



NPS/DEVELOPMENT PERMIT APPLICATION CHECKLIST EXTRATERRITORIAL JURISDICTION (ETJ)

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. A request for a Non-point Source Pollution Permit (aka Development Permit) for development in the City's Extraterritorial Jurisdiction (ETJ) requires review by staff and approval by the City Engineer, unless deferred to the Planning and Zoning Commission. Incomplete applications will not be accepted.

NPS/DEVELOPMENT PERMIT APPLICATION GENERAL INFORMATION

For any development other than a single-family residence on a single-family lot that is not part of an approved Subdivision Construction Plan, the following must be submitted to document compliance with Article 7 of the UDC:

1. Detailed construction drawings and specifications of the water quality control public improvements to be constructed, in accordance with the Design Manual;
2. Erosion control plan, in accordance with the Design Manual;
3. Stormwater pollution prevention plan (SWPPP), in accordance with the Manual;
4. Nonpoint source pollution control plan (NPSP), in accordance with the Design Manual;
5. Approved NPDES permit, if required by Section 7.3.3.H. of the UDC;
6. Approved Edwards Aquifer pollution protection program permit, if required; and
7. Section 404 permit, if required.

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/>



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NPS/DEVELOPMENT PERMIT PROCESS

The process for obtaining an NPS/Development Permit for development within the City's ETJ 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 and applicable 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.**
- 1. Application Filing.** Upon determination of application completeness, the application will be considered filed with the Planning and Development Department.
- 2. Technical Review.** City Staff will review the application for compliance with Article 2 and Article 7 of the Unified Development Code (UDC) and provide comments. The applicant may need to make changes and revisions to the application or supporting materials, i.e. plans. The City Engineer will inform the applicant of any deficiencies and provide instructions for the resubmittal of corrected plans.
- 3. Resubmittal.** The City Engineer 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.** The City Engineer may approve or deny an NPS/Development Permit or may defer any NPS/Development Permit. **If any waiver requests are submitted with the NPS/Development Permit application, the application will be forwarded to City Council for action.**
- 5. Permit Issuance.** Prior to permit issuance, fiscal security for the construction of the water quality controls and the temporary erosion and sedimentation controls in accordance with Section 7.3.3.O of the UDC must be provided.



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REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

The following is grouped into the electronic documents that will be required for submittal. In the list below each document heading shows the individual items that are to be combined to form the PDF document. 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 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
- Project Summary Letter** – *the letter must include the following:*
 - Description of the proposed development
 - Description of any significant natural features, such as areas with steep slopes, drainage channels and creeks, and floodplains
 - Description of the general layout for grading, storm drainage, and water quality
- Plan Review** (Please review the Detailed Information section of this form for required plan content)
 - Cover Sheet
 - General Notes
 - Final Plat, if applicable
 - 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
- Transmittal Letters to other Reviewing Entities, as applicable**
 - WTC-PUA or WCID 17 (as applicable)
 - Austin Energy



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- Emergency Services District 6 (Lake Travis Fire Rescue)
- Texas Department of Transportation (TXDOT) (as applicable)
- Travis County
- Supporting Documents**
 - Stormwater pollution prevention plan (SWPPP)
 - Water Quality and/or Detention Pond Restrictive Covenant to include facility access and maintenance agreement
 - Nonpoint source pollution control plan (NPSP)
 - Approved NPDES permit, if required by UDC Section 7.3.3.H
 - Approved Edwards Aquifer pollution protection program permit, if required
 - Section 404 permit, if required
 - Waiver request(s), if applicable. See UDC Section 7.3.3.I

APPLICATIONS WILL NOT BE CONSIDERED COMPLETE WITHOUT THIS SIGNED CHECKLIST CERTIFICATION

CERTIFICATION OF APPLIATION 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.



