



# GRADING PERMIT APPLICATION

**Applicant to Complete Sections I through IV Below:** Permit No. \_\_\_\_\_

**Questionnaire For: Grading or other Land Disturbance Activities**

**What Type of Grading Permit is being applied for? (circle one)** EARLY FINAL

*Note: A Final Grading Permit is required even if an Early Grading Permit is obtained.*

**I. Project Information**

Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Acres Disturbed: \_\_\_\_\_

**II. Contacts**

**Applicant**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Emergency Phone #: \_\_\_\_\_

**III. Associated Plans and Permits**

SWMP \_\_\_\_\_ TPDES # \_\_\_\_\_  
Plat # \_\_\_\_\_ Urban Forestry Permit # \_\_\_\_\_

**IV. Signature of Applicant or Authorized Agent**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**V. Conditions of Approval**

Approval is contingent upon compliance with City grading and development requirements including drainage, floodplain management, urban forestry and construction runoff control. A site grading plan sealed by an engineer is required for all land disturbances of 1.0 acre or more.

<b><u>City Action:</u></b>	
Reviewer _____	Date _____
Accepted / Not Accepted _____	Comments _____



**Note: Plans should be submitted as two (2) compiled sets: Civil Plans and SWPPP**

## Civil Plans - Grading Permit Checklist

Item	Included or N/A; Page(s)/Permit #
Civil plans must be <b>signed and sealed</b>	
Civil set should include: <b>Grading and Drainage, Erosion Control, and Utility plan sheets. Tree Protection plan must be included if preserving existing trees.</b>	
Grading, drainage, and utility sheets shall show <ol style="list-style-type: none"> <li>1. Existing water, sewer, and storm mains</li> <li>2. Existing water, sewer, and storm easements</li> <li>3. Contours at 2' and 10' (Existing contours to be shaded back)</li> <li>4. Notes regarding temporary removal of tree protection, if applicable</li> <li>5. Other notes as applicable</li> <li>6. Proposed water, sewer, and storm mains <b>IMPORTANT:</b> Must include city project number</li> <li>7. Proposed water, sewer, and storm easements</li> <li>8. Private water, sewer, and storm drain</li> <li>9. If applicable, detention Ponds</li> <li>10. If applicable, retaining walls within 10' of water/sewer/storm main centerlines. Show spot elevations at top of wall and bottom of wall. <b>IMPORTANT:</b> Include retaining wall permit number</li> <li>11. Spot Elevations where grading, detention ponds, private storm drain, and retaining walls encroach into existing or proposed water/sewer/storm mains &amp; easements</li> <li>12. Ensure commercial driveway grades are consistent with Figure 2. High Volume Approach (attached for reference)</li> </ol> Items 1-5 are applicable to early grading permits. Items 1-12 are applicable to final grading permits.	
Tree Protection Plan (TPP) shall show <ol style="list-style-type: none"> <li>1. Locations of protective fencing for all preserved trees located within 50 feet of development activity. Fencing must be installed at or beyond outer limits of the critical root zone of the tree, defined as radius from the trunk at one (1) foot per inch diameter measured at breast height (dbh).</li> <li>2. Tree protection detail showing fencing meets minimum standards of a four (4) foot orange plastic mesh net with t-posts.</li> <li>3. Locations of significant trees. Plan must indicate protection of preserved significant trees with a minimum four (4) foot chain link fence with support cables and t-posts.</li> <li>4. Notes pertaining to temporary removal of protective fencing, <b>if approved</b> by urban forester (see No. 6 under "Important Information" at end of checklist).</li> </ol>	
Preliminary or Final SWMP number <i>If an SWMP has not been submitted, please write "not submitted" in the box to the right. Contact SDS for additional information on SWMP submittals/requirements. The early grading permit will not be approved without an approved preliminary SWMP. The final grading permit will not be approved without an approved final SWMP</i>	SWM-20____ - _____
Floodplain Development Permit (FDP) from floodplain group	



<i>(indicate FDP # in box to right or provide documentation from Floodplain Group an FDP is not required for grading activities)</i>	
Urban forestry permit number. (An approved Phase 1 permit is required for grading permit approval)	UFC__ - ____
<p><b>**EARLY GRADING PERMIT REQUIREMENT ONLY**</b>  <b>(Indicate page number(s) where notes are located in box to right)</b>          Early Grading Notes shown on grading and erosion plans          EARLY GRADING NOTES:</p> <ol style="list-style-type: none"> <li>1. THIS PERMIT IS FOR EARLY GRADING ONLY. NO INFRASTRUCTURE CONSTRUCTION THAT REQUIRES CITY OF FORT WORTH INSPECTION IS AUTHORIZED BY THIS PERMIT.</li> <li>2. AVOID ANY AREAS THAT ALTER DRAINAGE PATTERNS.</li> <li>3. AVOID ANY AREAS THAT ALTER THE CURRENT SPREAD OF RUNOFF (AVOID CONCENTRATION OF FLOW).</li> <li>4. GRADING WILL BE AT DEVELOPER'S RISK UNTIL CITY HAS APPROVED CONSTRUCTION PLANS.</li> </ol>	

