



**GRADING PERMITS**

Grading permits are required for certain land disturbing activities to protect bodies of water and adjacent property from sedimentation and erosion. Guilford County issues permits for unincorporated County, Jamestown, Stokesdale, Summerfield, Whitsett, Sedalia, Pleasant Garden and Oak Ridge.

A grading permit is required when any area over one (1) acre (43,560 square feet) is grubbed or graded. Examples of development requiring grading permits include: subdivisions, shopping centers, commercial and industrial development, apartments, townhouses, churches, and recreational development. Exemptions from grading permit requirements include: disturbed areas less than (one) 1 acre in size, agriculture, mining, and area~ under State or Federal jurisdiction.

A grading permit issued by Guilford County is valid for one (1) calendar year, unless the permit is revoked or the project is completed. The permit can be renewed for an additional six (6) month period by making a written request to the Guilford County Planning and Development Department, Inspections Division. Reissued grading permits do not have to pay another permit fee (unless revoked), but the erosion control surety must remain in effect.

**APPLICA TIONS**

The following items are needed to apply for a grading permit: (1.) Four (4) copies of an Erosion Control/Grading Plan prepared and sealed by a registered professional engineer, architect, landscape architect, or registered surveyor. Three (3) copies should be submitted to Guilford County Planning and Development and one (1) copy should be submitted to the Guilford Soil and Water Conservation District, 3309 Burlington Road, Greensboro, N.C. 27405, telephone number 336-375-5401. (2.) A grading permit application. (3.) Financial responsibility statement. If the person financially responsible is not a resident of North Carolina, a North Carolina agent must be designated in the statement. (4.) Erosion control surety in the amount of \$1,500.00 per acre disturbed, to the nearest 1/10 of an acre. (Sureties for

demolition landfills are \$2,000.00 per acre). Sureties include bonds, irrevocable letters of credit, cashier's check, cash, and escrow accounts payable to Guilford County. (5.) Payment of the grading permit fee based on disturbed acreage (see fee schedule).

Plan should be submitted thirty (30) days prior to commencement of the land disturbing activity. Plans are reviewed in the order that they are received and plans can be (1) approved, (2) punch-listed, or (3) denied for various reasons. A punch-listed plan may be corrected and resubmitted. Denial of a plan entitles the applicant to a public hearing within fifteen (15) days after receipt of written notice of disapproval. The Guilford County Environmental Review Board hears appeals within thirty (30) days of the appeal request and makes a recommendation to the Guilford County Board of Commissioners. The Commissioners will render a final decision within thirty (30) days of receipt of the recommendations from ABEQ. If the appeal is denied, the applicant may further appeal to the North Carolina Sedimentation Control Commission.

**EROSION CONTROL INSPECTIONS**

Guilford County Erosion Control Staff will periodically inspect the sites of land disturbing activity to determine compliance with the plan. They will indicate any areas that are weak and help answer any questions that might arise. One important inspection is the point at which the devices (i.e., silt fences, sedimentation pits, etc.) have been installed. Maintenance inspection is the final inspection. The permit can be finalized after the site improvements have been made and after the site has been stabilized.

**CIVIL PENAL TIES**

A violation of the erosion control law could result in a civil penalty of up to \$5000.00 per day.



**GUILFORD COUNTY  
FINANCIAL RESPONSIBILITY/OWNERSHIP FORM  
DEPARTMENT OF PLANNING AND DEVELOPMENT**

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A Grading Permit must be obtained before initiating any land-disturbing activity over one (1) acre (43,560 square feet). A Grading Permit Application, this Financial Form, a Grading/Erosion Control Plan, a surety, good for one (1) year, and a permit fee should be submitted 30 days prior to the planned commencement of the land-disturbing activity.

**The above information should be submitted to:**

Earl E. Davis II - Inspections Division  
Guilford County Planning and Development  
Post Office Box 3427 Greensboro, N.C. 27402  
T (336) 641-3334 F (336) 641-3880

***Please type or print answers to the following:***

Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Acreage of Land to be Disturbed: \_\_\_\_\_

LATITUDE \_\_\_\_\_ (In Degrees) LONGITUDE \_\_\_\_\_ (In Degrees)

Purpose of Activity (street construction, commercial building, parking lot, etc.): \_\_\_\_\_

Landowner(s) of record:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_

(Office) \_\_\_\_\_

(Fax) \_\_\_\_\_

(E-Mail) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_

(Office) \_\_\_\_\_

(Fax) \_\_\_\_\_

(E-Mail) \_\_\_\_\_

Indicate County, Book, and Page where deed or instrument is filed.

\_\_\_\_\_ County

\_\_\_\_\_ Book

\_\_\_\_\_ Page

The information provided on this form is true and correct to the best of my knowledge and belief and was provided by me while under oath. This form must be signed by the property owner if an individual. If owned by a company or corporation, this form must be signed by an officer, director, partner, attorney-in-fact, or other person with authority to execute instruments for the corporation. If the person financially responsible is not a resident of North Carolina, a North Carolina agent must be designed. If someone other than the owner is financially responsible, their signature is required below also.

