Application Requirements for Master Fill and Grade Permits

A. General

A master fill and grade permit is required for the development of a single lot containing multiple structures.

All requirements of the land clearing, grading and fill permits apply in addition to these requirements. (see Handout AG.09)

The civil plans for the entire development are reviewed by ROW, SW, TR, PD, Zoning, Flood Hazard and Fire under the “master” fill and grade permit. This review includes all excavation, grading, fill, drainage improvements, site access, vehicle circulation, parking, landscaping, building setbacks, building heights, etc.

Individual building permits for the development are submitted for review of the structures separately. This review includes all Title 23 requirements as well as Storm Water and Flood reviews if required. The individual building permits do not receive additional ROW, TR or PD review. The permit receives a Zoning review to verify the submitted plans match the building style, size and location of the same building on the master fill and grade permit.

Individual building permits will not be approved until the master fill and grade permit has received full approval.

Any changes to the structure size, shape or type after the master fill and grade permit is approved require a change order to the master fill and grade permit.

B. Application

Applications for master fill and grade permits are required to include the following information:

1. A completed commercial worksheet which includes cubic yards of fill and excavation.
2. Type of material to be used for fill: silt, gravel, sand, organics, etc.
3. Source of material and haul routes with detailed directions from the location of material to the site and from the site to the location of disposal.
4. Three plot plans stamped and signed by a registered State of Alaska land surveyor showing all proposed structures.
5. Two sets of floor plans and elevation drawings for each building type proposed on the site.
6. Three sets of full size civil drawings stamped and signed by a professional engineer registered in the State of Alaska.
7. Three site plans showing the nature and extent of work. Include before and after contours and scaled section cuts. Show the location of hydrants and indicate fire flow, show no parking signs, fire lane signs, fire access routes and sub grade preparation for all structural sections. Show the driveway as existing or planned. Show the type of road being joined into, a drainage ditch or swale and the proposed culvert with size, length and type or the presence and type of curb and gutter.
8. Show all existing and proposed utilities and storm drainage on and adjacent to the parcel on the plan and section views.
9. Parking layout, parking calculations and a lighting analyses.
10. Landscaping plans for the entire site.
11. Drainage report.

12. Three copies of all pertinent geotechnical reports including conclusions and recommendations stamped and signed by a professional engineer registered in the State of Alaska.


14. Storm Water Pollution Prevention Plan (SWPPP).

15. Notice of Intent (NOI) filed with ADEC for activities disturbing one acre or more, or those that are part of a common plan of development that collectively disturb one acre or more.


17. Permanent Storm water Quality Control Plan is required for new and redeveloped commercial facilities and projects other than single family and duplex residential development for which the disturbed area exceeds 10,000 square feet.

18. Projects that involve new or redeveloped permanent site controls must submit a maintenance and operation manual as part of the Storm Water Treatment Plan (SWTP).

19. Wetlands Permit if located in a wetlands area or Flood Hazard Permit if located in flood plain.

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Boo Kniefel, P.E., Building Official  
Date: March 27, 2015