I certify the Civil Plan Checklist and referenced documents were prepared under my responsible supervision and that the information presented on the checklist and attachments is correct to the best of my knowledge. I also understand that an acceptance of this plan by the City does not waive any City standards or requirements unless a specific waiver request has been submitted and approved.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Printed Name \_\_\_\_\_



## Storm Water Pollution Prevention Plan (SWPPP) Checklist

Item	Included or N/A; Page(s)/Permit #s
Stormwater Pollution Prevention Plan (SWPPP) including <ol style="list-style-type: none"> <li>1. Description of the nature of activity</li> <li>2. Schedule of the sequence of activities</li> <li>3. Total number of acres of disturbance</li> <li>4. Name of receiving waters</li> <li>5. Detailed erosion control plan/BMP map</li> <li>6. Description of BMPs to be utilized</li> <li>7. Inspection schedule</li> <li>8. Inspector qualifications</li> </ol>	
SWPPP Signed Certification Page <b>(Indicate page number(s) in box to right)</b>	
Copy of current TPDES TXR150000 Permit <b>(Indicate page number(s) in box to right)</b>	
Delegation of Authority Page, if applicable	
Delegation of Responsibilities for Operators, if applicable	
Copy of the signed Small or Large* Construction Site Notice (CSN) for each operator	
Copy of the signed Secondary Operator's Construction Site Notice (CSN), if applicable	
Copy of Notice of Intent (NOI) signed and executed, if applicable (copy of electronic submittal to TCEQ is acceptable) <b>(Indicate page number(s) in box to right)</b>	
Sedimentation Basin or justification statement if not included **	

**\*COMMON PLAN OF DEVELOPMENT:** Projects that are being developed alongside other projects that disturb greater than 5 acres in total must be permitted as a large site. Projects are also considered a part of a larger Common Plan of Development if they are completed in separate stages or phases. Development can include one or multiple operators.

**\*\*NOTE:** A sedimentation basin or equivalent control measure is required as a BMP measure for areas draining 10 acres or more, per the TPDES permit – if this is not included, a statement must be included detailing why it was not included and what additional BMPs are being implemented.

For additional information and resources please visit:

<http://fortworthtexas.gov/env/construction/>

<https://www.tceq.texas.gov/permitting/stormwater/construction>

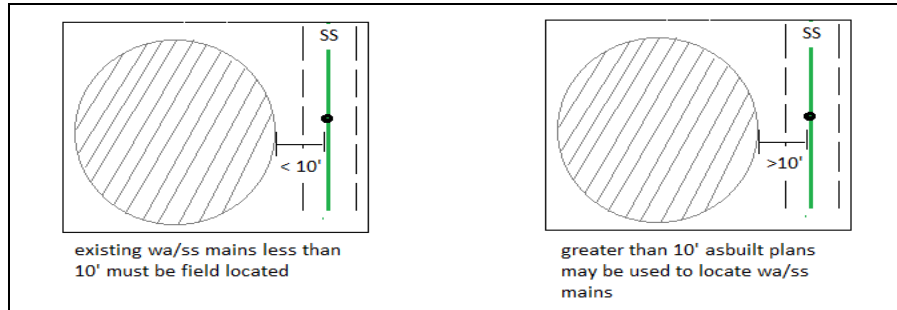
I certify the Environmental Plans Checklist and referenced documents were prepared under my responsible supervision and that the information presented on the checklists and attachments is correct to the best of my knowledge. I also understand that an acceptance of this plan by the City does not waive any City standards or requirements unless a specific waiver request has been submitted and approved.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Printed Name \_\_\_\_\_

