NON-POINT SOURCE POLLUTION CONTROL WAIVER APPLICATION CHECKLIST

APPLICANT AND PROJECT INFO

Applicant Name: _____

Applicant Phone #: _____

Project Name: _____

Project Location: _____

This checklist is intended to provide information and data needed to constitute a complete application. A request for a request for waiver from the standards of Article 7.3 of the Unified Development Code requires review by staff and the Planning and Zoning Commission and approval from City Council. Incomplete applications will not be accepted.

MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate MyGovernmentOnline User Guide available at http://www.MyGovernmentOnline.org/

APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted Fee Schedule is available on the City Website: http://www.BeeCaveTexas.gov/

PETITION FOR NPS WAIVER PROCESS

The processing of an NPS Waiver Request is dependent on the type of application it accompanies:

For NPS Waiver Request associated with a Plat or Subdivision Construction Plan application:

1. **Pre-Application Conference (2.6.1 D ii.).** Prior to submitting a Plat or Subdivision Construction Plan application, the owner may consult with the Planning Director, the City Engineer, and other City staff concerning a NPS Waiver request. Alternatively, the Planning Director or City Engineer may require that a pre-application meeting take place prior to submittal of the Waiver request.

2. **Submittal of Application and Completeness Check.** The applicant will provide all required documents and fees along with the signed application and applicable checklists for a completeness check. Staff will review the documents for completeness of items listed on the checklists and provide feedback about any additional information or documents required from the applicant. Staff will perform a completeness check within 10 business days. **If the application is deemed incomplete, the applicant will have 45 calendar days to resubmit the incomplete items, or the application will expire.** *NOTE: The City will not issue a Certificate of Completeness (See Section 1.4.2E) for any Plat or Subdivision Construction Plan application until City Council has granted the associated NPS Waiver Request.*

3. **Application Filing.** Upon determination of application completeness, the application will be considered filed with the Planning and Development Department.

4. **Technical Review.** City Staff will review the NPS Waiver Request in conjunction with the associated Plat or Subdivision Construction Plan application for compliance with the Unified Development Code and other city requirements and provide comments.

5. **Action.** After review is complete, the NPS Waiver Request and the associated Plat or Subdivision Construction Plans will be forwarded to the Planning and Zoning Commission for consideration and recommendation to City Council. City Council may grant final approval of an NPS Waiver. City Council's decision is final.

For NPS Waiver Request associated with a <u>Site Plan or Site Development Permit application</u>:

1. **Pre-Application Conference.** Prior to submitting a NPS Waiver request, the applicant may consult with the City Engineer, and other City staff concerning waiver. The City Engineer may require that a pre-application meeting take place prior to submittal of the written request.

2. **Submittal of Application and Completeness Check.** The applicant will provide all required documents and fees along with the signed application and applicable checklists for a completeness check. Staff will review the documents for completeness of items listed on the checklists and provide feedback about any additional information or documents required from the applicant. Staff will perform a completeness check within 10 business days. **If the application is deemed incomplete, the applicant will have 45 calendar days to resubmit the incomplete items, or the application will expire.**

3. **Application Filing.** Upon determination of application completeness, the application will be considered filed with the Planning and Development Department.

4. **Technical Review.** City Staff will review the NPS Waiver Request in conjunction with the associated Plat or Subdivision Construction Plan application for compliance with the Unified Development Code and other city requirements and provide comments.

5. **Action.** After review is complete and all staff comments have been addressed, the NPS Waiver Request and the associated Site Plan or Site Development Permit will be forwarded to the Planning and Zoning Commission for consideration and recommendation to City Council. City Council may grant final approval of an NPS Waiver. City Council's decision is final.

REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

The following is grouped into the electronic documents that will be required for submittal. The list below each document heading shows the individual items that are to be combined to form the PDF document. Please review the Detailed Information section of this form for help in preparing each of these items. Please, flatten all PDF before submittal and rename documents for easy readability.

☐ Application Information

    ☐ Deed showing current ownership

    ☐ Notarized Verification of Land Ownership Form

    ☐ Authorization to apply on behalf of the owner (if applicant different than owner)

    ☐ Recent Title Commitment (dated within one year) If the title commitment is older, submit a property report and nothing further certificate

    ☐ Original Tax Certificate issues by Travis Central Appraisal District and showing no taxes due

    ☐ Covenants, Deed Restrictions (newly applicable and previously recorded)

☐ Request for Waiver

    ☐ Completed Request for Non-Point Source Pollution Control Regulations Waiver form (attached)

    ☐ Subdivision Construction Plan or Site Plan (as applicable) and relevant support calculations and visual or graphic documents

☐ Other Supporting Documents

NON-POINT SOURCE POLLUTION CONTROL WAIVER APPLICATION CHECKLIST

REQUEST FOR NPS WAIVER FORM

Instructions:
1. Fill out the form with all sections of Article 7.3 of the UDC from which the applicant requests a waiver. Section Reference: 7.3.3 I. All column headings must be addressed; failure to address each will result in an incomplete application. Attach additional sheets as necessary.
2. The applicant must submit a request for a NPS Waiver in writing with the associated Plan or Plat application.
3. A NPS waiver request must be specific in nature and only involve relief consideration for one specified standard or requirement. Each request represents a separate Request, cross reference as necessary.
4. Note, financial hardship does not constitute undue hardship.
5. An applicant may submit more than one NPS Waiver request if there are several standards or requirements at issue and the requests may be cross referenced as necessary.
6. Supporting Narrative. The applicant must state the grounds for the request and the facts relied upon to make the request. The 'Findings' of UDC Sec. 7.3.3I1(i) should be addressed.
7. The City Engineer will forward the Waiver Request with the associated Plan or Plat application to the Planning and Zoning Commission and City Council for consideration. The City Council's decision shall be final.

Request #	UDC Section Reference	Summary of Code Requirement	Waiver Request *Waiver requested must represent the minimum degree of variation necessary)*	Explanation of Hardship	Supporting Narrative *Must address the specific findings in Section 7.3.3I1(i).*
1					
2					

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v. 06/23/2022

NON-POINT SOURCE POLLUTION CONTROL WAIVER APPLICATION CHECKLIST

Request #	UDC Section Reference	Summary of Code Requirement	Waiver Request *Waiver requested must represent the minimum degree of variation necessary)*	Explanation of Hardship	Supporting Narrative *Must address the specific findings in Section 7.3.3I1(i).*
3					
4					
5					
6					

Continue onto additional pages as needed

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