



Engineering Division
 550 Landa Street
 New Braunfels, Texas 78130
 (830) 221-4020

APPLICATION FOR GRADING PERMIT

Date Application Fee Received: _____
 Received By: _____
 Cash/Check No.: _____ Amount Recd. \$ _____
 Receipt No.: _____ Plat No.: _____
 Permit No. _____

1. **Subdivision/Plat Name:** _____
 Location Description/Nearest Intersection: _____
 Acreage: _____ No. of proposed lots: _____
2. **Date of Final Plat Approval:** _____
3. **Subdivision Master Plan:** Yes No Date approved: _____
 If yes, provide a copy of the Master Plan and verify conformance
4. **Owner (Name/Title):** _____
 Address: _____
 Telephone: _____ Email: _____
5. **Applicant (Name/Title):** _____
 Address: _____
 Telephone: _____ Email: _____
6. **Licensed Engineer:** _____
 Mailing Address: _____
 Telephone: _____ Email: _____
7. **Development drainage category (NB DCM Sec. 2.1.2)** Type 1 Type 2 Type 3
8. **Is Water Quality Required?** Yes No
9. **Is a Stormwater Connection Fee proposed?** Yes No
10. **Existing improvements on property:** Yes No **Planned Demolition:** Yes No
 If yes, demolition permit approval will be required prior to permit issuance.
11. **Is any part of the property within the Edwards Aquifer Regulatory Zone?** Yes No
 If yes, TCEQ permit approval will be required prior to permit issuance
12. **Is access or other work proposed within TxDOT right-of-way?** Yes No
 If yes, TxDOT permit approval will be required prior to permit issuance
13. **Is any part of the property in a regulatory floodplain?** Yes No
 If yes, a floodplain permit application is also required

Grading permits are required for construction for future development, large acreage grading, excavations, and max fill.

Grading permits can include erosion control, grading, tree removal, drainage systems, detention and retention facilities, and landscaping. Grading permits do not allow for flatwork (paving, sidewalks, slabs, etc.), structures, or the preparation or the installation of utilities. The City of New Braunfels does not allow conditional or temporary permits in any regard.

Projects utilizing a grading permit must meet the drainage requirements of the code and require complete plans sets and construction submittals with drainage reports including mitigation design specific for the intended grading. Grading permit applications submitted with civil plans depicting future streets, lots, structures or utilities will not be accepted for processing.

**REQUIRED OUTSIDE APPROVALS/PERMITS FOR GRADING PERMIT SUBMITTAL PACKAGE
(ALL APPROVALS MUST BE RECEIVED TO PROCESS AND ISSUE PERMIT):**

Submitted to Utility Provider	Approval Included w/Application	Service	Provider
		Water Utility	_____
		Sewer Utility	_____
		Electric Utility	_____
		Gas Utility	_____
		Phone	_____
		Cable	_____
		Texas Commission on Environmental Quality (TCEQ) approval (if applicable)	
		Texas Department of Transportation (TxDOT) approval (if applicable)	

**REQUIRED ITEMS FOR SUBDIVISION CONSTRUCTION PERMIT SUBMITTAL PACKAGE
PAPERLESS DIGITAL SUBMITTALS ACCEPTABLE**

(ALL ITEMS MUST BE SUBMITTED TO BE ACCEPTED FOR PROCESSING):

Office	Applicant	
<input type="checkbox"/>		Completed and signed application
<input type="checkbox"/>		Completed and signed checklist
<input type="checkbox"/>		Application Fee: \$ _____
<input type="checkbox"/>		Subdivision Master Plan (if applicable)
<input type="checkbox"/>		Project Drainage Report
<input type="checkbox"/>		Complete set of grading plans (3 complete paper sets of grading plans required prior to permit approval)
<input type="checkbox"/>		Texas Commission on Environmental Quality (TCEQ) approval (if applicable)
<input type="checkbox"/>		Texas Department of Transportation (TxDOT) approval (if applicable)

The current General Construction Notes must appear on the cover and/or "notes" sheet of all subdivision construction plans and on commercial plans where applicable

To review the Development Requirements visit: **City of New Braunfels' Website <http://www.nbtexas.org/281/Details-Standards>**

IMPORTANT NOTE:

This permit or application for permit does not relieve the applicant from any construction requirements that may need to be addressed with outside agencies. It is highly recommended that a permit be submitted to any outside agencies prior to submitting the grading permit application. Permit approval will be contingent upon utility purveyor approval, it is the responsibility of the applicant to coordinate with all applicable utility companies. Any changes required per utilities must be resubmitted to the City of New Braunfels for acceptance.

I hereby confirm that this application is complete and all required information is attached. I further agree to comply with all platting and subdivision design requirements of the City of New Braunfels. I understand that the Grading Permit will not be issued unless staff comments are satisfactorily addressed.

