



**Current Planning Division**  
410 E. 5th Street • Loveland, CO 80537  
(970) 962-2523 • [eplan-planning@cityofloveland.org](mailto:eplan-planning@cityofloveland.org)  
[www.cityofloveland.org/DC](http://www.cityofloveland.org/DC)

# *2020 Overlot Grading Permit Guidelines*

CITY OF LOVELAND  
Development Services, Current Planning  
Development Center \* 410 East Fifth Street \* Loveland, CO 80537  
(970) 962-2523  
[www.cityofloveland.org](http://www.cityofloveland.org)

# City of Loveland

## Overlot Grading Permit Guidelines

### Table of Contents

Introduction / Process / Fee/ Inspections.....	3-4
Application Requirements.....	5
Overlot Grading Permit Application.....	Appendix A
Flow Chart of Permit Process.....	Appendix B
Overlot Grading Site Certification.....	Appendix C

## **Introduction:**

Our goal is to establish and maintain positive communication with design professionals, developers, contractors, and the general public in our community. We strive to keep the permitting process simple, while ensuring quality development and safe construction. These guidelines are designed to facilitate an understanding of the application requirements for an overlot grading permit under certain situations.

Prior to applying for an overlot grading permit we recommend you review this information carefully. If there are any additional questions which may impact your project other than listed in this guideline, please contact Stormwater Engineering Division at (970) 962-2771.

## **Definitions:**

**Overlot Grading:** An excavation, fill, or combination thereof.

**Stockpile:** Earthen material temporarily piled in an uncompacted condition no higher than 10 feet above existing adjacent grade.

**NOTE: This procedure is not required for “stockpiling of materials”. Contact Stormwater Engineering at (970) 962-2771 for information on stockpiling.**

## **Classification of the Overlot Grading Permit:**

The Director of Development Services may issue an overlot grading permit under the following circumstances only:

- (1) For overlot grading associated with an active development application in the City’s planning review process, the Director may issue an overlot grading permit to allow overlot grading associated with the construction of public improvements for a subdivision. Before such approval is granted, final construction drawings for that subdivision must be submitted to and reviewed by the City. The applicant must have addressed the first round of review comments, if any, from City staff. (i.e., subdivision, infrastructure);
- (2) (a) For overlot grading not associated with an active development application the Director may issue an overlot grading permit for overlot grading that meets the criteria for the issuance of an overlot grading permit under the City’s building code. The overlot grading must not disturb any natural areas as defined in the Loveland Comprehensive Plan or any environmentally sensitive areas as defined in the Loveland Municipal Code.

## **Application Submittal:**

A complete application for an overlot grading permit must include required information as listed on page 5 of these guidelines. Applications must be complete to be accepted for processing.

No fees are required to submit plans for review.

## **Application Review Process:**

Once the completed overlot grading application and required documents are accepted, the application is logged on to the computer system and distributed to all required review agencies (i.e., Stormwater Engineering Division & Current Planning Division). The review period required of overlot grading permits is ten (10) working days from the date the application is accepted by the Current Planning Division. The Current Planning Division only accepts complete overlot grading permit applications. Failure to provide all necessary and required documents (i.e., stamped and signed drawings) will result in the application being rejected. An overlot grading permit will be issued after all required reviewers have reviewed and accepted the application. A flow chart of the permit process can be found on Appendix C.

**Expiration:**

The Overlot Grading permit will expire 12 months after issuance. Once the permit is distributed, work must begin and inspections must be scheduled within 180 days or the permit will become null and void. All work must be completed before the expiration of the permit.

**Inspections:**

Final inspection for overlot grading permits necessary to complete the certification form in Appendix C are required to be performed by a special inspector (engineer of record or authorized agent of the engineer) as required by the City of Loveland. The special inspector shall be under the direct supervision of a licensed Colorado professional engineer and working in his/her field of expertise. Once a final inspection for overlot grading is completed, an Overlot Grading Site Certification form (Appendix C) shall be completed and submitted to Stormwater Engineering Division. The Stormwater Engineering Division will then review the Certificate and, if everything is in order, issue a Letter of Completion.

