

APPLICATION FOR DEVELOPMENT PERMIT

Date of Request: _____

Applicant (Circle One): Property Owner / Contractor / Engineer / Other _____

Name: _____

Phone: _____

Address: _____

E-mail: _____

TRAKiT Registration Name: _____

Name of Development: _____

Development Address: Provide physical address and DCAD Property ID:

REQUIRED ATTACHMENTS (see checklist on following pages for instructions):

- A. Contractor List
- B. Letter of Permission or Easements for Off-Site Work (if Required)
- C. Storm Water Pollution Prevention Plan (if Required)
- D. Notice of Intent (NOI) (if Required)
- E. Construction Plans
- F. Public Infrastructure Breakdown and Cost
- G. Verification of Other Required Permits (If Required)
- H. Trench Safety Plan

For Engineering Office Use Only:

Date Application Accepted _____

TRAKiT Permit Number: DEV ___ - _____



Public Works /Engineering Services

DEVELOPMENT PERMIT APPLICATION PROCESS

1. Submit the filled out Application for Development Permit and Contact Information Form to Engineering Services via e-mail: engineering-devsvcs@flower-mound.com
2. The Town's Project Engineer will set up a new development (DEV) permit in TRAKiT and will link the Developer, the Developer's Engineer and any registered Contractors to the permit.
3. The Town's Project Engineer will send an e-mail to the Developer and Developer's Engineer with the development permit number so that they may begin uploading submittals through the TRAKiT system.
4. The Town's Project Engineer will provide the Developer with a complete list of submittals required for the permit.
5. The Developer or Engineer will submit the required submittals electronically through the Town's TRAKiT system for review.
6. Construction plans are reviewed and approved electronically. Once approved, the developer, or their engineer, will submit a full sized (22"x34") set of hard copy plans to the Project Engineer for signature. The developer will make copies of the signed, hard copy set and provide the Town's Project Engineer with one full size (22"x34"), four ½ size (11"x17") plans sets. Additionally, the Developer, or their engineer, will upload a PDF file of the signed plan set to TRAKiT.
6. When all required submittals have been submitted and approved by the Town and the Town has their required hard copy plan sets the developer may request a pre-construction meeting. Pre-construction meetings are held on Thursday afternoons and are scheduled on a first come, first served basis.
7. Once the pre-construction meeting has been completed and all fees have been paid, the development (DEV) permit will be issued. The hard copy DEV permit (Yellow Card) must be maintained on the construction site at all times.
8. No work of any kind may be started until after the DEV permit has been issued.

DEVELOPMENT PERMIT APPLICATION CHECKLIST

1. Submit all of the following items:

- Development Permit Application (via e-mail to project engineer)
- Contractor List (via e-mail to project engineer)
- Letter of Permission (Upload electronically to TRAKiT)
- Easements for Off-Site Work (Upload electronically to TRAKiT)
- Storm Water Pollution Prevention Plan (Upload electronically to TRAKiT)
- Notice of Intent (NOI) (Upload electronically to TRAKiT)
- Construction Plans for Review (Upload electronically to TRAKiT)
- Infrastructure and Drainage Cost Breakdown (Upload electronically to TRAKiT)
- Verification of Other Required Permits (Upload electronically to TRAKiT)
- Trench Safety Plan (Upload electronically to TRAKiT)

2. To Request a Pre-Construction Meeting you must have completed the following:

- All required submittals reviewed and approved (see list above).
- All required contractors are properly registered with Town.
- Hard copy construction plans provided to the Town.
- 3% Engineering Inspections Fees are posted to TRAKiT.

3. A pre-construction meeting is requested through the Town's Project Engineer. Pre-construction meetings are held on Thursday afternoons and are scheduled on a first come, first served basis.

DEVELOPMENT PERMIT APPLICATION - ATTACHMENT INSTRUCTIONS

A. CONTACT INFORMATION FORM

1. Fill out the Town's Contact Information Form and return the form via e-mail to the Town's Project Engineer along with the Permit Application Form when applying for a development permit.

