



# Sand and Gravel Permit Application

This application will not be considered unless fully completed and all fees are received. For assistance with this form, email sand.gravel@tpwd.texas.gov.

## Section I. Applicant Information

Effective September 1, 2015, Texas Parks and Wildlife is required to collect Social Security numbers of individual applicants and sole proprietorship applicants for the purpose of child support enforcement under the Texas Family Code, Section 231.302 and Federal Statute 42 U.S.C. §666. Missing or incomplete information may delay application processing time.

1. Applicant Name: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Driver License No.: \_\_\_\_\_ Driver License State: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
3. Contact Information: Email: \_\_\_\_\_  
 Voice: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_
4. Comptroller's ID Number or Federal Employer's Identification Number (FEIN) \_\_\_\_\_
5. Previous or current Permit Number: \_\_\_\_\_
6. Agent or other person acting on behalf of Applicant: \_\_\_\_\_
7. Mailing address if different from Applicant: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
8. Contact Information if different from Applicant: Email: \_\_\_\_\_  
 Voice: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

## Section II. Location of Proposed Activity

9. Name of water body: \_\_\_\_\_
10. County of proposed activity: \_\_\_\_\_
11. Nearest city or town with a post office: \_\_\_\_\_
12. Nearest upstream public road crossing: \_\_\_\_\_  
 Distance from proposed activity: \_\_\_\_\_
13. Nearest downstream public road crossing: \_\_\_\_\_  
 Distance from proposed activity: \_\_\_\_\_
14. Latitude/Longitude: \_\_\_\_\_

## Section III: Description of Proposed Activity

15. Description of proposed activity, including equipment to be used (attach additional sheets as necessary):  
 \_\_\_\_\_

16. Volume of sedimentary material to be disturbed monthly (Cubic yards per month): \_\_\_\_\_

If total volume disturbed during the permit is 1,000 cubic yards or more, it would be considered an individual permit and would require a bond.

17. Volume of sedimentary material to be disturbed annually (Cubic yards per year): \_\_\_\_\_

18. Intended final disposal area for disturbed and removed materials:

19. Surface area of bottom to be disturbed (in square feet): \_\_\_\_\_

20. Date that project is proposed to begin: \_\_\_\_\_

21. Duration of disturbance period: \_\_\_\_\_

22. Are any species listed as State or Federal threatened or endangered found in the vicinity of the project; or might any listed species be affected by the project? \_\_\_\_\_

If so, please explain:

23. Provide a description of measures proposed to minimize harm to aquatic and riparian habitat:

\_\_\_\_\_

24. U.S. Army Corps of Engineers (USACE) Permit Number, Individual, General, or Nationwide:

\_\_\_\_\_

25. If USACE permit application is pending, state application date and USACE office reviewing application:

\_\_\_\_\_

26. Attach the required Sediment Impact Assessment conducted pursuant to Parks and Wildlife Code Chapter 86 § 86.003(c)(3).

27. Is the applicant a corporation subject to the Texas Business Corporation Act?

Yes       No

a) If so, attach a statement provided by the Comptroller of Public Accounts that the applicant is not delinquent in any tax owed pursuant to Tax Code chapter 171 (Certificate of Account Status / Certificate of Good Standing).

28. If the applicant is not a corporation, and is a sole proprietorship or partnership, list the full name(s) of the proprietor(s) and/or general partners. \_\_\_\_\_

29. If this is an application for the renewal of an existing permit, are there any amendments requested to the current permit?  Yes       No

If yes, list requested amendments. \_\_\_\_\_

## Section IV: Public Notice Requirements

30. Name and contact information of daily or weekly newspaper of greatest circulation in the county or counties to be affected by issuance of the permit:

