



Grading Permit Guidelines

1. **SUBMITTAL**: Applicant submits all forms and plans as part of the building permit application. Retain a copy of the Certificate of Completion to be turned in to receive your deposit refund once the project is complete. A \$35.00 application fee and \$1,000.00 deposit will be included in the final cost of the building permit.
2. **REVIEW**: The Building Inspector verifies the data with the final grading plan for the subdivision and forwards the application to the Village Engineer for approval. The Engineer has five (5) business days to approve, approve with conditions, or deny. If denied, applicant may re-submit and the Village Engineer shall have an additional five (5) days to review. If the Engineer fails to notify the applicant within the five (5) days, the permit shall be deemed approved.
3. **COMPLETION**: Permit holder shall file the Certificate of Completion certified by the appropriate individual and notify the Village within five (5) days of completion of site stabilization (lot must be seeded or sodded). Applicant must allow access to site for inspection.
4. **REFUND**: Village refunds \$1,000.00 deposit.



Village of Waunakee · Engineering Department ·
500 W. Main Street / PO Box 100
Waunakee, WI 53597
(608) 850-8500 · Fax (608) 849-5628

Grading Permit Application

DATE OF SUBMITTAL:		
PROPERTY ADDRESS:		
SUBDIVISION:	LOT:	BLOCK:
PROPERTY OWNER		
ADDRESS		
CONTRACTOR		
ADDRESS		

The undersigned certifies that he/she has familiarized himself/herself with the state and local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct.

APPLICANT SIGNATURE

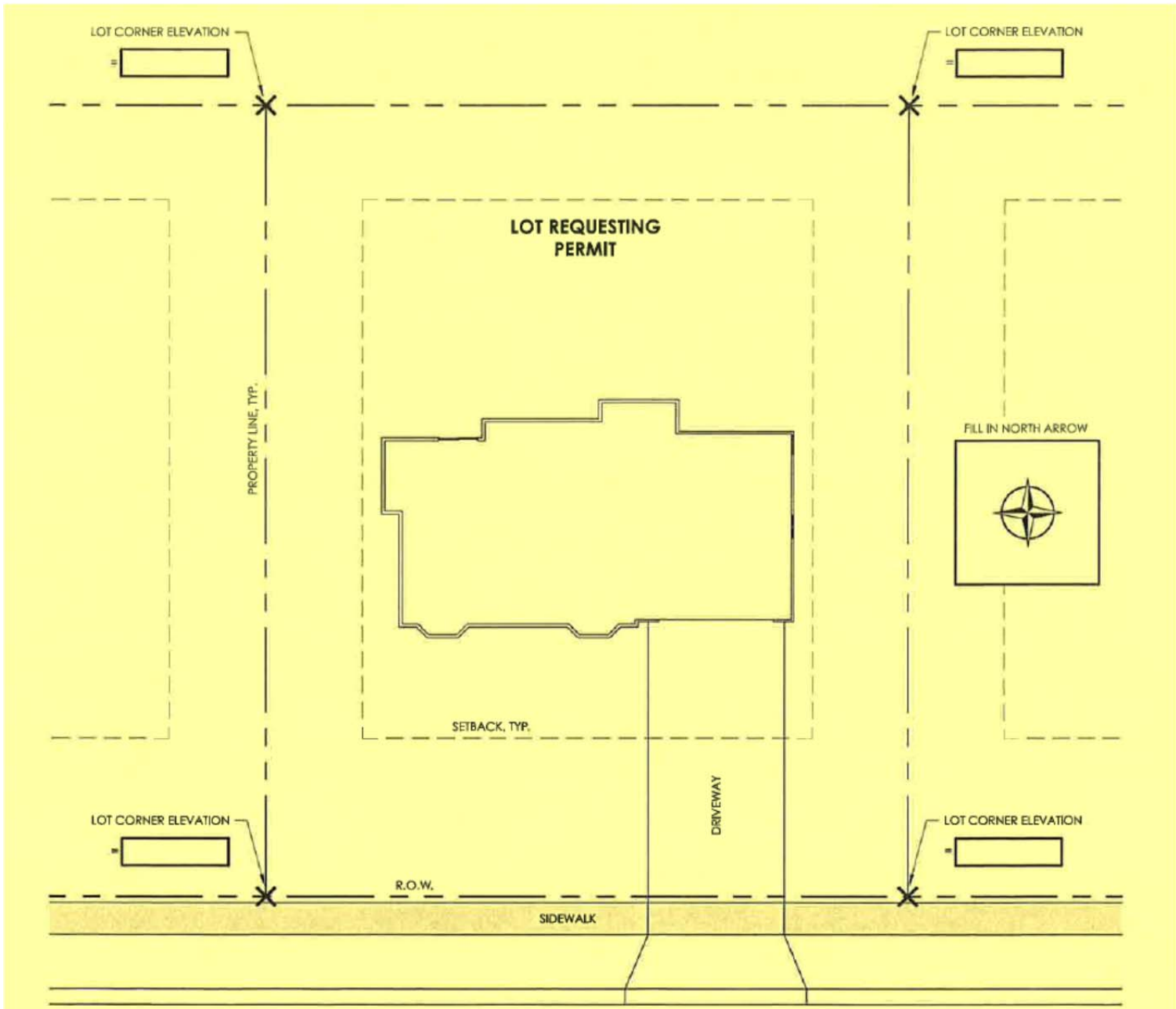
GRADING PLAN

LOT # _____ SUBDIVISION, _____

LOWEST EXPOSED ELEVATION: _____

LOWEST LOT CORNER ELEVATION: _____

•NOTE: PROVIDE ELEVATIONS USING USGS DATUM. (IE. 889.50')



STREET

ATTACHMENT A

Keep this page to submit for refund.



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Waunakee; WI 53597
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Certificate of Completion

DATE OF PROJECT COMPLETION:			
BUILDER NAME&ADDRESS			
PROPERTY ADDRESS			
LEGAL DESCRIPTION	LOT	'BLOCK	'SUBDIVISION

I hereby certify that the grading practices of the above property have been completed in accordance with the approved grading plan, permit, and ordinances.

APPLICANT SIGNATURE	DATE
REGISTERED LAND SURVEYOR/ARCHITECT/PROFESSIONAL ENGINEER	DATE

A FINAL GRADING PLAN MUST ACCOMPANY THIS FORM

Seal and Signature Required