



ENGINEERING DEPARTMENT FILL/GRADING PERMIT GUIDANCE FOR PROPERTY OWNERS

November 18, 2013
Revised March 1, 2019

The following list was created to assist Architects/Engineers/Property Owners as to what is required from the Engineering Department on the site plans to obtain a Fill or Grading Permit. Please be aware that Community Development Department may have additional requirements above and beyond these listed below. This list was developed to assist property owners in obtaining a fill/grading permit and is only a guideline; additional information may be required once a permit application is submitted.

If you have any additional questions or need clarification please contact Robert Smith with the City's Engineering Division at 228-435-6259 or rsmith@biloxi.ms.us.

FILL PERMIT PROCESS:

- Step 1: Property Owner fills out Fill Permit Application Form at Community Development Department (CD)
- Step 2: Community Development Department reviews and determines need for Engineering Department (ENG) review.
- Step 3: CD issues ENG a Service Request for permit review.
- Step 4: ENG notifies CD of permit approval/denial. If denied, ENG requests additional information from property owner or explains denial.
- Step 5: CD notifies Property Owner permit is ready for pickup.

For reference only:

An area 100' x 100' x 6" deep is approximately 185 cy of fill.

An area 100' x 100' x 2" deep is approximately 65 cy of fill.

A Fill/Grading Permit cannot be signed off by Engineering Department until the following items are addressed:

FILL OR GRADING OPERATIONS THAT DISTURB LESS THAN 10,000 SF (100' x 100' area):

Property owners are asked to complete the Fill Permit Application available online at biloxi.ms.us or through the CD or ENG Departments.

Property/Contact Information

- Name, mailing address, phone number, and email address of owner/responsible party.
- Lot layout with all property line dimensions, easements, houses, driveways, etc shown. Sketch may be provided on application form or on separate sheet and may be hand drawn.
- Sketch shall include:
 - Property address, lot number or parcel number, adjacent streets and north arrow.
 - Adjacent bodies of water
 - Significant drainage (ditches, swales, pipes, inlets)

- Requested Permit time frame.
- Limits of the area to be filled/graded with area and volume.
- Drainage paths (arrows showing direction of drainage) if fill/grading changes drainage.
- Type of location of temporary erosion controls (such as silt fence, wattles, etc).
- Type of location of permanent erosion controls (grass, sod, hydroseeding, etc.).
- Location of any wetlands on site. DMR/COE permit will be required if there is impact to wetlands.

Fill/Grading Permit Minimum Criteria

- Fill/grading shall not create any additional runoff or detention for neighboring properties or properties “upstream,”.
- Property shall drain towards the street or to an approved drainage outfall or easement and shall tie into existing grades.
- Fill/grading shall not block existing drainage ways without concessions for redirecting the flows.
- Fill/grading shall not jeopardize the health of any protected trees.
- Leaves, debris, garbage, or other highly organic matter shall not be used as fill material.
- Sediment, dirt, silt, sand, and/or debris shall not leave the site. Best management practices for erosion control shall be exercised during and after construction to prevent silt and debris from leaving the site.
- The site shall be uniformly and smoothly graded and have a “finished” appearance. In no way shall the work be left incomplete or materials and equipment left stockpiled on site past the permit expiration date.
- If all work is not complete in accordance with this permit before the expiration of the permit, the applicant shall be considered to be in “violation” of the permit and the City will follow the appropriate steps to have the issue resolved.

Authorization of A permit does not alleviate the property owners responsibility to comply with all other city, county, state, and federal permitting requirements.

FILL OR GRADING OPERATIONS THAT DISTURB MORE THAN 10,000 SF:

Property owners are asked to complete the Fill Permit Application available online at biloxi.ms.us or through the CD or ENG Departments. Property owners should be aware that filling/grading that will disturb more than 10,000 sf may require stamped and signed grading plans and calculations from a licensed engineer.

Property/Contact Information

- Application shall have name, mailing address, phone number, and email address of property owner and/or responsible party/contractor (if different).
- Site Plan shall include:
 - Property line dimensions, easements, houses, driveways, adjacent streets, lot number/address/parcel number, and north arrow.
 - Adjacent streets, bodies of water or other significant drainage areas.
 - Requested permit time frame.
 - Limits of the area to be filled/graded, including area and volume
 - Existing and proposed spot elevations

- Existing drainage areas, pipes, inlets, ditches, swales, etc. with dimension/sizes and arrows showing direction of flow.
- Type of location of erosion controls
 - Temporary erosion controls shall be shown (such as silt fence, wattles, etc).
 - Permanent erosion controls shall be shown (such as grass, sod, hydroseeding, etc.).
 - If the area disturbed is greater than one (1) acre an SCNOI and SWPPP shall be submitted.
 - If the area disturbed in greater than five (5) acres and LCNOI, SWPPP and MDEQ Stormwater Permit shall be submitted.
- Location of any wetlands on site. DMR/COE permit will be required if there is impact to wetlands.

Fill/Grading Permit Minimum Criteria

- Fill/grading shall not create any additional runoff or detention for neighboring properties or properties “upstream,”.
- Property shall drain towards the street or to an approved drainage outfall or easement.
- Drainage patterns shall not be changed to go across adjacent private property, nor should additional runoff be redirected to cross adjacent property. If necessary, drainage swales may be required.
- Fill/grading does not block existing drainage ways without concessions for redirecting the flows.
- Slopes shall not exceed 4:1.
- Fill/grading shall not jeopardize the health of any protected trees.
- Property being filled/graded shall tie into existing grades on adjacent property and right-of-ways at the property line. Retaining walls, bulkheads and other structures shall be covered by other permits and not be covered by a Fill/Grading Permit.
- Leaves, debris, garbage, or other highly organic matter shall not be used as fill material.
- Sediment, dirt, silt, sand, and debris shall not leave the site. Best management practices for erosion control shall be exercised during and after grading operations to prevent silt and debris from leaving the site.
- Final graded shall be consistent with the finished grades and slopes shown on the approved site plan prior to the expiration of the Fill Permit.
- The site shall be uniformly and smoothly graded and have a “finished” appearance. In no way shall the work be left incomplete or materials and equipment left stockpiled on site past the permit expiration date.
- All temporary erosion control items shall be removed from the property and permanent erosion control measures shall be in place prior to the expiration of the Fill Permit.

Authorization of A permit does not alleviate the property owners responsibility to comply with all other city, county, state, and federal permitting requirements.