

City of Pine Forest
409/786-4100
305 Nagel Street
Vidor, Texas 77662

Grading Permit Information

General Information

The permit application shall be signed by the property owner (or leasee) or his authorized representative and by the contractor (if applicable).

A Grading Permit authorizes a construction operator (Property Owner or Leasee) to conduct grading activities. The permit shall be displayed at the grading site. The Grading Permit must be obtained from the City Staff at least two (2) working days prior to commencement of any grading and will not be issued if the applicant is in violation of any provisions of the City Flood Control Ordinance. No grading for any purpose can take place prior to the date of commencement of grading as specified in the Grading permit. Grading must be started no later than thirty (30) calendar days after the date of commencement of grading specified in the Grading Permit. If grading is not started within thirty (30) calendar days, the Grading Permit shall become void. Applications for a change in the date of commencement of grading specified in the Grading Permit must be made at least two (2) working days prior to the date of the proposed change. No grading can take place after, the completion of the period of grading authorized by the Grading Permit. Application for a change in the date of completion of a grading specified in a Grading Permit must be made at least two (2) working days prior to the date of the originally specified completion date or latest previously approved date of completion.

A Notice of Termination of Construction (NOTC) shall be submitted to the City Staff by the operator at the completion of construction for any site for which a Grading Permit is required or issued. No grading activities can take place after the (NOTG) is submitted.

Grading Plan

Application for a Grading Permit shall require the submission of a Grading Plan to the City Staff for review. The plan shall identify areas and types of grading proposed, and lands to be graded that will, after completion of grading activity, allow storm water penetration (soil/vegetated surfaces) or be impervious to storm water (concrete surfaces, building roofs, asphalt surfaces, other surfaces). The plan shall provide information as to how discharge of pollutants from the grading site will be minimized.

Amendments to Grading Permit

Amendments to a grading permit can be made by filing an Application of Amendment to Grading Permit.

Exemptions to Grading Permit Requirement

Certain parties and activities are exempt from the grading permit requirement. See the document entitled "Grading Permit Exemptions" for more information.

City of Pine Forest
Grading Permit Application
(Must be accompanied by a completed Grading Plan)

Date: _____

1. Property Owner or Leasee Information.

Owner Leasee Name: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Telephone Number: _____ Fax: _____

Business Name: (if applicable) _____

Business Telephone: _____ Fax: _____

Name of On-Site Representative: _____

On-Site Representative Telephone: _____ Fax: _____

2. Contractor Information (Not required if the Owner/Leasee is to perform all work)

Contractor: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Telephone: _____ Business Fax: _____

Name of On-Site Representative: _____

On-Site Representative Telephone: _____ Fax: _____

3. Grading Information

Project Description _____

Address or Location of Project: _____

Reason for grading: _____

Date grading will commence: (Must be completed) _____

Proposed date grading will be completed: _____

Site Dimensions: (Square Feet) _____

Total Area of Land Disturbance (Square Feet) _____

4. Certifications

Owner and Leasee Certification

I hereby certify that I am authorized by the Owner Or Leasee to apply for a Grading Permit under The City Flood Control Ordinance and that the information provided on this application Is true and correct.

Owner / Leasee Signature	Date	Title	Firming Representing
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Contractor Certification (Not required if the Owner/Leasee acts as the contractor)

I hereby certify that I am Authorized by the Contractor to apply for a Grading Permit under the City Flood Control Ordinance and that the information provided on this application is true and correct.

Contractor Signature	Date	Title	Firming Representing
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For City Use Only

Date Application Received: _____ Permit Number: _____

Late Filing: Yes / No

City Staff Approval: _____ Date: _____

Name: _____

City of Pine Forest Standard Grading Plan

Location: _____

Grading Permit Number: _____

City of Pine Forest Grading Plan

A grading plan is required for all City of Pine Forest grading permits. The plan describes required storm water quality protection activities that must occur at grading sites. The activities are as follows;

- Temporary erosion control measures
- Concrete Washout Requirements
- Operational Requirements
- Final stabilization of the site

Temporary Erosion Control Measures

The grading plan must incorporate one or more of the following listed control measure options listed below. The combined use of control measures or the use of control measures not listed below is permissible if adequate technical information is attached to the grading plan that demonstrates equivalency. Each control measure selected must be added to the site map and clearly labeled. Please refer to Appendix A, "Specifications and Details" for a complete description and design criteria for each of the below listed control measures.

