

CITY OF SUNSET VALLEY

Watershed Development Permit Application

APPLICATION INSTRUCTIONS

Thank you for your interest in developing your project in Sunset Valley. This information packet has been developed to assist you as you move through the development process.

Any person proposing to develop land within the City of Sunset Valley or its extraterritorial jurisdiction must first be issued a Watershed Development Permit by the City Council, unless specifically exempted by the City Code. To apply for a permit, the owner or responsible party for any development must submit a completed application form and the appropriate supporting materials, and pay the required fee. This packet contains instructions, permit application forms and general submittal requirements for the Watershed Development Permit. This information is provided as a service to protect owners and developers; the information contained herein is not intended to supersede or amend the Ordinances or Codes of the City of Sunset Valley.

EXCEPTIONS

The following types of projects do NOT require a Watershed Development Permit:

1. Construction of one single-family residence on a legal lot, provided the lot is located within the uplands zone and provided that the property complies with the impervious cover requirements set forth in the City Code, Section 4.301 (not to exceed 18% per lot).
2. Minor fill activities, as defined in the City Code, Section 4.104 (d), do not require a Watershed Development Permit. In general, minor fill activities must consist of less than 10 cubic yards of fill, and must not be deposited within the critical water quality zone, the water quality transition zone, or any drainage easement.

Sunset Valley Watershed Development Permit Instructions

INSTRUCTIONS FOR COMPLETING THE WATERSHED DEVELOPMENT PERMIT APPLICATION

1. Complete sections 1 through 8 of Part I.
2. Read and sign Part III of the application.
3. Submit the completed application, the appropriate fee, and the required additional submittal materials as detailed below, to:

Public Works Department
City of Sunset Valley
3205 Jones Road
Sunset Valley, Texas 78745

If you have any questions or require assistance during the development process, please direct your questions to the following persons:

City Staff

Sylvia Carrillo, City Administrator, 512-892-1383, scarrillo@sunsetvalley.org

Carolyn Meredith, Parks and Natural Resource Manager, 512-891-9103, cmeredith@sunsetvalley.org

Matt Lingafelter, Assistant to the City Administrator, 512-892-1383, mlingafelter@sunsetvalley.org

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PART I. GENERAL APPLICANT AND PROJECT INFORMATION

1. Date of Submittal _____

2. Owner Information

Owner Name	
Owner Address	
Owner Phone/FAX	
Owner Contact	

3. Address of Proposed Project:

4. Nature of Proposed Construction (Check all that apply)

- (1) _____ Utility Construction
- (2) _____ Excavation/Grading/Clearing
- (3) _____ Fill
- (4) _____ Single Family Residential Development
- (5) _____ Multi Family Residential Development
- (6) _____ Commercial or Industrial Development
- (7) _____ Governmental (G.U.I.)

5. Brief Description of Work to be performed:

6. Project Scheduling

a. Estimated project start date: _____

b. Estimated completion date: _____

7. Estimated construction value

Provide the architect/engineer estimated value for construction: \$ _____

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8. Potential Water Quality / Flood / Environmental Impact of Project

a. Is any portion of the proposed project within (Circle "Yes" or "No")

The Water Quality Transition Zone?	YES	NO
The Critical Water Quality Zone?	YES	NO
The 25-year floodplain?	YES	NO
The 100-year floodplain?	YES	NO

b. What is the site impervious cover as a percent of total site area?

c. Does the site contain any Critical Environmental Features (CEF)?

YES NO

If yes, describe each CEF and its location:

9. Variance and Transfers

Are any variances to the Land Development Code being requested? If so, explain.

10a. Fee Calculation COMMERCIAL

Permit Type	Fee	Calculated Amount
Watershed/ Floodplain - Commercial	Cost of 3rd party Review + \$500	
Watershed/ Floodplain - Governmental	Cost of 3rd party Review + \$500	
Zoning Change	\$ 500.00	
Excavation/site grading/ clearing	\$ 200.00	
Subdivision Short Form	\$ 1,000.00	

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Preliminary Plat	\$	1,000.00	
Final Plat	\$	750.00	
Preliminary Site Plan	\$	1,500.00	
Final Site Plan	\$	1,500.00	
Blasting	\$	250.00	
Temporary Construction Trailer	\$	150.00	

Total Fee: Cost of 3rd party review plus _____

10b. Fee Calculation RESIDENTIAL

Permit Type	Fee	Calculated Amount
Watershed/ Floodplain	\$ 350.00	
Zoning Change	\$ 500.00	
Excavation/site grading/ clearing	\$ 50.00	
Floodplain Review	\$ 20.00	
Subdivision Short Form	\$ 1,000.00	
Preliminary Plat – Single Family	\$ 1,000.00	
Final Plat – Single Family	\$ 750.00	
Small Projects - Preliminary Residential Site Plan	\$ 500.00	
Small Projects - Final Residential Site Plan	\$ 250.00	

Total Fee: _____

11. 3rd Party Review Payment Agreement:

The payment of Watershed/Floodplain or subdivision application fees may require payment in two or more stages. The initial fee, which may include an estimate of third party fees to be incurred in the review of the application, is paid at the time of submittal whereas unpaid third party review fees shall be paid within sixty (60) days of receiving the invoice from the City of Sunset Valley. The city's invoice to the applicant will not be greater than amount(s) billed to the city for the third party reviewer's services and will be in accordance with the city's approved contract with the reviewer at the time of the invoice. In the event that the total amount billed to the city for such review is less than an estimated amount paid in advance by the applicant, the city will promptly refund to the applicant the difference. Timely payment by the applicant of all application fees, including those for third party review costs, shall be a condition to the issuance of each permit, and failure to timely pay such fees shall result in automatic invalidation of such permit. In such event, continued development activity or use of improvements that are the subject of the permit may constitute a misdemeanor subject to criminal penalties. Ordinance #131008 Adopted October 10, 2013

I have read the above statement and agree to timely pay all application fees coming due following issuance of a permit.

