



CITY OF SOUTHLAKE EARTH DISTURBANCE PERMIT APPLICATION

PROJECT / JOB #: _____

PROJECT ADDRESS: _____
(Street) (City, State, & Zip)

Subdivision: _____ Block: _____ Lot: _____

Property Owner: _____

Property Owner's Address: _____
(Street) (City, State, & Zip) (Phone)

<u>General Contractor / Builder / Utility Provider</u>		<u>Grading or Excavation Contractor Information</u>	
Name of company:	Contact Person:	Name of company:	Contact Person:
Street address:		Street address:	
City/State/Zip:		City/State/Zip:	
Driver's Lic. #:	Phone:	Driver's Lic. #:	Phone:

REQUIREMENTS OF EARTH DISTURBANCE PERMIT

(**Please check all applicable boxes and provide required documents**)

- Submission of documents as required by the TCEQ Construction General Permit and submission of Erosion Control Plan.
- Submission of a Tree Protection Plan, Tree Protection Standard Details and Tree Protection Permit.
- "Right-of-Way Construction Permit" is required if any construction activities are to take place in the Public Right-of-Way or easements, a "Right-of-Way Construction Permit" will be required per page 2 of this application.
- Payment of: Earth Disturbance Permit Fee: \$200.00
Right-of-Way Construction Permit Fee: \$100.00
- Special conditions and / or comments:

NOTES:

- Allow ten (10) working days for the plans and permit to be reviewed and processed.
- Applicant agrees that dirt, mud, debris, materials, etc., deposited in the street right-of-way not cleaned/removed to the satisfaction of the City Inspector on a daily basis may be caused to be cleaned and removed by the City at a cost to the applicant. In any event, no dirt, mud, debris, materials, etc., is allowed to encroach into any storm drain, water course, wetlands, adjoining properties, or other sensitive areas.
- The owner, applicant, developer, engineer, etc., is hereby notified that the issuance of this permit does not indicate approval of the engineering plans and that grade changes can and will be made if determined to be necessary after a complete review of the final plans.
- I hereby certify that I have read and examined this application and know the same to be true and correct all provisions of laws and ordinances governing this type of work, including, but not limited to building, tree preservation and storm water pollution prevention, will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any site or local law regulating the type of work being performed. I authorize the landscape administrator or his designee to discontinue any or all work being performed for due cause.

Signature of Applicant: _____ Date: _____

Printed Name: _____ Phone: () _____ Fax: () _____

Office Use	
Application Approved by: _____	Date: _____
City Engineer Approval: _____	Date: _____
Comments: _____	

PLANNING DEPARTMENT, 1400 Main St., Ste. 310 SOUTHLAKE, TX. 76092
Phone # 817-748-8229 Fax # 817-748-8241 www.ci.southlake.tx.us

Earth Disturbance Permit Plans Submittal Requirements

The following documents and information are required to be submitted with the submittal of each Earth Disturbance Permit Application. **Incomplete applications and submitted documents will not be considered.** All required Tree Protection and Erosion Control must be installed and inspected prior to issuance of the permit or the commencement of any site work.

Single Lot Residential Building or Soil Storage

1. Earth Disturbance Permit Application filled out in full.
2. Plot Plan or Plat including the following:
 - ◆ Placement location of soil or excavation on site.
 - ◆ Tree Protection Permit and Tree Protection Plan: Location of all existing trees as shown on the approved development Tree Conservation Plan and how they will be protected in accordance with the regulations of the Tree Preservation Ordinance.
 - ◆ Lot drainage direction.
 - ◆ Erosion Control Plan

Residential Subdivision Development:

1. Earth Disturbance Permit Application filled out in full.
2. Engineered Grading Construction Plans, stamped and signed by a Registered Professional Engineer and accepted and stamped by the Public Works Department.
3. Erosion Control Plans, stamped and signed by a Registered Professional Engineer.
4. Tree Protection Permit and Tree Protection Plan showing location of all existing trees as shown on the approved development Tree Conservation Plan and how they will be protected in accordance with the regulations of the Tree Preservation Ordinance.
5. Tree Protection Specifications as required the Tree Preservation Ordinance.

Commercial Development:

1. Earth Disturbance Permit Application filled out in full.
2. Engineered Grading Constructions Plans, stamped and signed by a Registered Professional Engineer and accepted and stamped by the Public Works Department.
3. Erosion Control Plans, stamped and signed by a Registered Professional Engineer.
4. Tree Conservation Plan as approved by the Southlake City Council upon approval of the development.
5. Tree Protection Permit and Tree Protection Plan showing location of all existing trees as shown on the approved development Tree Conservation Plan and how they will be protected in accordance with the regulations of the Tree Preservation Ordinance.
6. Tree Protection Specifications as required the Tree Preservation Ordinance.

Right-of-Way Construction and Utility Installation: **Right-of-Way Construction Permit**

1. **Right-of-Way Construction Permit** obtained from Southlake Building Inspections at **1400 Main St., Suite 250 (817) 748-8082**
2. Engineered Construction Plans stamped and signed by a Registered Professional Engineer and to include the following:
 - ◆ Erosion Control Plan, stamped and signed by a Registered Professional Engineer.
 - ◆ Tree Protection Plan showing location of all existing trees within thirty feet (30') of proposed construction and how they will be protected in accordance with the regulations of the Tree Preservation Ordinance.
 - ◆ Tree Protection Specifications as required by Tree Preservation Ordinance.
 - ◆ Permit Fee Exemption page from the utility providers Franchise Agreement.

Temporary Land Access:

1. Earth Disturbance Permit Application filled out in full.
2. Copy of Temporary Access or Construction Easement granted by property owner.
3. Plot Plan or Plat including the following:
 - ◆ Location of granted access through property.
 - ◆ Tree Protection Permit and Tree Protection Plan: Location of all existing trees within forty (40') feet of access through property or as shown on the approved development Tree Conservation Plan and how they will be protected in accordance with the regulations of the Tree Preservation Ordinance.
 - ◆ Erosion Control Plan to include but not limited to the location of construction entrances, silt fencing, and all other storm water control devices necessary.
4. When the construction is finished permanent soil stabilization and erosion control measures must be established in accordance with all storm water regulations. A final inspection of all permanent soil stabilization and erosion control measures is required prior to the release of the project the permit is issued for.

NOTICE: ON ALL PROJECTS, EROSION CONTROL AND TREE PROTECTION MUST BE INSTALLED AND INSPECTED PRIOR TO THE ISSUANCE OF THIS PERMIT AND THE COMMENCEMENT OF ANY SITE WORK OTHER THAN THAT TAKEN TO INSTALL REQUIRED EROSION CONTROL AND TREE PROTECTION.