2. Contractors must be registered with Engineering for the current calendar year before they can be attached to the DEV permit.

3. At a minimum the general contractor, utility contractor, paving contractor and testing lab must be registered with the Town. Additionally, any contractor that will provide a maintenance bond or schedule inspections through e-TRAKiT must be registered.

4. The Town, at its discretion, may require additional contractors to be registered.

5. Contractor registration information and forms are available on the Engineering website at <https://www.flower-mound.com/194/Permits-and-Forms>.

6. The permit application process may begin without all of the contractors being identified and registered; however, the pre-construction meeting will not be scheduled until the general contractor, utility contractor, paving contractor and testing lab have been identified and are properly registered with the Town.

B. LETTER OF PERMISSION OR EASEMENTS FOR OFF-SITE WORK (If Required):

1. A letter of permission to work on the property is required if the applicant is anyone other than the owner or the owner's legal representative.

2. The letter of permission must provide the owners contact information; both mailing address and phone number.

3. The letter of permission must state that the owner has reviewed the plans and that the applicant has the owner's permission to do work shown.

4. A letter of permission from the property owner or an easement is required for all off-site work shown on the construction plans.

5. The letters and easements must be on hand before off-site work can be approved on the construction plans.

C. STORM WATER POLLUTION PREVENTION PLAN (SWPPP) (If Required):

1. Please refer to TCEQ flow chart at the end of the instructions to determine if a SWPPP is required for your project.

2. Please refer to the TCEQ website for any information on SWPPP requirements: http://www.tceq.state.tx.us/permitting/stormwater/sw_permits.html

3. Contact Environmental Services at 972-874-6340 for questions related to SWPPP and MS4 for the Town of Flower Mound.



Public Works /Engineering Services

4. Upload the completed SWPPP electronically to the TRAKiT system for the Town's review and approval.

5. If the developer or their engineer determines that a SWPPP is not required for the project, the developer will submit a letter stating that no SWPPP is required thru TRAKiT.

5. An approved SWPPP (or a letter per 5 above) must be submitted to the Town before the pre-construction meeting will be scheduled.

D. NOTICE OF INTENT (NOI) (If Required):

1. Please refer to TCEQ flow chart to determine if a NOI is required for your project.

2. Please refer to the TCEQ website for any information on NOI requirements: http://www.tceq.state.tx.us/permitting/stormwater/sw_permits.html

3. Upload the NOI electronically to the TRAKiT system for the Town's review and approval.

4. A letter from the engineer is required if the developer determines that a NOI is not required for the project. The letter must state how the developer determined that the NOI was not required.

E. CONSTRUCTION PLANS

1. The construction must be the same plans that that accompanied the project to the P&Z meeting.

2. The engineer will add the Development Permit Number to the cover sheet of the construction plans cover sheet. The permit number should be large enough and placed in such a manner that it is easily located.

3. The construction plans must be sealed and signed by a licensed engineer.

4. The engineer will upload the construction plans electronically to the TRAKiT system under the DEV permit number for review and approval by the Town.

5. The construction plans must contain an erosion control plan that is:

a) Labeled "Erosion Control Plan"

b) Shows the scale and have a legend and a north arrow.

c) Shows all existing roads, structures, fences and utilities.

d) Shows all trees that are to remain (must match the tree survey).

e) Shows all proposed erosion control measures.

f) Provides a detail for each measure (may be on a separate sheet).

g) Has a note that states that the maintenance of the erosion

control measures is the responsibility of the contractor.

6. The construction plans must contain a tree survey that:

1) Is prepared in accordance with Town of Flower Mound

Ordinances.

2) Is approved by the Town's Environmental Department.

F. INFRASTRUCTURE AND DRAINAGE COST BREAKDOWN

1. The engineer will provide a detailed breakdown (in table form) of all public infrastructure, public paving (streets, sidewalks and trails), fire lane paving and all drainage infrastructure as part of the construction plans.

