



COMMERCIAL PERMIT APPLICATION FOR DEVELOPMENT

Date Application Fee Received: _____	
Amount Recd. \$ _____	Received By: _____
Permit No. _____	

PROJECT INFORMATION:

Project Name: _____

Property Address: _____

Block: _____ Lot: _____ Tax Parcel ID: _____

Zoning Classification: _____ Planned Development District Name: _____

Total Lot Area: _____ acres Net Site Area: _____ acres

Edwards Aquifer: Recharge Zone Contributing Zone Transition Zone

FEMA Floodplain: Yes No

City Limits: Yes No

Present use of Property: _____

Additional Impervious Cover: _____ sf Total Impervious Cover: _____ %

Total Disturbed Area: _____ acres

APPLICANT INFORMATION:

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Agent: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Licensed Engineer/Surveyor: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Architect: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____



COMMERCIAL PERMIT APPLICATION FOR DEVELOPMENT

PERMIT TYPE:

Construction Type:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Remodel/Addition		
Permit Type*:	<input type="checkbox"/> Building	<input type="checkbox"/> Grading	<input type="checkbox"/> Tree	<input type="checkbox"/> Use of Street <input type="checkbox"/> Utility
Development Category:	<input type="checkbox"/> Type I	<input type="checkbox"/> Type II	<input type="checkbox"/> Type III	

* See related codes sections to determine if additional information is required.

- Is excavation within existing City of West Lake Hills right-of-way included? Yes No
If yes, a use of street permit approval is required prior to permit issuance per Sec. 22.03.482.
- Does the project require the removal of any trees? Yes No
If yes, a tree permit approval is required prior to permit issuance per Sec. 22.03.303.
- Is the project proposing connection to the city wastewater system? Yes No
If yes, a utility development permit approval is required prior to permit issuance per Sec. 22.03.128.
- Is the project located within the Edwards Aquifer Recharge Zone? Yes No
If yes, a TCEQ permit approval is required prior to permit issuance
- Is the project located within any FEMA regulated floodplain? Yes No
If yes, a Floodplain permit approval is required prior to permit issuance
- Is TxDOT Right-of-way included? Yes No
If yes, a TxDOT permit approval is required prior to permit issuance

SUBMITTAL REQUIREMENTS

- Completed and signed application
 - Completed and signed checklist
 - Detailed Narrative of Work including description of variances
 - Complete sets of plans including the recorded plat (6 hard copy / 1 pdf)
 - Copy of the deed showing current ownership
 - Copy of driver and state licenses for all contractors (general and sub)
 - Surety Bond
 - Proof of Liability Insurance
 - Application Fee: \$ _____
 - Project Drainage Report
 - Traffic Impact Analysis (if required)
 - Project Soil Engineering Report (if required)
 - Project Engineering Geology Report (if required)
 - Subdivision Master Plan (if applicable) (1 pdf)
 - Planned Development District standards and requirements (if applicable) (1 pdf)
- Letters of Approval from other entities (as applicable)
- | | | |
|--|-----------------------------------|---|
| <input type="checkbox"/> TxDOT | <input type="checkbox"/> ESD #9 | <input type="checkbox"/> TCEQ |
| <input type="checkbox"/> Travis County | <input type="checkbox"/> WCID #10 | <input type="checkbox"/> City of Austin |

IMPORTANT NOTE:

This permit or application for permit does not relieve the applicant from any construction requirements that may need to be addressed with outside agencies. It is highly recommended that a permit be submitted to any outside agencies prior to submitting this permit application.

I hereby confirm that this application is complete and all required information is attached. I further agree to comply with all platting and subdivision design requirements of the City of West Lake Hills. I understand that the permit will not be issued unless staff comments are satisfactorily addressed.

