DRAFT EXAMPLE: MASS GRADING LETTER SUBMITTED TO SUBDIVISION

[Company Header]

[Date]

Mr. Paul Nelson
Subdivision Administrator
320 E. Jefferson Boulevard, Room 115b
Dallas, Texas 75203

RE: Request for an Early Release for a Mass Grading Only- S[123-456], 311T-[8000]

Dear Mr. Nelson,

This is a request of an early release for a grading permit associated with [1234 Street Address], being [Lot 1, Block 1] of the [Subdivision Name Addition], subject to compliance with all City of Dallas codes and ordinances. I understand that no Certificate of Occupancy will be issued for this project until such time as a final plat on this property has been approved by the City Plan Commission and recorded with the County.

The purpose of the permitted work is for mass grading only. I understand no utility work is to be done, no foundation work is to be done, no paving is to be done and the drainage patterns will not be altered during this work.

A SWPPP will be in place prior to the work and any damages to existing utilities or public infrastructures will be reported and replaced immediately.

I also understand that the Sustainable Development & Construction Department, Building Inspection Division and Engineering Division may require submittal and approval of grading/engineering plans and necessary private development contracts for required infrastructure improvements before they release a request for the building permit.

Sincerely,

[Owner Signature]

[Owner Name]

*Note that request letters must be signed by the owner only- not 3rd party consultants.

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