



# GRADING PERMIT APPLICATION for Grading or other Land Disturbance Activities

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

**Applicant to Complete Sections I through IV Below:**

Permit #: \_\_\_\_\_

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

**I. Project Information:**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**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/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.

**City Action**

Reviewer:		Date:	
Accepted:	Not Accepted:	Comments:	



## Civil Plans – GRADING PERMIT CHECKLIST

*\*Plans should be submitted as two (2) compiled sets: Civil Plans and Storm Water Pollution Prevention Plan (SWPPP)\**

Item	Included or N/A: Page(s)/Permit #
Civil plans must be <b>signed and sealed</b> .	
Civil set should include: 1. Grading and Drainage 2. Erosion Control 3. Utility plan sheets. <b>Delineation of tree protection fencing must be shown on demolition, grading, and erosion control plan sheets.</b>	
Grading, drainage, and utility sheets shall show: 1. Existing water, sewer, and storm mains 2. Existing water, sewer, and storm easements 3. Contours at 2' and 10' ( <i>Existing contours to be shaded back</i> ) 4. Notes regarding temporary removal of tree protection, if applicable 5. Other notes as applicable 6. Proposed water, sewer, and storm mains a. <b>IMPORTANT:</b> Must include city project number 7. Proposed water, sewer, and storm easements 8. Private water, sewer, and storm drain 9. If applicable, detention Ponds 10. If applicable, retaining walls within 10' of water/sewer/storm main centerlines. Show spot elevations at top of wall and bottom of wall. a. <b>IMPORTANT:</b> Include retaining wall permit number 11. Spot Elevations where grading, detention ponds, private storm drain, and retaining walls encroach into existing or proposed water/sewer/storm mains & easements 12. Ensure commercial driveway grades are consistent with Figure 2, High Volume Approach ( <i>attached for reference</i> ).  <b>Items 1-5 are applicable to <u>early grading permits</u>.</b> <b>Items 1-12 are applicable to <u>final grading permits</u>.</b>	
Demolition, Grading, and Erosion Control Sheets shall show 1. Locations of protective fencing for all preserved trees located within 50 feet of development activity, consistent with Urban Forestry Tree Protection Plan and Park and Recreation Dept ( <i>PARD</i> ) permits for trees on City property. 2. Demolition and Grading sheets shall include notes pertaining to temporary removal of protective fencing, <b>if approved</b> by City Forester ( <i>see No. 6 under "Important Information" at end of checklist</i> ).	
Urban forestry permit number. ( <i>An approved Phase 1 permit is required for grading permit approval</i> )	UFC _____ - _____
Floodplain Development Permit ( <i>FDP</i> ) 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> )	



<p>Drainage Study number</p> <p><b>If an SWMP has not been submitted, please write “not submitted” in the box to the right.</b> Contact SDS for additional information on SWMP submittals/requirements. The early grading permit will not be approved without the drainage study being acceptable at that level. The final grading permit will not be approved without an accepted drainage study.</p>	<p>DS- _____ - _____</p>
<p><b>EARLY GRADING PERMIT REQUIREMENT ONLY</b></p> <p>Early Grading Notes shown on grading and erosion plans: <i>Be sure to indicate page numbers, where notes are located, in the box to the right)</i></p> <p>Early Grading Notes:</p> <ol style="list-style-type: none"><li>1. <b>This permit is for Early Grading ONLY.</b> No infrastructure construction that requires the 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 (<i>avoid concentration of flow</i>).</li><li>4. Grading will be at Developer’s risk until the City has approved the 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: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



## SWPPP - Grading Permit Checklist

Item	Included or N/A: Page(s)/Permit #
Stormwater Pollution Prevention Plan (SWPPP) including: 1. Description of the nature of activity 2. Schedule of the sequence of activities 3. Total number of acres of disturbance 4. Name of receiving waters 5. Detailed erosion control plan/BMP map 6. Description of BMPs to be utilized 7. Inspection schedule 8. Inspector qualifications	
SWPPP Signed Certification Page <i>Please indicate page numbers in box to right</i>	
Copy of current TPDES TXR150000 Permit <i>Please indicate page numbers in box to right</i>	
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 - a copy of electronic submittal to TCEQ is acceptable <i>Please indicate page numbers in box to right</i>	
Sedimentation Basin or justification statement if not included **	

**\*NOTE: 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:** the [Texas Commission on Environmental Quality \(TCEQ\) website](#) or the [City of Fort Worth Environment Quality website](#)

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.

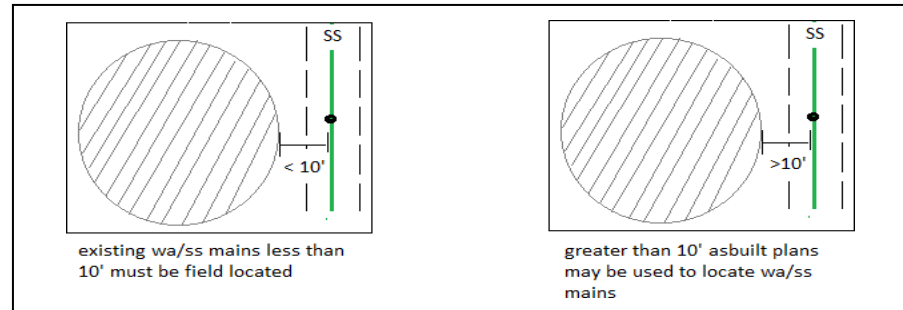
Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **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 817-392-7931, 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 must remain in place until all work is completed, unless City Forester has authorized temporary removal for work within a protected area. **No heavy equipment or material storage is allowed within protected area.** Work shall be done by hand when possible. Fencing must be replaced immediately when not actively working in protected area. See [urban forestry ordinance](#) for additional restrictions.
7. Tree protection and construction methods must comply with the General Requirements listed in Section D.1. and D.2. of the [Urban Forestry Ordinance](#).
8. No land disturbance is permitted within boundary of property line of a gas well site.

