



Public Works/Engineering Services

GEOTECHNICAL PERMIT AND INSPECTION REQUIREMENTS

When is a Geotechnical Permit Required?

A Geotechnical (GEO) Permit is required before performing any type of subsurface site exploration or investigation work within the Town of Flower Mound; including bores done in association with the design of the foundation for a private home. The only situation in which a Geotechnical Permit is not required is when work is being performed on a site that has an active site development (DEV) permit issued by the Engineering Department.

Purpose

The purpose of the Geotechnical Permit is to ensure that all public infrastructure is protected and that the Town's Tree Ordinances are followed when geotechnical work is performed. As with any other subsurface work, Geotechnical companies are required to call for utility locates 811 (DIGTESS) prior to doing work. Since the Town of Flower Mound performs their own utility locates and requires contractors to have a permit before locating utilities; the Geotechnical Permit provides a way for Geotechnical firms to request utility locates from the Town prior to working.

Contractor Registration

The applicant must be registered with the Town of Flower Mound Engineering Department in order to apply for a Geotechnical permit through the eTRAKiT system. Contractors may find the Development Contractor registration form on the engineering home page under the "Permits and Forms" tab: <https://www.flower-mound.com/194/Permits-and-Forms>.

Permit Applications

Geotechnical Permits must be applied for online utilizing the Town of Flower Mound's eTRAKiT permit tracking system. Applicants can access the eTRAKiT system at <http://etrakit.flower-mound.com/>.

When submitting for a GEO permit the applicant must upload the following documents:

1. **A LETTER OF INTENT** - The letter of intent must include the following information:
 - a. The identity of property owner.
 - b. The type of work being done (Sample borings, etc.).
 - c. Who is doing the work (contractor's name, address and contact information).
 - d. Expected start date of the work.
 - e. Expected duration of the work.

2. **A LETTER OF PERMISSION (If Required)** - A letter of permission is required if the applicant is anyone other than the property owner or the property owner's legal representative.
- a. The letter of permission must provide the property owners contact information; both mailing address and phone number.
 - b. The letter of permission must state that the property owner has reviewed the plans and that the applicant has the owner's permission to do work shown.

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

- a. Refer to TCEQ flow chart at the end of the instructions to determine if a SWPPP is required for your project. If a SWPPP is not required, the contractor must provide a letter stating so and indicating the reason it isn't required; for example, if the disturbed area is less than an acre.
- b. Please refer to the TCEQ website for any information on SWPPP requirements:
http://www.tcep.state.tx.us/permitting/stormwater/sw_permits.html
- c. Contact Environmental Services at 972-874-6340 for questions related to SWPPP and MS4 for the Town of Flower Mound.

4. **NOTICE OF INTENT (NOI) (If Required):**

- a. Please refer to TCEQ flow chart to determine if a NOI is required (See Attachment 1).
- b. Please refer to the TCEQ website for any information on NOI requirements:
http://www.tcep.state.tx.us/permitting/stormwater/sw_permits.html

5. **CONSTRUCTION PLANS:**

- a. The plan must be a minimum of 11"x17" scaled drawings.
- b. Must have the label "Geotechnical Investigation Only" on each sheet.
- c. Must contain, at the minimum, the following plan sheets:
 - 1) Boring Plan: The Boring plan must:
 - a) Be labeled "Boring Plan"
 - b) Show the scale and have a legend and a north arrow.
 - c) Show all existing roads, structures, fences and utilities.
 - d) Show all easements, flood plain and the flowage easement.
 - e) Show the proposed location of each bore.
 - f) Show the proposed path to reach each proposed bore site.
 - g) Must show the location that the contractor will be accessing the site.
 - h) Must include the following notes (at a minimum):
 - i. Geo technical Investigation Only – No other work is authorized by these plans.
 - ii. No work may begin until erosion control has been installed and inspected by the Town.
 - iii. No work may begin until the required tree protection is installed and has been inspected by the Town.
 - iv. The contractor must notify the construction inspector 24 hours prior to beginning work.