2. The contractor, or the engineer, will provide a cost break down for all of the infrastructure identified in 1 above. The cost breakdown will be separated into utility work and paving work.

3. This cost breakdown is used to calculate the Engineering Inspection Fees; which are 3% of the total inspected infrastructure costs.

4. The Town's Project Engineer will verify the cost breakdown, calculate the engineering inspection fees and add the fees to the TRAKiT system.

5. The engineering inspection fees must be paid before a development permit will be issued.

G. VERIFICATION OF OTHER REQUIRED PERMITS

1. The developer, or their engineer, will provide a letter stating that they have obtained all required State and Federal permits prior to the scheduling of a pre-construction meeting.

2. The developer, or their engineer, will upload the letter electronically into the TRAKiT system.

H. TRENCH SAFETY PLAN

1. The developer, or their utility contractor, will provide a Trench Safety Plan for all excavation work proposed for the project. The trench safety plan must comply with OSHA requirements and must be signed by a licensed civil engineer.

2. If the developer, or their engineer, determines that a Trench Safety Plan is not required for the project, they must submit a letter stating that no Trench Safety Plan is required.



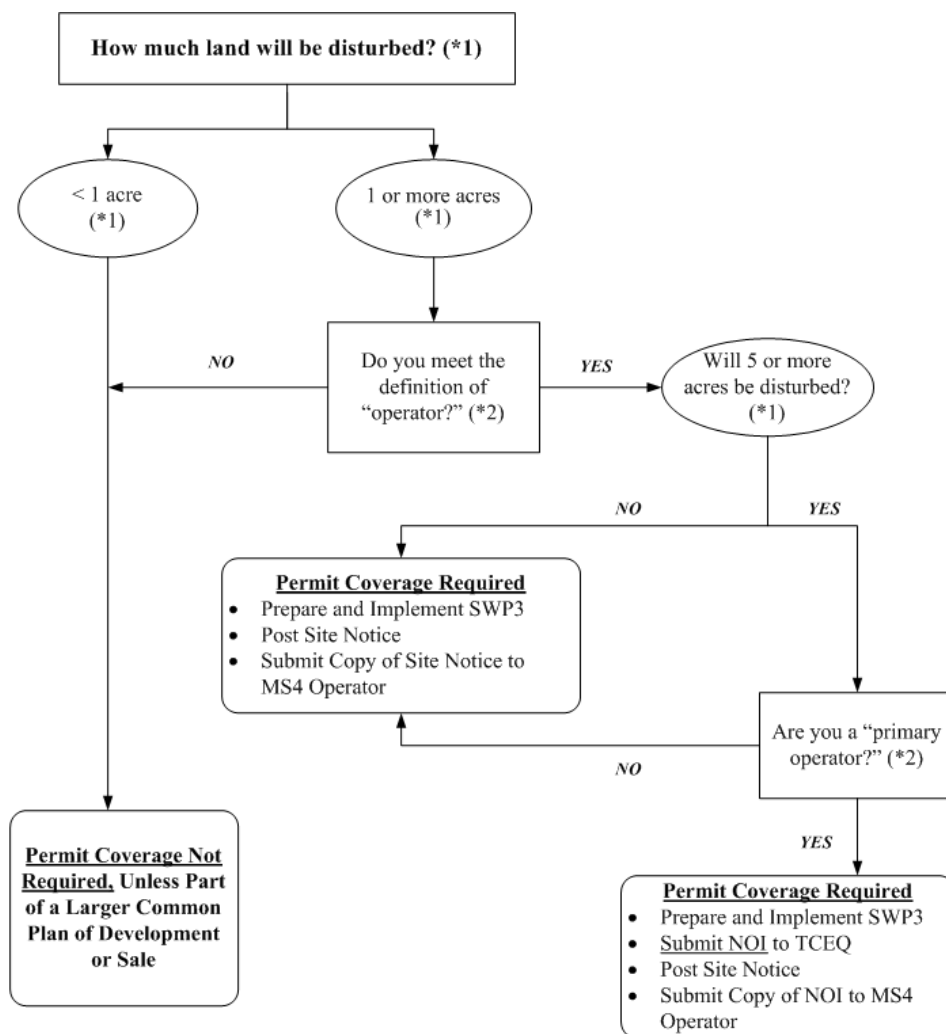
DEVELOPMENT PERMIT APPLICATION – TCEQ FLOWCHART

Construction General Permit
TXR150000

TPDES General Permit

Part I. Flow Chart and Definitions

Section A. Flow Chart to Determine Whether Coverage is Required



(*1) To determine the size of the construction project, use the size of the entire area to be disturbed, and include the size of the larger common plan of development or sale, if the project is part of a larger project (refer to Part I.B., "Definitions," for an explanation of "common plan of development or sale").

(*2) Refer to the definitions for "operator," "primary operator," and "secondary operator" in Part I., Section B. of this permit.