Signature of Owner/Applicant

Date

Print Name & Title



CHECKLIST FOR GRADING PERMIT

Date Application Received: _____ Permit No. _____

General:

N/A **Submitted**

- North arrow and scale clearly shown on each plan sheet
- Title blocks, title, sheet number, and legends shown
- Each sheet must bear the date, seal, and signature of a Licensed Professional Engineer per Texas Board of Professional Engineers Rule 137.33(f)
- Existing, proposed, and future modifications clearly identified
- Name and location of existing and proposed easements on or adjacent to the development
- Property boundaries

Cover Sheet:

- Project name, legal description, location, and the type of plans included
- Location map on cover sheet with North arrow and scale
- Index of sheets
- Notes indicating the following:
 - All responsibility for the adequacy of these plans remains with the engineer of record. In accepting these plans, the New Braunfels must rely upon the adequacy of the work of the engineer of record.
 - If construction has not commenced within one-year of City approval for construction inspection, that approval is no longer valid.
 - Development category (Type 1, 2, or 3)
 - FEMA defined flood hazard area, if any, the project is located as well as the effective FIRM panel number and date
 - Edwards Aquifer jurisdictional zone, if any, where the project is located

General Notes:

- New Braunfels General Construction Plan Notes - <https://www.nbtexas.org/281/Details-Standards>
- Sequence of Construction
- Any notes required by other regulatory agencies

Final/Preliminary Plat:

- Plat to be included within plan set (if applicable)

Site Plan:

- Required front, side, and rear setbacks (NB CO Ch. 144)
- Boundary survey with dimensions and bearings
- Location and dimensions of driveways including approach detail and spacing between driveways and intersections (NB CO Sec. 114-98 (c), (d), and (f))

Drainage:**N/A Submitted**

Sealed drainage report providing drainage calculations sufficient to show the proposed design and impacts to adjacent facilities (NB DCM Sec. 2.1.3(E)), if applicable

Existing and proposed drainage area maps showing watershed delineations, existing and proposed topographic contours, and existing and proposed drainage infrastructure (NB DCM Sec. 2.7)

Drainage impact assessment showing points of concentration used for analysis (NB DCM Sec. 2.2)
Analysis of 2-year, 10-year, 25-year, and 100-year storm events (NB DCM Sec. 2.6)

Creeks and Open Channels:

Plan view of all channels including horizontal alignment, side slope, and the proposed access location (NB DCM Sec. 2.10.2 and Sec. 8)

Profiles of all proposed channels including existing and proposed finished grade, hydraulic grade lines, velocity calculations, capacity, flow line elevations, and slopes (NB DCM Sec. 2.7)

Cross sections for proposed channels showing channel geometry, side slopes, and 100-year water surface elevations

Detention and Retention Facilities:

Plan view of all detention/retention facilities including pond geometry, inlet structure, outlet structure, maintenance access location and dimensions, and permanent erosion control measures (NB DCM Sec. 10)

Maintenance schedule for the detention pond (NB DCM Sec. 2.10.1)

A non-erodible pilot channel along proposed channel bottom including erosion protection details (NB DCM Sec. 10.1(E))

Design data sufficient to verify compliance with the NB DC Manual Sec. 10 including stage-storage-discharge table, size, total capacity, velocity, water surface elevation, and freeboard

Calculations demonstrating the emergency spillway conveys the 25-year storm event assuming pond is full (NB DCM Sec. 10.1)

Water Quality:

Detention filtration calculations, including minimum extended detention volume, water quality volume increased by a safety factor of 20%, and 24 hour draw down calculations (NB DCM Sec. 13.3.1)

Flow path for the detention filtration from inlet to outlet that is twice the width of the basin (NB DCM Sec. 13.3.1)

Design data sufficient to verify compliance with TCEQ or NB DCM Sec. 13.3

Maintenance schedule and plan for water quality controls (NB DCM Sec. 13.3.4)

Erosion Control Plan:

Existing and proposed grading

Existing and proposed drainage features

Contractor staging areas, vehicle access areas, temporary and permanent spoil storage areas

The location, limits, size, and character of all temporary and permanent erosion control features (NB DCM Sec. 12)

Appropriate erosion control details (Refer to City of San Antonio details)

Grading Plan:

N/A Submitted

Existing and proposed one-foot contours

Finished floor elevations (NB DCM Sec. 2.5 and Sec. 10.1(F))

Description of vegetation establishment methods and schedule per TPDES requirements

Survey control information including locations of all bench marks, permanent monuments and control points (NB CO Sec. 118-54)

Flow arrows

I hereby confirm that this checklist is complete and all required information is attached.

Signature of Owner/Applicant

Date

Print Name & Title

Signature of Licensed Engineer

Date

Print Name & Company