



Grading Permit Application Checklist

Single Family Residential

The information and references in this document are subject to change.

Last Revised: 12/22/2025

This checklist is intended to assist applicants in preparing a complete Grading Permit submittal for a Single Family Residential House. It outlines the required documents, plans and supporting materials necessary for review and approval. Each item on the checklist specifies the information and level of detail expected to ensure compliance with applicable grading, drainage, and stormwater management standards.

A complete submission that meets all requirements listed below will help expedite the review process and minimize the need for additional information requests. Incomplete submittals may delay permit processing.

Please Note: All Single Family Residential Grading Permits require a minimum of 3 business days for review.

1. Information Needed for Grading Permit Application:

- Project Location
- Owner Information
- Contractor Information
- MPCA Subdivision Registration Confirmation Number
- Certified SWPPP Inspector Name
- Liability Insurance Information (If not already on file with the City)
 - For any work that is going to be completed within the Right-of-Way
(Examples: Driveway Approaches, Utility Connections, Curb Cuts, etc.)

***Please Note: Applicant will be responsible for acknowledging that they have read and understand the City Stormwater Management Ordinance No. 52.00 and agree to the requirements of the ordinance.**

The Stormwater Management Ordinance can be found here: [Stormwater Management Ordinance 52.00](#)

2. Required Submittal Materials for Grading Permit Application:

- Completed Online Grading Permit Application: [Grading Permit - City of Owatonna, MN](#)
- Civil Plans / Construction Drawings are signed by a licensed engineer and include the following Plan Sheets:
 - Site Plan / Grading Plan (See Sections [3](#), [4](#), and [5](#) for Requirements)
 - Erosion Control / Stormwater Pollution Prevention Plan (SWPPP) – (See [Section 6](#) for Requirements)
- SWPPP Narrative (if not included on plan sheet). City template can be found here: [Link](#)
- Owner Authorization Form (If Applicant is not the Owner): [Link](#)
- Contractor Acknowledgement Form (If Applicant is not the Contractor): [Link](#)

3. General Plan Requirements:

- Owner's Name, Phone, Email and Project Address are listed on the plan.
- Plans are signed by a licensed professional with expertise in grading.
- Plan is at a scale of 1 inch = 50 feet or larger. (1" = 50')
- North Arrow and Legend are shown.
 - Legend symbolizes all items shown on the plan.
- Nearby streets are clearly labeled.

4. Existing Site Conditions Plan Requirements:

- Existing Property / Boundary Lines are clearly indicated and lot dimensions are labeled.
- Existing Easements are shown and labeled, including width and purpose (i.e. Drainage & Utility, etc.).
- Existing Public & Private Utilities are shown and labeled.
 - Existing Sanitary, Water and Storm service line locations are shown (if applicable).
- Existing Surface Features are shown and either labeled or clearly denoted with a legend symbol, including the following:
 - Any existing structures on the property (labeled with total area)
 - Existing roads, driveways, sidewalks, trees, etc.
 - Existing Stormwater Drainage Features (i.e. swales, basins, wetlands, etc.).
 - Existing Normal Water Level and 100-year High Water Level (HWL) elevations are clearly labeled for any nearby ponds, wetlands, flood plains and water bodies.
- All adjacent areas to the site which may be affected by land disturbing activity are shown.
- Existing Topography is shown and meets the following requirements:
 - Minimum of 1-foot contours.
 - Existing contours are dashed and labeled.
 - Contour lines extend a minimum of 50-feet beyond the site boundary or greater, sufficient to accurately depict the existing drainage pattern.
 - Critical existing spot elevations are clearly labeled (i.e. existing Emergency Overflow locations and elevations, critical tie-in grading points, etc.)
 - Any significant existing topographical features of the site are clearly indicated including steep slopes (>3:1), ravines, landlocked / poorly drained areas, etc.

