



<i>City Staff to complete this section</i>	
Permit Number:	_____
Related Case #:	_____
	_____

**EARTH CHANGE PERMIT APPLICATION**

The fee for an Earth Change permit is \$109.00.

Earth change permits are required for any project 3 acres or larger. A permit shall be required prior to clearing of land, including the removal of more than six healthy trees within the regulatory floodplain or performing any other work constituting an earth change.

Per Sec.13-20, Ordinance 736, an earth change permit shall expire at one year after it is issued if substantial progress has not been made toward proposed development. Permits on ongoing projects shall be reviewed each two years for compliance.

PROJECT NAME: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ SEC/TOWNSHIP/RANGE \_\_\_\_\_

ADDRESS OR GENERAL LOCATION OF PROPERTY:  
\_\_\_\_\_

COUNTY: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

Person/Firm (Please Print)

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CITY/STATE

EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

(Please print)

OWNER'S ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CITY/STATE

EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROPOSED START DATE: \_\_\_\_\_

PROPOSED COMPLETION DATE: \_\_\_\_\_

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**I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED ON THE DEVELOPMENT PROCEDURES AND GUIDELINES, INCLUDING PLATTING AND SITE PLAN REVIEWS IF REQUIRED AND ALL FEES AND CHARGES RELATED TO SITE IMPROVEMENTS, DEVELOPMENT AND BUILDING PERMIT COSTS.**

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SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

(TYPE OR PRINT NAME OF APPLICANT SIGNING): \_\_\_\_\_

**CHECK BOX IF ATTACHING OWNER'S SIGNATURE AUTHORIZATION FORM**

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

(PRINT NAME OF OWNER SIGNING) \_\_\_\_\_

CONTACT PERSON FOR THIS APPLICATION: \_\_\_\_\_  
(Please Print)

CONTACT PERSON'S PHONE NUMBER: \_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE- STAFF USE ONLY**

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REC'D BY: \_\_\_\_\_ CHECK #: \_\_\_\_\_ RECEIPT#: \_\_\_\_\_

(Date Received Stamp Here)

## EARTH CHANGE GUIDELINES

### THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

- THE NAME AND ADDRESS OF THE LEGAL OWNER OF THE PROPERTY FOR WHICH THE PERMIT IS REQUESTED
  
- A VICINITY SKETCH (TO SCALE) OF THE SITE FOR WHICH A PERMIT IS REQUESTED, INCLUDING A LEGAL DESCRIPTION OF SUCH PROPERTY, AND A BOUNDARY LINE SURVEY AS MAY BE REQUIRED BY THE CITY ENGINEER.
  
- SITE DRAWINGS INDICATING EACH SEPARATE LAND AREA TO BE EXCAVATED, FILLED, GRADED, OR LEVELED, THE FINISHED DEPTH OF EACH SEPARATE LAND CUT OR FILL, THE PRESENT AND FUTURE (AS COMPLETED) POINTS OF ENTRY AND DISCHARGE FOR SURFACE WATER ON THE SUBJECT PROPERTY, AND IDENTIFICATION OF ALL TEMPORARY OR PERMANENT STRUCTURES OR OTHER DEVICES TO BE ERECTED OR ESTABLISHED FOR THE PURPOSE OF CONTROLLING OR REGULATING SURFACE WATER AND EROSION OF SUCH PROPERTY.
  
- PLANS FOR CONTROLLING ON-SITE EROSION AND OFF-SITE SEDIMENTATION FOR THE PURPOSE OF MINIMIZING THE DEPOSIT OF SEDIMENT FROM THE TRACT UNDER APPLICATION UPON ANY OTHER OFF-SITE PUBLIC OR PRIVATE PROPERTY OR WATERCOURSE DURING ALL PHASES OF PROJECT CONSTRUCTION.
  
- PLANS FOR RECEIPT OF SURFACE WATER ON HIS PROPERTY AND DISCHARGE OF SURFACE WATER FROM HIS PROPERTY DURING PERIODS OF CONSTRUCTION, AND A STATEMENT SPECIFYING THE ANTICIPATED TIME PERIOD FOR THE COMPLETION OF ALL DRAINAGE IMPROVEMENTS. PROVIDED, HOWEVER, THAT IF THE CITY MANAGER IS UNABLE TO DETERMINE FROM THE APPLICATION SUBMITTED THAT IT MEETS THE POLICIES AND STANDARDS GOVERNING THE ISSUANCE OF THE REQUESTED PERMIT, THE CITY MANAGER SHALL REQUEST THE APPLICANT IN WRITING TO FURNISH SUCH ADDITIONAL INFORMATION WHICH MAY BE ESSENTIAL TO SUCH DETERMINATION.
  
- SITES WHERE MORE THAN ONE ACRE OF LAND WILL BE DISTURBED SHALL HAVE AN ODEQ OKR10 NOTICE OF INTENT (NOI) AND STORMWATER POLLUTION PREVENTION PLAN (SP3) PREPARED FOR THEM. A COPY SHALL BE FURNISHED TO THE CITY OF BROKEN ARROW WITH THE EARTH CHANGE PERMIT APPLICATION.

**PAGE 4 OF THIS APPLICATION IS FOR STAFF USE ONLY**  
**AND MUST BE ATTACHED WITH THIS APPLICATION WHEN**  
**SUBMITTING**



**EARTH CHANGE PERMIT NO.** \_\_\_\_\_

**DATE ISSUED:** \_\_\_\_\_

\_\_\_\_\_  
(Name of Project) (Plat No.)

\_\_\_\_\_  
Street Address or General Location

\_\_\_\_\_  
(Legal Description)  
Section Township Range

\_\_\_\_\_  
(Contact Person) (Phone Number)

\_\_\_\_\_  
(Property Owner)

**THIS PERMIT AUTHORIZES CONSTRUCTION ACCORDING TO PLANS SUBMITTED TO THE CITY OF BROKEN ARROW. THIS PERMIT SHALL EXPIRE ONE YEAR AFTER ISSUE DATE IF SUBSTANTIAL PROGRESS HAS NOT BEEN MADE TOWARD THIS PROPOSED DEVELOPMENT. PERMITS ON ONGOING PROJECTS SHALL BE REVIEWED EVERY TWO YEARS FOR COMPLIANCE. (Per Code 1977, § 13-20; Ord. No. 736, § 4, 3-20-1978; Ord. No. 1961, § 1, 11-20-1995)**

PERMIT RECOMMENDED FOR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
PROJECT ENGINEER

PERMIT ISSUED: \_\_\_\_\_ DATE: \_\_\_\_\_  
DIRECTOR OF COMMUNITY DEVELOPMENT

EXPIRATION DATE: \_\_\_\_\_  
(ONE YEAR FROM DATE OF ISSUANCE IF SUBSTANTIAL PROGRESS IS NOT MADE ON THE PROPERTY)

REVIEW DUE DATE: \_\_\_\_\_  
(TWO YEARS FROM DATE OF ISSUANCE)