SUNRISE BEACH VILLAGE

124 Sunrise Drive

Sunrise Beach, Texas 78643 - Phone 325 388-6438 / Fax 325 388-6973

Zoning Board: Paul Horton, Chairman Board of Adjustments: Cindy Daly, Chairman

City Inspector/Floodplain Administrator: Robert M. Sykes

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This form is intended as Applicant's Check List ONLY.

DEVELOPMENT PERMIT REQUIREMENTS & FEES

Requirements:

1. All land use and development in the City of Sunrise Beach Village is subject to the provisions of the current Consolidated Zoning Ordinance. Permits are required.

Applications are judged on the basis of the current Zoning Ordinance. Permits are valid for 6 months & renewable for 2 successive 6-month periods unless otherwise noted.

	Improvement (Payment of fees is due with application).	Application Fee $		Inspections [1] See Code below				
A.	New Residence or Business **(Valid for 12 months + 1 6-month renewal)**	600.00	2	NC	FP	NSP	CC	SS
B.	Additional Structure **(Garage, accessory bldg., etc.)**	250.00	2	NC	FP	NSP	CC	-
C.	Change of use or roof structure **(patio, deck, storage 151-300 sqft)**	100.00	2	NC	FP	NSP	CC	-
D.	Boat Dock **(new, addition with change in perimeter, retaining wall)**	150.00	2					
E.	Boat Dock **(repair, change of use)**	50.00	2					
F.	Clearing/Grading Land for Drainage (NSPC)	25.00	2	-	FP	NSP	-	-
G.	Dredging, Fence	25.00	2					
H.	Culvert Installation, Signs	No Fee		Check boxes below to indicate				
I.	Clean up Deposit (A) **(Conditionally Refundable)**	500.00		what applies to your application				
J.	Permit Renewal **(within 15 days of expiration)**	50.00	2	& which documents are				
K.	Security Deposit (A) **(Conditional & conditionally refundable)**	1,000.00		supplied with it.				
L.	Right of Way, Cut/Bore	Fee per lineal ft.						

2 Work without valid permit is subject to a penalty of 100% of the standard permit fee up to a maximum of $150.00

2. The Applicant shall supply ALL documentation checked below and/or requested by City Officials in their effort to assess the merits of the application including, but not limited to:

- ☐ Proof of Ownership **(Recorded Deed)**
- ☐ Owner's designation of his agent
- ☐ Recorded Lot Combination
- ☐ Recorded Re-Plat or Subdivision
- ☐ Physically marked lot lines
- ☐ Description of planned work
- ☐ Dimensioned site plan & elevations, lot line setbacks
- ☐ Type of Construction
- ☐ Estimated Value (when completed)
- ☐ Copy of LCRA Septic System Permit

Procedure:

Permits will not be granted when City tax payments are delinquent!

1. A City-designated Official will inspect the proposed project site before the application is considered.
2. The City aims to process all applications within 10 days after all application requirements have been met.
3. Work without a valid permit is subject to a penalty equal to the permit fee ($150.00 max).
4. Any work not complying with the provisions of the permit may result in a Stop-Work Order and Citation for failure to adhere to the provisions of the Ordinance and/or the terms of the Permit.
5. Owners (not contractors) are responsible for compliance with all regulations. Rules for Construction Site issued with the permit must be posted with the permit at the site, in clear view from the street/road.
6. Completion of a project is subject to final inspection/issuance of Occupancy Permit.
7. Refunds of Cleanup Deposits are subject to satisfactory cleanup, completion of repair damages to adjacent properties and satisfactory final inspection.
8. Security Deposits are required unless a licensed contractor is performing the work.
9. Refunds of Security Deposits are subject to completion of the work within the life of a valid permit and satisfactory final inspection/issuance of Occupancy Permit.
10. Failure to obtain a final inspection or Occupancy Permit during the life of a valid permit results in penalties ranging from $100 to $1,000 per month.

[1] Inspection Codes: **NC =** New Construction **FP =** Floodplain **CC =** Completion Certificate **NSP =** LCRA-required Non-Point Source Pollution Control **SS =** Municipal Certification required by LCRA for Septic Systems. **1** **2**