



CITY OF  
**GRIMES**  
DEVELOPMENT SERVICES

410 SE Main Street, Suite 102 , Grimes, Iowa 50111

P: 515.986.4050 | F: 515.986.4480

**GRADING AND UTILITY  
PLAN  
APPLICATION**

Please read application thoroughly. The City has the right to refuse an incomplete application.

# Grading and Utility Plan

## Application Packet



**1. Application Packet.** Be sure to complete and submit all the required materials that are a part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

### **2. What must be submitted?**

- One (1) completed and signed Application Form & Application Fee submitted to:  
City of Grimes  
Attn: Rachel Greving, Development Services Coordinator  
410 SE Main St, Ste. 102  
Grimes, Iowa 50111
- One (1) PDF Grading Plan, Utility plan, SWPPP, SWMP, and DNR Authorization submitted to:
  - ❑ Alex Pfaltzgraff, Development Services Director: [apfaltzgraff@grimesiowa.gov](mailto:apfaltzgraff@grimesiowa.gov)
  - ❑ Rachel Greving, Development Services Coordinator: [rgreving@grimesiowa.gov](mailto:rgreving@grimesiowa.gov)
  - ❑ Evann Martin, Assistant Planner: [emartin@grimesiowa.gov](mailto:emartin@grimesiowa.gov)
- Application Fee (See fee schedule)

### **3. What is the process?**

- Submit the Grading and Utility Plan Application Packet (PDF). Staff & City Engineer will review plans and provide a comment letter to the applicant for revision & resubmittal.
- Grading and Utility Plans are reviewed administratively and do not require public hearings before the Planning & Zoning Commission or City Council.

# Grading & Utility Plan



Application Form

## **Project Information:**

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

Legal Description: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

## **Property Owner:**

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## **Applicant:**

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Obtaining approval does not absolve the applicant from obtaining all other applicable permits such as building permits, IDOT access permits, IDNR permits, etc.*

**I (We) certify that I (we) have submitted all the required information to apply for approval and that the information is factual.**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

(Note: No other signature may be substituted for the Property Owner's signature.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Application Fee:** \_\_\_\_\_ (Check to "City of Grimes")