Any overlot grading and/or excavation work started without an issued permit will result in the issuance of a stop work order.

The initial sediment and erosion control perimeter installation inspection shall be called-in 24 hours before the needed inspection. Contact Marc Lyons at 962-2606 to schedule the initial inspection. When scheduling an inspection, the inspection request must be called in prior to 8:00 am on the day that you would like the inspection; otherwise, it will be scheduled for the following business day. An Overlot Grading permit cannot be issued until this initial inspection has been completed and accepted by the Public Works Inspector.

The Overlot Grading Site Certification, which is signed and stamped by a licensed Colorado engineer, shall certify the overlot grade is in conformance to the designed and reviewed overlot grading plans on file with the City. The certification is required prior to the city's final inspection to verify that the work has indeed been completed in accordance with the reviewed and accepted grading plans on file for the application (see Appendix C). If there are differences in the grading, an as-built grading plan will be required to be submitted in addition to the Overlot Grading Site Certification.

# Application Requirements Overlot Grading Permits

The submittal will need to include a complete Overlot Grading Permit application, including the address, legal description, owner, contractor, description of work, etc. - See Appendix A

In addition, the following documents will need to be submitted:

- 1) A reduced set of Public Improvement Construction Plans including the following specific sheets:
  - a) The cover sheet signed and sealed by a licensed Colorado professional engineer.
  - b) The construction note sheet(s).
  - c) The grading plan sheet(s).
  - d) The erosion control sheet(s).
  - e) The erosion control detail sheet(s).
- 2) City of Loveland Large Site Stormwater Quality Permit Application, completed.
- 3) Acknowledgement Certificate of Receipt of City of Loveland Stormwater Quality Enforcement Policy form, signed and dated.
- 4) Erosion Control Best Management Practices Cost Opinion Spreadsheet, signed and dated.
- 5) Agreement for Sediment/Erosion Control Best Management Practices with either the Irrevocable Letter of Credit or **Certified Check**, original hard copy which has been completed/signed/notarized.
- 6) Water Quality Control Plan for Canals/Ditches (if applicable).
- 7) Standalone Stormwater Management Plan & Report.
- 8) CDPHE Stormwater Discharge Permit.
- 9) CDPHE Air Pollutant Emissions Notice Permit (if applicable).
- 10) Construction Dewatering Wastewater Discharge Permit (if applicable).
- 11) Army Corp of Engineers 404 Permit (if applicable).

**Note:** The above paperwork requirements, items 2-11, may be found in further detail, including the actual forms thereto, at the following web address:

<http://www.cityofloveland.org/government/development-center/development-forms>

**In order to avoid delays in processing, incomplete applications will not be accepted until all required information is submitted. Thank you for your cooperation!**



# Overlot Grading Permit Application

Developed: March 3, 2004  
Update: 02/02/09, 01/04/12, 04/01/13, 06/16/16

DEVELOPMENT CENTER • CURRENT PLANNING

DIVISION

410 EAST FIFTH STREET  
LOVELAND, CO 80537

GENERAL INFORMATION (970) 962-2771 OR (970) 962-2523

INSPECTION LINE (970) 962-2775

[Eplan-planning@cityofloveland.org](mailto:Eplan-planning@cityofloveland.org)

**Note:** The Director of Development Services may issue a grading permit under the following circumstances only: (1) for grading associated with an active development application in the City's planning review process the Director may issue a grading permit to allow over-lot grading associated with the construction of public improvements for a subdivision, provided the final construction drawings for that subdivision have been submitted to and are being reviewed by the City and the applicant has addressed the first round of comments from City staff; or (2a) for grading not associated with an active development application the Director may issue a grading permit for grading that meets the criteria for the issuance of a grading permit under the City's building code, provided the grading will not disturb any natural areas as defined in the Loveland Comprehensive Plan or any environmentally sensitive areas as defined in the Loveland Municipal Code.

