



Public Works/Engineering Services

APPLICATION FOR GRADING PERMIT

Date of Request: _____

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

Name: _____

Phone: _____

Address: _____

E-mail: _____

Proposed Work Address: Provide physical address or DCAD Property ID:

Briefly describe site location and scope of proposed work:

REQUIRED ATTACHMENTS (see checklist on next page for details):

- A. Letter of Intent:
- B. Letter of Permission (if Required):
- C. Storm Water Pollution Prevention Plan (if Required):
- D. Notice of Intent (NOI) (if Required):
- E. Restoration Bond (if Required):
- F. Construction Plans:

For Engineering Office Use Only:

Date Application Accepted _____

TRAKiT Grading Permit Number: GRAD___ - _____

Issued Date: _____

E-mail Completed Application to ENGINEERING@FLOWER-MOUND.COM



Public Works/Engineering Services

APPLICATION FOR GRADING PERMIT – ATTACHMENT INSTRUCTIONS

A. LETTER OF INTENT:

1. The letter of intent must state:
 - a. The identity of property owner:
 - b. The type of work being done (grading, filling, borrow, etc.):
 - c. Who is doing the work (contractor's name, address and contact info):
 - d. Requested start date of the work:
 - e. Expected duration of the work:
2. The letter must be signed by the property owner or legal representative.

B. LETTER OF PERMISSION (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.

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.
4. If a SWPPP is not required provide a letter stating that no SWPPP is required.

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

E. RESTORATION BOND (Required for Formal Development Projects Only):

1. Per Section 90-58 "Preliminary grading release; bonding" of the Code of Ordinances" a restoration bond is required if a formal development project requests to



begin early grading prior to approval of the Record Plat – *“Upon approval of construction plans, but prior to approval of the record plat, right-of-way and lot grading may commence; provided, however, that such grading does not authorize any utility-related construction. Any such right-of-way and/or lot grading conducted prior to the approval of the record plat shall be entirely at the sole option and risk of the owner/developer.”*

2. Submission of a restoration bond to the town in the amount of \$1,000.00 per acre that is valid for a period of one year. The purpose of such bond is to provide the town with a mechanism to restore proper grading and vegetation to the job site if the developer/owner fails to complete the subdivision improvements after initial clearing has occurred. The town reserves the right to call the bond at any point during the one-year period that it appears the job site has been abandoned, the contractor fails to respond to written notice, and the time limits for maintaining or proceeding with such construction activity are in violation of EPA requirements. The bond shall be returned subsequent to the filing of a record plat for the subdivision.

F. CONSTRUCTION PLANS

1. Construction plans must be a minimum of 11”x17” scaled drawings.
2. Must have the label “For Grading Only” on each sheet.
3. Must be sealed and signed by a licensed engineer.
4. Must NOT show any proposed utilities, paving or other improvements.
5. Must contain, at the minimum, the following plan sheets:
 - a. Cover Sheet: The cover sheet must:
 - 1) Be labeled with the project name and the site address:
 - 2) List the Owner’s Name, Address and Phone Number.
 - 3) List the Contractor’s Name, Address and Phone Number.
 - 4) Have a vicinity map:
 - 5) Include an index of attached sheets.
 - b. Grading Plan: The grading plan must:
 - 1) Be labeled “Grading Plan”
 - 2) Show the scale and have a legend and a north arrow:
 - 3) Show any and all existing roads, structures, fences and utilities.
 - 4) Show all easements, flood plain and the flowage easement:
 - 5) Show clearly the existing grade and the proposed grade:
 - 6) Show all trees that are to remain (must match the tree survey):
 - 7) Show contours in one foot intervals:
 - 8) Must include the following notes (at a minimum):
 - (i) Grading Only – No other work is authorized by these

plans.



Public Works/Engineering Services

(ii) No work may begin until erosion control has been installed and inspected by the Town's Construction Inspector.

(iii) No work may begin until the required tree protection is installed and has been inspected by the Town's Environmental Services Department.

