



**TOWN OF TROPHY CLUB  
100 MUNICIPAL DRIVE  
TROPHY CLUB, TX 76262  
OFC: (682) 831-4680 – FAX: (817)-490-0705**

**EARTH DISTURBANCE PERMIT APPLICATION**

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

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

Subdivision: \_\_\_\_\_ Block/Lot and or Phase: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Name, street address, city, state, zip Phone/s

General Contractor/Builder Information		Grading or Excavation Contractor Information	
Name of Company:		Name of Company:	
Street Address:		Street Address:	
City/State/Zip:		City/State/Zip:	
Driver lic. #	Phone:	Driver lic. #	Phone:

**REQUIREMENTS OF EARTH DISTURBANCE PERMIT**

(Please check all applicable boxes and provide required documentation.)

- Submission of an Erosion and Sediment Control Plan approved by Town engineer.
- Submission and approval of a Tree Survey, Tree Preservation Plan, and Tree Removal Permit.
- Written acknowledgement that all grading completed prior to the approval of a Final Plat is at the risk of the developer/applicant and is subject to change based on the approval of the Final Plat by the Town Council and the release of the construction plans.
- Submission of construction plans including drainage approved by Town Engineer for grading only.
- Submission of Floodplain Application if any of the property to be disturbed is in the floodplain.
- Submission of Storm Water Pollution Prevention Plan (SWPP).
- Submission of Site Notice for 1-5 acre projects and Notice of Intent for 5 acre projects or greater.
- Submission of Erosion Control Deposit. Payment must be made separate from the permit fee. (rates provided below)
- Submission of Earth Disturbance Permit Fee (rates provided below)

Total Number of Acres: \_\_\_\_\_ Number of acres to be disturbed: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

**Grading Fees:** Single Residential lot \$45.00    ½ - 1 acre: \$55.00    >1-3 acres: \$85.00    >3-5 acres: \$115.00  
>5-10 acres: \$165.00    >10 acres: \$165.00 + \$7.50 per acre over 10    Weekly site inspection: \$85.00 hr

**Erosion Control Deposit:** Single Family Residential Subdivisions - \$100.00 per lot  
Multifamily Residential and Non-Residential Subdivisions - \$200.00 per lot  
*Refund of Erosion Control Deposit Refunds shall comply with Section 108.5 of the 2009 International Building Code*

**Office Use Only**

Application Approved by: \_\_\_\_\_ Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Erosion Control Deposit \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

**Trophy Club Code of Ordinances**  
**Chapter 12 - Subdivision Rules and Regulations**  
**Section 8.11 Land-Disturbing Activities**

- A. Approval and Permit Required: No Person shall engage in any land-disturbing activities, including but not limited to the removal of trees, land clearing and/or grading or other pre-construction preparatory activity without the required approvals and permits. All such land-disturbing activities shall be confined to the interior limits of the grading area identified on an approved grading plan. A clearing and grading permit is required in the Town prior to any land-disturbing activity.
- B. Exceptions: It shall be an exception to the permit requirement of this Section when a Person is engaging in one or more of the following activities:
1. Land-Disturbing Activities in an emergency situation involving immediate danger to life and property or substantial fire hazard;
  2. Land-Disturbing Activities of one (1) acre or less on a single lot, under one (1) ownership, for the purpose of construction, landscaping and/or associated improvements for a single-family residence to be constructed as indicated on the site plan submitted to the Director of Community Development with an approved application for a building permit;
  3. The removal of underbrush, dead trees or diseased or damaged trees which constitute a hazard to life and property based upon a field inspection verification by the Parks and Recreation Director;
  4. Land-Disturbing Activities or other practices associated with and necessary to conduct normal agricultural crop operations on a property, excluding timber cutting.
- C. Standards
1. General Requirements - Following the approval of a Preliminary Plat by the Planning & Zoning Commission and the Town Council, and the issuance of a tree removal permit by the Permitting Department, land disturbing activities are permitted subject to the following criteria:
    - a. The applicant shall provide the Town written acknowledgement that all grading completed prior to the approval of a Final Plat is at the risk of the developer/applicant and is subject to change based on the approval of the Final Plat by the Planning and Zoning Commission and Town Council and the release of the construction plans.
    - b. All work must be in conformance with the approved tree removal permit, tree protections plan and tree mitigation plan.
    - c. All erosion control and tree protection devices must be in place prior to the commencement of land disturbing activities, and shall be properly maintained at all times.
    - d. The placement of fill shall be in strict conformance to the plans and specifications provided for the project.
    - e. The Town Engineer has reviewed the construction plans including drainage and released them for grading only.
    - f. No construction activity of any kind shall take place in the 100 year floodplain without an approved Conditional Letter of Map Revision (CLOMAR)."