## (1) Project Information:

Project Name:	Legal Description:
Address/Location:	
Existing Use:	Proposed Use:

## (2) Contact Information:

### (a) Owner:

Contact Person:	E-mail:
Address:	
Phone:	Fax:
Mobile:	

### (b) Contractor:

Contact Person:	E-mail:
Address:	
Phone:	Fax:
Mobile:	

### (c) Other:

Contact Person:	E-mail:
Address:	
Phone:	Fax:
Mobile:	

## (3) Construction Site Operator (Designate a permittee from the above list):

Name:	Check One: <input type="checkbox"/> Phone; <input type="checkbox"/> Mobile	Number: _____
-------	---	---------------

**(4) List, in addition to the permittee, any site personnel along with their contact information, who will have authority to make modifications to the Stormwater Management Plan (SWMP):**

Name:	Check One: <input type="checkbox"/> Phone; <input type="checkbox"/> Mobile	Number: _____
Name:	Check One: <input type="checkbox"/> Phone; <input type="checkbox"/> Mobile	Number: _____
Name:	Check One: <input type="checkbox"/> Phone; <input type="checkbox"/> Mobile	Number: _____

**(5) Project Information:**

Project Size (acres): _____	Brief Description of Project: _____
-----------------------------	-------------------------------------

Will excavated material be removed from this site? <input type="checkbox"/> No; <input type="checkbox"/> Yes; If yes, approximately how many cubic yards? _____ cubic yards; Where is the excavated material going to? _____.	Will fill material be brought in to this site? <input type="checkbox"/> No; <input type="checkbox"/> Yes; If yes, approximately how many cubic yards? _____ cubic yards; If yes, where is the material coming from? _____.
---	--

A Grading Permit has been obtained for the site where the material is going: <input type="checkbox"/> Yes; Permit No. _____	A Grading Permit has been obtained for the site where the material is coming from: <input type="checkbox"/> Yes; Permit No. _____
---	---

Total cubic yards moved: _____ Cubic Yards	
--	--

**(6) Project Schedule:**

Expected work start date: _____	Expected work completion date: _____
---------------------------------	--------------------------------------

**THIS GRADING PERMIT DOES NOT ALLOW GRADING WITHIN PUBLIC RIGHT OF WAY. A DEVELOPMENT CONSTRUCTION PERMIT IS REQUIRED FOR ALL PUBLIC IMPROVEMENTS WHICH IS REQUIRED THROUGH THE PUBLIC WORKS ENGINEERING DEPARTMENT.**

I certify this application is correct. I agree to perform the work described according to plans and specifications submitted and approved. I agree to comply with all city ordinances, state laws, including the City of Loveland Stormwater Quality Enforcement Policy. **FAILURE TO PICK UP THIS PERMIT WITHIN 90 DAYS OF APPROVAL WILL RESULT IN THE APPLICATION BEING CLOSED.**