- 2) Erosion Control Plan: The erosion control plan must:
 - a) Be labeled as "Erosion Control Plan".
 - b) Show the scale and have a legend and a north arrow.
 - c) Show all existing roads, structures, fences and utilities.
 - d) Show all trees that are to remain (must match the tree survey).
 - e) Show all proposed erosion control measures.
 - f) Provide a detail for each measure (may be on a separate sheet).
 - g) Must have a note that states that the maintenance of the erosion control measures is the responsibility of the contractor.
 - h) Note - If erosion control measures are required (for an individual house pad for example) then no erosion control plan is required.

- 3) Tree Survey:
 - a) The tree survey must be prepared in accordance with Town of Flower Mound Ordinances.
 - b) The tree survey must be approved by the Town's Environmental Department.
 - c) All protected and specimen trees must have fencing around their canopy extent if they are within 20' of the proposed access route or boring locations.
 - d) Protected trees require 4' tall orange mesh fencing around the drip line and specimen trees require 6' tall chain link fencing around the drip line.

- 4) Traffic Control Plan (if required):
 - a) Any proposed work that will close a lane(s) of traffic requires a Traffic Control Plan (TCP).
 - b) The TCP must be designed per the requirements of the TMUTCD/MUTCD.
 - c) Standard TxDOT TCPs may be used.

Permit Expiration

Geotechnical (GEO) permits that are applied for but not issued within 90 days will be expired. If the applicant still needs a Geotechnical permit they must re-apply; permits that expire prior to issuance will not be extended.

An issued GEO permits that has not had a schedule inspection for over 90 days will be expired. The contractor holding an expired permit may request a one time, 30-day extension of the permit by contacting the Chief Construction Inspector. If an extension is not granted, or if the extension expires, the applicant must apply for a new permit.

Inspection Requirements

All inspections must be requested by using the online, eTRAKiT inspection scheduling program. To schedule an inspection, go to <http://etrakit.flower-mound.com> and use your contractor login to access your permits. Inspections can be requested as late as 7:30 a.m. for a same-day inspection. Inspections can be scheduled up to 14 days in advance (excluding holidays and weekends). You can also cancel inspections and check inspection results using the same website.

The following inspections are required for every geotechnical permit; additional inspections may be added on a permit specific basis depending on the scope of the work.

1. Tree Protection – The Tree Protection inspection is scheduled on-line through the Town’s eTRAKiT system. Depending on the types of trees identified at the work site this may be an on-site inspection. For an on-site inspection all required tree protection must be installed prior to the scheduling the inspection. At the on-site inspection the Town’s inspector will verify that all required tree protection is installed per the approved plans. The contractor is not required to be present for this inspection.
2. Storm Water Protection - The Storm Water Protection inspection is scheduled on-line through the Town’s eTRAKiT system. Depending on the scope of work this may be an on-site inspection. For an on-site inspection all required erosion control protection measures must be installed prior to the scheduling the inspection. At the on-site meeting the Town’s inspector will verify that all erosion control measures are installed per the approved plans. The contractor is not required to be present for this inspection.

The Tree Protection and Storm Water Protection inspections can be scheduled in any order, but both must be approved before the Field Coordination Meeting can be scheduled.

3. Field Coordination Meeting – The Field Coordination meeting, is an in-person, on-site meeting that is scheduled by the applicant through the eTRAKiT system. The contractor responsible for doing the boring work must be present for this inspection and must have a copy of the approved plans and a current (less than 2 weeks old) 811 ticket with them. At the Field Coordination meeting the Town’s Construction Inspector will discuss the inspection process with the contractor. At the end of the meeting the Town’s Construction Inspector will locate any Town utilities in the work area.

Note that the three inspections above must be approved before any work can begin on the site.

4. Stormwater Protection Final Inspection – The Stormwater Protection Final inspection is scheduled on-line through the Town’s eTRAKiT system. At the time this inspection is scheduled the must be final stabilized and all erosion controls measures must have been removed. The Town’s Inspector will visit the site to verify that all erosion control measures are gone and that all disturbed areas are final stabilized. The contractor is not required to be on site for this inspection.
5. Trees Final Inspection – The Tree Protection Final inspection is scheduled on-line through the Town’s eTRAKiT system. At the time of this inspection all tree protection measures have been removed. The Town’s Inspector will visit the site to verify that any protected and/or specimen trees onsite have not been impacted. The contractor is not required to be on site for this inspection.
6. GEO All Finals Inspection – This is the last inspection scheduled. This inspection is scheduled on-line through the Town’s eTRAKiT system. The Town’s Construction Inspector will visit the site to verify that all disturbed areas are vegetated and that all trash and debris have been removed. The contractor is not required to be on site for this inspection.

