

FILL PERMIT APPLICATION
(Galveston City Code Section 23-102 City Ordinance No. 98-75)

I. JOB INFORMATION

Address for Proposed Job

Lot / Block Number

CAD Identification # (Required)

II. APPLICANT INFORMATION (Check One): Owner Tenant Contractor Architect Engineer

Applicant Name

() _____
Telephone

Mailing Address

() _____
Alternative Telephone and/or Fax

Email Address(es) (Email address will be utilized as the primary method of communication to discuss or notify applicant of project status, including, but not limited to possible project approval/denial or request for additional information.)

III. OWNER INFORMATION Property Owner must sign the application or submit a letter of authorization.

Property Owner Name

() _____
Telephone

Mailing Address

() _____
Alternative Telephone and/or Fax

Owner Signature

Date

IV. CONTRACTOR INFORMATION Please note, anyone listed below will be permitted to discuss and obtain information relating to this project.

Contractor

Mailing Address

City Registration No.

() _____
Telephone

V. FLOOD PLAIN MANAGEMENT (FEMA) INFORMATION

Flood Zone: _____

FIRM Community No: _____

Base elevation of lot: _____

Total finished elevation of lot: _____

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(Ordinance No. 98-75 Sect. 23-102)

VI. MATERIAL INFORMATION

Type of Fill Material: _____

Source of Fill Material: _____

Cubic Yards of Material: _____

If fill source on Island, has an excavation permit been issued?
Yes _____ No _____

If Yes, Case # _____ Approval Date: _____

VII. PUBLIC WORKS CONDITIONS

The permit will be approved contingent upon a Storm Water Pollution Prevention Control Plan (Compost sock or silt fencing) being installed that will keep the fill material off of the City's Right-of-Way and adjacent private property. The developer/contractor will be required to maintain and clean the roadways adjacent to the site and the fill truck route to the site. As part of the Storm Water Pollution Prevention Control Plan, you may be required to provide bull rock ingress and egress driveways, which must be maintained on a regular basis. If the City receives complaints because of the activities created by the installation of fill at this site, the developer may be required to have a sweeper available to sweep the roadways adjacent to the site and the fill truck route to the site on a daily basis or as deemed needed by the City.

In some instances, the proposed fill is being installed to fill in low areas on an individual's lot. If the area to be filled is at an elevation that is the same as the area adjacent to this lot, then there usually are no drainage issues. If the fill elevation is higher than adjacent private property, provisions should be taken to direct drainage from the proposed filled area toward the existing City Right-of-Way or the bay, and **NOT** adjacent private property. These provisions may include either the installation of a curb/retaining wall or drainage swale along the property lines adjacent to private property. A site plan should be submitted which shows the proposed and existing elevations. It should also show the proposed drainage plan.

Public Works Department

Date

VIII. PLANNING DIVISION

Required Documents at time of Application Submittal

Zoning: _____

Topographic Survey including points of elevation and contour lines

Detailed Site Plan of fill work that includes the location of any existing structures

IX. CITY INFORMATION

Permit Fee Collected: (\$150.00) _____

Permit expires 30 days from date issued

Permit Fee Collected: (\$150.00) _____

Date Permit Expires: _____

Permit Number: _____

Extension Expiration Date (30 day): _____

City Official: _____

Date: _____



FILL PERMIT WORKSHEET

Fill Permits are required for a deposit and/or relocation of earth material placed by artificial means.

IMPORTANT NOTE: THERE SHALL BE NO FILL WITHIN THE PUBLIC RIGHT-OF-WAY

A Fill permit and plans are required if "Yes" is answered to any the questions 1 through 6.

- 1.) Does the fill work affect the adjacent property?
- 2.) Does the scope of work include fill that is .25 feet or more in depth?
- 3.) Does the scope of work include fill with a slope that is equal to or greater than 5 units horizontal in 1 unit vertical? (20% or 5:1 slope)
- 4.) Does the scope of work include fill that is greater than 8 cubic feet on any one lot?
- 5.) Does the proposed fill alter existing drainage patterns?
- 6.) Is proposed fill greater than .25 ft in depth and intended to support a structure, "now or in the future"?

What Type Of Permits And Plans Are Required?

Engineered SW3P (erosion control plans), grading, and drainage plans are required if "Yes" is answered to question 7. Plans shall be designed, sealed, signed, and dated by a professional engineer. The grading and drainage plans should show adjacent properties including the right of way.

- 7.) Does the fill or grading project exceed 8 cubic feet? If so, show existing elevations surveyed by RPLS in the grading plans

Grading plans shall be designated "*Regular Grading*" if "Yes" is answered on question 8 *no engineer is required*:

- 8.) Does the fill or grading involve less than 8 cubic feet?

A Geotechnical Report is required if "Yes" is answered to any one of questions 9, 10 or 11:

- 9.) Will fill/grade be steeper than 5:1?
- 10.) Is fill intended to support a structure, now or in future?
- 11.) Does the site include wetlands or any other geological features? Wetlands delineation report is also required if wetlands present.

Please note: No more than a foot of fill allowed in VE-Zones for leveling

ADDRESS:			
NAME OF APPLICANT:			
SIGNATURE:		DATE:	