

**CITY OF FLORENCE, MISSISSIPPI**  
**APPLICATION FOR SITE GRADING PERMIT**

INSTRUCTIONS: COMPLETE ALL INFORMATION AS APPLICABLE. SUBMITTING FOUR (4) SETS OF THE COMPLETED APPLICATION AND LAND DISTURBANCE PLAN TO DIRECTOR OF PUBLIC WORKS.

Today's Date: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Telephone Number of Owner: \_\_\_\_\_

If Different, Name, Address and Telephone No. Of Developer \_\_\_\_\_

Location of proposed site: \_\_\_\_\_

Size of area ( in acreage and square feet): \_\_\_\_\_

**Land Disturbance Plan attached: (REQUIRED BEFORE ISSUANCE OF PERMIT)**  
**(Plan to include the following information)**

- (a) Name, address, and telephone number of the owner and developer (permit holders) of the property to be graded;
- (b) The registration seal and signature of the engineer or landscape architect who designed the plan;
- (c) A brief project description;
- (d) A plan drawn to a scale no less than one inch=100 feet including pre-development and post development topography and grades no greater than two (2) foot contour intervals including twenty (20) feet of all adjacent properties and to the center line of any adjacent roadways;
- (e) The site location, boundaries, adjacent properties, location of any buildings or structures on the property or an adjacent land within one hundred (100) feet of the area to be disturbed, flood plain areas, ditch lines and any existing on and off-site structural or natural features of the land which have a significant impact on drainage or sediment control, or may be threatened by the development;

- (f) The location and a description of temporary and permanent erosion control measures and drainage devices to be constructed and structural changes and improvements to the land including clearing and grading limits, daily cleanup and site control practices, and other activities to mitigate the adverse impact of land disturbance. Also, the location needs to be noted of temporary stockpiles of topsoil or other soil material to ensure such stockpiles will not pose a potential problem.
- (g) A time schedule showing anticipated phasing plan and schedule of the land disturbance activities from initiation to completion, along with a description of planned periodic maintenance after completion.
- (h) Penalty for violation subject to fine of not less than \$100.00 and not more than \$1,000.00, or imprisoned for up to 6 months, or both, as detailed in Article XVI, Ordinance No. 187, as adopted by the City Governing Authorities on December 4, 2001

\_\_\_\_\_  
 APPLICANT'S SIGNATURE

Fee Assessed: \$ \_\_\_\_\_  
 (Permit Fees: \$50.00 base fee + \$25.00 per acre or portion thereof to be disturbed:)

Amount of Performance Bond or equivalent required: \$ \_\_\_\_\_

Application and Land Disturbance Plan received by \_\_\_\_\_

on \_\_\_\_\_ (Date)

Copy Distribution:

- Public Works Director
- P&Z Commission Chairman
- City Engineer
- City Clerk

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