5. Proposed Site Conditions Plan Requirements:

- Proposed Site Conditions meet all City codes related to land development, City Stormwater Management Code 52.00 and the City's overall Stormwater Management Plan.
- Proposed Site Plan conforms to approved subdivision grading/drainage plan and subdivision Stormwater Management Plan including lowest opening, lot corner elevations, and structure type (if applicable).
- Proposed Utilities are shown and labeled (size and material).
- Proposed Surface Features are shown and either labeled or clearly denoted with a legend symbol, including the following:
 - Proposed building pad and type of structure
 - Proposed driveway(s)
 - Proposed work within right-of-way including driveway/access approaches, sidewalks, street opening, curb and gutter replacements, boulevards, pavement replacement, etc.
 - Proposed Stormwater Drainage Features (i.e. swales, basins, etc.)

- Proposed Grading is shown and meets the following requirements:
 - Minimum of 1-foot contours.
 - Proposed contours are solid and labeled.
 - All proposed contours tie into existing contours and match existing drainage patterns for all flow exiting the site.
- Proposed Critical Spot Elevations are clearly labeled and include at a minimum, the following:
 - Proposed Emergency Overflow location(s) and elevation(s).
 - Proposed Finished Floor Elevation
 - *Note:** *Finished floor elevation must be a minimum of 2' above the 100-year HWL, a minimum of 1' above the emergency overflow elevation and a minimum of 1' above FEMA elevation.*
 - Proposed Lowest Opening Elevation as appropriate to the proposed structure type (window well, sill height of window, walkout, etc.)
 - *Note:** *Lowest opening of the structure must be a minimum of 1' above the emergency overflow elevation and 2' above the 100-year HWL of all waterbodies, ponding, channels or low areas.*
 - Proposed Top of Foundation Elevation
 - *Note:** *Top of foundation must be a minimum of 6" above grade directly adjacent to foundation, and 1' above grade 10' from the foundation. (i.e. Grade at 10' from the building, measured perpendicularly, must be 1' below the top of foundation.)*
 - Proposed Garage Floor Elevation
 - Proposed Lot Corner Elevations
 - Critical point elevations for all work within right-of-way including: driveway/access approaches, top of curb, sidewalks, etc.
 - Control/Spot Elevations for drainage ways and swales.
- Proposed Directional Flow Arrows and Slope Percentages are clearly shown and include at a minimum, the following:
 - Finished grading showing flows onto, across or off the project site.
 - All drainage ways and swales
 - Proposed driveway(s) (*Note: Maximum driveway slope is 10%, measured from top of curb to garage floor at centerline of driveway.*)

6. Proposed Erosion Control Plan (SWPPP) Requirements:

- Site plan is provided showing planned erosion control measures, including at a minimum, the following:
 - Location and dimensions of Construction Entrance(s) / Exit(s). (*Note: Slash mulch is not permitted*)
 - Locations and specifications of Inlet Protection in downstream catch basin(s). Use of pre-manufactured devices is required.
 - Locations and specifications of Perimeter Control Measures (*Note: Slash mulch is not permitted*)
 - Locations and protection (perimeter control and stabilization) of all temporary stockpiles
 - Temporary Stabilization Methods
 - Permanent Stabilization Methods
 - Locations of all proposed land disturbances
- The following items are listed on the plan or in an attached SWPPP Narrative:
 - Maintenance, inspection frequency and timelines are listed for all BMPs
 - Specifications, time frames and responsible party are listed for permanent stabilization measures
 - Plan for temporary and permanent winter erosion and sediment control for projects that extend or start after November 15th
 - Plan and protection for all dewatering activities
 - Plan for all concrete washout containment (*No concrete waste shall contact the ground*)

- Measures to manage all solid and liquid wastes from construction and building activity are clearly indicated
- Plan for keeping street clear of tracking is clearly indicated, including methods and time frame
- All other requirements outlined in the most recent MPCA Construction Activity Permit where applicable (plan will be reviewed against permit criteria)
- Specifications and/or Standard Details for Stormwater BMPs

For additional construction requirements including an overview of the permit process and permit close-out requirements, please visit the City's Construction Website: [Construction | Owatonna, MN](#)

Please contact us at stormwater@owatonna.gov or 507-774-7300 for further assistance.