose and say: 1) That the undersigned is the owner of the property described in the Permit Application to which this Affidavit is attached. 2) That the undersigned has been advised, and thus agrees, that it is the responsibility of the property owner to locate and determine property corners and property lines for all permits. As part of the application process, it is the responsibility of the property owner to accurately depict on the site plan property lines and accurate dimensions, locations and measurements associated with setbacks from property lines. 3) The property owner indemnifies and holds harmless the City of Hayden Lake from any action related to property lines associated with any aforementioned permit. 4) That the undersigned acknowledges that he/she has been informed, and thus agrees, that he/she shall not use any residential building for a commercial purpose.

Property Owner
Subscribed and sworn to before me this ____ day of _____, 20__

Notary Public for Idaho residing at

My Commission Expires: _____