



MEMO

RE: EXCAVATION—SEWER CONNECTIONS—STREET OPENING—CURB CUT PERMITS

To: Designers, Contractors, Homeowners, and Developers

From: The City of Wadsworth Engineering Department

**Application process for Excavation—Sewer Connections—Street Openings—Curb Cut Permits
and also including process of grading plans for review**

Date: March 29, 2010

EFFECTIVE IMMEDIATELY, the Engineering Department will receive and process all permits for Excavation—Sewer Connections—Street Openings—and Curb Cut.

The following describes the step by step procedure that will be in effect beginning April 5, 2010.

1. Applicant must develop Individual Residential Lot Grading Plan in accordance with Engineering Rules and Regulations, Appendix A2, Section 7.
2. Applicant must submit two (2) copies of the Individual Residential Lot Grading Plan, Application and review fees (\$155) outlined on application directly to the **Engineering Department**.
3. At this time, the sanitary sewer permit form should be completed and accompany the residential lot grading plan request. The sanitary permit can be issued immediately upon grading lot plan approval.
3. The City of Wadsworth Engineering Department will notify applicant within five (5) business days of approval or denial of the grading lot plan. If denied, applicant will need to provide revised copies addressing comments prior to approval of application.
4. Upon approval of application of grading lot plan and sanitary sewer permit, the Applicant may then submit all required information to the Building Department, including an approved copy of the "Individual Residential Lot Grading Application", and the sanitary permit. The Building Department will not accept building plans for review without an approved grading lot plan.
5. Upon completion of the home, the applicant should contact the Engineering Department for a grading compliance inspection to be completed to ensure that lot had been graded properly.
6. Any sanitary sewer lateral installation shall require a call to the Engineering Department for an inspection before the service is tied in and covered up. You can find the details and specs at www.wadsworthcity.com/Departments/Engineering/Standards/Details and Specifications/Sanitary/Lat01