



FLOODPLAIN DEVELOPMENT APPLICATION CHECKLIST

APPLICANT AND PROJECT INFO

Applicant Name: _____
Applicant Phone #: _____
Applicant Email: _____

Project Name: _____
Project Location: _____

This checklist is intended to provide information and data needed to constitute a complete application, but can also be paired with a site development permit or subdivision construction plan permit. A request for a Floodplain Development permit requires review by staff and approval by the Planning Director, unless deferred to the Planning and Zoning Commission in accordance with Unified Development Code (UDC) Article 3 Zoning Regulations. **Incomplete applications will not be accepted.**

FLOODPLAIN DEVELOPMENT APPLICATION GENERAL INFORMATION

The following items are required for Floodplain Development Approval:

1. Project Summary Letter describing proposed changes
2. Engineering report to include but not limited to Drainage Reports, HEC Models, Lift Station Reports, etc.
3. Pay applicable fees
4. Applicant, Engineer, and Property Owner information
5. Proof of Ownership (e.g. Deed)
6. Notarized Authorization to Apply on Behalf of Owner (*if applicant different from owner*)
7. Approval Letters from other reviewing entities (*FEMA, USACE, LCRA, TCEQ, Travis County (if in ETJ)*)



FLOODPLAIN DEVELOPMENT APPLICATION CHECKLIST

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/>

FLOODPLAIN DEVELOPMENT PROCESS

The process for Floodplain Development involves the following steps:

1. **Submittal of Application and Completeness Check.** The applicant will provide all required documents and fees along with the signed application checklist 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. **If the application is deemed incomplete, the applicant will have 45 calendar days to resubmit the incomplete items, or the application will expire.**
2. **Application Filing.** Upon determination of application completeness, the application will be considered filed with the Planning and Development Department.
3. **Technical Review.** City Staff will review the submission for compliance with all applicable Ordinances and other city requirements and provide comments. The applicant may need to make changes and revisions to the supporting materials. All documents must conform with applicable requirements and regulations found in the following documents or articles:
 1. Unified Development Code
 2. Fire Code;
 3. Building Code;
 4. Engineering Technical Manual(s); and
 5. Any design standards and specification approved by the City Council following adoption of the Unified Development Code.



FLOODPLAIN DEVELOPMENT APPLICATION CHECKLIST

2. **Resubmittal.** City staff will inform the applicant of any deficiencies and provide instructions for the resubmittal of corrected plans. A resubmittal fee in the amount of \$500 is due for each review after the 3rd review. **If a resubmittal is not received within 90 calendar days of the most recently issued staff comments, the application will expire.**
4. **Action.** Once the Floodplain Development application submittal meets the city's applicable technical requirements the City Engineer may approve or deny a Floodplain Development permit. The City Engineer will issue a Letter of Decision within ten (10) calendar days of the date the Site Plan is approved or denied. The letter will indicate any conditions of approval.
5. If the Floodplain Development application is approved, the final plan set shall be submitted for signature *after* signature by the applicant and any applicable outside agencies. The City Engineer will only sign the cover page after all conditions of approval have been met.

REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

The following is grouped into the electronic documents that will be required for submittal of a complete application. The list below each document heading shows the individual items that are to be combined to form a single 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. Note the application preparer must check off each item and sign the statement at the end of the checklist. The completed checklist must be submitted with the application.

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 than one year, 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)
- Completed, signed application checklist



FLOODPLAIN DEVELOPMENT APPLICATION CHECKLIST

Project Summary Letter

This letter must address each of the following topics:

Ordinance Compliance including Development Agreement and Planned Development District (PDD) applicability	<p>Is the floodplain development in compliance with all of the applicable provisions of the Zoning Chapter and site-specific ordinances?</p> <p>If the proposed development is subject to a Development Agreement (DA), proposed or existing, provide the name of the agreement.</p> <p>If the proposed development is subject to a Planned Development District (PDD) provide the name of the PDD.</p>
Existing Conditions	Describe any existing manmade features (e.g. buildings) and easements. Identify acreage of site and number of existing and proposed lots.
Environment	Describe any significant natural features, such as areas with steep slopes, drainage channels and creeks and floodplains, rock outcroppings, caves and wildlife habitats; and all substantial natural vegetation.
Tree Preservation	Summarize strategy for tree preservation and protection during construction.
Circulation	Describe the proposed pedestrian and vehicular network (e.g. streets, sidewalks, ingress/egress points, trails). Identify any infrastructure intended for public dedication, points of ingress/egress to public streets, median openings, necessary visibility easements, and left turns on future divided roadways. Identify any areas of non-conformance with Code or requirements imposed by emergency service providers. Identify projected number of daily one-way trips to be generated.
Parking	Describe design, quantity, and location of off-street parking and loading facilities.
Utilities	Identify utility providers. Identify required LUEs. Describe general layout for water, wastewater, electric, and other utilities. Identify required easements.
Drainage & Water Quality	Describe general layout for grading, storm drainage, and water quality.
Buildings & Lots	Identify number of proposed buildings and provide general information (proposed use(s) , # of stories, height, square footages, density, number of dwelling units)
Public/ Open Space	Describe proposed sites for parks, schools, public facilities, public or private open space.
Landscaping & Screening	Describe the proposed landscaping and screening relative to buffering adjacent properties from lights, noise, movement, or activities.
Lighting	Describe proposed lighting plan.



