

# **The Municipality of Bethel Park**

## **Permit Procedure for Grading & Retaining Wall Projects**

The following items are required with all Grading Permit Applications:

1. Submit 2 copies of all plans
2. Checks made payable to the “Municipality of Bethel Park”
3. Describe the land on which the proposed work is to be complete (Application)
4. All plans must be signed and sealed by a professional engineer.
5. Plans must show the following:
  - a. Existing Contours (2' contours)
  - b. Proposed Contours (2' contours)
  - c. Cross-section of proposed cut/fill
  - d. Location of grading
  - e. Location of property boundary, lot lines, street, right-of-way line, buildings, utilities and waterways.
  - f. Soil classification
  - g. Details/location of any proposed drainage structures and pipes, walls and cribbing
  - h. Seeding and planting locations as well as their associated planting schedule
  - i. Debris basin/diversion channels
  - j. Nature of fill material
6. If material is to be removed from the site, provide the location and quantity of such disposal. A separate grading permit may be required for such off-site fill as required under the ordinance.
7. Reports and Information which would provide sufficient detail to ensure that proposed grading will not create a hazard and that there will be minimum soil erosion on the site to be graded.
8. Geological report shall include a detailed description of the site and include conclusions and recommendations
9. Truck travel routes.

### **Grading Operations**

A grading permit must be obtained from the Administrator for new grading, excavations and fills, or for changes, additions or alterations made to existing excavations or fills, all of which shall conform to the provisions of the Municipal ordinance. If excavated material is to be removed from a grading site, it shall be noted on the application. Such off-site disposal may require the securing of a separate grading permit. A grading permit must be obtained where tree cutting or timber harvesting will result in significant soil disturbance, erosion or sedimentation production.

## **Retaining Wall**

Defined as a structure composed of concrete, steel or other approved building material constructed for the purpose of supporting a cut or fill embankment which would otherwise not comply with the requirements of the standards set forth in this ordinance, and which is more than four feet in maximum height as measured on the exposed vertical surface of the wall.

If a retaining wall is constructed to satisfy a requirement of this ordinance, a building permit, as provided for by other municipal regulations, shall not be required. The grading permit will apply to the retaining wall, but the requirements for inspection, etc., as stated herein are applicable.

Retaining walls must be constructed in accordance with sound engineering practice. The plans submitted for approval shall bear the seal of a professional engineer.

The backfilling of retaining walls and the insertion of subterranean drainage facilities shall be done strictly in accordance with the provisions of this ordinance and the appropriate municipal specifications.

In general, where a wall is replacing an exposed slope, the vertical face of the wall shall be set back a minimum of three feet from the adjoining property.



# MUNICIPALITY OF BETHEL PARK

Municipal Building . 5100 West Library Avenue . Bethel Park, PA 15102 . 412-831-6800 . [www.bethelpark.net](http://www.bethelpark.net)

## GRADING PERMIT APPLICATION

A grading permit must be obtained from the Administrator for new grading, excavations and fills, or for changes, additions or alterations made to existing excavations or fills, all of which shall conform to the provisions of this ordinance. A separate grading permit shall be required for each site. One permit may cover the grading, excavation and fill made on the same site. If excavated material is to be removed from a grading site, it shall be noted on the application. Such off-site disposal may require the securing of a separate grading permit. A grading permit must be obtained where tree cutting or timber harvesting will result in significant soil disturbance, erosion or sedimentation production.

### (Check all that apply):

- ☐ Infill    ☐ General Grading    ☐ Excavation    ☐ Clearing & Grubbing    ☐ Slope Cutting  
☐ Retaining Wall (under 48")    ☐ Other: \_\_\_\_\_

### Applicant / Owner:

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

### Contractor:

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

### SITE ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

### DESCRIPTION OF WORK:

\_\_\_\_\_  
\_\_\_\_\_

Estimated Amount of Cut (C.Y.): \_\_\_\_\_

Estimated Amount of Fill (C.Y.): \_\_\_\_\_

*My signature on behalf of or as the Owner for this permit constitutes my verification that the statements contained herein are true and I am subject to the penalty of 18 Pa. C.S.A. §4904 relating to unsworn falsification to authorities.*

Applicant's Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_ Email: \_\_\_\_\_  
Title \_\_\_\_\_ Phone: \_\_\_\_\_

### For Department Use Only:

Is the following attached?

- ☐ A certified copy of the property survey  
☐ Existing and Proposed Contours  
☐ Details of any proposed drainage structures and/or walls  
☐ No disturbance (grading or walls) within 3' of the property line

Stormwater Management: ☐ YES Initial \_\_\_\_\_  
Property in a Floodplain: ☐ YES Initial \_\_\_\_\_

### Permit Fees

Grading \$ \_\_\_\_\_

Stormwater \$ \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

Approved ☐ YES Director of Engineering's Signature \_\_\_\_\_