Signature of Owner/Applicant

Date

Print Name & Title

FOR CITY APPROVALS:

Landscape: _____ Planning: _____
Engineering: _____ Wastewater: _____
ATS: _____ City of Austin: _____
Travis County: _____ ESD#9: _____
WCID: _____ TCEQ: _____
TxDOT: _____ FEMA: _____

PERMIT FEES FOR COMMERCIAL CONSTRUCTION

NOTE: UNNUMBERED PERMIT - NO CHARGE

DESCRIPTION OF CHARGES	NEW	ADDITION	REMODEL
PERMIT	\$6,300	\$2,900	\$2,180
PLUS 10 CENTS PER SQ. FT @ _____SF**			
PLUS 25 CENTS PER SQ. FT @ _____SF***			
PLUS \$640 PER EACH \$100,000 OF CONSTRUCTION COSTS		****	****
OAK WILT INSPECTION	\$300	\$300	\$300
SEPTIC STATE SURCHARGE FEE	*	*	*
SEPTIC	*	*	*
PLUMBING FEES FOR INSPECTIONS. (IF RE-INSPECTION, EXTRA FEES NEEDED)	\$400 (\$80 EACH BILLED TO CITY BY ATS)	\$320 (\$80 EACH BILLED TO CITY BY ATS)	\$320 (\$80 EACH BILLED TO CITY BY ATS)
TOTAL			

***SEPTIC FEES PAID WITH SEPTIC APPLICATION**

**** \$0.10 PER SQUARE FOOT FOR CONSTRUCTION UNDER 7,000 SF**

***** \$0.25 PER SQUARE FOOT FOR CONSTRUCTION 7,000 SF OR GREATER**

******\$640 PER EACH \$100,000 OF CONSTRUCTION COSTS**

NOTE: ABOVE INFORMATION DOES NOT REFLECT ALL OF THE FEES PERTAINING TO THE CITY ORDINANCES.

OTHER FEES SUCH AS VARIANCES, STRUCTURE MOVEMENT, BLASTING, LAND USE, SPECIAL USE, ETC., ARE LISTED ON THE FEE SCHEDULE. A COPY OF FEE SCHEDULE IS AVAILABLE ON CITY'S WEBSITE.

West Lake Hills Construction Site Plan Submittal Cover Sheet

Property Address: _____ Date: _____

Project Name: _____

Applicants requesting review of submitted construction drawings and a building permit for construction in the City of West Lake Hills must read and acknowledge the following items relating to the City's Code of Ordinances. This cover sheet is intended to highlight the most common errors and omissions made during the approval process for new construction projects. All references to the City's Code of Ordinances can be found on the City's website at www.westlakehills.org.

Instructions: All three parties are asked to confirm their understanding of the code requirements listed below where applicable. The Architect should initial in section A, the contractor/builder should initial in section B, and the property owner/client in Section C. If the item is not relevant to the proposed project, check "Not Applicable," and still initial. If your project is not compliant with the item and you intend to request a variance to that requirement, check "Requesting A Variance," and also initial. All three parties should print and sign their name at the bottom of the form.

1. Impervious cover: (WLH Code Sections 22.03.001 and 22.03.281)

- a) Impervious cover varies with the lot size. For your project, have you correctly determined the allowable percentage of impervious cover?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) Have you correctly determined what various materials/conditions constitute impervious cover: concrete, asphalt, pavers, swimming pools, crushed gravel and granite, decking materials, etc.?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

2. Setbacks: (WLH Code Sections 22.03.175 (Residential), 22.03.249 (Non-Residential), 22.03.275, 22.03.276, and 22.03.281)

- a) Setbacks are determined by the lot size. Have you correctly determined the setbacks for your project?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) If your property fronts one or more streets, each setback along those streets must conform to front setback requirements. Have you checked your project for this condition?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- c) Roof eaves and overhangs are not allowed in the building setbacks. Have you verified that the project's roof eaves and overhangs are not within the setbacks?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- d) Have you insured that no building, accessory building, or structure is located within the setback? This requirement includes but is not limited to retaining walls, patios, fountains, air conditioning pads, pool equipment, pergolas and arbors.
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- e) Do your project's driveways meet the driveway setback requirements?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- f) Do you understand that no site disturbance (cutting, filling, grading, etc.) is allowed in the setback?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