Newspaper name: \_\_\_\_\_

Newspaper telephone number: \_\_\_\_\_

Newspaper Web site: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

31. Name and contact information of local newspaper in the community nearest the proposed area of disturbance:

Newspaper name: \_\_\_\_\_

Newspaper telephone number: \_\_\_\_\_

Newspaper Web site: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

32. Attach a draft Public Notice. Refer to the public notice template in the accompanying Sand and Gravel Permit Application Instructions. For additional assistance, contact the Sand and Gravel Permit Program [sand.gravel@tpwd.texas.gov](mailto:sand.gravel@tpwd.texas.gov). **Public notice must be approved by TPWD prior to publication or mailing.**
33. Attach a list of alongshore property owners on both sides of the stream, and their mailing address information, for one river mile above and below the proposed area of disturbance.
34. Following approval of the draft Public Notice, item 32 above, the applicant must send the approved Public Notice via certified mail to all property owners identified in item 33 above.
35. Following approval and mailing of Public Notice, provide copies of U.S. Postal Service Certified Mail Receipts of Mailings to all property owners identified in item 33 above to TPWD Sand and Gravel Permit Program by mail or email at [sand.gravel@tpwd.texas.gov](mailto:sand.gravel@tpwd.texas.gov)
36. Following approval of the Public Notice, the applicant must have the notice published in three consecutive issues of the newspaper in Item #30 above and in one issue of the newspaper in Item #31 above and provide to TPWD copies of publisher's affidavits or other acceptable documentation of publication for all newspaper notices.



# Sand and Gravel Permit Application Signature Page

Signature on Application: The person who signs the application form should be the Applicant. When another person signs on behalf of the applicant his/her title or relationship to the Applicant should be stated. In all cases the person who signs the form must be authorized to do so by the Applicant. A person who signs an application must provide proof of authorization. A copy of the authorization letter must be included in the application package. An application submitted by a corporation must be signed by a principal executive officer of at least the level of vice-president or by a duly authorized representative, if such representative is responsible for the overall operation of the facility that will conduct the activities authorized by the permit requested. In the case of a partnership or sole proprietorship, the application must be signed by a general partner or the proprietor, respectively. In the case of a municipal, state, federal or other public facility, the application must be signed by a principal executive officer, a ranking elected official or another duly authorized employee.

I \_\_\_\_\_ certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, this information is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment for known violations. I understand that issuance of a Sand and Gravel Permit is not guaranteed, and that the proposed work is not authorized until such time that a permit is received from Texas Parks and Wildlife Department.

\_\_\_\_\_

Date	Signature	Title
------	-----------	-------

Subscribed and sworn to before me by the said \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

notary seal

\_\_\_\_\_  
Notary Public

Texas Parks and Wildlife Department maintains the information collected through this form. With few exceptions, you are entitled to be informed about the information we collect. Under Sections 552.021 and 552.023 of the Texas Government Code, you are also entitled to receive and review the information. Under Section 559.004, you are also entitled to have this information corrected.



## Sand and Gravel Permit Application Permission to Enter and Cross

Applicant's Name: \_\_\_\_\_

My name is \_\_\_\_\_ and I am over the age of 18 years.

I am the owner or otherwise have the authority to control access to the property described in this document. I hereby grant permission to employees of the Texas Parks and Wildlife Department to enter and/or cross my property for the purposes of inspecting the bed and banks of public waters, in conjunction with, and for the purposes of, reviewing the Applicant's request for a Sand and Gravel Permit from the Department. I understand that Department employees may take photographs and make drawings or maps of my property where it has a common boundary with public waters and that such photographs, drawings or maps will become public records.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner or Authorized Representative



## **Sand and Gravel Permit Application Attachments and Supplemental Materials**

The following are required for an application to be considered complete for review:

1. Completed application including signed and notarized signature, pages 1 through 4;
2. Completed and signed Permission to Enter and Cross document, page 5;
3. A map showing the vicinity of the proposed site, such as a county map;
4. A scale drawing of the proposed project area that indicates:
  - a) The location of the operation, identified by prominent landmarks and showing the limits of the proposed project (show distances in miles, feet, etc.);
  - b) The name of the waterway;
  - c) Graphic scale of the drawing;
  - d) The direction of north by arrow;
  - e) The direction of flow in streams and the direction of ebb and flow in tidal waters;
  - f) The mean high and low waterlines in tidal areas and the ordinary high and low waterlines in a lake or stream;
  - g) The property lines and names of adjacent property owners;
  - h) If the waterway separates two or more counties, show the county lines and the names of the counties;
  - i) The location of associated activities such as access routes, staging areas, sorting and washing sites, settling ponds, etc.;
  - j) The average depth in feet and/or inches of the water at 200-foot intervals;
  - k) Location of stockpiles, temporary placement, etc., if applicable.
5. At least four color photographs of the site adequately illustrating where the operation will be conducted:
  - a) One from each side of the river at the work area, showing the banks, river, and vegetation;
  - b) One from the downstream and upstream ends of the project area, showing river and banks from close to the elevation of the water.
6. Sediment Impact Assessment per Item 26;
7. Draft Public Notice per Item 32;
8. List of landowners per Item 33;
9. Documentation of mailing of Public Notice per Item 35;
10. Documentation of publications of Public Notice per Item 36.