



Madison County Building & Zoning
157 N Main Street Suite 254
Edwardsville, IL 62025
Phone: (618) 296-4667
Email: sarose@co.madison.il.us

GRADING / FILL PERMIT APPLICATION

PROJECT INFORMATION

Submittal Date: _____

Project Name: _____

Project Address: _____

Parcel ID: _____

Project Size: _____

Start Date: _____

Office Use Only

Intake Clerk: _____

Fee Amount: _____

Cash: _____ Check: _____

Credit Card: _____

File No: _____

For the purposes of this permit, grading includes (1) any new development/redevelopment that contains ten thousand (10,000) square feet or more of impervious surface, (2) any clearing, grading, stripping, excavation, fill, or any combination thereof that affects an area of ten thousand (10,000) square feet or more or exceeds one hundred (100) cubic yards, (3) land disturbance within twenty-five (25) feet of a river, lake, pond, stream, sinkhole, or wetland, (4) or land disturbance on the sloping side of the slope disturbance line as per the Madison County Stormwater Ordinance, Chapter 114 of the Madison County Code of Ordinances.

Is the property used for agricultural purposes? YES _____ NO _____

If so, has a plan been filed with the Soil and Water District? YES _____ NO _____

Is the project a phase of a larger development project? YES _____ NO _____

Has a zoning petition or subdivision plat been submitted for the property? YES _____ NO _____

Does the project affect street right-of-way or improvements? YES _____ NO _____

Does the project propose to disrupt existing drainage channels? YES _____ NO _____

Will materials be hauled-off or hauled-onto the site? YES _____ NO _____

Is the project within the floodplain? YES _____ NO _____

Is the project located near a stream or wetland? YES _____ NO _____

Is the project greater than one (1) acre? YES _____ NO _____

If greater than one (1) acre, has a NPDES permit been issued? YES _____ NO _____

Is there evidence that significant archaeological artifacts are on the site? YES _____ NO _____

CONTACT INFORMATION

Property Owner: _____

Address: _____ Telephone # _____

Fax # _____ Cell # _____ E-mail: _____

Contractor / Developer: _____ Contact Name: _____

Address: _____ Telephone # _____

Fax # _____ Cell # _____ E-mail: _____

Project Engineer: _____ Contact Name: _____

Address: _____ Telephone # _____

Fax # _____ Cell # _____ E-mail: _____

PLANS AND SUBMITTALS

- Application Fee: \$75.00, payable to Madison County Building & Zoning
- Attach a location map showing project limits.
- If the project is part of a larger development and the services of a project engineer have been retained, provide a signed and sealed grading plan.
- If the applicant is not the owner, provide a signed agreement for contractual services or a signed statement from the owner.
- If the property is under contract, provide a copy of the sale contract.
- If materials are being hauled-off or hauled-onto the site, indicate the location and provide accompanying permits.
- If a NPDES permit is required, provide a copy of the SWPP plan and the permit.
- If other permits by IEPA, IDNR, USACE, municipality, or township are required, provide a copy of applicable permits.
- Minor changes to the approved plan may be reviewed and approved on-site by the site inspector as a field change. Substantive changes require additional plan review and may only be approved by the Building & Zoning Administrator.

INSPECTIONS

The contractor is required to call the site inspector prior to the start and upon completion of the project for inspection. A copy of the permit card and the stamped approved plan are required to be on-site by the contractor during all construction activity.

The site inspector will inspect a minimum of once a week and after each event to ensure erosion and sediment control measures are in place and intact until the project is closed-out.

CLOSE-OUT

The project will remain open until 75% vegetative coverage is achieved. During this time, the contractor is responsible for maintaining erosion and sediment control and any damage caused by failing controls.

DAMAGES

The applicant is required to take immediate action for any damages caused by construction activities on adjoining properties or downstream Stormwater facilities, including but not limited to, cleaning, repairing, or replacing said facilities. In such event, the applicant is required to contact the property owner and the site inspector upon said damages.

The applicant is required to repair damages to the roadway, curbs and gutters, sidewalks, natural amenities, and/or public drainage facilities.

PENALTIES

Failure to abide by the permit requirements or adhere to the Madison County Code of Ordinances will result in a violation notice and the matter will be forwarded to the Adjudication Officer for review and assessment of any applicable fine. All parties, including the property owner, contractor, and project engineer (if applicable) will put on notice.

AUTHORIZED SIGNATURE

By signing this application, the applicant takes responsibility for all construction activities, any damages caused by these activities, and adherence to the Madison County Code of Ordinances.

Print Name: _____

Signature: _____ Date: _____

A signed copy of this application, a permit card, and, if applicable, a stamped approved copy of the plan. A copy of these items will be kept on file with the Madison County Building & Zoning Department.

For Office Use Only

Review Date: _____ Permit Issuance Date: _____

Reviewer Signature: _____ Assigned Site Inspector: _____

Building & Zoning Administrator Signature: _____