Check all methods you intend to employ to control erosion at tracking

- 5' Vegetative Buffer Strips (Not suitable alone for projects that disturb land surface in excess of 1 acre)
- Silt Fence
- Hay bales
- Inlet Protection
- Berms
- Grassy swales
- Rock Berm/Filter
- Equipment Wash rack
- Stabilized Construction Site Exist
- other controls (specify):** _____

Approved Best Management Practices related to concrete washout at your job site:

1. *Equipment used for mix, transport, convey, and/or place concrete shall be washed on the construction site.*
2. *Include the location where concrete washout water will be collected and contained on the grading plan (Sheet 6 of 7).*
3. *Location of washout shall be at least 30 feet from any sewer, drain, catch basin, or body of water.*
4. *Concrete washout water shall be contained on-site until completely evaporated or treated off-site.*
5. *Hardened concrete remaining after evaporation shall be disposed of off-site.*
6. *Mud and or dirt tracking onto public roadway shall be cleaned after hauling or after each working day activity.*

Operational Requirements

The site must be operated during all phases of construction so that all storm water quality control measures are properly installed and adequately maintained, and all sources of construction related pollutants are prevented from entering the City's storm drain system. (Pollutants of concern: cement materials, lime paint and paint products, materials containing heavy metals, masonry products, trash or other solid construction waste, and other environmentally harmful materials.)

The site must be operated during all phases of construction in a fashion to reduce the tracking of materials such as soil, dirt or other sediment materials on to the City's streets or storm drainage system. Existing grass or vegetation should be preserved where possible. Operators of concrete trucks are prohibited from allowing concrete washout or wash water to be discharged to the City's storm drainage system.

Stock Piled Materials (sand, clay, fill material, gravel, etc.) must be stored in an orderly fashion well within the grading site boundary.

Use sod, fast growing grasses (rye or millet grass) or other suitable means to temporarily prevent erosion in that area.

The discharge of excessive dirt or sediment from the grading site is prohibited. Adequate trash and construction debris containers must be maintained. The grading permit and associated site plan must be posted on the grading site until such time as construction has terminated and a Notice of Termination of Grading (NOTG) has been filed with the City Staff. **All grading plans must address all of the above operational requirements. Failure to comply with the above requirements will be a violation of the City's Flood Control Ordinance enforceable by fines of up to \$2000.00 per day violation.**

Name: _____ City of Pine Forest Standard Grading Plan
Location: _____ Grading Permit Number: _____

Final Stabilization of the Site

Check each type of site stabilization that will be used in the final stabilization of the site.

- Sod strips: Grass and soil strips used to cover exposed soil surfaces.
- Permanent Seeding; Broadcasting or sowing grass seed with the intention of covering the exposed soil surfaces.
Seeding must include adequate watering, to establish and maintain growth of grasses.
- Landscaping: planting of decorative plants to enhance the appearance of Structures.
- Impervious Surfaces: Concrete slabs, driveways, buildings or any other permanent structural ground cover.
Protects the underlying soil from erosion.

Final Stabilization Criteria

- * All grading activities must be complete.
- * The site must be free of potential construction associated pollutants.
- * Earthen surfaces must be covered at least 70% by grass or other suitable vegetation to be considered stabilized.
- * A Notice of Termination of Grading (NOTG) form must be completed and submitted to the City Staff when the site is stabilized.

Please sketch the grading site in the space below and indicate the location of Best Management Practices and temporary erosion control measures: (Development Project Grading Plans must attach an approved Site Plan)

Applicant Signature

Date

Title

Firm Representing

