



TOWN OF DEWEY-HUMBOLDT

"Arizona's Country Town"

GRADING PERMIT Application

Community Development
PO Box 69 - Humboldt, AZ 86329

www.dhaz.gov

Phone: 928-632-7362, Fax: 928-632-7365

DATE Submitted: _____ PERMIT # (office): _____ PARCEL # _____

Permit Type: Residential Commercial Other Project Valuation (exclude land): \$ _____

Site Address: _____

Property Owner: _____ Applicant: _____

Owner Mailing Address: _____ City/State/Zip: _____

Applicant Email: _____ Applicant Phone: (____) _____

Project Description: _____

Total area size of Site Disturbance: _____ Depth of Cut: _____ (Est. Cu. Yards): _____

Depth of Fill: _____ (Est. Cu. Yards): _____

Where will surplus materials be disposed of? _____

Is SWPPP* required? Yes No **If yes**, please note nature and type: _____

Will a fence be required for public safety? Yes No Any known archeological sites? Yes No

Describe any impact to adjoining property; any drainage, erosion, spill, seepage, retaining walls, public health and safety:

Civil or Soil Engineer: _____ Phone: (____) _____

Contractor: _____ Phone: (____) _____

Business Address: _____

City: _____ State: _____ Zip: _____

ROC #:	Expires: (MO/DA/YR)	Class:	Type:

*Storm Water Pollution Prevention Plan. Visit azdeg.gov for information.

Visit roc.az.gov/licensing for contractor license information.

The Town of Dewey-Humboldt does NOT regulate deed restrictions. It is recommended that all applicants check to verify that CC & R's will not be violated by the applicant if this permit is issued. Every permit issued shall become invalid two (2) years from the issue date. The building official is authorized to grant a one (1) time extension of time for a period of up to 180 days. This permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or performance of construction. I acknowledge that I make this statement under penalty of perjury.

I am: Owner: Contractor
Agent: Other: _____

Signature of Applicant _____

Date _____

	Initials:	Date:
Zoning Approval:		
PW Approval:		
Flood Control		
GDP#:		
Plan Check Approval:		

Payment Date:		Initials:	
Payment Amount:			
Description:	Deposit <input type="checkbox"/>	Paid in Full <input type="checkbox"/>	
	Check <input type="checkbox"/>	Cash <input type="checkbox"/>	CC <input type="checkbox"/>
Receipt #:		Date permit final:	

Checklist for Permit Submission

Please have all checked components with you when you drop off permit so it can be submitted for review

	Residential Building Permit	Manuf. Home Permit	Solar Permit	Grading Permit	Over the Counter Permit (Elec, Plumb, Mech)	Zoning Clearance Permit (Fences, out buildings)
Signed Permit Application	X	X	X	X	X	X
*Issued Septic Permit (From Yavapai County)	X	X				
Types of Plans:						
• 2 Sets of Full Construction Plans	X		X	X		
• 2 AZ Stamped Truss Calculations	X					
• 2 sets of plans and footings approved by State of AZ Manufactured Housing		X				
• 1 Plot Plan 8 ½" x 11"	X	X	X	X	X	X
• 2 Site Plan 18" x 24" (Min size)	X	X	X			
Affidavit of Site Soil	X	X		X		
Soils Report	X (possibly)	X (possibly)		X (possibly)		
Directions to Site	X	X	X	X	X	X
Residential Outdoor Lighting	X	X				
Deposit needed	X	X	X	X	X	X

If you are uncertain what is needed, please call us, we would be happy to help.

*Yavapai County handles all Septic Permits. We are unable to start the approval process of any residential plans until we know where the approved septic system will be located and its size.

Town of Dewey-Humboldt

Directions to Site

- An actual detailed line map is needed, not written instructions.
- Use starting point of Highway 69 (a North to South Rd)
- Make sure **street names** and north arrows **ARE readable**.
- If the map is not adequate it could cause a delay in issuing your permit.

