

project name	
Property Address	
Property Owner	
Property Phone	

Installer/Company	
Contacts Name	
Address	
City, State, Zip	
Phone and Fax	
Contact's Email	

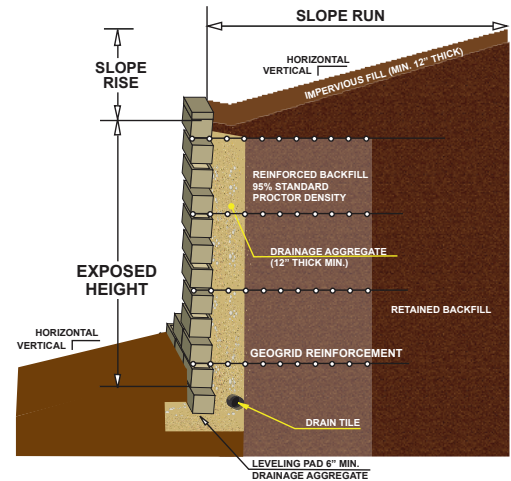


Figure 1

**1 dealer information** *(Important: HTS is coordinated with dealer.)*

Dealer Name	
Location and Phone	
Contact Name	
Contact's Email	

**2 general wall information**

What block do you plan to use?	
What geogrid do you plan to use?	
Maximum exposed wall height(ft):	
Is this wall project multi-tiered or terraced? <input type="checkbox"/> YES <i>(Please check page I•2 for multi-tier program specs.)</i> <input type="checkbox"/> NO	
Are grading plans available? <i>Plans must show wall placement, elevations, lineal footage with grade lines and/or wall face profiles. If no plans are available, sketches must be provided.</i> <input type="checkbox"/> YES <i>(Include grading plans with this request.)</i> <input type="checkbox"/> NO <i>(See page A•6 for sketch instructions)</i>	
Take photographs of proposed retaining wall site. <i>(See manual page A•8 Photo Instructions)</i>	

**3 slope information** *(See manual page A•4 Methods of Slope Determination)*

Will there be a slope at the TOP of the finished wall? <i>(Ex: 2 horizontal to 1 vertical; aka 2/1)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO    If YES, what is the angle of slope? _____
Is the slope rise the same or greater than 2x's the height of the wall? <i>(This is the elevataion change from top of wall to top of slope. See figure 1 above.)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO    If NO, what is the slope height(ft)? _____
Will there be a slope at the BOTTOM of the finished wall? <i>(Ex: 2 horizontal to 1 vertical; aka 2/1)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO    If YES, what is the angle of slope? _____

**4 surcharge (load) information**

Indicate type of surcharge (load) on top of the wall: <input type="checkbox"/> Lawn/Grass <input type="checkbox"/> Light auto parking/drive (car) <input type="checkbox"/> Heavy vehicle parking/drive (RV)
Is there any surcharge close to the wall (within a distance of 2x's the walls height)? <input type="checkbox"/> NO <input type="checkbox"/> YES    Type of load: _____    Distance from wall(ft): _____

**Confused?**  
 refer to your  
 HTS manual  
 "section one:  
 PLANNING"

# request form:

# HTS STAMPED ENGINEERING for 8' & Under Retaining Walls

Continued from front side

## 5 soils information

Is there a recent soils report available?

- YES (Include soils report with this request)  
 NO (See manual page A•10 Soil Sampling Instructions)

## 6 other proposed project / site variables

Is there any type (steel, wood, PVC) of fence going on top of the wall?

- YES     NO

Are there utilities, or anything else needing to go through the facing or reinforced soil?

- YES     NO

Additional Notes:


## 7 send final stamped engineering to

Send to Installer address

Attention			
Company			
Address			
City, State, Zip			
Phone and Fax			
Contacts Email			

## 8 payment information

(HTS accepts the following credit cards or checks)

Card Type	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> Business	<input type="checkbox"/> Personal															
Account Number																			
Exp Date																			
Name on Card																			
Billing Address																			
City, State, Zip																			

How did you hear about HTS?     DEALER     WEB     OTHER

(If other, please list)

**PLEASE FILL OUT ALL ITEMS ON THIS FORM:** By submitting and signing this form I certify that the information provided herein is accurate and complete. HTS will forward all required information to a licensed and registered engineer in the state in which the project is located. If any site conditions change (e.g. water seepage, soil changes, surcharge changes, or height changes etc.), are encountered, construction of retaining wall must be stopped and Hardscape Technical Services informed of the new conditions before placing ANY retaining wall units. It can then be determined if the stamped designs are appropriate or if changes are required. Occasionally, area specific documentation (e.g. global or seismic stability analysis) may be requested, these are NOT included in the HTS stamped engineering service, however (site pending) they may be available for an additional fee. If your local building authorities accept stamped engineering documentation in a fax or email format, the turnaround time is estimated to be no longer than five working days from the day that Hardscape Technical Services receives ALL the required information (including payment). If embossed (raised) stamping is required by your local building authorities, additional days may be required for mailing.

Information Supplied By:			
Signature and Date:			

### checklist:

- For quicker turnaround, make sure form is complete and accurate.
- Complete plans or sketches of site and proposed wall
- Take photos of wall site
- If needed, determine slope
- Get soils report or take sampling of soil
- Is raised stamping required by local authorities? ● Yes

Include with Request Form:

- Plans or sketches
- Photos of wall site
- Soil report or sampling
- Payment information

Send to:

HTS  
 PO Box 369  
 32005 126th Street  
 Princeton, MN 55371

Phone: 866-582-0894  
 hts@hardscapetech.com

Need more information?  
 www.hardscapetech.com