

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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The following instructions are offered to help expedite the processing of Development Permit applications:

- 1. The Development Permit regimen is established by the Consolidated Zoning Ordinance.
- 2. Permit fees are set by Resolution of the Board of Commissioners.
- 3. The relevant ordinance(s), resolution(s) and permit forms can be found on the city's website or obtained at city hall.
- 4. Failure to furnish all required documents will delay processing until these documents and the respective fee payment have been received.
- 5. Please use the "Requirements & Fees" schedule to determine what is required in your specific situation.
- 6. Every application must be accompanied by a fee payment and

- a. the Development Permit Application form
- b. the Development Site Rules form
- c. the Floodplain Development Application form
- d. the Permit form
- e. the Floodplain Development Permit form

Please complete all parts of these forms EXCEPT those reserved for City Official's use (spaces left blank will cause delay)

Note: Item 3c. Is required for all waterfront and low-lying properties. If in doubt, check your elevation certificate or submit to save time.

- 7. Property owners not listed in the current property tax roll (i.e. recent purchasers) should submit proof of ownership in the form of a legally recorded document.
- 8. Property owners electing to assign Permit application to their contractor must provide him with a notarized authorization to act on the owner's behalf (please be aware that the owner remains ultimately responsible for conformance to all Permit conditions and applicable City Ordinances).
- 9. Applications for new residences, must include the required LCRA Septic System Permit.
- 10. Initial permits expire 6 months (12 months for new residences) from date of issue but renewals can be obtained for an additional fee for a maximum combined total period of 18 months.
 - a. Failure to complete any project within these 18 months is subject to review by the Board of Commissioners and may result in fines.
- 11. City staff is available for consultation as necessary.