FLOODPLAIN DEVELOPMENT APPLICATION CHECKLIST

Site Plan

Each plan set shall include the following sheets (as applicable), sheets shall be included in order, see detailed information table (attached) for specific information required on each sheet.

- Cover Sheet
 - General Notes
 - Final Plat
 - Existing Conditions & Demolition Plan
 - Erosion and Sedimentation Control Plan
 - Grading, Drainage, & Water Quality Plan
 - Site Plan
 - Utility Plan
 - Road, Sidewalk Closure, Signage & Striping, & Traffic Control Plan
 - Standard Details
 - Landscape Plan
 - Architectural Plan
 - Lighting Plan
- All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials.
- All property lines shall be identified with a solid, heavy, black line.
- All offsite easements are required to be recorded prior to the approval of the Site Plan. Examples of offsite easements may include reciprocal access easement, public utility, landscape, and public access easement; access easement for water quality or detention pond. If these easements are not provided by the final plat, a separate instrument easement shall be required.



FLOODPLAIN DEVELOPMENT APPLICATION CHECKLIST

- Approval Letters** indicating the following entities concur with the proposed plan:
 - FEMA
 - USACE
 - LCRA
 - TCEQ
 - Travis County (if in ETJ)

- Supporting Documents**
 - Drainage Reports
 - HEC Models
 - Others as appropriate

- Any additional information and materials, such as plans, maps, exhibits, legal description of property, information about proposed uses, deemed necessary by the City Engineer or Planning Director, to ensure that the request is understood and to demonstrate compliance with the comprehensive plan and the City's Code of Ordinances



FLOODPLAIN DEVELOPMENT APPLICATION CHECKLIST

Detailed Information	
<p>Site Plan PDF Sheets</p> <p>Below is information that is required to be included or shown on the Site Plan submitted.</p>	
Basic Info Required	
	Plans must be in 24"x36" format, oriented landscape, and have one sheet per page in the PDF. Plat must be submitted as a single PDF file.
	A title block within the lower right-hand corner of the site plan with the proposed name of the project or subdivision, the name and address of the owner and the land planner, engineer architect or surveyor responsible for the plan, the date the drawing was prepared, total site acreage, and the location of the property according to the abstract and survey records of Travis County, Texas
	Scale, both written and graphic scale
	North Arrow
	Standard Legend
	Boundary lines (drawn with heavy line) and dimension of the subject tract with metes and bounds description
	The names of adjacent additions or subdivisions, or the name of the owners of record and recording information for adjacent parcels of unplatted land, including parcels on the other sides of roads and creeks
	The existing zoning and existing uses on adjacent land;
	The width and names of all existing or platted streets or other public ways within or adjacent to the tract
	Any existing easements, with recording information
Cover Sheet	
	Title block including the following the top center of the page <ul style="list-style-type: none"> Project Name Site Development Plans Project Number (This number will be assigned during the first review of the plan set)
	Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.
	Project information to the left of the location sketch including the following: <ul style="list-style-type: none"> Property owner name, address, phone number and email Engineer name, address, phone number and email Landscape architect, name, address, phone number and email Architect name, address, phone number and email Lighting designer name, address, phone number and email Surveyor name, name, address, phone number and email Developer/Agent name, address, phone number and email Submittal date Land use summary including zoning, proposed use, acreage, total impervious cover, building impervious cover, and total number of multi-family or condo units. Property information including legal description Future Land Use Category as identified on the Future Land Use Map



