



**TOWN OF EASTON
ENGINEERING DEPARTMENT**

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DATE: June 1, 2017
TO: Applicants for Site Improvement Plans
FROM: Rick Van Emburgh
SUBJECT: Grading Permits

Effective immediately, Town of Easton will issue a **Grading Permit** as Notice To Proceed to Construction for all proposed Site Improvements. The following is a summary of the new process:

1. Signatures by Town Officials will be required on Site Improvement Plan sheets to signify Plan Approval, but a Grading Permit is required to begin construction once all conditions of approval are addressed.
2. A Grading Permit will be issued once the following are completed:
 1. Site Improvement Plan Approval
 2. Stormwater Management Approval
 3. Stormwater Management Agreements are finalized
 4. Bonds for Improvements in Town Right of Way and/or Stormwater Management Improvements are posted if required
3. A Grading Permit will expire after one (1) year. A Grading Permit extension must be requested in writing prior to expiration date(s).
4. A Grading Permit will be closed once As-Builts and Certifications are accepted by the Town.
5. The Town Engineer's Office will administer Grading Permits.
6. A Grading Permit may be issued prior to a Building Permit.
7. A Grading Permit should be closed prior to the issuance of Final Occupancy.

Please contact me if you have any questions. Thank you.

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