

## Grading and Clearing Cover Letter

1.) Applications are to be submitted at the City of Schertz Public Works customer service window.

City of Schertz - Public Works  
10 Commercial Place Bld. #2  
Schertz, TX 78154

2.) Applications will only be accepted if all items on the Grading and Clearing Permit Checklist located on the Permit application are included in the submittal.

These items are:

- Grading Plan – Existing & Proposed Contours with existing Floodplain/Floodway Limits (**UDC Article 13-Sec. 21.13.2**)
- Tree Survey – sealed by an arborist, engineer or surveyor.
- **Approved Tree Preservation/Mitigation Form.**
- Tree Preservation and/or Mitigation Plan.
- Storm Water Pollution Prevention Plan (**SWPPP**)
- Storm Water Management Concept Plan/Preliminary Drainage Plan – (**Article 13 of UDC and Chapter 4 of the Public Works Design Guide**) - **(Report & Checklist)**
- Completed Grading and Clearing Application Form-Including PDFs, one full size (24x36) and one half size (11x17), of: the Grading, Site Plan, and Tree Survey Removal Plan & SWPPP Plans. **Include a CD with all submitted documents in soft copy form.** Approved subdivision construction plans in lieu of separate submittal of Grading & Clearing checklist items.

3.) The applicant will be notified within 7 business days if any additional information will be needed for the review.

4.) Approved permits will be distributed at the Pre-Construction meeting. No permit will be issued until all required fees have been paid in full. One full size set of plans stamped “**Approved for Construction**” will accompany the permit. This set of plans shall remain on-site while work is being performed. The permit is non-transferable from one person to another and expires 6 months from the date of issuance. One extension may be applied for in writing prior to expiration of original permit, and approval shall be at the discretion of the City Engineer or his/her designee. This extension will be for one month from the date of expiration of the original permit. Permit renewal will be required after the expiration or extension of the permit. Renewal will require permit fee.

5.) The Pre-Construction meeting will occur following the approval of the C&G permit.

Pre-Construction meetings may be scheduled with:  
**Drainage Manager: Larry Busch, CFM, E.I.T. (210-619-1802)**

**[larry.busch@schertz.com](mailto:larry.busch@schertz.com)**

Inspections may be scheduled with:

**Eddie Diggs (210-619-1833)**  
**Mike Colombo (210-619-1819)**

**[ediggs@schertz.com](mailto:ediggs@schertz.com)**  
**[mcolombo@schertz.com](mailto:mcolombo@schertz.com)**

Plans/Permit Approval - Engineering:  
**Cecilia Palomo, CFM, E.I.T. (210-619-1824)**

**[cpalomo@schertz.com](mailto:cpalomo@schertz.com)**

6.) No work shall be performed on site prior to:

Inspection of all SWPPP measures and tree preservation/mitigation requirements except establishment of any health and safety standards required by any other applicable law or ordinance. A **Stop Work** order will be issued if any of the SWPPP criteria are not met or if at any time they are damaged and appear inadequate. **Stop Work Orders** will suspend permits and a re-inspection fee along with construction standards compliance will be required in order to reinstate the permit. Periodic inspections of site will be performed by City personnel. A monthly inspection will be required on-site to include the Contractor, Permit Holder and/or Owner.



ENGINEERING DEPARTMENT  
 10 COMMERCIAL PLACE, BLDG#2  
 SCHERTZ, TEXAS 78154  
 (210) 619-1800, FAX (210) 619-1849

## GRADING AND CLEARING PERMIT APPLICATION

<b>PROJECT DESCRIPTION:</b>			
JOB ADDRESS/INTERSECTION:		COUNTY,CITY:	ACREAGE:
ZONING:	BLOCK:	LOT:	SUBDIVISION:
OWNERNAME:	ADDRESS, CITY, ST. ZIP:		PHONE/EMAIL:
CONTRACTOR:	ADDRESS, CITY, ST. ZIP:		PHONE/EMAIL:
CONTRACTOR CONTACT PERSON:	PHONE:		EMAIL:
ENGINEER PRIMARY CONTACT:	ADDRESS, CITY, ST. ZIP:		PHONE/EMAIL:
HAS A SITE PLAN BEEN APPROVED? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	HAVE CONSTRUCTION PLANS BEEN APPROVED? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>		DATE APPROVED: / /
HAS A PLAT BEEN APPROVED? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	APPROVAL DATE: / /		FEMA FLOODPLAIN MAP#

**NOTICE**

THIS APPLICATION FOR PERMIT SHALL BECOME NULL AND VOID WITHIN 6 MONTHS OF ISSUANCE. ANYONE HOLDING AN UNEXPIRED PERMIT MAY APPLY FOR AN EXTENSION, IN WRITING. PERMITS ARE NON-TRANSFERABLE FROM ONE PERSON TO ANOTHER. EXTENSION OF THIS PERMIT SHALL BE FOR UP TO ONE MONTH AFTER ORIGINAL EXPIRATION DATE. ONLY ONE EXTENSION SHALL BE GRANTED FOR EACH APPLICATION. EXTENSIONS SHALL BE APPROVED BY THE CITY ENGINEER OR HIS/HER DESIGNEE AND THE DECISION SHALL BE FINAL. 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 WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION.  
**A MINIMUM \$200.00 FINE WILL BE IMPOSED IN VIOLATION OF WORKING WITHOUT A PERMIT.**

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT	DATE
PRINT NAME OF CONTRACTOR OR AUTHORIZED AGENT	DATE
SIGNATURE OF OWNER OR AUTHORIZED AGENT	DATE
PRINT NAME OF OWNER OR AUTHORIZED AGENT	DATE

**FOR DEPARTMENT USE ONLY**

PLAN APPROVAL DATE: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_

TOTAL AMOUNT DUE: \_\_\_\_\_

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APPLICATION ACCEPTED BY \_\_\_\_\_ DATE \_\_\_\_\_

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CITY ENGINEER OR HIS/HER DESIGNEE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR DEPARTMENT USE ONLY** - VERIFY ALL THE FOLLOWING HAVE BEEN SUBMITTED

GRADING AND CLEARING PERMIT CHECKLIST	
GRADING PLAN-EXISTING W/FLOODPLAIN/FLOODWAY LIMITS	<input type="checkbox"/>
GRADING PLAN-PROPOSED W/FLOODPLAIN/FLOODWAY LIMITS	<input type="checkbox"/>
TREE PRESERVATION/MITIGATION FORM	<input type="checkbox"/>
TREE PRESERVATION/MITIGATION PLAN W/SURVEY	<input type="checkbox"/>
SWMP- SUBSTANTIATE NO ADVERSE IMPACT	<input type="checkbox"/>
STORMWATER POLLUTION PREVENTION PLAN	<input type="checkbox"/>
SITE PLAN	<input type="checkbox"/>
COMPLETED APPLICATION	<input type="checkbox"/>

PERMIT APPLICATION & RENEWAL FEES		
SITE	ACREAGE	
LESS THAN 5 ACRES	\$100	
5 TO 20 ACRES	\$250	
20 TO 100 ACRES - BASE RATE + \$3/ACRE OVER 20 ACRES	\$250 + \$3/ACRE	
OVER 100 ACRES	\$490	
	TOTAL	