- g. Land-Disturbing Activities and other operations shall not create or contribute to landslides, accelerated soil creep, and/or settlement.
- h. Land-Disturbing Activities and other operations shall not create or contribute to flooding, erosion, or increased siltation or other forms of pollution in a watercourse.
- i. Land-Disturbing Activities and other operations shall be conducted so as to expose the smallest practical area of soil to erosion for the least possible time, consistent with anticipated build-out schedule
- j. Debris, including but not limited to, tree limbs, construction material and other non-earthen material shall be removed from cleared sites as it is created and shall not be stock piled on the site.
- k. All applicable fees shall be paid.

## 2. Cut and Fills

- a. Slopes greater than three feet (3') in height shall be no steeper than two (2) horizontal to one (1) vertical foot, except where approved retaining walls are engineered and installed and where trenches are refilled with material from the excavation or as approved by the Town to meet other community or environmental objectives.
- b. All topsoil removed during ground surface preparation shall be stockpiled on the site and stabilized within fourteen (14) days.
- c. When the owner of any parcel raises lowers, or alters the level or existing grade of a site by fill or excavation; he or she shall, at their expense, take all steps necessary to ensure compliance with the following:
  - i. Take or cause to be taken all actions necessary to protect all adjoining property from encroachment by such fill or excavation, or danger of collapse due to such excavation either by the erection of an engineered retaining wall or by sloping the sides of such fill or excavation either within the confines of the site; and,
  - ii. When engaging in land-disturbing activities; including, but not limited to, cut and fill, such person shall not alter or otherwise compromise the intent or use of existing drainage and utility easements as originally designed and approved by the Town.
  - iii. Establishing Ground Cover: A temporary ground cover shall be established on all graded or disturbed areas not intended to be developed within fourteen (14) days of completion of any Land-Disturbing Activity.

## D. Grading Plan Evaluation Criteria: When evaluating a Grading Plan, the Director shall review the Grading Plan for compliance with the following criteria:

- 1. Appropriate footprint sizes are identified on the Grading Plan and developments are designed in accordance with the natural terrain and drainage of the site. Erosion prevention and control measures are utilized, including protection of natural swales and drainage areas. Severely eroded areas are stabilized.
- 2. Mass cutting, filling and benching or terracing of existing slopes to create additional or larger building sites are prohibited; therefore, the Grading Plan shall not include or propose any such activity. The Grading Plan provides for the use of alternative treatments; including, but not limited to, building the structure with slopes of the natural terrain, the use of internal or external building retaining walls, and the use of low retaining walls on the site to reduce site grading. Mass site grading is prohibited.