3. Structure height: (WLH Code Section 22.03.001 and 22.03.279)

- a) Has a current, topographic ground survey with 1-foot contour lines produced by a licensed surveyor been submitted? Your height calculations must be determined from this survey.
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) Has the correct methodology as defined in the code, been used to calculate the height of your project?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- c) Do you understand that the height restriction includes all roof appurtenances and building materials?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

4. Trees and vegetation: (WLH Code Sections 22.03.301 to 22.03.305)

- a) Has a current and certified tree survey been submitted to the city inspector?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) Do you understand that no site clearing, brush/undergrowth removal, or tree removal can be done until a tree permit and building permit have been issued by the City?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- c) Do you understand that NO tree with a diameter greater than or equal to 14 inches can be removed without obtaining a variance from the City Council?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- d) Do you understand that all tree replacement must be completed before a certificate of occupancy will be issued?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

5. Additional considerations:

- a) If required, have you reviewed the slope/grade restrictions for driveways? (WLH Code Sections 22.03.175 (Residential) and 22.03.241 (Non-Residential))
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) If required, has a septic system design been submitted to the city inspector for approval? (WLH Code Section 18.03.067)
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- c) Does your site plan show all of the structures, hardscape elements such as retaining walls and planters, patios, decks, sidewalks, driveways, water tanks, pool equipment and other items? Please note that such items are not allowed in the setbacks and may not be installed later without City approval. ? (WLH Code Section 22.03.276 and 22.03.281)
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- d) Do you understand that no work (including but not limited to mailbox construction or placement, planting, grading, landscaping, etc.) may be done in the City Right of Way without City approval? (WLH Code Sections 22.03.484 and 22.03.485)
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- e) Do you understand that a certification letter from a septic designer must be submitted if an existing septic system is being utilized? (WLH Code Section 18.03.067)
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

- f) Do you understand that your project may require a tree permit in addition to a building permit? (WLH Code Sections 22.03.301 to 22.03.305)
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- g) Do you understand that if your project is in the Edward's Aquifer Recharge and/or Contributing Zone, you may be required to submit a Water Pollution Abatement Plan? (State requirement)
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- h) Do you understand that a separate permit must be obtained for fence construction and that the requirements in WLH Code Section 22.03.173 must be followed? Do you understand that front yard fences (as defined in WLH Code Section 22.03.173) have special requirements?
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- i) Do you understand that a separate permit must be obtained for a swimming pool and that the requirements in WLH Code Section 22.03.167 and 22.03.207 must be followed?
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- j) Do you understand that if any professional services (attorneys, engineers, surveyors, etc.) are required to be used by the city that those fees will be passed-through and will be the responsibility of the applicant? (WLH Code Section A9.006).
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- k) Do you understand and have correctly identified any and all nonconforming uses and structures? (38.04.061)
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- l) Have you correctly verified if you project is located within the floodplain and obtained the necessary permits if it is?
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

I hereby acknowledge that I have read and understand the requirements listed above. I further understand that nothing in this document relieves me of my legal responsibility to comply with any and all relevant West Lake Hills Ordinances regarding this project including the requirements referenced in this document.