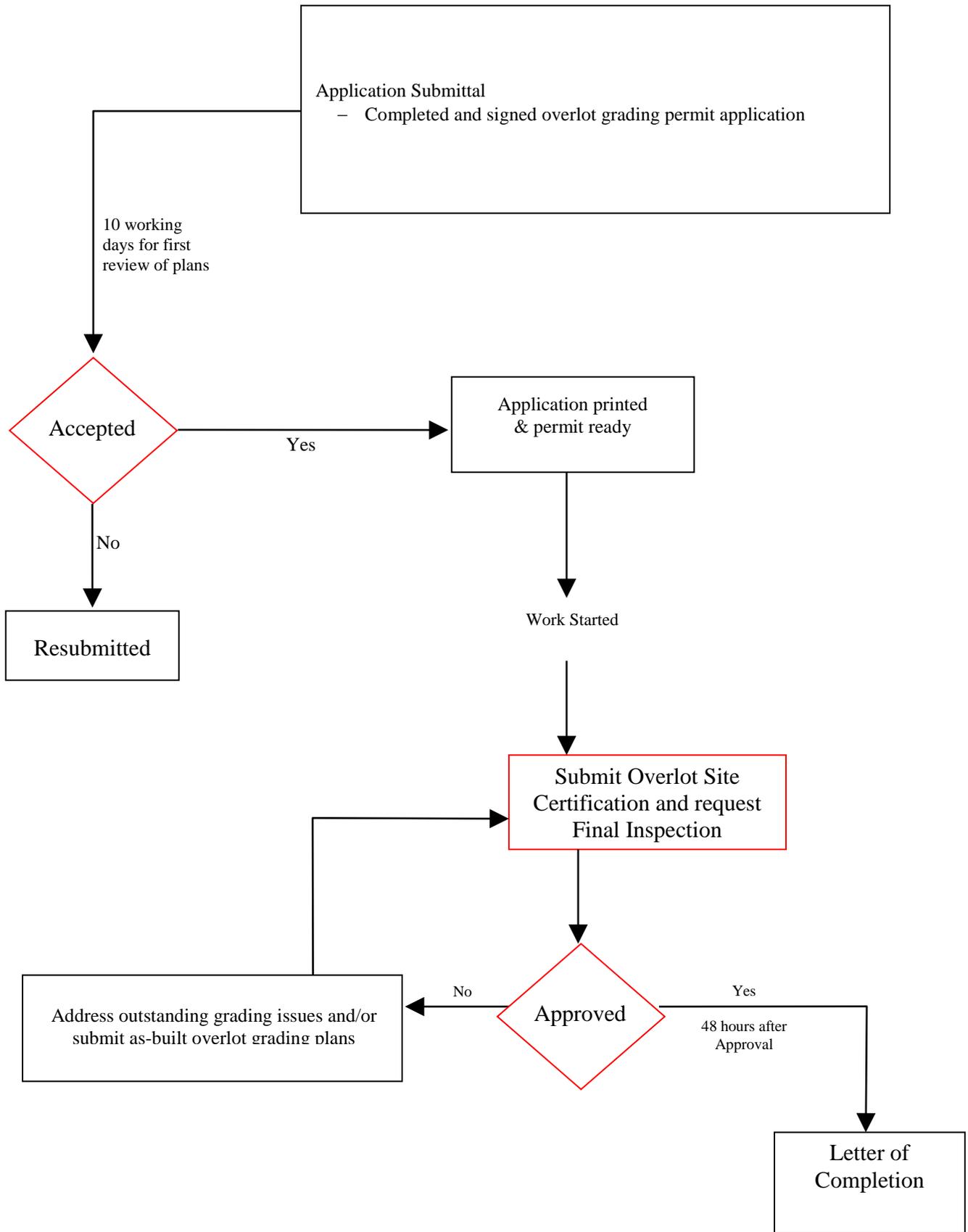
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: This permit is separate from any permits required by the Colorado Department of Public Health and Environment (CDPHE), Water Quality Control Division under the Colorado Discharge Permit System.**

**\*\*\* FOR OFFICE USE ONLY \*\*\***

Grading Permit Application Received: <input type="checkbox"/> Yes, _____ date received; Permit No. _____	Acknowledgement Certificate Signed: <input type="checkbox"/> Yes; <input type="checkbox"/> No; _____ date signed
Stormwater Quality Permit Application Received: <input type="checkbox"/> No; <input type="checkbox"/> Yes, _____ date received; Permit No. _____	CDPHE Stormwater Discharge Permit Received: <input type="checkbox"/> n/a; <input type="checkbox"/> No; <input type="checkbox"/> Yes _____ date received; Cert. No. _____
Stormwater Management Plan (SWMP) Received: <input type="checkbox"/> n/a; <input type="checkbox"/> No <input type="checkbox"/> Yes _____ date received; Permit No. _____	Staff Comments: _____ _____ _____
CDPHE Fugitive Dust Control Permit Received: <input type="checkbox"/> n/a; <input type="checkbox"/> No <input type="checkbox"/> Yes _____ date received; Permit No. _____	
Army Corps of Engineers 404 Permit Received: <input type="checkbox"/> n/a; <input type="checkbox"/> No <input type="checkbox"/> Yes _____ date received; Permit No. _____	