\_\_\_\_\_  
Print or Type Name of Individual

\_\_\_\_\_  
Title and Name of Company

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
N. C. Agent's Signature (*if applicable*)

\_\_\_\_\_  
Additional Financially Responsible Party (*if applicable*)

**PLEASE READ THE FOLLOWING INFORMATION:**

If a Grading Permit is issued it is valid for up to one (1) year from the date it is issued. If circumstances warrant it, it may be extended for six (6) months after the one (1) year period. Upon written notice the Grading Permit may be revoked for failure to install devices as shown on the plan in a prompt fashion, or for failure to maintain the devices once they have been installed. If a Grading Permit is revoked, all other development permits and approvals are withheld until the property is once again in compliance with Guilford County regulations. Also, upon written notice a Civil Penalty (fine) can be instigated against the property owner and/or additional Financially Responsible Party (if any) for violations of Guilford County's Soil Erosion and Sedimentation Control Ordinance. This penalty is up to \$5000.00 per day and is assessed daily for every day the property is in violation. (Interfering with or hampering an inspection can result in a civil penalty without written notice).

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STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

(OWNER'S SIGNATURE)  
\_\_\_\_\_

I, a Notary Public of said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and under oath acknowledged reading the information above and acknowledged that the above form was executed by him or her.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Notary Public

My Commission Expires:  
\_\_\_\_\_

(SEAL)

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STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

**(ADDITIONAL FINANCIALLY RESPONSIBLE PARTY SIGNATURE)**

I, a Notary Public of said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and under oath acknowledged reading the information above and acknowledged that the above form was executed by him or her.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Notary Public

My Commission Expires:  
\_\_\_\_\_

(SEAL)

## GUILFORD COUNTY GRADING PERMIT REQUIREMENTS

A grading permit must be obtained **before** any area over 43,560 square feet (one (1) acre) is grubbed or graded.

The Inspections Division requires that four (4) copies of the Erosion Control/Grading Plan be submitted for review thirty (30) days prior to commencement of activity.

An Application and Financial Ownership Responsibility Form must be submitted and signed by the property owner or one who has power-of-attorney for the owner. **(North Carolina resident signature required. if person financially responsible is not a resident of North Carolina).**

A surety is required before a grading permit can be issued. The amount is determined by multiplying \$1,500.00 x acre(s) disturbed (\$2,000.00 per acre for landfill). **The property owner must provide this.** A surety must be cash, cashier's check, performance bond, Irrevocable Letter of Credit, or escrow account payable to Guilford County.

Pay the appropriate grading permit fee (**see fee schedule**). One (1) copy of the Erosion Control/Grading Plan must be sent to the **Soil and Water Conservation District** for their review if the disturbed area is greater than one (1) acres. Mail to: 3309 Burlington Road, Greensboro, N.C. 27405, Telephone Number 336-375-5401.

### COMPONENTS FOR A COMPLETE EROSION CONTROL/GRADING PLAN

Name of Project	Construction Sequence
Name, Address and Telephone	Vicinity Map
Number of Owner(s)	Soil Type(s)
Engineer, Architect or Surveyor's Seal	Adjoining Property Owner(s)
Engineer, Architect or Surveyor's Name,	Tax Map Number(s)
Address and Telephone	Zone of Property
North Arrow	Total Acres in Tract
Scale and Legend of Symbols	

Area to be disturbed outlined with number of graded acres noted. (Easements are to be included if they will be disturbed).

Area left undisturbed and condition of such (vegetated?) should be denoted with size indicated.

All creeks, rivers, ponds, lakes, railroad tracks, existing structures, etc., should be noted.

Proposed site improvements should be noted (roads, parking, easements, structures, etc.). Submit one (1) copy of street profiles.

Temporary sediment control measures (design, locations, dimensions, calculations, cross-sectional details).

Permanent erosion control measures (design, locations, dimensions, calculations, cross-sectional details).

Stormwater Network (swales, culverts, inlet and outlet structures with grades, elevations, dimensions and hydrologic calculations). Include design storm.

Seeding specifications (seedbed preparation, lime, fertilize, seed, mulch and tack rates).

Topography, both before and after grading, with elevations noted off edge of property.

Watershed requirements are to be reflected on the Erosion Control/Grading Plan.

<b>Grading Permit Fees for Unincorporated Guilford County</b>	
<b>AMOUNT DISTURBED</b>	<b>BASE FEE</b>
<b>One (1) acre (43,560 square feet) but less than three (3.0) acres</b>	<b>\$46.30</b>
<b>Three (3.0) acres of more (round to the nearest tenth of an acre)</b>	<b>\$46.30 plus \$23.15 per each additional acre over 3</b>

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<b>Grading Permit Fees for Whitsett</b>	
<b>AMOUNT DISTURBED</b>	<b>BASE FEE</b>
<b>One (1) acre (43,560 square feet) but less than three (3.0) acres</b>	<b>\$46.30</b>
<b>Three (3.0) acres of more (round to the nearest tenth of an acre)</b>	<b>\$46.30 plus \$23.15 per each additional acre</b>

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<b>Grading Permit fees for Jamestown, Oak Ridge, Pleasant Garden, Sedalia, Stokesdale and Summerfield</b>	
<b>AMOUNT DISTURBED</b>	<b>BASE FEE</b>
<b>One (1) acre (43,560 square feet) but less than three (3) acres</b>	<b>\$250.00</b>
<b>Three (3) acres of more (round to the nearest tenth of an acre)</b>	<b>\$250.00 plus \$100.00 per each additional acre</b>