



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

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