(iv) The contractor must notify the construction inspector 24 hours prior to beginning work.

c. Erosion Control Plan: The erosion control plan must:

- 1) Be labeled "Erosion Control Plan"
- 2) Show the scale and have a legend and a north arrow.
- 3) Show all existing roads, structures, fences and utilities.
- 4) Show all trees that are to remain (must match the tree survey).
- 5) Show all proposed erosion control measures.
- 6) Provide a detail for each measure (may be on a separate sheet).
- 7) Must have a note that states that the maintenance of the erosion control measures is the responsibility of the contractor.

d. Tree Survey:

- 1) The tree survey must be prepared in accordance with Town of Flower Mound Ordinances.
- 2) The tree survey must be approved by the Town's Environmental Department.
- 3) Contact Environmental Services at 972-874-6340 for all questions concerning the tree survey.



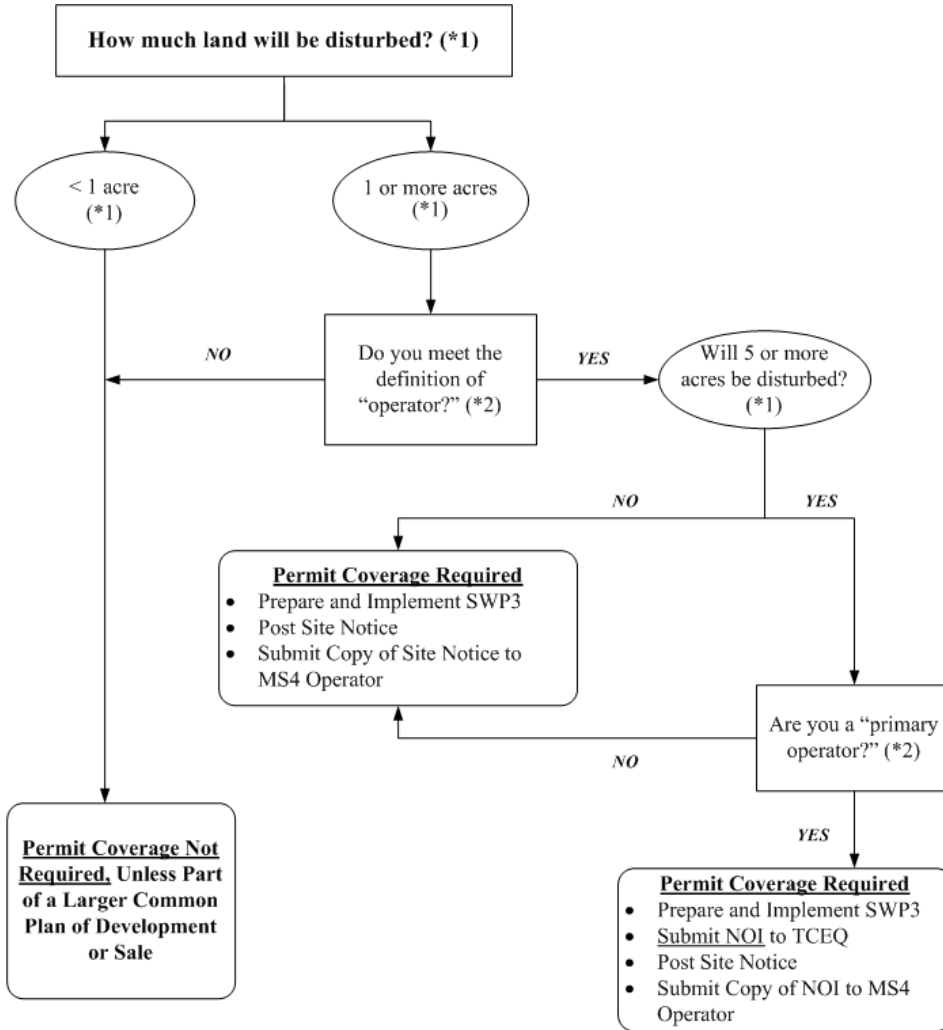
APPLICATION FOR GRADING PERMIT – TCEQ FLOWCHART

Construction General Permit

TPDES General Permit TXR150000

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.