3. The Grading Plan includes all information necessary for the Director of Community Development to determine that the project will result in the reasonable preservation of trees under the standards set forth in Section 8.5 of this Chapter and the requirements of this Section.
4. The area for which land-disturbing activity is proposed is limited by design to the area of construction, and the site is left in its natural state otherwise during the course of construction.
5. The Grading Plan shall include all information necessary for the Director of Community Development to determine that it provides for the reasonable preservation of trees and understory, and that the following criteria has been met regarding the selection of trees to be preserved or removed. When making such determination, the Director shall consider all relevant factors, including but not limited to the following:
  - i. Proximity of the tree's or trees' critical root zone or drip line to proposed grading activity.
  - ii. That all necessary and appropriate permanent tree protection methods are employed to protect the preserved tree from damage where the tree's critical root zone may be impacted.
  - iii. Other remedial or protective measures have been employed, including site design which improves the chances for tree survival.
  - iv. Temporary tree protection methods are adequately employed.
  - v. Construction methods for utility service to the site are used that allow protection and preservation of additional trees; such as, tunneling under the critical root zones, tree walls, or tree wells.
  - vi. Utility trenching activities are indicated on the plan.

### **STORM WATER POLLUTION PREVENTION-CONSTRUCTION**

All construction activity, regardless of size, shall comply with the North Central Council of Governments (NCTCOG) "Storm Water Quality Best Management Practices for Construction Activities" Manual (BMP's) current edition, except as modified in this section.

All construction activities on sites greater than one (1) acre in the Town of Trophy Club shall comply with the provisions and regulations of the Texas Pollution Discharge Elimination System, Phase II. Operators must obtain coverage for storm water discharges for a construction site under the TPDES General Permit Program. Construction sites involving disturbances less than one (1) acre do not require a TPDES permit, but are still subject to all the provisions of that permit, except for reporting to TCEQ.

When a Notice of Intent (NOT) is submitted to TCEQ, a copy shall be submitted to the Town as well. It is the intent of the Town of Trophy Club that sediment from construction sites be contained on the site. Accordingly, Storm Water Pollution Prevention Plans (SWPP) must address two stages. Stage I refers to the infrastructure construction phase of the development. NCTCOG BMP's will apply during this stage. Inlet erosion protection devices shall be installed until streets and alleys have been paved. Immediately after paving, an erosion control blanket (or other erosion control method as approved by the Town Engineer) shall be installed adjacent to paved surfaces such as alleys, streets, flumes, etc., in addition to the placement of silt fence along the down slope boundaries of the site.

The following applies to Post Construction:

Stage 2 refers to the period of time after the acceptance of the subdivision by the Town and prior to completion of homes or other building. During this stage, an erosion control blanket (or other erosion control method as approved by the Town Engineer) shall be placed adjacent to all streets and alleys at the project perimeter to contain sediment within the block and prevent transport to the pavement. The maintenance of this perimeter erosion control becomes the builder's responsibility once a building permit is issued. Otherwise, the Developer is responsible for the perimeter erosion control until the subdivision or phase is ninety-five (95) percent built out.



**TOWN OF TROPHY CLUB**  
**100 MUNICIPAL DRIVE**  
**TROPHY CLUB, TX 76262**  
**OFC: (682) 831-4680 – FAX: 817-490-0705**

**TREE REMOVAL PERMIT**

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

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

Subdivision: \_\_\_\_\_

Block/Lot and or Phase: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Name, street address, city, state, zip Phone/s

Applicant Information		Contractor Information	
Name of Company:		Name of Company:	
Street Address:		Street Address:	
City/State/Zip:		City/State/Zip:	
Driver lic. #	Phone:	Driver lic. #	Phone:

Reason for the Tree Removal: \_\_\_\_\_

Total Number of Protected to be removed: \_\_\_\_\_ Total Protected Caliper Inches to be removed: \_\_\_\_\_

Caliper inches to be mitigated (1.5 x caliper inches removed) \_\_\_\_\_

Total number of trees to be replanted: \_\_\_\_\_ Total caliper inches to be replanted: \_\_\_\_\_

Tree Removal Permit Fee (\$25 per protected tree removed): \_\_\_\_\_

Mitigation Fee\* (if required): \_\_\_\_\_  
 \*\$150 per caliper inch to be mitigated