ENGINEERING DEPARTMENT

DEVELOPMENT PERMIT – CONTACT INFORMATION FORM

Physical Address: 2121 Cross Timbers Road
Flower Mound, TX 75028
(972) 874-6315

PLEASE FILL OUT THE CONTACT INFORMATION FORM COMPLETELY AND RETURN TO THE TOWN ENGINEER ASSIGNED WITH OVERSEEING THE PROPOSED DEVELOPMENT.

PLEASE NOTE THAT IN ORDER TO BE LINKED TO THE DEV PERMIT THE CONTACTS BELOW MUST FIRST BE REGISTERED WITH THE ENGINEERING FOR THE CURRENT YEAR. REGISTRATION IS DONE THROUGH ENGINEERING AND THE FORMS ARE FOUND ONLINE. THE AEC # (REGISTRATION NUMBER) IS PROVIDED WHEN THE REGISTRATION HAS BEEN PAID.

DEVELOPMENT PERMIT: _____ PROJECT NAME: _____
PROJECT ADDRESS: _____
PROJECT DESCRIPTION: _____

DEVELOPER

COMPANY: _____	CONTACT: _____
ADDRESS: _____	PHONE: _____
CITY: _____	EMAIL: _____
STATE: _____	FAX: _____
ZIP: _____	AEC #: _____

ENGINEER

COMPANY: _____	CONTACT: _____
ADDRESS: _____	PHONE: _____
CITY: _____	EMAIL: _____
STATE: _____	FAX: _____
ZIP: _____	AEC #: _____

GENERAL CONTRACTOR (Registration Required)

COMPANY: _____	CONTACT: _____
ADDRESS: _____	PHONE: _____
CITY: _____	EMAIL: _____
STATE: _____	FAX: _____
ZIP: _____	AEC #: _____

UTILITY CONTRACTOR (Registration Required)

COMPANY: _____	CONTACT: _____
ADDRESS: _____	PHONE: _____
CITY: _____	EMAIL: _____
STATE: _____	FAX: _____
ZIP: _____	AEC #: _____

PAVING CONTRACTOR (Registration Required)

COMPANY: _____
ADDRESS: _____
CITY: _____
STATE: _____
ZIP: _____

CONTACT: _____
PHONE: _____
EMAIL: _____
FAX: _____
AEC #: _____

TESTING LAB (Registration Required)

COMPANY: _____
ADDRESS: _____
CITY: _____
STATE: _____
ZIP: _____

CONTACT: _____
PHONE: _____
EMAIL: _____
FAX: _____
AEC #: _____

IF ANY ADDITIONAL CONTACTS ARE REQUESTED TO BE LINKED TO THE DEV PERMIT PLEASE IDENTIFY IN THE BLANK SPACES BELOW.

COMPANY: _____
ADDRESS: _____
CITY: _____
STATE: _____
ZIP: _____

CONTACT: _____
PHONE: _____
EMAIL: _____
FAX: _____
AEC #: _____

COMPANY: _____
ADDRESS: _____
CITY: _____
STATE: _____
ZIP: _____

CONTACT: _____
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