



City of Boerne
 Development Services
 447 N. Main Street
 Boerne, TX 78006
 (830) 248-1538

PERMIT NUMBER: <hr/>

GRADING PERMIT APPLICATION

Development Name or Address: _____

Kendall CAD ID#: _____ **Date Submitted:** _____

Grading permits can include erosion control, grading, drainage systems, detention, and water quality facilities. Grading permits do not allow for flatwork (paving, sidewalks, slabs, etc.), structures, or the preparation or the installation of utilities. Projects utilizing a grading permit must meet the drainage requirements of the UDC.

Contact Information

Owner /Developer

Name: _____ Title: _____

Company: _____

Address: _____

Telephone #: _____ Email: _____

Engineer

Name: _____ Title: _____

Company: _____

Address: _____

Telephone #: _____ Email: _____

Contractor

Name: _____ Title: _____

Company: _____

Address: _____

Telephone #: _____ Email: _____

By signing this document, I hereby acknowledge the following:

- 1) Any grading which falls within the local and FEMA floodplain requires a Floodplain Development Permit. Unless otherwise indicated and authorized by the City, no grading shall take place in the one percent (1%) annual chance (100-year) floodplain or the local floodplain.
- 2) Approval of this permit does not relieve the owner, engineer, or contractor from full compliance with the City of Boerne Standards Specifications for Public Works Construction or City Ordinances.
- 3) All grading completed prior to the subdivision plat approval is at the risk of the owner/developer and is subject to change based on the approval of the subdivision plat by the City Planning and Zoning Commission.

- 4) All erosion control and tree protection devices must be installed prior to any other construction activity.
- 5) All work must be in conformance with the approved tree removal permit, tree protection plan, and tree mitigation plan.
- 6) The placement of fill shall be in strict conformance to the plans and specifications approved for the project.
- 7) Any fill material placed in existing or proposed right-of-way must conform to the requirements of the City of Boerne Standards Specifications for Public Works Construction.
- 8) All required permits and the grading plans must be available on the construction site at all times.
- 9) The applicant hereby gives consent to the City of Boerne to enter the premises to inspect construction covered under the permit.
- 10) The contractor is responsible for coordinating all utility locates.
- 11) The contractor shall comply with the construction hours allowed by the current noise ordinance. Allowable construction hours are 7AM-9PM Monday through Friday, 8AM-9PM on Saturday, and 10AM-8PM on Sunday.
- 12) This permit expires one (1) year after the date of issuance unless site work has commenced and has been consistent during the one year following or the permit is extended by the City Engineer. If the Construction Release Permit has been issued, the grading permit is valid until the project is accepted/closed out.
- 13) Once this permit has expired, a complete application refiling will be required including all applicable fees and documents for full grading permit renewal.

I hereby confirm this application is complete and all attached information is in compliance with the City of Boerne requirements.

Name of Owner

Name of Contractor

Signature of Owner

Date

Signature of Contractor

Date

CITY USE ONLY

Approved

Approved with Conditions

Denied

Signature

Date of Issuance



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GRADING PERMIT SUBMITTAL CHECKLIST

ATTACH THIS SUBMITTAL CHECKLIST AND ALL REQUIRED DOCUMENTS TO THE PERMIT APPLICATION

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is any part of the lot in or adjacent to the FEMA 100-year Floodplain or Local Floodplain? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is any of the proposed construction within the FEMA 100-year Floodplain or Local Floodplain? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is any part of the lot located within a drainage basin which is upstream from a city water supply lake? |

_____ Approximate acreage of disturbed area.

_____ Calculated permit fee (\$250 + \$25/acre).

**Do not submit permit fee with application. Permit fee will be collected once the permit is approved and ready for issuance.*

ONE of the following approved documents is required (check the box for the document being submitted):

- Letter of Certification of Infrastructure Documents
- Subdivision Plat
- Minor Plat
- Major Development Plat
- Replat

All of the following documents are required with the grading permit submittal:

- Provide a current deed showing proof of ownership.
** Ownership on the deed must match the application.*
- Three (3) hard copies and one (1) electronic copy of approved Construction Plans signed and sealed by a professional engineer.
** Construction plans must include a location map, grading plan, and erosion control plan. See the Engineering Design Manual Section 1.7.1 for the required content of the grading and erosion control plans*
** For subdivisions or developments, if infrastructure documents have been approved by the city, attach the applicable sheets from the approved plans to the permit application*
- Two (2) hard copies and one (1) electronic copy of a drainage study in accordance with the Engineering Design Manual.
** A conformance letter stating that the proposed construction conforms with an existing drainage study may be submitted if applicable*

Provide the following documents, if applicable:

- TCEQ Notice of Intent (if disturbing greater than 5 acres)
- Approved Floodplain Development Permit (if construction is within the floodplain)
- Approved Tree Removal Permit (City Limits only)
- Right-of-Way Permit (if construction is within city right-of-way or public easements)
- Approved vested rights petition