



# City of Cibolo

Planning & Engineering Department  
200 South Main Street  
P.O. Box 826  
Cibolo, TX 78108  
Phone: (210) 658 - 4175

<b>Office Use Only:</b>	
Reviewed by:	
Initials	Date

Updated 5/11/2021

## PERMIT APPLICATION - SITE DEVELOPMENT - TOP SOIL-GRAVEL-EXCAVATION

Please fill out this form completely, supplying all necessary information and documentation to support your request.

**Your application will not be accepted until the application is completed and required information provided.**

**Name of Project:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Permit Conditions:**

1. The earthwork on the permitted land shall be such that positive drainage is assured and that such drainage is by gravity to a natural watercourse or a public drainage facility adequate for the purpose. This clause shall not be constructed to prevent the operator from establishing a settling pool;
2. All damage to municipal or privately owned drainage facilities, roads, utilities, or other municipally or privately owned property or natural watercourse, resulting from the excavation or the removal of soils shall be repaired;
3. All drainage facilities and natural watercourses shall be kept free of silt, clay, sand, rubble, debris, gravel and any other matter or thing originating from any excavation of any lands and which are causing obstruction to such drainage facility or natural watercourse per NPDES - EPA regulations.
4. Drainage facilities or natural watercourses shall not be impacted per NPDES - EPA regulations.
5. Stockpiles shall be confined to the site and the same shall be maintained so they do not adversely affect or damage adjacent properties or sight lines.
6. The earthwork shall not encroach upon, undermine or physically damage any property, or any property / works whether or not located within a statutory right of way, or make impractical the future subdivision or development of the site for which a permit has been issued on neighboring land.
7. Storm water may not drain onto City owned or private property unless into a drainage facility approved by the Director.
8. No earthwork may occur next to adjoining site that would result in a vertical cut of more than 2 feet to the land on which the earthwork is to take place.
9. No natural watercourse shall be altered or diverted, except with the approval of the Director.
10. No earthwork shall occur on environmental protection areas or riparian areas as determined by the City.
11. All excavation and stockpiling on site and all other hazards shall, if required, by the Director, have adequate fencing and be provided with suitable buffer zones or landscaping screens suitable weather proof signs shall be mounted and maintained on the fence at a linear distance not to exceed three hundred (300) feet with wording to indicate the danger, the nature of the earthwork, the presence of excavation and prohibiting the presence of the public.
12. All earthwork undertaken shall be done according to the terms of approval of the Director and may require a Professional Engineer to supervise the work.
13. All earthwork shall be subject to a continuous program of dust control.

\_\_\_\_\_ by initialing here, I acknowledge that I have read and understand the Permit Conditions.

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**CONTRACTOR INFORMATION:**

Applicant Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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**ARCHITECT / ENGINEER INFORMATION:**

Architect: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

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**OWNER INFORMATION:**

Owner Name(s): \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone: \_\_\_\_\_

_____	Date: _____
Signature	
_____	Date: _____
Signature	
_____	Date: _____
Signature	
_____	Date: _____
Signature	

I / We, the above-signed, do hereby affirm and certify, under penalty of perjury, that I / We am / are one (or more) of the owner(s) of the property.

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**PROPERTY INFORMATION:**

(check one)  Inside City's ETJ  Inside City limits

Subdivision: \_\_\_\_\_ Lot No. \_\_\_\_\_ Unit: \_\_\_\_\_

Block: \_\_\_\_\_ Total Acreage in site: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

North  South  East  West side of: \_\_\_\_\_  
(road name)

between \_\_\_\_\_  
(road name)

Full legal description of subject property (attach separate sheet if necessary):

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Use of Building: \_\_\_\_\_

Total Square Footage in Paved or Covered Surfaces: \_\_\_\_\_

**UTILITIES:**

Water Supplier: \_\_\_\_\_  
Name of Utility Company

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Sewage Disposal: \_\_\_\_\_  
Name of Utility Company

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Access (name of road or street from which access is or will be gained): \_\_\_\_\_

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

Application has been submitted with plans:  Yes  No

Describe Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Valuation: \$ \_\_\_\_\_

**ALL APPLICANTS MUST SUBMIT THE FOLLOWING:**

**Note: The site plan must be at a scale of not less than 20 feet to an inch and not more than 100 feet to an inch.**

1. Five (5) copies of the site plan drawing and application shall be submitted which **must** include all of the following:
  - a. The boundaries of the property proposed for top soil removal.
  - b. All means of vehicular ingress and egress to and from the site and the size and location of access points.
  - c. An illustration of the areas of said property where top soil is proposed to be removed and the soil berm, fence or landscape screening to be used to screen the soil removal operation from adjoining properties or public facilities.
  - d. The location of all existing and proposed structures, including, but not limited to buildings, fences, culverts, bridges, roads and streets. Include setbacks from property lines.
2. An engineering study showing the grade of the top soil both prior to and after the proposed removal, and engineering documentation and explanation of the effect of said top soil removal upon the future installation of sewage or septic tank facilities, the effect upon future drainage, and the effect upon the water table located under said property.

3. Drawing and descriptive narrative showing the removal sequence and the means proposed to be taken to ensure the continuity of natural site drainage flow without undue or uncontrolled ponding in retention areas.
4. Proposed actions to control dust and noise during the removal operation.
5. A proposed plan, including time sequence, for restoration of the land area after the removal of top soil.
6. A listing of names and addresses of all adjoining land owners.
7. As required by NPDES - EPA all SWP3 plans & documents.

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\*NOTE: Inspection of permitted work may reveal code violations not discovered during plan review.

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**Approved by:**

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Rudolph F Klein, IV, P.E.  
Director, Planning & Engineering

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Date

CDS 019