



BUILDING DEPARTMENT

600 MORTON STREET
RICHMOND, TX 77469
P: 281-232-6871
FAX: 281-238-1215

PUBLIC INFRASTRUCTURE & GRADING PLAN REVIEW APPLICATION

Application for: First Submittal Re-Submittal

PROJECT INFORMATION

Project Name: _____

Geographic Location/Address: _____

Total Acreage: _____ Survey & Abstract #: _____

Check which apply: City Limits ETJ

PROPERTY OWNER INFORMATION

Name(s): _____ Phone: _____

Address: _____ City: _____ State: _____ ZIP: _____

Email: _____ Fax: _____

PROJECT REPRESENTATIVE/AGENT INFORMATION

Project Representative: Engineer Land Planner Surveyor Other: _____

Company: _____ Phone: _____

Contact Person: _____ Phone: _____

Address: _____ City: _____ State: _____ ZIP: _____

Email: _____ Fax: _____

SUBMITTAL INFORMATION

Payment: MC, Visa, Cash or Check made payable to City of Richmond (3% processing fee on credit cards)

One hard copy of Construction Plans

One Electronic Copy: USB or CD

FOR EVERY RESUBMITTAL: 1 HARD COPY OF PLANS AND 1 CD OR USB REQUIRED

For requirements and specifications information, please visit or city website at www.richmondtx.gov under Departments/Public Works/City of Richmond Design Standard Manual.



BUILDING DEPARTMENT

600 MORTON STREET
 RICHMOND, TX 77469
 P: 281-232-6871
 FAX: 281-238-1215

FEE CALCULATIONS:

All fees due to the City of Richmond shall be paid in full. All checks made payable to City of Richmond. All returned checks will be assessed a returned check fee as applicable and a stop work order will be issued and remain in effect until such time a valid complete payment is received. "Credit card payments are assessed a 3% convenience fee. No refunds or credits, all transactions are final."

CONSTRUCTION/PUBLIC INFRASTRUCTURE PLANS SUBMITTALS:

Enter Total Acreage	Total Acreage – Choose One		Fee	Enter Fee Below
	0.00 to	5.99 acres	\$450.00	
	6.00 to	15.99 acres	\$700.00	
	16.00 to	99 acres	\$800.00	
	100.00 to	Or greater	\$1,200.00	
	Add per acres over 100		\$5.00	

Initial Submittal Total: _____

CONSTRUCTION/PUBLIC INFRASTRUCTURE PLAN RE-SUBMITTALS, EACH SUBMITTAL:

Enter Total Acreage	Total Acreage – Choose One		Fee	Enter Fee Below
	0.00 to	5.99 acres	\$450.00	
	6.00 to	15.99 acres	\$700.00	
	16.00 to	99 acres	\$800.00	
	100.00 to	Or greater	\$1,200.00	
	Add per acres over 100		\$5.00	

Re-Submittal Total: _____

GRADING PLANS, PER SUBMITTAL:

Enter Total Acreage	Total Acreage – Choose One		Fee	Enter Fee Below
	0.00 to	2.99 acres	\$300.00	
	3.00 to	14.99 acres	\$400.00	
	15.00 to	Or greater	\$500.00	
	Add per acres over 15		\$5.00	

Grading Plan Total: _____

DISCLAIMER & SIGNATURE

I certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law.

 Applicant Signature

 Date