**City of Loveland**  
**PUBLIC WORKS**  
**STORMWATER**

Public Works Administration Building  
2525 W. 1st Street • Loveland, CO 80537  
(970) 962-2647 • Fax (970) 962-2908

**\*\*\* Return the completed form to City of Loveland Stormwater Engineering Division\*\*\***

Overlot Grading and Temporary Erosion Control plans for the property have been reviewed and accepted by the City of Loveland Stormwater Engineering Division.

It is the responsibility of the applicant to ensure that the elevation, grading, and temporary erosion control of the work are in accordance with the issued plan.

This certification completed by a Colorado Professional Engineer will be required prior to issuance of a Letter of Completion for the applied work.

All compaction test results are required to be submitted with this document. Certified compaction tests shall be completed by a licensed Colorado professional engineer.

## Certification of Overlot Grading and Temporary Erosion Control

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

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Permit No. \_\_\_\_\_

Subdivision: \_\_\_\_\_

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

Parcel: \_\_\_\_\_

I, (Print) \_\_\_\_\_, a Colorado registered Professional Engineer, certify that the above referenced property located in City of Loveland, Larimer County, Colorado, was inspected on (Date) \_\_\_\_\_, that construction, overlot grading and temporary erosion control on the property is complete, the grading and temporary erosion control are in complete accordance with the grading plan(s) & temporary erosion control plan(s) & details for the application, and that no portion of the site has been purposely left low for future basement excavation spoilage.

By: \_\_\_\_\_  
(Signature, PE stamp)

**This certification must be received in the office of the City of Loveland Stormwater Engineering Division (970-962-2771) prior to requesting a Letter of Completion for the project.**

# ELECTRONIC OVERLOT GRADING PERMIT SUBMITTAL INSTRUCTIONS

## **File Type:**

All files submitted to the City for review within an application shall be in Adobe Acrobat (PDF) file type. Other file types will not be accepted. Compressed files including \*.zip files are not acceptable.

## **File Naming:**

The files submitted must be named using the following titles: Application, Drawings, Site Plan, Stormwater Permits, etc.

## **File Transmission:**

The Applicant can submit their entire Application to the City by the following methods:

1. Email to the City the application and associated files to [eplan-planning@cityofloveland.org](mailto:eplan-planning@cityofloveland.org).  
\*Email Requirements: Emails of ANY initial submittal or resubmittal shall be limited to a single email. Each application shall be submitted in a separate email. Emails shall be limited to 50 MB in size. Submit email application to the appropriate City email.
2. Burning the application and associated files to a disc and submitting the disc to the Current Planning Division.

## **Check-In:**

The Application may be submitted any time. (Applications from Friday, Saturday and Sunday will be processed on the following Monday.)

If the Application is not accepted at check-in, it is the Applicant's responsibility to correct the application as required and resubmit the entire application for check-in.

## **Resubmittals:**

If revisions are needed, you will be emailed review comments or notified by the individual reviewer.

The resubmittal shall contain the entire document that was revised. For example, if several pages of a report or drawing set require revisions, then the entire report or drawing set will be required for the resubmittal. Note that this does not mean a resubmittal of all of the items contained within the initial application, but only those items requiring revisions are to be submitted in whole. Partial submittals of single pages within a set will not be accepted.

Each resubmittal should contain a summary list of files along with a response to comments.

## **Final Drawings:**

Once you are notified that the final drawings have received full City approval, you must submit the following for permit issuance:

One (1) paper set of stamped and signed documents, either photocopies or electronically signed, and one digital scanned set of the stamped and signed set of all documents prepared by a design professional in accordance with the State of Colorado regulations.