

# **PART I.**

## **GRADING AND FILL PLANS**

### **CHECKLIST OF ITEMS REQUIRED FOR SUBMITTAL TO THE CITY OF LEWISVILLE**

**CHECK** (To be completed by City of Lewisville)

- (     )     **Current Tax Certificate issued by Denton County Tax Offices:  
300 E. McKinney St.  
Denton, Texas 76201  
Attn: Mary Horn 940-565-8655**
  
- (     )     **Fees (Based on Fee Schedule) - Check made out to City of Lewisville**
  
- (     )     **Three (3) Sets of Construction Plans for review: Individually Folded  
(8 1/2" x 11" size) or Rolled (sheet size 22" x 34") as deemed necessary  
with Cover Sheet facing out.**
  
- (     )     **Complete Application**
  
- (     )     **Completed Part II.**
  
- (     )     **Re-submittals shall include original Staff marked-up Drawings  
(individually rolled or folded).**

**\*\*NOTE\*\*** Approved Construction Plans shall be submitted on  
22" x 34" mylar sheets to the Engineering Division.

## PART II. CHECK LIST PERTINENT TO DRAWINGS – GRADING & FILL PLAN:

**Grading & Fill Plan.** Prior to commencement of any grading or filling operation, the owner, developer or contractor shall secure a “grading and fill” permit properly issued by the City of Lewisville. Said permit will be issued only after the requirements of this section and related requirements have been met. The permit will be valid for a period of 180 days from the date of issuance. The permit may be extended in increments of 180 days, if approved, and will be valid for a maximum period of up to eighteen (18) months from the date of initial approval.

This section covers the requirements and procedures prerequisite to obtaining a grading permit. Grading or on-site preparations for grading are prohibited prior to issuance by the City of a grading permit. Construction plans are required to be submitted and approved prior to the issuance of a grading permit. The following is a checklist for items that shall be included, as applicable, on the construction plans. **IT SHALL BE THE RESPONSIBILITY OF THE ENGINEER/PROJECT MANAGER OR DESIGNEE IN CHARGE OF PLAN PREPARATIONS TO REVUEW PLANS FOR COMPLIANCE PRIOR TO SUBMITTAL.**

### CHECK ALL THAT APPLY:

Applicable N/A

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Title block located on the bottom right hand corner of the sheet, to include project name; lot, block and subdivision if appropriate; zoning classification and physical address, if available.                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Review plans shall be submitted on 22” x 34” sheet size prints. Approved construction plans shall be furnished on 22” x 34” mylar sheets.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The plan layout shall be orientated with the north arrow up or the right on the sheet.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Location map drawn to 1” = 1000’. The City base map shall be used.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The plan scale shall be suitable to show clearly the proposed grading. In no case shall the plans be drawn smaller than 1” = 100’.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Name, address and telephone number of the property owner, developer and engineer. The engineer shall also stamp, sign and date the drawings. The engineer must be a registered Civil Engineer in the State of Texas. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Contours, with intervals of two feet or less, of the existing site. The City’s topographic information used for this purpose.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Streets, alleys, sidewalks, rights-of-way, easements, utilities, and drainage on or near the site. Excessive fill or cut on existing or proposed utilities will not be allowed.                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. A detailed erosion control plan, for both during construction and post construction.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. A detailed traffic control plan, where applicable. The traffic control plan shall conform to Texas MUTCD and shall include truck routes.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Trees shall be shown. If trees are to be moved, a variance granted by the City Council is required.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Construction entrance details including locations, materials and cross section, along with specifications for maintaining clean streets.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Fences and other physical features.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Grading plan including finished contours and/or grades.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Any other items stipulated by City staff which may be considered site specific and needed to fully review the proposed construction and protect surrounding properties and the traveling public.                    |

**GRADING & FILL PLAN**

**CHECK ALL THAT APPLY:**

Applicable    N/A

- ( )    ( )    16. Any other appropriate items cited in the General Development Ordinance.
- ( )    ( )    17. Hauling/trucking from or to the site will not be allowed during rainy conditions or when muddy conditions exist. Grading, loading and unloading will not be allowed during windy conditions such that dust could cause a problem to anyone.
- ( )    ( )    18. Prior to commencement of work, the contractor shall attend a pre-construction meeting with City staff at time and place approved by City staff.

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ENGINEER/PROJECT MANAGER/SURVEYOR

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DATE