Name _____

Date _____

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**PART II. SPECIFIC PROJECT INFORMATION FOR UTILITY CONSTRUCTION/
DEVELOPMENT**

(If no utility construction is proposed, leave this sheet blank)

Owner Name:	
Owner Address:	
Owner Phone:	
Contact Person:	
Project Address:	
Engineer Firm Name:	
Engineer Address:	
Engineer Phone:	
Engineer Contact:	

Describe proposed project:

What entity will provide utility service (electricity, gas, etc.) once the project is complete?

How many LUEs will the project comprise?

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What is the estimated demand?

AVERAGE: _____

PEEK: _____

If wastewater utility construction is included, describe any Industrial or service sites that may pose a potential risk of hazardous waste discharge to the sanitary sewer system.

Reviewed by:

City Representative Date

City Engineer Date

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PART III. SPECIFIC PROJECT INFORMATION FOR EXCAVATION OR FILL ACTIVITIES

(If no excavation or fill is proposed, leave this sheet blank)

Applicant Name:	
Applicant Address:	
Applicant Phone:	

Location of site: (Attach a Detailed Area Map)

Name of landowner of cut/fill site:

Landowner's authorization to perform cut/fill on this site:

Contractor Name:	
Contractor Address:	
Contractor Phone:	
Contact Person:	

Will the cut/fill affect location of any utilities? If so, describe.

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Description of Material

Type of Fill:	
Total Volume:	
Area of Coverage:	
Depth (feet/ inches):	
Source of fill:	
Disposal location of Removed material:	

Reviewed by:

City Representative

Date

City Engineer

Date

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PART IV. SPECIFIC PROJECT INFORMATION FOR RESIDENTIAL, COMMERCIAL, OR GUI DEVELOPMENT

(If no residential, commercial, or GUI development is proposed, leave this sheet blank)

Applicant Name:	
Applicant Address:	
Applicant Phone:	

Location of site: (Attach a Detailed Area Map)

Name of landowner of cut/fill site:

Landowner's authorization to perform cut/fill on this site:

Contractor Name:	
Contractor Address:	
Contractor Phone:	
Contact Person:	

Check type of construction being proposed:

_____ Single Family _____ Commercial _____ Gov't/Util/Inst.

_____ Multi Family _____ Industrial

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Description of proposed construction:

How many water quality facilities will be constructed? _____

1. Type: _____ Area Treated _____ WQ Vol. (CF) _____

2. Type: _____ Area Treated _____ WQ Vol. (CF) _____

3. Type: _____ Area Treated _____ WQ Vol. (CF) _____

Combined Area Treated _____ Combined WQ Vol. (CF) _____

Are other federal, state, or local permits required?	YES	NO
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If yes, explain:

Reviewed by:

City Representative

Date

City Engineer

Date

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PART V. APPLICANT AND CITY SIGNATURES AND PERMIT CONDITIONS

General Conditions

It is hereby agreed that for and in consideration of the approval of this permit application, the proposed work shall be performed and completed in accordance with the plans and specifications as approved and any applicable Ordinance or Land Development Code requirements of the City of Sunset Valley. All plans and specifications by the applicant and approved by Sunset Valley in connection with this application are hereby made a part of this application and are representations relied upon by the City in issuing this permit. All work approved by this permit is subject to the inspection and control of the City of Sunset Valley.

Work shall be completed in accordance with good engineering and construction practices. Contractor performing work is to be an independent contractor and is in no way acting under the supervision of the City of Sunset Valley. The contractor shall indemnify, save harmless and defend the City from any such claims arising from any act or omission of the contractor or his agents or subcontractors. Certificates of insurance acceptable to the City, with the City as an additional insured, shall be filed with the City prior to the commencement of the work. Fifteen (15) days' notice shall be given to the City before any such certificate of insurance may be cancelled.

I certify that the information provided on these forms is true and correct. Authorization is hereby given to the licensing authority of the City of Sunset Valley to enter upon the above described private property for the purpose of evaluation and inspection.

Applicant Signature

Date

Special Conditions

The City Council has reviewed plans and specifications of the proposed permit outlined above. It has been determined that special conditions must be met in order to maintain compliance with City regulations and to eliminate or minimize any flood or water quality damage potential to the property or surrounding areas resulting from non-conformance to the plans, specifications or ordinance requirements of the City. For and in consideration of the approval of this permit, the following Special Conditions have been set forth and made a part of this permit. Any work in conjunction with this permit shall not commence until these Special Conditions have been acknowledged and accepted by the applicant.

Special Conditions

Signature of Applicant Acknowledging and Accepting the above conditions

Date

Signature of City Approval of Permit

Date