



GRADING/SITE PREPARATION Permit Application

PERMIT #

CITY OF WOODWAY

Community Services Dept.

924 Estates Drive

Woodway, Texas 76712

phone: (254) 772-4050

fax: (254) 399-6518

permits@woodwaytexas.gov

THIS SECTION FOR STAFF USE ONLY

RECEIVED BY: _____ DATE/TIME: _____ APP COMPLETE? ☐ Y ☐ N (explain)

NOTE: _____

1st REVIEW DATE: _____ BY: _____ ☐ APPROVED ☐ DENIED NOTE: _____	2nd REVIEW (if needed) DATE: _____ BY: _____	PERMIT FEES TOTAL FEE: \$ _____ ☐ CASH ☐ CK _____ ☐ CC _____ DATE PD: _____ RCPT: _____
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OWNER/TENANT
INFORMATION

PROJECT ADDRESS: _____
 PROPERTY OWNER: _____
 MAILING ADDRESS: _____ CITY/ST/ZIP: _____
 PHONE: _____ ALT PHONE: _____ EMAIL: _____

CONTRACTOR
INFORMATION

COMPANY: _____ CONTACT: _____
 ADDRESS: _____ CITY/ST/ZIP: _____
 PHONE: _____ ALT PHONE: _____ FAX: _____
 EMAIL: _____

PROJECT INFORMATION

☐ RESIDENTIAL ☐ COMMERCIAL

LOT SIZE: _____ CONSTRUCTION SITE NOTICE PROVIDED: ☐ LARGE ☐ SMALL ☐ N/A

DESCRIPTION OF WORK: _____

IMPORTANT INFORMATION REGARDING YOUR PERMIT/APPLICATION

- ♦ Allow three (3) - five (5) business days for your application to be processed.
- ♦ Upon approval, permit fees must be paid within 180 calendar days or the application may be considered void and require resubmittal. The permit is not valid until full payment is received.
- ♦ Upon approval and payment, permit is valid for 180 days. If permit expires, an extension may be granted with a written request. If work does not commence within the 180 days or is suspended, the permit becomes null and void. No refunds will be given for expired permits.
- ♦ Issuance of a grading/site preparation permit is not permissive of any construction or development work beyond the scope of this permit, or as specifically approved by City Inspector.
- ♦ Sites greater than or equal to one (1) acre require permit for grading. Check with inspector for stormwater/construction site notice requirements.
- ♦ Applicant agrees to maintain appropriate site control measures, as determined by the City Inspector, at all times. Failure to maintain and/or repair these controls as needed may result in administrative action.

APPLICANT SIGNATURE: _____ DATE: _____

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