For Questions or Assistance

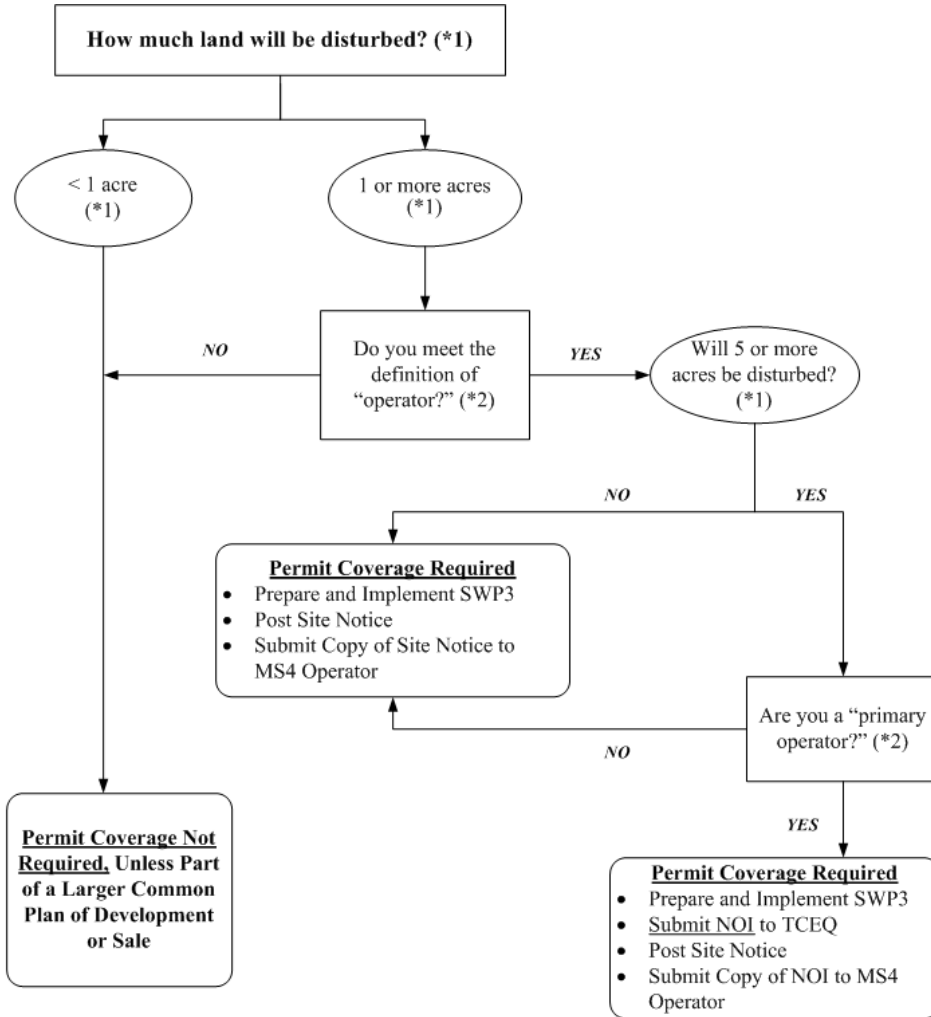
1. The Engineering Services Division may be contacted by phone at (972) 874-6315 or by e-mail at engineering@flower-mound.com.
2. The mailing address is 2121 Cross Timbers Road, Flower Mound, TX 75028
3. On-line at www.flower-mound.com.
4. For Permit Information and Inspection Scheduling: <http://etrakit.flower-mound.com>

ATTACHMENT 1. TCEQ FLOWCHART

Construction General Permit

TPDES General Permit TXR150000

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.