



Village Galena Individual Lot Grading Requirements

Effective Date October 25th, 2023

The process has been updated as follows:

- 1. Applicant submits application to Galena Zoning Inspector that includes the individual lot grading plan and a copy of the master grading plan and fee.**
- 2. Zoning Inspector submits application of Village Engineer for review and approval.**
- 3. Upon approval, the signed application is submitted back to the applicant to include with their submittal to Delaware County Department of Building Safety.**
- 4. Applicant contracts with surveyor to provide as-built of the footing elevations. This as-built is provided to the Village Engineer for review and approval. As-built survey and approvals can run concurrent with footer excavation and placement.**
- 5. Upon approval, a signed copy is provided to the applicant who in turn provides that document to the Building Inspector at the time of the foundation inspection.**
- 6. After final grading is completed, the applicant contracts with a surveyor to provide as-built of final lot grading. This as-built is provided to the Village Engineer for review and approval.**
- 7. Upon approval, the signed as-built is provided to the Zoning Inspector who then visits the site for final inspection to verify the site appears as shown on the as-built who then signs the building permit card onsite.**
- 8. After the building permit card is signed by the zoning inspector, the Delaware County Department of Building Safety performs a final inspection for occupancy.**