



October 13, 2016

Memorandum

To: Plan Commission

From: Tim J. Montour – Engineering Supervisor *lym*

RE: Grade Requests, Setting Grades, Verifying Grades

The Department of Public Works – Engineering Division is responsible for setting grades for new home construction, new detached garage construction, driveway grades at the right of way and finished lawn grades at the property corners and grade breaks along the property line. At the completion of the respective project that required the grade to be set, we ask the contractor to call our office to verify that the grade we set has been followed. When we verify that the grade has been followed, we notify the contractor that the Grade Compliance has been met. This Grade Compliance Verification is part of the file for that particular property.

Please contact our office with any questions related to the setting of grades within the City.



City of Menasha Grade Request

(920) 967-3610

STIPULATIONS

- * Contractor shall have property irons located/exposed prior to grade being set.
- * Grades and driveway permits shall be requested at least three working days in advance of need
- * An Excavation Permit shall be obtained if work is performed within the street right of way
- * Grades are set to conform to established street grades. Work done that does not conform to these grades shall be corrected by the owner
- * House Grades shall be within +/- 4", Detached Garage within +/- 2"
- * Rough grading for lot shall be 0" to - 3" of final finished grade at the property lines and drainageways
- * Finished lawn grade shall be +/- 1.25" of final finished grade at the property lines and drainageways
- * There will be a \$25.00 charge for re-staking
- * Contractor shall call City for Grade compliance verification or required inspection

Contractor Has Read Stipulations _____
 Call In - Has Been Read Stipulations _____

Date of Request: _____
 Site Address: _____
 Subdiv. & Lot No.: _____
 Property Owner: _____
 Address: _____
 Contractor: _____
 Address: _____
 Contact Person: _____
 Phone No.: _____ Cell No.: _____
 Email Address: _____
 Requested By: _____

Grade Requested	Pass	Fail
<input type="checkbox"/> House Grade Grade compliance verification	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Detached Garage Grade Grade compliance verification	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Landscape Grade Rough grade compliance	<input type="checkbox"/>	<input type="checkbox"/>
Finished grade compliance	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Driveway Grade & Permit Grade compliance verification	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sidewalk Section (6"conc.) Pre-pour Inspection	<input type="checkbox"/>	<input type="checkbox"/>
Final Inspection	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Temporary Apron (2"asph./3"conc.) <input type="checkbox"/> Permanent Apron (3"asph./6"conc.) Pre-pour/pave Inspection	<input type="checkbox"/>	<input type="checkbox"/>
Final Inspection	<input type="checkbox"/>	<input type="checkbox"/>

Driveway Permit No.: _____ -See Page 2
 Excavation Permit No.: _____

COMMENTS: _____

BENCHMARK: _____

Staked By: _____ Date: _____
 <000.00> Proposed Finished Elevation
 (000.00) Grade Stake Elevation

City Compliance Verified By: _____ Date: _____ Faxed By: _____ Mailed By: _____ Emailed By: _____