



**TOWN OF HORIZON CITY**  
 14999 Darrington Road  
 Horizon City, Texas 79928  
 Phone 915-852-1046 Fax 915-852-1005

**Construction Site**  
**Clearing & Grading Application**

Site Location: \_\_\_\_\_

Legal Description: **Subdivision:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_

Intended use of the site: \_\_\_\_\_

Nature and extent of the proposed work: \_\_\_\_\_

Estimated Fill: \_\_\_\_\_ C.Y. Cut: \_\_\_\_\_ C.Y. Number of acres: \_\_\_\_\_ Dig Test Number: \_\_\_\_\_

**Property Owner of Record:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Applicant:** \_\_\_\_\_ Is applicant also the Contractor?  Yes  No

Address, City, St. Zip: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ pH# \_\_\_\_\_ e-mail: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Address, City, St. Zip: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ pH# \_\_\_\_\_ e-mail: \_\_\_\_\_

**By applying for and obtaining this permit, applicant acknowledges that applicant is responsible for all of the legal duties, obligations or liabilities incident to ownership of the property while the work of grading is in progress and after the completion of the work. Neither the issuance of a permit nor the compliance with the provisions of Ordinance No. 0034 shall relieve any person or owner from any responsibility for damages to persons or property imposed by law, nor impose any liability upon the Town of Horizon City or any official of the Town for such damages, and applicant agrees to hold the Town of Horizon City harmless from a claim for any such damages.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Applicant is responsible for **all** expenses incurred by the Town in connection with the application including but not limited to attorney's fees, engineering review fees and publication. Additional charges will be invoiced separately and shall be paid to the Town within thirty days of receipt. The applicant also acknowledges receipt of the Stormwater Handout with this application.

**Applicant's Initials** \_\_\_\_\_

GRADING PERMIT:	CLEARING\$	PRE-FINAL\$	FINAL\$
0 TO 5 ACRES. . . . .	50.00	100.00	250.00
5 TO 10 ACRES. . . . .	60.00	120.00	300.00
10 TO 20 ACRES. . . . .	70.00	140.00	350.00
20 TO 30 ACRES. . . . .	80.00	160.00	400.00
30 TO 40 ACRES. . . . .	90.00	180.00	450.00
40 TO 50 ACRES. . . . .	100.00	200.00	500.00
50 ACRES OR MORE. . . . .	110.00	220.00	550.00

**BORROW OR WASTE PERMIT:** . . . . . \$300.00

**DEPOSIT-ENGINEERING REVIEW FEE . . . . . \$480.00**

**3% TECHNOLOGY FEE**

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

**NOTE:** RENEWAL FEE BEFORE EXPIRATION DATE: **30%** OF ORIGINAL FEE. PERMITS EXPIRE ONE YEAR FROM ISSUANCE DATE.

**EXTENSIONS:** TWO ONE-YEAR EXTENSIONS FOR COMPLETION OF WORK MAY BE GRANTED SUBJECT TO AN ADDITIONAL THIRTY PERCENT (30%) OF THE INITIAL TOTAL FEE FOR EACH EXTENSION. AN APPLICATION FOR EXTENSION SHOULD BE SUBMITTED TO THE DESIGNATED OFFICIAL NO LATER THAN THIRTY (30) DAYS BEFORE THE EXPIRATION OF THE PERMIT. THE PERMIT WILL BECOME VOID AND A NEW PERMIT APPLICATION REQUIRED AFTER THE EXPIRATION OF THE SECOND EXTENSION. BORROW OR WASTE PERMITS SHALL EXPIRE WITHIN SIX (6) MONTHS FROM THE DATE OF ISSUANCE OF THE PERMIT. UPON EXPIRATION OF THE PERMIT, REAPPLICATION FOR THE BORROW OR WASTE PERMIT SHALL BE REQUIRED. (ORDINANCE 0034, SEC. 12, ADOPTED 6/11/91)

\*\*\*\*\* **Office Use Only** \*\*\*\*\*

RCD:  City Engineer Comments & Sign Plans  Grading Plans Sign/Sealed  Insurance  NOI/Construction Site Notice  SWP3 Signed & Completely filled out

**Approved for Issuance By:** \_\_\_\_\_  
 (Public Works Director) (Date)

**PAYMENT RECEIVED BY:** \_\_\_\_\_

DATE PAYMENT PROCESSED. . . . .	_____
<input type="checkbox"/> CASH <input type="checkbox"/> CC <input type="checkbox"/> CHECK. . . . .	_____
OTHER FEES . . . . .	_____
TOTAL RECEIVED. . . . .	_____

