

PLEASE PRINT

Owner Name: _____ Project Number: _____
 Owner's Signature: _____ Date: _____
 Project Address: _____ Total Cubic Yards Fill: _____
 Total Cubic Yards Graded: _____ Site is in the 100-year or 500-year flood plain: Yes No

NOTE: No fill or grading shall be allowed within the 100 or 500-year flood plain without a building permit or a mitigation review by the Flood Department. Grading >1000 cubic yards shall be performed in accordance with city approved construction drawings prepared by a Texas professional engineer and shall be designated as "engineered grading". Submitted plans shall document compliance with the provisions of Appendix E of the Houston Construction Code. Contact Floodplain Management Office at (832) 394-8854, fmo@houstontx.gov or review Chapter 19 for more information.

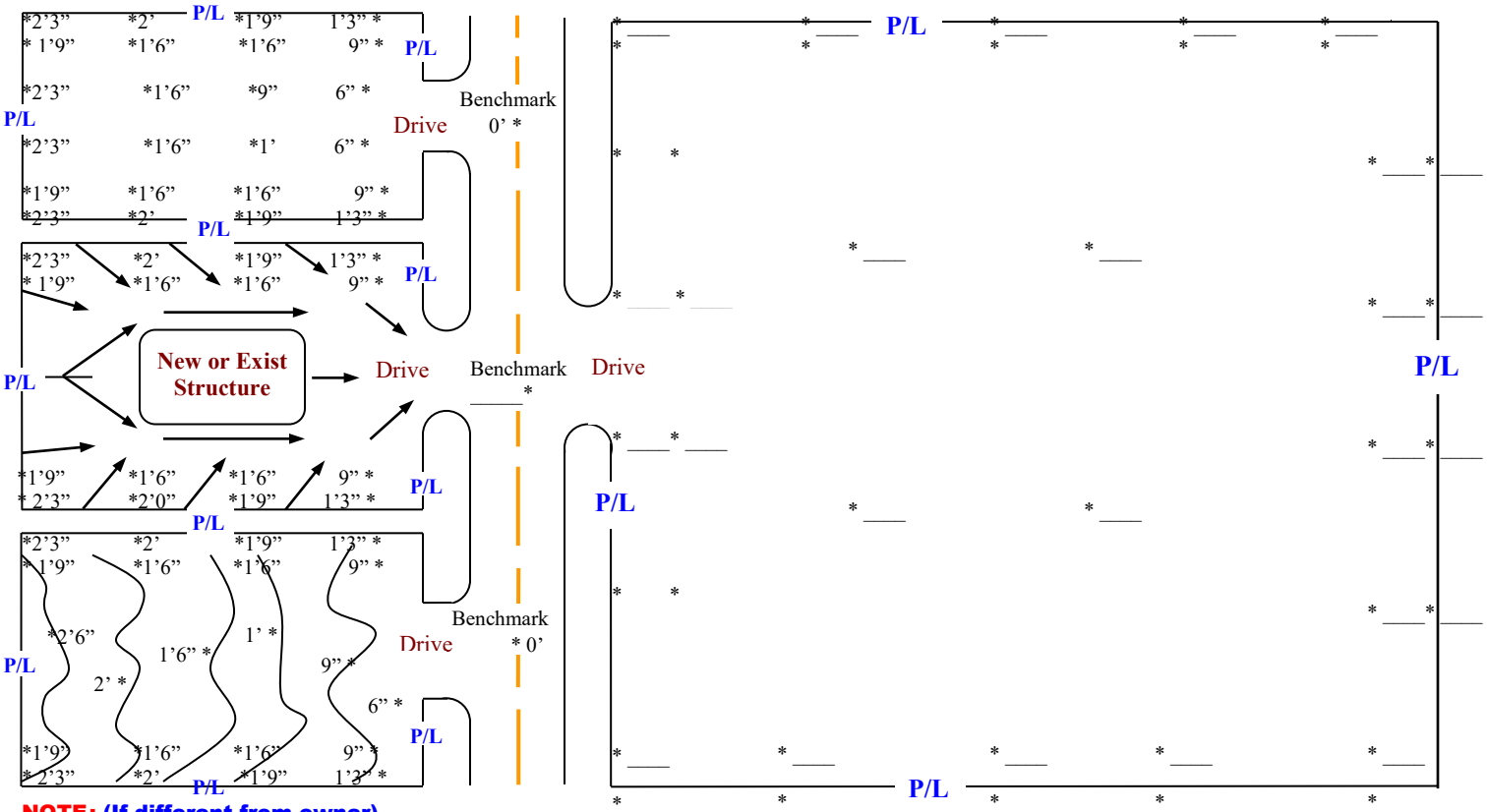
When a grading, fill or excavation permit is required, two sets of plans shall be provided that will clearly show the proposed scope of work and document the existing site elevations as well as the proposed site elevations. (When submitting paper and located in the 100-year or 500-year flood plain 3 plan set copies shall be provided.) Plans shall include but not be limited to the following information:

1. Vicinity Map	A general vicinity map of the site in question should be included.
2. Existing and Proposed Topography	Site plans identifying elevations, and limiting dimensions and depth of cut and fill, including elevations within 1 foot of adjacent property at the property line.
3. Buildings in Area and Adjacent to Area	Location of any building or structures where work is to be performed and the location of any building or structures within 15 feet of the proposed grading.
4. Storm Letter of Availability (If Required)	A letter of availability is required for new and/or relocated connections to the public storm system, or when the scope of work on any lot exceeding 15,000 square feet includes new impervious cover.
5. Retaining Walls (If Required) (Plans must be designed by an engineer, sealed, signed & dated.)	A retaining wall is required at property lines with an elevation difference of 12-inches or more. All wood used in retaining wall construction is required to resist decay from contact with earth and water for 25-years minimum and be noted as such on the plans.

NOTES: * Provide the elevation of the ROW centerline as the "Benchmark"; show all other elevations relative to the "Benchmark".
 * Show site elevations along the perimeter of property line every 10-15 feet for the entire perimeter of the property and 12 inches inside the property line every 10-15 feet, as-well-as at points in every direction approximately 15-20 feet apart. Elevations are required.

Below are examples of drawing types for the site that may be used to show the proposed work.

* Enter the benchmark, & site elevations on the form below, sign, & date.



NOTE: (If different from owner)

Print Applicant Name: _____ Signature: _____