DRAFT EXAMPLE: MASS GRADING LETTER SUBMITTED TO ENGINEERING

[Company Header]

[Date]

Mr. Lloyd Denman
Assistant Director Engineering
Sustainable Development & Construction
320 E. Jefferson, Room 200
Dallas, TX 75203

Re: Request for a Mass Grading Only Building Permit – **S[123-456]**, **311T-[8000], PID [1234]**

Dear Mr. Denman,

This letter is to request a building permit for mass grading only for the project 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.

The purpose of the permitted work is for mass grading only in connection with a permit for construction. I understand no utility work, foundation work, and/or paving work shall be done and the drainage patterns will not be altered during this work.

An "Operations Plan" as detailed in 51A-4.206(5)(E)(iv) will be submitted and approved prior to the work. Additionally, a Storm Water Pollution Prevention Plan (SWPPP) will be in place prior to the work and any damages to existing utilities or public infrastructures will be reported and replaced immediately.

As Owner of the subject property, I take full responsibility with respect to this grading permit and will ensure that the grades shown on the requested grading permit adhere to the approved engineering plans. I acknowledge that the engineering plans are currently under review by the City of Dallas Sustainable Development & Construction Department and accept full responsibility for the risks associated with the proposed grading work prior to the approval by the Sustainable Development & Construction Department. I understand that the City of Dallas reserves the right for additional comments until all items in question are satisfied in compliance as requested by the Sustainable Development & Construction Department.

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 requests letters must be signed by the owner only – not 3rd party consultants.*

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