



**FOR OFFICE USE ONLY**

Application Date: \_\_\_\_\_ File No.: SD- \_\_\_\_\_ Fees: \$ \_\_\_\_\_ Paid: \_\_\_\_\_

☐ Level 1 Development Plan Review ☐ Level 2 Development Plan Review Staff Reviewed: \_\_\_\_\_

**DEVELOPMENT PERMIT APPLICATION**

☐ Concept ☐ Site

**Applicant:** \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**OWNER'S INFORMATION**

Owner's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ENGINEER INFORMATION**

Engineer Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**SURVEYOR INFORMATION**

Surveyor Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PROPERTY INFORMATION**

PROPOSED PROJECT NAME: \_\_\_\_\_

**Subject Property Address:** \_\_\_\_\_, Wimberley, Texas

Legal Description: \_\_\_\_\_

Proposed Building Footprint (sq. ft): \_\_\_\_\_ Zoning District: \_\_\_\_\_ Overlay District(s) \_\_\_\_\_

Proposed Water Source: \_\_\_\_\_ Disturbed Area in Acreage: \_\_\_\_\_ Area in Acreage \_\_\_\_\_

Proposed Impervious Cover % \_\_\_\_\_ Planning Area Overlay District(s): \_\_\_\_\_

Edwards Aquifer Recharge or Contribution Zone: \_\_\_\_\_ Proposed Wastewater: \_\_\_\_\_

FEMA Floodplain Designation: \_\_\_\_\_

Forms & Applications October 2021

**EXISTING USE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOW THIS DEVELOPMENT MEETS THE GOALS AND POLICIES OF THE COMPREHENSIVE PLAN PER ORDINANCE NO. 2008-024:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RELATED CASES (If Applicable):** \_\_\_\_\_  
\_\_\_\_\_

**FRONTAGE ON EXISTING ROADS:**

Road Name: \_\_\_\_\_ Linear footage of frontage: \_\_\_\_\_

Classification (circle one): State    County    Private

Road Name: \_\_\_\_\_ Linear footage of frontage: \_\_\_\_\_

Classification (circle one): State    County    Private

Road Name: \_\_\_\_\_ Linear footage of frontage: \_\_\_\_\_

Classification (circle one): State    County    Private

**PROPOSED NEW ROADS IN THE DEVELOPMENT:**

Linear footage of frontage: \_\_\_\_\_ Road Name: \_\_\_\_\_

Classification (circle one): State    County    Private

Linear footage of frontage: \_\_\_\_\_ Road Name: \_\_\_\_\_

Classification (circle one): State    County    Private

Linear footage of frontage: \_\_\_\_\_ Road Name: \_\_\_\_\_

Classification (circle one): State    County    Private

**\*Pre-application meeting with staff is recommended.**

## **OWNER SIGNATURE**

I hereby attest to the fact that the application and required documentation is complete and accurate to the best of my knowledge. I understand that City review of this application is dependent upon the accuracy of the information provided. Furthermore, I understand City site plan engineering review services are based upon a third-party contract and I am responsible for the review fees produced from this submittal.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*An Edwards Aquifer Contributing Zone Plan or Edwards Aquifer Watershed Pollution Abatement Plan may be required per TCEQ regulations, and I will keep the City up to date on any submittal to TCEQ if application is necessary. \*Planning & Zoning Commission and City Council hearings may be required prior to approval.

\*Supplemental information may be required at the request of the city.

## **AGENT AUTHORIZATION TO REPRESENT PROPERTY OWNER**

I, \_\_\_\_\_ (owner) hereby authorize \_\_\_\_\_ (agent name) to represent me and file this application on my behalf and to process this application for site development through the City of Wimberley.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Notary: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

{NOTARY STAMP}

## UTILITY SERVICE ACKNOWLEDGMENTS

Utility service codes are to be indicated, as listed below and as applicable, in the space provided in each acknowledgment.

### CODES

### EXPLANATION

- |   |  |
|---|--|
| A | Adequate service is currently available to the subject property                                |
| B | Adequate service is currently available, but arrangements have been made to provide it         |
| C | Adequate service is not currently available, and arrangements have not been made to provide it |
| D | Need easement(s) within subject property   |

**Electric** Service Provide: \_\_\_\_\_ Service Code(s): \_\_\_\_\_

Comments / Conditions: \_\_\_\_\_

**Electric** Company Official Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Telephone** Service Provide: \_\_\_\_\_ Service Code(s): \_\_\_\_\_

Comments / Conditions: \_\_\_\_\_

**Telephone** Company Official Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Gas** Service Provide: \_\_\_\_\_ Service Code(s): \_\_\_\_\_

Comments / Conditions: \_\_\_\_\_

**Gas** Company Official Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Water** Service Provide: \_\_\_\_\_ Service Code(s): \_\_\_\_\_

Comments / Conditions: \_\_\_\_\_

**Water** Company Official Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Sewer** Service Provide: \_\_\_\_\_ Service Code(s): \_\_\_\_\_

Comments / Conditions: \_\_\_\_\_

**Sewer** Company Official Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*IF GROUNDWATER IS PROPOSED, PROVIDE A UTILITY SIGNOFF FROM HAYS TRINITY GROUNDWATER CONSERVATION DISTRICT.

