



Belén
The Hub City

City of Belen

**APPLICATION FOR
GRADING & DRAINAGE
PLAN REVIEW / PERMIT**

INSTRUCTIONS

A Grading & Drainage Permit is required prior to the subdivision or development of land within the City, or within its statutory planning and platting jurisdiction, if the site is greater than or equal to 10,890sf (1/4ac). Please type or print clearly on this form and attach two copies of the proposed Grading & Drainage Plan and two copies of the Drainage Study (if required). Incomplete or inaccurate applications may delay the review process. The completed application package must be submitted to the Town Planner and shall be in compliance with the City Subdivision Ordinance. **Payment of the review fee, as determined by the Cities On-Call Engineer, is required prior to issuance of the permit.**

APPLICANT INFORMATION

Property Owner: _____ **Phone:** _____

Mailing Address: _____ **Email:** _____

Applicant/Agent: _____ **Phone:** _____

Mailing Address: _____ **Email:** _____

GENERAL INFORMATION

Property Address and Legal Description: _____

Name of Development or Subdivision: _____

Total Site Acreage: _____ **Total Acreage Disturbed:** _____

ACKNOWLEDGEMENTS

Application is hereby made for approval of a Grading & Drainage Plan as described herein. I have examined, am familiar with, and have complied with, any and all requirements of the Subdivision Regulations and Design Standards of the City of Belen. I further understand and agree that neither the City nor any of its agents shall be held liable for any lack of understanding, or misinterpretation, on my part, of any said requirements. Property owner authorization for this request is provided.

Signature of Applicant/Agent: _____ **Date:** _____

Receipt by Planning & Zoning Officer: _____ **Date:** _____

Review Fee (due prior to issuance of permit): _____

Fee Paid/Receipt #: _____ **Date:** _____

Grading and Drainage Plan Review (cont.)

FOR OFFICIAL USE ONLY

Review 1 - Reviewing Engineer Information
Name:
Date Sent:
Date Comments Received:
Invoice Received: <input type="checkbox"/> YES <input type="checkbox"/> NO Amount:
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Revisions Required

Review 2 - Reviewing Engineer Information
Name:
Date Sent:
Date Comments Received:
Invoice Received: <input type="checkbox"/> YES <input type="checkbox"/> NO Amount:
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Revisions Required

Review 3 - Reviewing Engineer Information
Name:
Date Sent:
Date Comments Received:
Invoice Received: <input type="checkbox"/> YES <input type="checkbox"/> NO Amount:
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Revisions Required