



# Clearing and Grading Permit Application

City of Hutto Development Services  
210 US 79 East, Ste. 103  
Hutto TX 78634  
Planning: 512-759-3479  
Engineering: 512-759-4022  
Building & Code Enforcement: 512-846-2640  
Fax: 512-759-5962  
planning@huttotx.gov building@huttotx.gov  
www.huttotx.gov/developmentservices

PERMIT # \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ PROJECT NAME \_\_\_\_\_

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

Acreage of area to be disturbed: \_\_\_\_\_

Number of non nuisance trees to be removed: \_\_\_\_\_

Is property within Old Town?  No  Yes If yes, has a Certificate of Appropriateness been approved?  No  Yes

Is property within FEMA Special Flood Hazard Area?  No  Yes

### SPECIAL CONDITIONS:

- No work may begin without an approved permit.
- Construction shall be limited to clearing and grading activities within the area shown on the associated plans.
- Erosion controls shall be in place prior to any grading or construction activities.
- Owner to obtain all necessary permits to comply with local, state and federal requirements.
- Applicant shall re-vegetate all disturbed areas prior to removal of erosion control measures.
- Permit expires if no work has begun within six (6) months of issuance date.

The following are required for the submittal of a Clearing and Grading Permit.  
For more details on these requirements, contact the Building Division at 512-846-2640.

**Please check each box confirming that the requested information is included.**

- Applicant has attended a Pre-Submittal meeting with City staff
- All applicable fees have been paid; *see fee schedule*
- Master Application completed
- Recorded plat
- One (1) digital version of the Grading and Drainage Plan
- Two (2) full size plan sets (18" x 24") of the Grading and Drainage Plan
- One (1) digital version of the Erosion Control Plan
- Two (2) full size plan sets (18" x 24") of the Erosion Control Plan
- One (1) digital version of the Tree Survey
- Two (2) full size plan sets (18" x 24") of the Tree Survey

I VERIFY THAT I AM SUBMITTING ALL OF THE REQUIRED DOCUMENTS FOR THIS PROJECT. I HAVE COMPLETED THE CHECKLIST AND I UNDERSTAND THAT FAILURE TO SUBMIT ALL OF THESE REQUIREMENTS COULD RESULT IN MY APPLICATION FOR PLAN REVIEW NOT BEING ACCEPTED.

APPLICANT NAME: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



CLEARING AND GRADING MASTER APPLICATION

PERMIT # \_\_\_\_\_

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PROJECT ADDRESS: \_\_\_\_\_ PROJECT NAME \_\_\_\_\_

APPLICANT INFORMATION (property owner or authorized agent) This will be the City's official contact

Business Name \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

PROPERTY INFORMATION

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

Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Deed Reference: Volume \_\_\_\_\_ Page(s) \_\_\_\_\_ or Document No. \_\_\_\_\_

\_\_\_\_\_ City Limits \_\_\_\_\_ ETJ Current Zoning District \_\_\_\_\_

PROPERTY OWNER INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application. Additionally, my signature below indicates my awareness of the fee(s) required at the time of application submittal and that this fee(s) is non-refundable even in the event of application withdrawal.

By signing this form, the owner of the property authorizes the City of Hutto to begin proceedings in accordance with the process for the type of application indicated on page one of this application. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

Property Owner Signature \_\_\_\_\_

Property Owner Printed Name \_\_\_\_\_

Date \_\_\_\_\_

THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ A.D.

Notary Public Signature \_\_\_\_\_

Notary Public Printed Name \_\_\_\_\_

(place seal here)

If there are multiple property owners attach separate page(s) with notarized signature(s)