\*IF AN ON-SITE SEWAGE FACILITY IS PROPOSED SUBMIT A FACILITY PLAN.

## SITE PLAN SUBMITTAL CHECKLIST

## Items Required for Submittal

If Not Applicable & provide explanation as to why:

- ☐ Engineer's Summary Report
  - ☐ Complete Development Plan Review Application Form
  - ☐ Agent authorization (if applicable)
  - ☐ Property deed(s) / Proof of ownership
  - ☐ Digital Submittal
  - ☐ Application Fee: additional costs will incur from engineering review.
  - ☐ Verification that all taxes and assessments on the subject property have been paid (Tax Receipt or Certificate)
  - ☐ TIA Threshold Worksheet (Institute of Transportation Engineers)
  - ☐ Outdoor lighting plan
  - ☐ Tree Survey
  - ☐ Slope Map
  - ☐ Stormwater Pollution Prevention Plan (SWPPP) has been developed and is included in this submittal.
  - ☐ Property Plat (if platted)
  - ☐ Construction Plans including but not limited to: water/wastewater; water quality, grading/storm drainage; streets/alleys; fire lanes & hydrants, impervious cover calculations; parking calculations
  - ☐ TxDOT Driveway Permit (if applicable)
  - ☐ I acknowledge that I have reviewed and have been directed to the City of Wimberley Comprehensive Plan

A faint, stylized illustration of a landscape. It features a large, leafy tree on the left, a winding path that leads towards the right, and a body of water at the bottom. The entire scene is enclosed within a circular frame. The illustration is in a light teal or mint green color, matching the header.

# **Site Development Plan Requirements – General Outline**

## ***General***

1. Provide an Engineers Report Summarizing the following [Ord. 9.02.045]:
  - The overall nature and scope of the proposed development
  - Zoning
  - Proposed impervious cover
  - Permitting authorities involved with driveway permits and status of driveway permits. If roads are private provide documentation establishing your tracts right to access the private road.
  - How the property will be served with required utilities and services and permitting authorities involved.
  - How stormwater drainage and water quality will be handled
  - The sites relation to FEMA floodplains and Edwards Aquifer Contributing or Recharge Zone.
  - Description of any variances (if any)
  - Discuss efforts to comply with applicable Lighting and Landscaping ordinances
  - Discuss how your Contributing Zone Plan (CZP) permitting is being handled with TCEQ.
2. Provide a Water Quality BMP Maintenance Plan [Ord. 9.04.067(a)]
3. Provide a copy of the Geotechnical Report for the project [Ord. 9.03.183(d)(3)(A)(vii)]
4. Provide a TIA Threshold Worksheet [Ord. 9.03.183(d)(4)(E)]
5. Fire safety items (Hydrants, Fire Suppression Systems, Fire Lane Marking, etc.) should be reviewed and approved by the Fire Marshall's office serving the City of Wimberley. The City Engineer must be provided with a copy of the Fire Marshall's approval before recommending approval of a Site Development Permit.

## ***Site Development Plans***

6. Submit Site Development Plans signed and sealed by a Professional Engineer [9.02.045(b)]
7. At a minimum, provide the following sheets signed and sealed by s professional engineer:
  - Cover (See Note 9)
  - Plat [Ord. 9.03.183(d)(3)(B)(ii)]
  - General Notes
  - Erosion Controls
  - Site Development Plan
  - Existing Drainage Area Map with Calculations
  - Proposed Drainage Area Map with Calculations
  - Water Quality Controls

- Grading and storm drainage plan
  - Utility Plan
  - Landscape Plan
  - Outdoor Lighting Plan
8. Provide a Cover Sheet for the Site Development Plan Set with typical cover sheet info. Include the following:
- Statement on cover sheet with a description of what portion of the project, if any, is located in a FEMA designated floodplain and FEMA panel number.
  - Statement of proximity to the Edwards Aquifer Contributing Zone and/or Recharge Zone.
  - Name your water and wastewater service providers
  - Zoning Category
  - Legal Description of Property
  - Name of Watershed
  - Show current city limits on a general location map.
  - Add the following note: *“All responsibility for the adequacy of these plans remains with the engineer who prepared them. In approving these plans, the City must rely upon the adequacy of work of the design engineer.”*
  - Sheet Index
9. Provide signature block for the following on the cover sheet:

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Nathan Glaiser

Date

Planning & Development Coordinator

City of Wimberley

10. Provide impervious cover calculations. Break out paving, buildings, sidewalks etc. Ensure that proposed impervious cover is compliant with your zoning category.
11. Provide parking calculations.
12. Provide an Existing Drainage Area plan identifying points of analysis (POAs) where storm flow leaves the site. Provide a Proposed Drainage Area plan also identifying those POAs where flow leaves the site and provide a direct comparison of existing vs proposed flow for the 2yr, 25yr and 100yr storm events. Detention facilities are required to demonstrate that proposed flows are required to be less than or equal to existing flows at the POAs.
13. Show water quality controls. Indicate how you are achieving compliance with [Ord. 9.04.061].