Parcel ID _____ Address _____



TOWN OF DEWEY-HUMBOLDT Plot Plan Sketch and Affidavit

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50'; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

Signature

Date

Orientation of Plot Plan

Dimension & Lettering ↕				
Dimension & Lettering ↔				

Document #

Sec

Twn

Rng

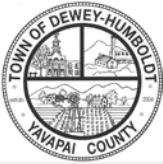
A P N

Zoning: _____
 Stories: _____
 Height: _____
 Slope: _____ %
 FY: _____
 RY: _____
 EY: _____
 IY: _____
 LC: _____
 Lot Area _____
 Lot % _____
 Density Used: _____

Scale: _____

North
Arrow

MUST BE DRAWN TO SCALE PER CHECKLIST. An additional 8 1/2" x 11" sheet may be used to provide an area map for a parcel which exceeds 2 acres or dimensions of 300 feet.



FOR HOMEOWNER USE PLOT PLAN INSTRUCTIONS

www.dhaz.gov

Phone: 928-632-7362, Fax: 928-632-7365

Plot Plans must be drawn in black ink and to scale on the 8.5" x 11" form provided
Site Plans (if part of permit package) should be on same size sheet as your construction drawings. Minimum size of 18" x 24".

Items to be included on Plot or Site plans:


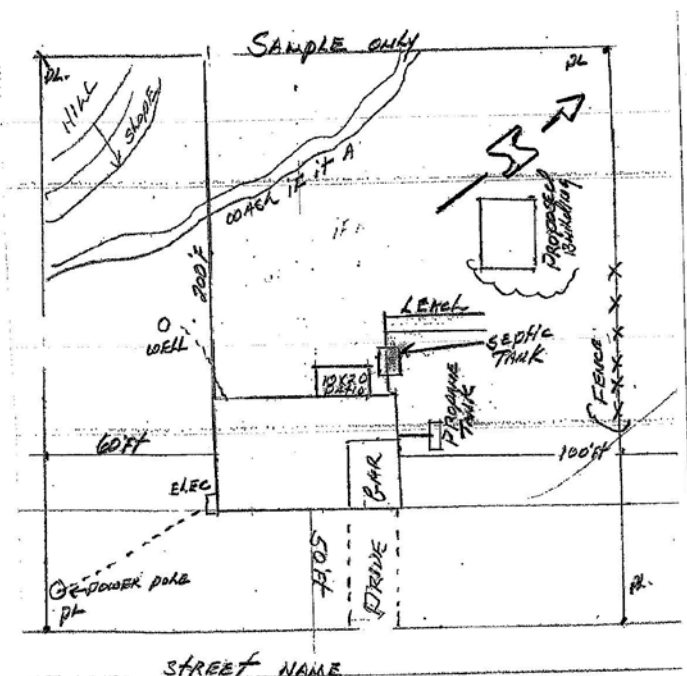
SAMPLE PLOT PLAN:

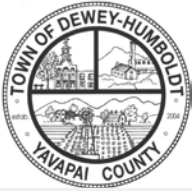
1. Please use Engineering Scale:
1 inch = 10 feet, 1 inch = 20, etc.
No smaller than 1 inch = 60 feet
2. Indicate "North" with directional arrow.
3. Property Dimensions.
4. **Proposed** and existing structure(s), labeled, with all dimensions, including pools, fences, sheds.
5. Distances to and between all structure(s) to all property lines.
6. Location of driveway and adjacent streets/roads.
7. Location, size, dimensions of septic system with leach area.
8. Locations of all utility poles, meters, tanks and lines.
9. All easements, regardless of purpose, must be displayed.
10. Slope information; indicate high and low point, using arrows to indicate the direction of slope, and use feet or percent to indicate change in elevation.
11. Any watercourse, including washes, on the parcel or within 200 feet of existing or proposed structure(s); wells within 100 feet of the parcel; and road-cuts within 50 feet of the parcel.

Site Plans Only:

1. Must include existing and proposed grades, building pad elevations on all corners, finished floor elevations, drainage, and cut and fill amounts.
2. Indicate ditches, culvert size, perc tests, septic and leach length, slope and valve and inspection pipes, and setbacks.