NAME

SIGNATURE

DATE

A: Architect: _____

B: Builder/Contractor: _____

C: Property Owner/Client: _____

GENERAL NOTES

1. All materials and construction methods for site grading, paving, sitework, and drainage shall be in accordance with the current City of Austin Standard Specifications, unless otherwise noted. All work shall be in accordance with the building codes, ordinances, safety codes, and rules and procedures of the City of West Lake Hills.
2. All responsibility for the adequacy of these plans remains with the Engineer who prepared them. In reviewing these plans, the City of West Lake Hills must rely on the adequacy of the work of the design engineer.
3. Prior to any construction, the Contractor shall apply for and secure all proper permits from the appropriate authorities.
4. Blasting or burning shall not be permitted on this project.
5. The contractor shall verify all depths and locations of existing utilities prior to beginning construction. Any discrepancies with the construction plans found in the field shall be brought to the attention of the design engineer immediately. The design engineer shall be responsible for revising the plans as appropriate and submitting a revision to the City.
6. Contractor will be responsible for keeping roads and drives adjacent to and near the site free from soil, sediment, and debris. Contractor will not remove soil, sediment, or debris from any area or vehicle by means of water, only shoveling and sweeping will be allowed. Contractor will be responsible for dust control from the site.
7. Any existing utilities, pavement, curbs, sidewalks, structures, trees, etc., not planned for destruction or removal or other public infrastructure damaged or removed will be by the contractor at his expense before acceptance of the project.
8. After the construction permit has been issued and prior to the beginning construction, the owner or his representative shall schedule a pre-construction conference between the City of West Lake Hills, Design Engineer, Contractor(s), other utility companies, and any other affected parties. The City of West Lake Hills shall be contacted to set up the meeting at least 48 hours prior to the proposed meeting time.
9. Any changes or revisions to these approved plans must be submitted by the design engineer and approved by the City of West Lake Hills prior to construction of the revision.
10. Available benchmarks that may be utilized for the construction of this project are described as follows:

TRENCH SAFETY NOTES

1. In accordance with the Laws of the State of Texas and the U. S. Occupational Safety and Health Administration regulations, all trenches over 5 feet in depth in either hard and compact or soft and unstable soil shall be sloped, shored, sheeted, braced or otherwise supported. Furthermore, all trenches less than 5 feet in depth shall also be effectively protected when hazardous ground movement may be expected. Trench safety systems to be utilized for this project will be provided by the contractor.
2. In accordance with the U. S. Occupational Safety and Health Administration regulations, when persons are in trenches 4-feet deep or more, adequate means of exit, such as a ladder or steps, must be provided and located so as to require no more than 25 feet of lateral travel.
3. If trench safety system details were not provided in the plans because trenches were anticipated

to be less than 5 feet in depth and during construction it is found that trenches are in fact 5 feet or more in depth or trenches less than 5 feet in depth are in an area where hazardous ground movement is expected, all construction shall cease, the trenched area shall be barricaded and the Engineer notified immediately. Construction shall not resume until appropriate trench safety system details, as designed by a professional engineer, are retained and copies submitted to the City of West Lake Hills.

STREET AND DRAINAGE NOTES

1. All testing shall be done by an independent laboratory at the Applicant’s expense. A City Inspector shall be present during all tests. Testing shall be coordinated with the City Inspector and he shall be given a minimum of 24-hour notice prior to any testing.
2. Backfill behind the curb shall be compacted to obtain a minimum of 85% maximum density to within 3 inches of the top of curb. Material used shall be primarily granular with no rocks larger than 3 inches in the greatest dimension. The remaining 3 inches shall be clean topsoil free from all clods and suitable for sustaining plant life.
3. All RCP shall be minimum Class III.
4. The subgrade material for the streets shown herein was tested by _____. The paving sections were designed by _____ in accordance with the current City of West Lake Hills design criteria. The paving sections are to be constructed as follows:

Street	Station	Flex. Base Thickness	HMAC Thickness	Lime Stab. Thickness

5. Lots in this subdivision are located over the Edwards Aquifer Recharge Zone and subject to the current Texas Commission on Environmental Quality Edwards Rules. No building permit will be issued by the City of West Lake Hills until the requirements of the Edwards Rules are fully complied with. The applicant for a building permit is responsible for furnishing the City written compliance to the Edwards Aquifer Rules from the Texas Commission on Environmental Quality. (if applicable)
6. The FEMA maps for the City of West Lake Hills, Texas, indicate that the property shown hereon does/does not lie within a special flood hazard area as defined by FIRM Panel _____, dated _____.”
7. FLOOD WARNING: The degree of flood protection required by the City of West Lake Hills Flood Damage Prevention Ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made or natural causes. Acceptance of this plan by the City Council does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. Nor shall acceptance of this plan create liability on the part of the City of West Lake Hills or any official or employee thereof for any flood damages that result from reliance on the information contained within this plan or any administration decision lawfully made hereunder.

TRAFFIC MARKING NOTES

1. Barricades built to the Texas Manual on Uniform Traffic Control Devices standards shall be constructed on all dead-end streets and as necessary during construction to maintain job and public safety.

