



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

(Office Use Only)

PERMIT NO: \_\_\_\_\_

DATE REC: \_\_\_\_\_

## APPLICATION FOR CONSTRUCTION RELEASE PERMIT

**SUBMIT COMPLETED APPLICATION, ATTACHMENTS, AND FEES TO DEVELOPMENT SERVICES AT [DEVSERVICES@BOERNE-TX.GOV](mailto:DEVSERVICES@BOERNE-TX.GOV) OR IN PERSON AT CITY HALL.**

Direct questions to Development Services at [devservices@boerne-tx.gov](mailto:devservices@boerne-tx.gov) or 830-248-1538.

**Development Name (as shown on plat):** \_\_\_\_\_

**Kendall CAD ID#:** \_\_\_\_\_

### 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:**

- 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 applicable City Ordinances.



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

## APPLICATION FOR CONSTRUCTION RELEASE PERMIT

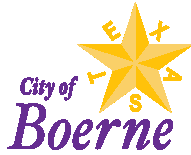
- This permit does not relieve the owner or applicant from any construction requirements from outside agencies.
- Changes to approved infrastructure documents cannot be made in the field. All revisions must be submitted to the City Engineer for approval prior to proceeding with construction.
- All stormwater management facilities, including detention and stormwater pollution prevention facilities, must be in place prior to site construction or clearing.
- All construction and testing must be completed in conformance with the City of Boerne Standards Specifications for Public Works Construction.
- A copy of all required permits and the construction drawings must be available on the construction site at all times.
- 85% of disturbed area within public rights-of-way or easement must be revegetated per the City specifications prior to final acceptance of the project.
- The contractor shall comply with the construction hours allowed by ordinance. Allowable construction hours are currently 7AM-9PM Monday through Friday, 8AM-9PM on Saturday, and 10AM-8PM on Sunday.
- The contractor is responsible for coordinating all utility locates.
- This permit expires one (1) year after the issuance date unless site work has commenced and has been consistent during the one year following, or the permit is extended by the City Engineer.
- Once this permit has expired, a complete application refiling will be required including all applicable fees and documents for full construction release 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	Signature of Contractor
Date	Date

(Office Use Only)

_____ <b>Signature of Approval</b>	_____ <b>Date of Issuance</b>
---------------------------------------	----------------------------------



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

## CONSTRUCTION RELEASE PERMIT SUBMITTAL CHECKLIST

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

**Yes      No**

- Is the final plat approved?  
Date of approval or recordation: \_\_\_\_\_
- Are the infrastructure documents approved?  
Date of approval: \_\_\_\_\_
- Did the developer, engineer, and contractor attend the pre-construction meeting?  
Date of pre-construction meeting: \_\_\_\_\_
- Are the construction limits in a City of Boerne local or FEMA 100-year Floodplain?

Total acreage as shown on the plat: \_\_\_\_\_

Total opinion of probable cost (OPC): \$ \_\_\_\_\_

Calculated permit fees

Application Fee (\$500 + \$25/acre): \$ \_\_\_\_\_

Infrastructure Inspection (1% of OPC): \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

All of the following documents are required with the construction release permit submittal:

**YES    N/A**

- Application fee as calculated above
- Opinion of Probable Cost, signed and sealed by a professional engineer
- Provide a current deed showing proof of ownership  
\* *Ownership on the deed must match the application*

Provide the following documents, if applicable:

- TCEQ Notice of Intent (if disturbing greater than 5 acres)
- Sub-contractors List (City of Boerne Form)
- Approved Floodplain Development Permit (if construction is within the floodplain)
- Approved Tree Removal and Land Clearing Permit (City Limits only)
- Right-of-Way Permit (if construction is within city right-of-way or public easements)
- Recorded easements for unplatted easements/offsite utilities required prior to construction
- TXDOT Permit (driveway, utility, etc.)

# City of Boerne

## Sub-Contractors List

This form is to be completed by the General Contractor of the referenced project. Any and all sub-contractors engaged on the project must be listed. All sub-contractors must provide the City with a Final Release of Liens upon completion of the project in order for the Project to meet the acceptance requirements (per City Subdivision Ordinance).

Project Name: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Address, Ph., Fax) \_\_\_\_\_

\_\_\_\_\_

Primary Contact: \_\_\_\_\_

List all sub-contractors' information below:

Sub-contractor Firm Name Contact Person Address Phone & Fax	Scope of Work to be performed on above referenced project.

As General Contractor on the project listed above, I do certify that this is a true and accurate listing of subcontractors.

Signed \_\_\_\_\_

Date \_\_\_\_\_