****Note:** If individual wells provide water, maintain minimum septic setbacks of 50' from property lines and 100' from all wells including neighboring wells.

 TOWN OF DEWEY-HUMBOLDT Plot Plan Sketch and Affidavit I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50', 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction. Signature _____ Date _____	Orientation of Plot Plan <table border="1"> <tr> <td rowspan="2">Dimension & Lettering ↓</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="5">Dimension & Lettering ↔</td> </tr> </table>	Dimension & Lettering ↓												Dimension & Lettering ↔				
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FOR HOMEOWNER USE

DETAILED GRADING REQUIREMENTS

www.dhaz.gov

Phone: 928-632-7362, Fax: 928-632-

Grading Plan Requirements

For quantities under 2000 C.Y.

Each grading application shall be accompanied by two (2) sets of plans of sufficient clarity to indicate the nature and extent of the work. The plan shall include the following information:

1. *Digital photographs of the site.*
2. *A soils classification and/or a soils report may be required for all grading of any single family residence when indicated by the elements of the grading plan and/or site inspection and to include a plot plan to show the locations and depth from which the samples are taken.*
3. Limiting dimensions, *set back lines, finish floor and pad elevations*, or finish contours to be achieved by the grading and proposed drainage channels and related construction.
4. Detailed plans are to be provided of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed. Detailed plans are to include the proposed work, a map showing the drainage area and the estimated runoff served by any drains.
5. When required, a soil investigation report and *an engineered fill report attesting to fill adequacy to support the structure*, shall be submitted for all fills *regardless of depth or extent* used to support the foundations of any building or structure.
6. The following notes are required on the plans:
 - No rock or similar irreducible material with a maximum dimension greater than *eight inches (8")* shall be allowed in fills in the absence of a soils report and inspection by a soils engineer.
 - All fills shall be compacted, (densification of fill by mechanical means) to a minimum of 90% of maximum density as determined by ASTM D1557 test procedures and verified by an *engineered fill* compaction report when supporting a structure.
 - All native slopes greater than 5 to 1 (H:V) and underlying engineered fill zones shall be benched to form horizontal surfaces.
 - Grading of less than 50 CY and a fill area of less than 2' in depth do not require a permit. *However. All footing bases will then be placed below native ground surface rather than finished pad surface.*
 - The faces of cut and fill slopes shall be prepared and maintained to control erosion. This control may consist of effective planting.
 - All fills over 2 feet in depth require compaction.
 - Maximum slope for driveways is 15% for an unpaved surface and 20% for a paved surface.

REQUIREMENTS FOR COMPACTION OF FILL MATERIAL

Per Section R506.2.1 of the 2018 IRC regarding requirements for fill material used for concrete slab-on-ground floors; "Fill material shall be free of vegetation and foreign material. The fill shall be compacted to assure uniform support of the slab, and except where approved, the fill depths shall not exceed twenty-four (24") inches for clean sand or gravel and eight (8") inches for earth" also, Section R401.2 "Fill soils that support footings and foundations shall be designed, installed and tested in accordance with accepted engineering practice". In addition, the Dewey-Humboldt Grading Ordinance 07-31, Section 110 states "Detrimental amounts of organic material shall not be permitted in fills. NO rock or similar irreducible material with a maximum dimension greater than twelve (12") inches shall be buried or placed in fills."

The following requirements shall be met for submittals of compaction reports for fill materials, either for footing placement on fill material, or fill inside the foundation walls of a residential structure when the foundation wall exceeds two (2') feet in height and the area to be filled is fifty percent (50%) or more of the entire floor area. These compaction reports shall be *submitted* by an Arizona licensed engineering firm:

