

**CITY OF WICKLIFFE**  
**BUILDING DEPARTMENT/GRADE SET FEE**  
**APPLICATION FOR SITE & GRADING PLAN**

(To be approved by City Engineer prior to any construction)

**No occupancy permit or transfer until final as-built certification has been approved by City Engineer**

DATE: \_\_\_\_\_

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

Address of Property:

ENGINEER/SURVEYOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Phone & Fax No. \_\_\_\_\_

Site Plan: BUSINESS, COMMERCIAL INDUSTRIAL, INST. ETC. Fee: \$2000.00 (min)

*The City Engineer shall estimate the cost of the site plan and if cost exceeds above charge, the applicant shall be informed by City Engineer's office and the estimated costs shall be directed and deposited to the City Building Department, prior to the Engineer's examination of such site plan or approval.*

**Estimate/Additional Deposit Total \$\_\_\_\_\_ (add to above Res./\$1000 or  
Commercial/Industrial/Business/Institutional Bldg -\$2000**

*The applicant shall be charged for actual cost incurred by the City Engineer for review of the site plan, inspection of the site, checking of the grade and any and all other expenses associated with the site review plan. Such costs shall be computed on the basis and in accordance with the legislation governing the right of compensation for the City Engineer at the time. Any deficiency between the actual cost of services rendered by the City Engineer and the deposit paid by the applicant, shall be paid to the City prior to approval of final site plan. Any excess over the actual costs of the Engineer and permit fee shall be returned to applicant.*

DEPOSITED BY: (NAME/Address/City/State/Zip)

---

---

---

---

---

(This section is for city records only)

SITE PLAN RECEIVED/ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Foundation Check/ Date: \_\_\_\_\_

Paving Sub-Base Grade Check: Date: \_\_\_\_\_

Final Site Plan: As Built Certification: Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

---

Applicant to read and sign below: NO CONSTRUCTION PERMITS OR CERTIFICATE OF ZONING COMPLIANCE SHALL BE ISSUED UNTIL THE CITY ENGINEER HAS APPROVED THE SUBMITTED SITE PLAN PURSUANT TO ORDINANCE 1107.02 (a). AT SUCH TIME THE BUILDER OR OTHER PERMIT HOLDER HAS CONSTRUCTION THE FOUNDATION OR SAWD HE/SHE SHALL REQUEST THROUGH THE BUILDING DEPARTMENT, THAT THE CITY ENGINEER CHECK THE GRADE. No further construction shall be permitted until the Engineer has checked such foundation and found it to be in accordance with the approved site plan/440 951-9000.

When the sub-base of hard surface paved area and other areas that require grade changes have been completed, the permit holder shall again request that the City Engineer check the grade. No further construction shall be permitted until the City Engineer has checked and approved these elevations.

By my signature, I certify that I have read and fully understand the intent of this document and shall comply as directed.

Applicant's

Signature: \_\_\_\_\_ Date: \_\_\_\_\_