FLOODPLAIN DEVELOPMENT APPLICATION CHECKLIST

	<ul style="list-style-type: none"> Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat. List of required offsite easements and recordation numbers
	Sheet index to the right side of the location sketch
	Signature block in the bottom right corner to include approval by the City Engineer and all other applicable agencies
	Revision table in the bottom left corner including the following column headings: Revision #, Description, Sheets Revised, Approval
	Include the following engineering responsibility statement below the engineer's signature block: <i>I certify that these engineering documents are complete, accurate, and adequate for the intended purposes, including construction but are not authorized for construction prior to formal approval by the City of Bee Cave. The drawings, plans, and specifications submitted with the application comply with the applicable technical codes, rules, and regulations. I do certify that the engineering work being submitted herein complies with all provisions of the Texas Engineering Practice Act.</i>
	<p>Include the following General Notes:</p> <ul style="list-style-type: none"> A/No portion of the subject property/improvements are within the 100-year flood plain as shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) No. _____, Travis County, Texas, dated ____ Construction hours are from 7:00 am to 7:00 pm All responsibility for the adequacy of these plans remains with the Engineer who prepared them. In approving these plans, the City of Bee Cave must rely upon the adequacy of the work of the design engineer.
General Notes	
	Insert the City of Bee Cave General Notes. These notes may be found online here . Ensure that the date of the most recent notes is included within the general notes sheet. Of note that if any changes are to be made to the general notes, these must be highlighted within a cloud and explained within an attached memo.
Final Plat	
	Insert the final plat.
Existing Conditions & Demolition Plan	
	Survey including the existing conditions such as easements, improvements such as buildings and pavement
	Identify proposed improvements for demolition.
	Topography with contours at two-foot intervals with existing drainage channels or creeks, including the 100-year floodplain, if applicable
	Water Quality Buffer Zones and Critical Environmental Feature setbacks
	Other important natural features such as rock outcroppings, caves and wildlife habitats
	Tree Survey identifying all trees to be preserved and trees to be removed with species and caliper inch size of each tree. Note: The survey must identify all <i>Celtis Occidentalis</i> (Hackberry), <i>Juniperus Virginiana</i> (Eastern Red Cedar), <i>Melia Azedarach</i> (Chinaberry), and <i>Juniperus Ashei</i> (Common Cedar) twelve (12) caliper inches and larger and all other trees four (4) inches caliper or larger.
Erosion and Sedimentation Control Plan	
	This sheet shall be a standalone sheet that only includes ESC information
	Proposed fill or other structure elevation techniques, levees, channel modification and detention facilities
	Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a USGS or Coastal and Geodetic Survey benchmark or monument.



FLOODPLAIN DEVELOPMENT APPLICATION CHECKLIST

	The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
	Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified
	A plan for restoration for the mitigation of erosion in all areas disturbed during construction
	Identification of at least one construction entrance
	Identify the location of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
	Identify each phase of the of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that consider a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place
	Provide the following notes: <ul style="list-style-type: none"> • The City of Bee Cave has the authority to add or modify erosion/sediment controls on site throughout the duration of the project. • Initiate temporary stabilization when construction ceases in a disturbed area for more than 14 days. • Initiate permanent stabilization immediately once work has ceased and final grade has been established. • Prior to final site acceptance, minimum revegetation standards must be met across the site (95% coverage with no bare areas exceeding 16 square feet).
	Any permanent stormwater control facility such as a water quality or detention pond, must be located in an Access Easement dedicated to the city to allow the City or its contractors access to the facility for periodic inspection. A Maintenance agreement and plan shall be filed in the real property records of the county in which the property is located. Documentation of the submittal to the County shall be provided to the City
Grading, Drainage & Water Quality Plan	
	Detailed design of all drainage facilities as indicated in the Preliminary Plat phase, including typical channel or paving section, storm sewers and other storm water control facilities. This shall include all relevant models, spreadsheets, and other aids utilized in this design.
	Adequate access is provided for maintenance of and repair to drainage facilities
	Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown
	Existing and proposed topographic conditions indicating one (1) foot contour intervals referenced to a United States Geological Survey or Coastal and Geodetic Survey benchmark or monument.
	Supporting documents containing design computations in accordance with the Engineering Technical Manual for the City of Bee Cave, and any additional information required to evaluate the proposed drainage improvements. This shall be formatted into a drainage report that organizes and presents explanation as needed to properly communicate this process to the City for review. This report will contain all constants, assumptions, and calculations required in the design process
	Location of the regulatory 100-year floodplain (if any) is provided
	A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable. If there are any changes to a creek, or within a buffer zone, in addition to any changes to anything within the 100 year floodplain, Floodplain Development Permit shall be submitted for concurrent review
	Drainage and Detention Facilities:



FLOODPLAIN DEVELOPMENT APPLICATION CHECKLIST

Include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales, storm sewer outfalls unless visible from a ROW, inlets, and areas of concrete that are no more than one hundred (100) square feet in size are not included. Note: Any permanent stormwater control facility such as a water quality or detention pond, must be located in an Access Easement dedicated to the city to allow the City or its contractors access to the facility for periodic inspection. A Maintenance agreement and plan shall be filed in the real property records of the county in which the property is located. Documentation of the submittal to the County shall be provided to the City

APPLICATIONS WILL NOT BE CONSIDERED COMPLETE WITHOUT THIS SIGNED CHECKLIST CERTIFICATION

CERTIFICATION OF APPLICATION CHECKLIST

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature	Name (printed)
Title	Date

REQUIREMENTS FOR ISSUANCE OF SITE DEVELOPMENT PERMIT

1. Submittal of one final set of plans for signatures. All other applicable agencies must sign the plans prior to final City Engineer signature.
2. To schedule a pre-construction meeting, the following must be submitted:
 - Submittal of any outstanding fees including review fees;
 - Posting fiscal security in an amount approved by the City Engineer; and
 - All necessary supporting easement and other documentation must be recorded with the Travis County Clerk.