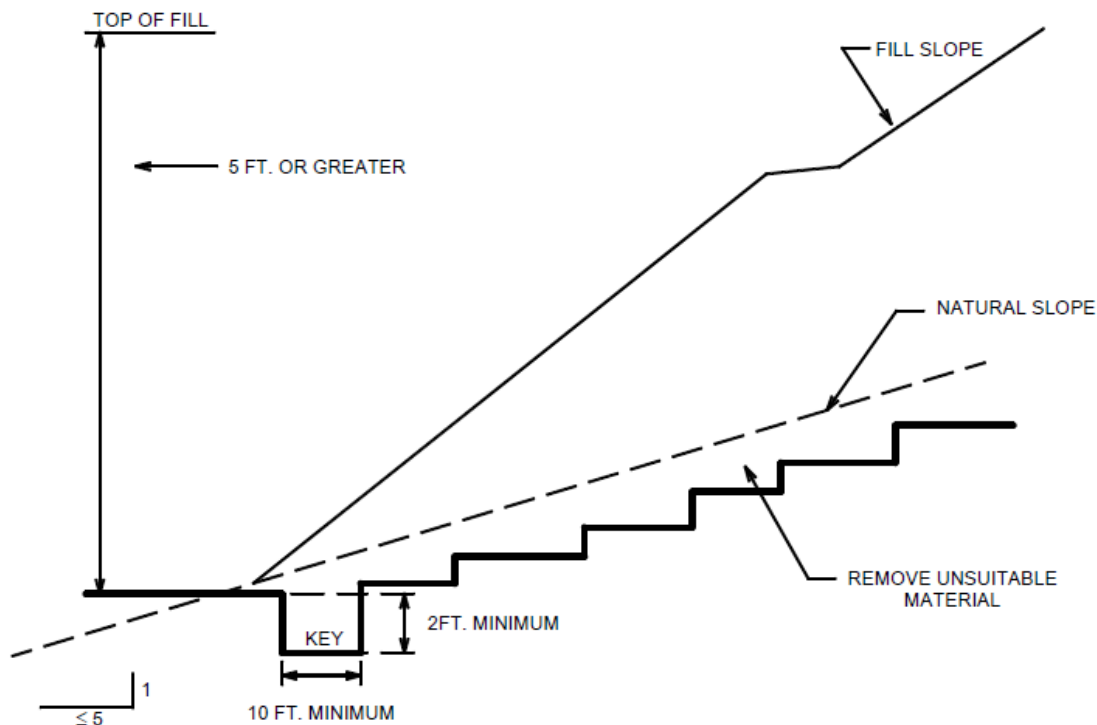
1. Reports shall accurately reflect the placement of fill in maximum twelve (12") inch lifts with compaction tests performed on each lift.
2. Compaction reports shall include dates, times, number of tests, specific locations of the tests in relation to the structure to be built on the site, and the results of the tests including any failure notifications. Subsequent reports should reflect actions taken to resolve any failures.
3. Compaction reports shall be written on forms showing the authorized agency along with the name of the individual performing the tests. If requested by Building Safety, the individual or firm performing the test may be required to submit copies of their credentials to Dewey-Humboldt, Building Safety Unit.
4. Engineered fill reports shall include a cover letter from the firm performing the tests certifying that the fills are placed in accordance with the specifications of the project, and will afford adequate support of the structure.
5. Approval of any foundation or slab grade inspection will be given only after the compaction reports have been received, reviewed and approved by either the building inspector or the building official.

REQUIREMENTS FOR ENGINEERED FILL REPORT

General. Unless otherwise recommended in the approved soils engineering report, fills shall conform to the provisions of this section. In the absence of an approved soils engineering report, these provisions may be waived for minor fills not intended to support structures.

Preparation of ground. Fill slopes shall not be constructed on natural slopes steeper than 2 units horizontal to 1 unit vertical (50% slope). The ground surface shall be prepared to receive fill; by removing vegetation, non-complying fill, topsoil and other unsuitable materials scarifying to provide a bond with the new fill.