2. Any methods, street markings, and signage necessary for warning motorists, warning pedestrians, or diverting traffic during construction shall conform to the Texas Manual of Uniform Traffic Control Devices for Streets and Highways, latest edition.
3. All pavement markings, markers, paint, traffic buttons, traffic controls, and signs shall be installed in accordance with the Texas Department of Transportation Standard Specifications for Construction of Highways, Streets and Bridges and the Texas Manual of Uniform Traffic Control Devices for Streets and Highways, latest editions.

EROSION CONTROL NOTES

1. Every lot in this subdivision is subject to the City of West Lake Hills' site clearance procedures. No site clearance, excavation, grading or landfill shall commence unless a permit shall have first been issued for such work in accordance with the provisions of applicable ordinances. Impervious cover shall not exceed the maximum percentage permitted under City Ordinance.
2. The contractor shall install erosion/sedimentation controls and tree/natural area protective fencing prior to any site preparation work (clearing, grubbing or excavation). The placement of erosion/sedimentation controls shall be in accordance with the current City West Lake Hills Drainage and Erosion Control Manual and the approved Erosion and Sedimentation Control Plan. No erosion controls shall be placed beyond the property lines of the site unless written permission has been obtained from adjacent property owners.
3. All slopes shall be sodded or seeded with approved grass, grass mixtures, or ground cover suitable to the area and season in which they are applied.
4. Any major variation in materials or locations of controls or fences from those shown on the approved plans will require a revision and must be approved by the Engineer. Major revisions must be approved by the City. Minor changes to be made as field revisions to the Erosion and Sedimentation Control Plan may be required by the City Inspector during the course of construction to correct control inadequacies.
5. The contractor is required to inspect the controls at weekly intervals and after any rainfall event to ensure that they are functioning properly. The person(s) responsible for maintenance of controls and fences shall immediately make any necessary repairs to damaged areas. Silt accumulation at controls must be removed when the depth reaches six (6) inches.
6. All temporary erosion control measures shall not be removed until final inspection and approval of the project by the City Inspector. It shall be the responsibility of the Contractor to maintain all temporary erosion control structures and to remove each structure as approved by the City Inspector.
7. Per TPDES requirements, disturbed areas on which construction activities have ceased (temporarily or permanently) shall be stabilized within 14 days unless activity resumes within 21 days. Seeding does not constitute as stabilization.
8. Stripping of vegetation from project sites shall be phased so as to expose the minimum amount of area to soil erosion for the shortest possible period of time per the Drainage and Erosion Control Design Manual Sec.7.1(l).
9. Prior to final acceptance by the City, haul roads and waterway crossings constructed for temporary contractor access must be removed, accumulated sediment removed from the waterway and the area restored to the original grade and revegetated. All land clearing debris shall be disposed of in approved spoil disposal sites.

OWNERS CERTIFICATION

AS OWNER OF THIS PROPERTY, I INTEND TO DEVELOP AND MAINTAIN THIS PROPERTY AS DESCRIBED BY THIS PLAN

NAME OF OWNER/TRUSTEE

DATE

ENGINEERS CERTIFICATION

STATE OF TEXAS

COUNTY OF TRAVIS

I, (LICENSED PROFESSIONAL ENGINEER), DO HEREBY CERTIFY THAT THE PUBLIC WORKS AND DRAINAGE IMPROVEMENTS DESCRIBED HEREIN HAVE BEEN DESIGNED IN COMPLIANCE WITH THE CITY OF WEST LAKE HILLS CODE OF ORDINANCES, THE CITY MASTER PLAN AND CITY POLICY.

(SEAL & SIGNATURE OF PROFESSIONAL ENGINEER)

NAME OF PROFESSIONAL ENGINEER

DATE

CITY ACCEPTANCE BLOCK

ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. IN ACCEPTING THESE PLANS, THE CITY OF WEST LAKE HILLS MUST RELY UPON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER.

ACCEPTED FOR CONSTRUCTION:

CITY ADMINISTRATOR

DATE