



Permit No.

Construction Site Water Permit

City Ordinance No. 662-D exempts certain construction activities from Stage 1 of drought contingency watering restrictions if approved by the Department of Public Works. For the purpose of applying for a Construction Site Water Permit, a construction site is defined as either a multi-lot sub-division development or a commercial site that is using water via a bulk meter attached to a fire hydrant. All developers and/or contractors are required to complete this permit and submit it to the Department of Public Works for review. Final approval or denial of this permit rests with the Director or Deputy Director of Public Works.

A separate form is required for each location. An approved permit must be posted or readily available at the construction site. Please direct any questions to the Public Works Administration & Engineering Department at 817-748-8098. Please return the completed application to: Public Works Administration/Engineering, 1400 Main St., Ste 320, Southlake, TX 76092, or fax to 817-748-8077.

Please Print

Name of Development _____

Construction Site Location Address _____

Name of Developer/Contractor _____

Meter(s) No. _____

Describe Construction Activity for Which Water Use is required in Detail and Estimated gallons/day to be used:

Name of Authorized Representative _____

Title _____ Email Address _____

Daytime Phone _____ Cell _____

I have read and understand Stage 1 watering restrictions:

Signature of Authorized Representative _____

To be completed by the Department of Public Works

Approved Denied; Reason _____

Signature of Director or Deputy Director _____

Date _____

Step-by-Step Guide to Construction Site Water Permit Application

During Stage 1 or higher of drought conditions, the City requires that all developers and/or contractors working on a construction project complete and submit a **Construction Site Water Permit** for water use related to construction activities. The completed application should be submitted to the Public Works Administration/Engineering Offices at 1400 Main St, Ste 320, Southlake, TX 76092. Final permit approval will rest with either the Director or Deputy Director of Public Works. An approved permit will need to be posted or available at the construction site.

1. Is the City of Southlake under Stage 1 or higher drought restrictions?

- Please check www.MySouthlakeNews.com for up-to-date information.
- Visit the [Stages of Drought Contingency](#) page for information on any applicable watering restrictions or exceptions.

2. What is the definition of a construction site?

- For the purpose of applying for a Construction Site Water Permit, a construction site is defined as either a multi-lot sub-division development or a commercial site that is using water from a bulk meter attached to a fire hydrant.

3. Who is required to complete a Construction Site Water Permit?

- All developers or contractors working on a project that meets the construction site definition in Question #2 above are required to apply for a permit.

4. What construction activities are exempt from the Stage 1 watering restrictions?

- Allowed at any time on any day with an approved Construction Site Water Permit:
 - Watering for dust control
 - Watering for sub-grade stabilization (road base preparation for paving of public streets)
 - Embedment for underground utilities
 - Any other approved construction activity using a water truck
 - Water line testing and cleaning
 - Hand watering
- Watering to control erosion in detention ponds is allowed before 10 AM or after 6 PM on any day with an approved Construction Site Water Permit.
- *Establishing new turf is highly discouraged at this time.* The City recommends postponing the installation of turf and/or landscaping until cooler temperatures. However, if hydro mulch, grass sod, or grass seed is installed for the purposes of establishing a new lawn, the area may be watered any day of the week before 10 a.m. or after 6 p.m. for the first 30 days while it is being established with an approved exemption request. After that, the twice per week mandatory watering schedule set forth in this stage applies.

5. How do I apply for a Construction Site Water Permit?

- Complete and sign this **permit application**.
- Return the completed form to the
- City of Southlake, Public Works Department, 1400 Main St., Suite 320, Southlake, TX 76092
 - C/O the City Engineer
- The completed form may be faxed to 817-748-8077

6. How will I know if my permit application is approved?

- Public Works staff will review the permit application and make a recommendation for approval or denial. Final approval authority rests with the Director or Deputy Director of Public Works. Our office will contact you with a permit status.

7. Does the Construction Site Water Permit need to be posted on-site?

- Yes. An approved Construction Site Water Permit will be required to be posted or at least available at the construction site for review at the request of City Personnel.

8. Who may I contact with additional questions?

- Contact the Public Works Inspector assigned to your construction project or Environmental Coordinator at (817) 748-8638. If you are not sure which Inspector is assigned to your project, please call the Public Works Administration/Engineering offices at (817) 748-8098.