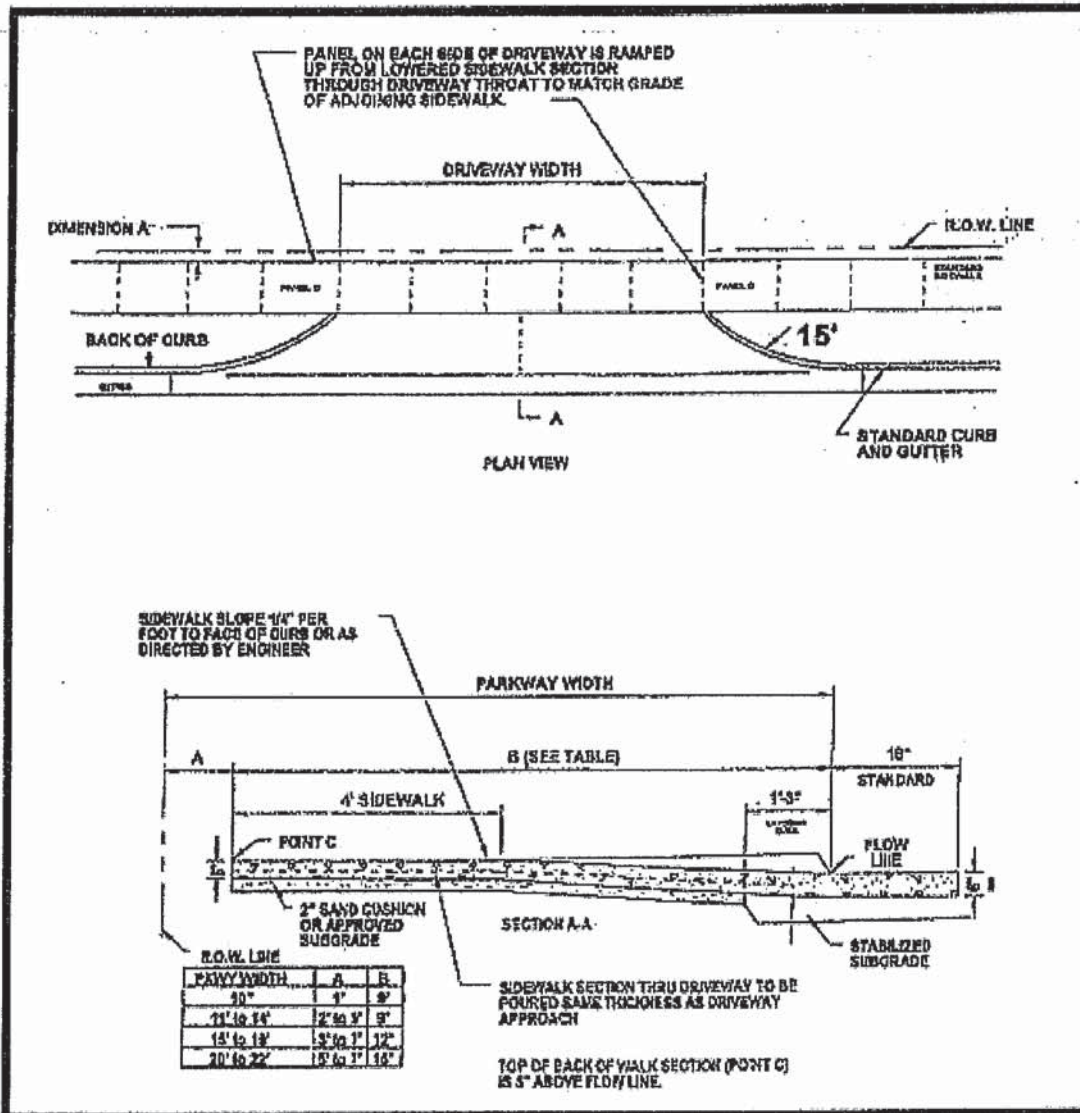
**Important Information:**

1. Pre and Post CCTV of Sewer main will be determined upon plan review.
2. Location of existing water/sewer line based on as-built plan may be used if proposed grading is not within 10' of centerline of existing water/sewer main. Contact Texas811 to have the water/sewer lines located.

**Examples:**



3. All water and sewer assets must be adjusted to final grade by pre-qualified contractor under a Community Facilities Agreement (CFA) or In-House Design Project.
4. **Inspection of protective fencing installation is required prior to grading permit approval on sites with preserved trees.** Inspections may be scheduled online under the urban forestry permit number, by phone at 817-392-7933 or -7931, or email ([urbanforestry@fortworthtexas.gov](mailto:urbanforestry@fortworthtexas.gov)). To facilitate scheduling, please provide grading and urban forestry permit numbers.
5. Inspection fees are \$50 per inspection, billed under the urban forestry permit number. Initial billing is \$100 to cover pre- and post-grading inspections. Additional inspections may be conducted throughout construction. Failed inspections will result in additional inspection fee(s) for re-inspection.
6. Protective fencing must be installed prior to construction and remain in place until all work is completed unless urban forestry staff has authorized work within a protected area. **No heavy equipment or material storage is allowed within protected area.** See urban forestry ordinance for additional restrictions.
7. If urban forester has approved temporary removal of protective fencing, TPP and grading plan sheet(s) must contain notes specifying the following: all fine grading to be done by hand; if mechanized equipment is required, only light machinery shall be used; fencing to remain in place when not actively working in protected area.
8. Tree protection and construction methods must comply with the General Requirements listed in Section D.1. and D.2. of the Urban Forestry Ordinance.
9. Civil plans must be consistent with approved urban forestry permit and TPP. It is recommended that protective fencing be shown on grading sheets to minimize likelihood of inconsistency between plans.



**FIGURE 2. HIGH VOLUME APPROACH**