Total Due: \_\_\_\_\_  
 Includes Permit and Mitigation Fee

\_\_\_\_\_  
 Signature of Applicant  
 or Landscape Architect

\_\_\_\_\_  
 Signature of Registered Arborist

\_\_\_\_\_  
 Printed Name of Applicant

\_\_\_\_\_  
 Printed Name of Arborist or Architect

**Office Use Only**

Application Approved by: \_\_\_\_\_ Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Permit fee \_\_\_\_\_ Mitigation Fee: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

# **TOWN OF TROPHY CLUB**

## **Tree Removal Permit Requirements**

The removal of protected, specimen, majestic and historic Trees in conjunction with the development, subdivision and/or re-subdivision of real property are subject to all the requirements contained in **Chapter 12 - Subdivision Rules and Regulations, Article 8 Tree Preservation and Removal of the Trophy Club's Code of Ordinances** available online at <http://records.trophyclub.org>.

### **Application Requirements**

The application shall accompany the site plan or plat of the development and shall include a written document indicating the reasons for removal of the protected tree or trees. The application must be completed and signed by a registered arborist or landscape architect and must include two (2) copies of a legible tree survey, drawn to the largest practicable scale, indicating the following:

- a. The location, caliper width, height, and common name of all single-trunk trees of six inches (6") caliper width or greater, measured at one foot (1') above natural grade level, and at least twelve feet (12') high; and all multi-trunk trees having a total caliper width of eight inches (8"), measured by combining the caliper width of the largest stem or branch with one-half (1/2) the caliper width of each additional stem or branch, all measured at one foot (1') above natural grade level, and at least twelve feet (12') high.
- b. The location of both the trunk and drip line, caliper width, height, estimated age (not to be determined using invasive measures which might damage the tree), a reproducible color photograph, and common name of all Protected, Specimen, Majestic, and Historic Trees proposed to be removed.
- c. Provide existing natural grade elevation and proposed final grade elevation at each location for which for each protected tree for which a Tree Removal Permit is requested.
- d. The location and dimensions of all existing or proposed public streets, alleys, rights-of-way, utility easements, drainage easements, fence easements, pedestrian access easements or other public rights-of-way or easements.
- e. The location of all existing or proposed property lines, lot lines, building lines, setback and yard requirements, any proposed building footprint or floor plan, and other special relationships or significant features of the proposed development plan, record plat or site plan of the development.
- f. Existing and proposed site elevations, grades and major contours: including a chart listing all Protected, Specimen, Majestic, and Historic Trees, their respective locations, and indicating where grades around protected trees will be changed by six inches (6") or more.
- g. The information required herein shall be summarized in legend form on the tree survey and shall include the reason for the proposed removal of the protected tree or trees.
- h. Each tree shall be identified by numerical reference on the Tree Survey.
- i. Each tree shall be affixed with a permanent tag bearing the corresponding number as depicted on the Tree Survey. The tag shall be permanently attached at a height not less than five feet (5') nor more than six feet (6') above existing grade on the south face of the tree.
- j. The survey shall bear the stamp or seal of a registered surveyor relative to the location of any trees and shall bear the stamp or seal of a registered landscape architect, or registered arborist relative to the specie(s) of any trees.
- k. A sign shall be placed on each separate lot or tract for which a Tree Removal Permit is requested to inform the general public that an application for a Tree Removal Permit(s) has been filed relative to a Protected, Specimen, Majestic, or Historic Tree. The sign must meet the following criteria:
  - I. The size of the sign(s) shall be three feet (3') by four feet (4') and be made out of aluminum or corrugated plastic material;
  - II. The sign(s) shall be mounted on stakes/poles;
  - III. The sign(s) shall be visible from the street;
  - IV. There shall be one (1) sign for each street frontage; and
  - V. The sign(s) shall have a white background, with letters and borders being green in color. The sign(s) shall state the following:

**TOWN OF TROPHY CLUB, TX  
A TREE REMOVAL PERMIT HAS BEEN  
REQUESTED FOR THIS SITE  
FOR INFORMATION, CALL 682.831.4680**