## REQUIRED DOCUMENTATION: Construction Site Clearing & Grading Application

**APPLICATION & PERMIT FEES** (SEE SCHEDULE ON PAGE 1)

**PLANS Require Professional Engineer's Seal & Signature** (if applicable):

- Landscaping Plans
- Paving Plans
- Sidewalk Details Plans
- Grading Plan showing proposed contours to which the prefinal grading or borrow or waste site will shape the site;
- Drainage plan showing existing watershed and how storm water falling on site will be contained or channeled,
- Erosion Control plan which show all reasonable measures for control of material from being transported off the site due to either wind or water,
- Construction plans showing in detail the final contours, grades, elevation and all facilities for control and disposition of storm water runoff.
- Storm Water Pollution Prevention Plans (SWP3)

**CD-DIGITAL COPY OF PLANS ONCE APPROVED, PRIOR PERMIT ISSUANCE**

➤ *The Town requires a digital copy on CD of the final improvement plan that is approved, signed & stamped by the Town Engineer.*

**STORMWATER POLLUTION PROTECTION PLAN (SWP3):** The section of Clearing/Grading Plans completely filled out by contractor and signed by all parties. Submit SWP3 7 days prior to commencing construction activities. (Ord. 192 §8.5)

**SIGNED COPIES OF NOTICE OF INTENT and/or CONSTRUCTION SITE NOTICE** for all construction activities submitted **7 days prior** to commencing construction activities, if applicable. (Ord. #192 §8.5)

**GENERAL LIABILITY INSURANCE CERTIFICATE** for more than one acre - Minimum combined single limits of three hundred thousand dollars (\$300K). Insurance policy shall name the permittee. *Note: Insurance cannot be canceled or the limit of coverage reduced without 30 days prior written notice to the designated official.*

**UTILITY CLEARANCE LETTERS:** Submit with application.

Utility Company	Contact	Email	Phone Number
Horizon Regional Municipal Utility District (HRMUD)	General Manager		(915) 852-3917
AT&T	EP Admin Mail Box	G45867@att.com	
El Paso Electric	Margaret G. Ontiveros	margaret.ontiveros@epelectric.com	(915) 543-4106
Texas Gas	Laura C. Ruiz	laura.ruiz@onegas.com	(915) 680-7366
Texas Gas	Claudia Y. Villanueva	claudia.villanueva@onegas.com	(915) 680-7242

**CONTRACTOR REGISTRATION WILL BE REQUIRED**

# Stormwater and the Construction Industry

## Protect Natural Features



**Bad**

- Minimize clearing.
- Minimize the amount of exposed soil.
- Identify and protect areas where existing vegetation, such as trees, will not be disturbed by construction activity.
- Protect streams, stream buffers, wild woodlands, wetlands, or other sensitive areas from any disturbance or construction activity by fencing or otherwise clearly marking these areas.

## Silt Fencing



**Bad**

- Inspect and maintain silt fences after each rainstorm.
- Make sure the bottom of the silt fence is buried in the ground.
- Securely attach the material to the stakes.
- Don't place silt fences in the middle of a waterway or use them as a check dam.
- Make sure stormwater is not flowing around the silt fence.



**Good**

## Construction Phasing



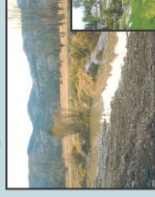
**Bad**

- Sequence construction activities so that the soil is not exposed for long periods of time.
- Schedule or limit grading to small areas.
- Install key sediment control practices before site grading begins.
- Schedule site stabilization activities, such as landscaping, to be completed immediately after the land has been graded to its final contour.



**Good**

## Vegetative Buffers



**Bad**

- Protect and install vegetative buffers along waterbodies to slow and filter stormwater runoff.
- Maintain buffers by mowing or replanting periodically to ensure their effectiveness.

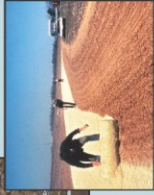


**Good**

## Site Stabilization



**Bad**



**Good**

- Vegetate, mulch, or otherwise stabilize all exposed areas as soon as land alterations have been completed.

# Maintain your BMPs!

[www.epa.gov/npdes/menuofbmps](http://www.epa.gov/npdes/menuofbmps)

## Construction Entrances



**Bad**

- Remove mud and dirt from the tires of construction vehicles before they enter a paved roadway.
- Properly size entrance BMPs for all anticipated vehicles.
- Make sure that the construction entrance does not become buried in soil.



**Good**

## Slopes



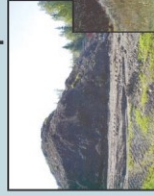
**Bad**

- Rough grade or terrace slopes.
- Break up long slopes with sediment barriers, or under drain, or divert stormwater away from slopes.



**Good**

## Dirt Stockpiles



**Bad**

- Cover or seed all dirt stockpiles.



**Good**

## Storm Drain Inlet Protection



**Bad**

- Use rock or other appropriate material to cover the storm drain inlet to filter out trash and debris.
- Make sure the rock size is appropriate (usually 1 to 2 inches in diameter).
- If you use inlet filters, maintain them regularly.



**Good**