



<b>FOR OFFICE USE ONLY</b>
CASE NO.: _____
DATE SUBMITTED: _____
TIME: _____
STAFF: _____

## SITE DEVELOPMENT PERMIT APPLICATION

### MINIMUM SUBMITTAL REQUIREMENTS:

- Site Development Permit Application  Receipt for Street Light Payment
- Two (2) copies of the grading, drainage, and erosion control plans with supporting drainage report.
- Two (2) copies of the Public infrastructure plans and supporting documents (if applicable). One copy of CD.

**SPECIAL FLOOD HAZARD AREA?**  Yes  No  
(Zone A or Zone AE on FEMA FIRM panels)

NAME OF PROJECT \_\_\_\_\_

ADDRESS \_\_\_\_\_

LEGAL DESCRIPTION (Lot, Block, Subdivision) \_\_\_\_\_

### APPLICANT / PROJECT MANAGER'S INFORMATION (Primary contact for the project):

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

### PROPERTY OWNER'S INFORMATION

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

### ARCHITECT OR ENGINEER'S INFORMATION

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

## CERTIFICATIONS REQUIRED FOR ALL DEVELOPMENT

### Owner Certification:

1. No work of any kind may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Occupancy is issued.
5. The permit will expire if no significant work is progressing within 12 months of issuance.
6. Other permits may be required to fulfill local, state, and federal requirements. Owner will obtain or show compliance with all necessary State and Federal Permits prior to construction including NOI and SWPPP.
7. If required, Elevation Certificates will be provided with elevations certified during construction (forms at slab pre-pour) and post construction.
8. Owner hereby gives consent to City representatives to make reasonable inspections required to verify compliance.
9. If, stormwater mitigation is required, including detention ponds proposed as part of this project, it shall be designed and constructed first in the construction sequence of the project.  
In accordance with Chapter 22 of the Code of Ordinances of the City of Converse, measures shall be taken to insure that all debris from construction, erosion, and sedimentation shall not be deposited in city streets, or existing drainage facilities. All development shall be in accordance with the plans and specifications submitted to and approved by the City Engineer for the above named project. All of the applicable codes and ordinances of the City of Converse shall apply. The information and conclusions contained in the attached plans and supporting documents will comply with the current requirements of the City of Converse, Texas City Code, Chapter 22 and associated Design Guidelines, Technical Specifications, and Standard Details. All development has been designed in accordance with all applicable codes and ordinances of the City of Converse and State and Federal Regulations.
10. Release of plans to \_\_\_\_\_ (name or firm) is authorized for bidding purposes only. I understand that final approval and release of plans and development for construction is contingent on contractor signature on approved Development Permit.
11. I, THE OWNER, AGREE TO AND CERTIFY THAT ALL STATEMENTS HEREIN, AND IN ATTACHMENTS FOR THE DEVELOPMENT PERMIT APPLICATION, ARE, TO THE BEST OF MY KNOWLEDGE, TRUE, AND ACCURATE.

\_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Date

### Engineer Certification:

1. The project has been designed to ensure that stormwater mitigation, including detention ponds, proposed as part of the project will be constructed first in the construction sequence.
2. I will obtain or can show compliance with all necessary Local, State and Federal Permits prior to construction including NOI and SWPPP. Design will not preclude compliance with TPDES: i.e., Project over 10 acres may require a sedimentation basin.
3. The information and conclusions contained in the attached plans and supporting documents comply with the current requirements of the City of Converse, Texas City Code, Chapter 22 and associated Design Guidelines. All development has been designed in accordance with all applicable codes and ordinances of the City of Converse and State and Federal Regulations.
4. I, THE ENGINEER, AGREE TO AND CERTIFY THAT ALL STATEMENTS HEREIN, AND IN ATTACHMENTS FOR THE DEVELOPMENT PERMIT APPLICATION, ARE, TO THE BEST OF MY KNOWLEDGE, TRUE, AND ACCURATE.

\_\_\_\_\_  
Engineer

\_\_\_\_\_  
Date