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Detailed Information	
<p style="margin: 0;">NPS/Development Permit Construction Plans PDF Sheets</p> <p style="margin: 0;">Below is information that is required to be included or shown on the construction plans 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 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 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 Surveyor name, name, address, phone number and email Developer/Agent name, address, phone number and email Submittal date Property information including legal description Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat. List of required 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



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	<p>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>
	<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 ____ • 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	
	<p>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.</p>
Final Plat	
	<p>Insert the final plat.</p>
Existing Conditions & Demolition Plan	
	<p>Survey including the existing conditions such as easements, improvements such as buildings and pavement</p>
	<p>Identify proposed improvements for demolition.</p>
	<p>Topography with contours at two-foot intervals with existing drainage channels or creeks, including the 100-year floodplain, if applicable</p>
	<p>Water Quality Buffer Zones and Critical Environmental Feature setbacks</p>
	<p>Other important natural features such as rock outcroppings, caves and wildlife habitats</p>
	<p>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.</p>
Erosion and Sedimentation Control Plan	
	<p>This sheet shall be a standalone sheet that only includes ESC information</p>
	<p>Proposed fill or other structure elevation techniques, levees, channel modification and detention facilities</p>
	<p>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.</p>
	<p>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.</p>
	<p>Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified</p>
	<p>A plan for restoration for the mitigation of erosion in all areas disturbed during construction</p>
	<p>Identification of at least one construction entrance</p>



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	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
	<p>Provide the following notes:</p> <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, 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
	<p>Drainage, Detention, and Water Quality Facilities:</p> <p>Include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements in accordance with Article 7 of the UDC, Drainage Criteria Manual, and Environmental Criteria Manual.</p>



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	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
Site Plan	
	Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan
	Phasing plan if the project is proposed to be developed in phases, a clear delineation of the phase lines must be shown on the site plan and a note included indicating the timing of the phases.
	Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan as follows with the blanks complete. If the title commitment is more than one year old, provide a property report or nothing further certificate indicating any additional easements
	Fire Lane Striping: Fire apparatus access roads shall be continuously marked by painted lines of red traffic paint six inches (6") in width to show the boundaries of the lane. The words " FIRE LANE TOW AWAY ZONE " or " FIRE ZONE TOW AWAY ZONE " shall appear in four inch (4") white letters at 25 feet intervals or less, on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on the vertical face of the curb
	Fire Lane Signs: Signs shall read " FIRE LANE TOW AWAY ZONE " or " FIRE ZONE TOW AWAY ZONE " and shall be 12" wide and 18" high. Signs shall be painted on a white background with letters and borders in red, using not less than 2" lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6'6") above finished grade. Signs shall be spaced not more than thirty-five feet (35') apart. Signs may be installed on permanent buildings or walls or as <i>approved</i> by the <i>Fire Code Reviewer</i>
	Access Management – All properties that have frontage onto an arterial street are required to comply with the TxDOT access point spacing standards
	Driveways are labeled as Type II commercial driveways
	Any proposed driveway onto a state maintained roadway (RM 620, FM 2244, SH 71, FM 3238) has a TXDOT driveway permit and a copy is enclosed
	Driveways on arterial roadways are at least thirty (30) feet wide at the property line (and not more than 45') and are at least 150' from the edge of another commercial driveway from the edge of a public street or as otherwise defined in the Transportation Criteria Manual. Driveways on lesser streets are at least twenty five (25) feet wide at the property line
Utility Plan	
	Identification of provider or method of proposed water and wastewater service
	The layout, size and specific location of proposed water mains, wastewater lines, lift stations and other related structures
	The location of existing and proposed fire hydrants, valves, meters and other appurtenances
	Location of Double Check Valve Backflow Prevention Assembly
	Design details showing the connection with the existing WTCPUA or WCID 17 water system
	Plan and profile drawings for each utility in public ROW or public utility easements showing existing ground level elevation at centerline of pipe, pipe size and flow line elevation at all bends, any conflicts with other underground elements such as conflicting utilities with accurate dimension between outer diameter of the proposed utility and the outer edge of the conflicting element, drops, turns and at 50 foot intervals are provided.
	Detailed designs for lift stations, or other special wastewater appurtenances, if applicable
	Utility demand data calculations supporting water system design (which will be used to support the water meter sizing) and sanitary system design
Road & Sidewalk Closure and Traffic Control Plan	



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Road & Sidewalk Closure and Traffic Control Plan	
	Provide a road closure plan if a road closure is necessary during construction
	If applicable, a Site specific Traffic Control Plan shall be submitted as part of the plan set
	If an existing sidewalk is required to be closed during construction, provide an alternative plan
	Provide a sidewalk control plan to demonstrate alternative routs during construction if access to the sidewalk is disrupted
Standard Details	
	Insert the applicable City of Austin Standard Details. These details may be found online at https://library.municode.com/tx/austin/codes/standards_manual