



WATER QUALITY EASEMENT SWAP 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 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/>

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.

- Summary letter describing improvements/purpose of application
- Site plan showing the encroachments
- A filled out version of the attached easement documents including vacation of a portion of the existing easement and dedication of the new easement with surveyed metes and bounds attachments. This will need to be recorded with Travis County once approved by Bee Cave. The total square footage you propose to encroach upon will need to be reallocated on your lot.
- Letter from the Homeowner's Association (HOA) approving of the easement swap.



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PETITION FOR WQES PROCESS

For WQES Request associated with a Site Plan or Site Plan Amendment Permit application:

- 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.