Where determined by the soils engineer, slopes that are steeper than 5 horizontal to 1 vertical (20% slope) and the height is greater than five (5'), benching into sound bedrock or other competent material shall be provided. The bench under the toe of a fill on a slope steeper than 5 horizontal to 1 vertical (20% slope) shall be at least ten feet (10') wide. The area beyond the toe of fill shall be sloped for sheet overflow or a paved drain shall be provided. When fill is to be placed over a cut, the bench under the toe of fill shall be at least 10 feet wide. The cut shall be made before placing the fill and acceptance by the soils engineer or engineering geologist or both as a suitable foundation for fill. (See figure 110.2 Benching Details).



**FIGURE 110.2
BENCHING DETAILS**

Fill Material. Detrimental amounts of organic material shall not be permitted in fills. No rock or similar irreducible material with a maximum dimension greater than twelve inches (12") shall be buried or placed in fills.

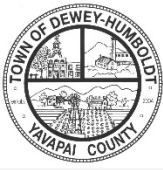
Exception: The Building Official may permit placement of larger rock when the soils engineer properly devises a method of placement and continuously inspects its placement and approves the fill stability.

The following conditions shall also apply:

1. Prior to issuance of the grading permit, potential rock disposal areas shall be delineated on the grading plan.
2. Rock sizes greater than twelve inches (12") in maximum dimension shall be ten feet (10') or more below grade, measured vertically.
3. Rocks shall be placed to assure filling of all voids with well-graded soil.

Compaction. All fill material shall be compacted to 90% of maximum density as determined by ASTM D.1557, modified proctor, in lifts not exceeding twelve inches (12") in depth.

Maximum slope. The slope of fill surfaces shall be no steeper than is safe for the intended use. Fill slopes steeper than 2 horizontal to 1 vertical (50%) shall be justified by soil reports or engineering data.



TOWN OF DEWEY-HUMBOLDT

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SOIL AFFIDAVIT
Community Development
PO Box 69 - Humboldt, AZ 86329

www.dhaz.gov

Phone: 928-632-7362, Fax: 928-632-7365

DATE Submitted: _____ PERMIT # (office): _____ PARCEL # _____

Site Address: _____ City/State: _____

Property Owner: _____ Applicant: _____

Owner Mailing Address: _____ City/State/Zip: _____

Applicant Email: _____ Applicant Phone: (____) _____

PLEASE ANSWER CHECK ALL CONDITONS THAT APPLY TO THIS SITE

Yes No Expansive soils on site but concrete footings and stem walls will penetrate through the clay soils and bear upon underlying soils or be filled with approved lean concrete slurry within 18 inches or more below finished grade.

Yes No Footings will extend through fill and will penetrate through the clay soils and bear upon underlying soils.

Yes No Existing fills on site? If yes, Soils Engineering Report Required

Yes No Proposed fill to be placed on site? If more than 12 inches a Soils Engineering Report Required

If the field conditions, as described in the above answers, are found to be different upon a field review, the Town may stop the project and require additional information or work tasks be accomplished prior to continuing with construction.

I/We agree to abide by the additional requirements the Town has imposed as a condition of granting this request per design for expansive soils 1805.8 IBC, or alternatively.

I/We will exercise the option to retain an Arizona registered engineer, experienced and currently practicing in the area of Geotechnical Engineering in the private sector in this area of the State of Arizona to submit a soils report and alternative design solutions for review and approval.
See attached soils report.

I/We being the owner or duly authorized representative of the owner of the property located at the above address, hereby request the requirements of the International Building Code relative to soil reports be waived for the reasons stated above. As the owner or duly authorized representative of the owner for the aforementioned property, I/We authorize this document to become a part of the permanent record for this property.

I am: Owner: Contractor:
Agent: Other: _____

Signature of Applicant

Date

FOR OFFICE USE ONLY

AFFIDAVIT DENIED: Your request for waiver for a soils investigation report cannot be granted for this project. Investigation of the site and Town records indicates problem soil conditions in the immediate area. A soils report and recommendations by an Arizona registered soils engineer will be required.

AFFIDAVIT GRANTED WITH THE FOLLOWING CONDITIONS:

AFFIDAVIT GRANTED: Based on the design submitted as shown on plans.

DEPARTMENT AUTHORIZATION

DATE