



CITY OF SUNRISE BEACH VILLAGE

124 Sunrise Drive
Sunrise Beach Village, Texas 78643-9283

Telephone (325) 388-6438

Website: www.cityofsunrisebeach.org

Fax: (325) 388-6973

E-mail: srbv@cityofsunrisebeach.org

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. Then Permit Form
 - e. The Floodplain Development Permit Form

NOTE: Item 6c is required for all waterfront and low-lying properties.

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. Application 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.



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DEVELOPMENT PERMIT REQUIREMENTS & FEES

Requirements:

- 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.

A	New Residence or Business (Valid for 12 months + 1 6 month renewal)	\$600.00
	Clean up Deposit	\$500.00
	Security Deposit	\$1000.00
	Total Due for New Residence or Business	\$2100.00
B	Additional Structure (Garage, accessory bldg., etc.)	\$250.00
C	Change of use or roof structure (patio, deck, storage 151-300 sq ft)	\$100.00
D	Boat Dock (new, addition with change in perimeter, retaining wall)	\$150.00
E	Boat Dock (repair, change of use)	\$50.00
F	Clearing/Grading Land for Drainage	\$25.00
G	Dredging, Fence	\$25.00
H	Culvert Installation, Driveway, Signs	No Fee
I	Right of Way Cut/Bore	Per lineal ft.
J	Permit Renewal (within 15 days of expiration)	\$50.00

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

- 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 setbacks

Recorded Lot Combination

Recorded Re-Plat or Subdivision

Physically marked lot lines

Description of planned work

Dimensioned site plan & elevations, lot line

Type of Construction

Estimated Value (when completed)

Copy of LCRA Septic System Permit

Permits will not be granted when City Tax payments are Delinquent!

- A City-Designated Official will inspect the proposed project site before the application is considered.
- The City aims to process all applications within 10 days after all application requirements have been met.
- 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.
- 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.
- Completion of a project is subject to final inspection/issuance of Occupancy Certificate.
- Refunds of Cleanup Deposits are subject to satisfactory cleanup, completion of repairs of damages to adjacent properties and satisfactory final inspection.
- 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 Certificate.
- Failure to obtain a final inspection or Occupancy Certificate during the life of a valid permit results in penalties ranging from \$100 to \$1,000 per month.



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APPLICATION FOR A DEVELOPMENT PERMIT

1. _____ DATE _____
Owner's Name

2. _____ Phone _____
Owner's Contact Address

3. Construction by Owner Construction by Contractor

Contractor's Name

Contractor's Address and Phone

4. _____ Subdivision _____ Lot _____
Location of Development (address)

5. Purpose of Application
- A. New Residence or Business
 - B. Additional Structure
 - C. Change of use or roof structure
 - D. Boat Dock (new, enlarged, retaining wall, etc.)
 - E. Boat Dock (repair, change of use, etc.)
 - F. Clearing/Grading
 - G. Dredging/Fence
 - H. Culvert Installation/Driveway/Sign
 - I. Right of Way Cut/Bore
 - J. Other

6. Attachments to this Application:
- Proof of Ownership
 - Combination of lots/re-plats
 - Dimensioned project site plan & elevations showing planned improvements & lot line setbacks
 - Floodplain Permit Application
 - LCRA Septic Permit
- Permit No.: _____

7.

Description of planned work, type of construction & estimated value when complete: _____ _____ _____

8. I fully understand and promise to comply with all applicable Zoning laws City Ordinances.
I solemnly swear that the above statements are complete and true.

Signature of Applicant

Print Name

Date

THIS SECTION RESERVED FOR CITY USE:

Ad Valorem Tax Status PAID/DUE
Benefit Association PAID/DUE
Road Assessment PAID/DUE

FEE PAID \$ _____

Cash/Check # _____

Processed by (signature)

Date



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DEVELOPMENT PERMIT

Original ____/____/____
Date Inspector Commissioner

First Renewal ____/____/____
Date Inspector Commissioner

Second Renewal ____/____/____
Date Inspector Commissioner

Subdivision/Unit# _____

Lot(s) # _____

Please explain project:

Your application for a Development Permit has been approved with the Effective Date shown above. This Permit is valid for a period of ____ months from the date of issue. If the permitted work is NOT completed within this validity period, application may be made for a 6 month extension.

The bottom portion of this Permit must be filled out and displayed at the development site, visible from the street, before any work begins. Remove this Permit when construction is complete.

CITY OF SUNRISE BEACH VILLAGE

DEVELOPMENT PERMIT

POST THIS AT JOB SITE

Effective Date(s):

Original ____/____/____
Date Inspector

First Renewal ____/____/____
Date Inspector

Second Renewal ____/____/____
Date Inspector

Subdivision/Unit # _____

Lot(s) # _____

Year: _____

This Permit covers the following work:

1. _____
Property Address

2. _____
Owner's Name

3. _____
Owner's Phone

4. _____
Contractor's Name

5. _____
Contractor's Phone

Position of concrete forms inspected and approved. _____
Boat Dock Pier position inspected and approved. _____



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RULES FOR THE DEVELOPMENT SITE

1. The BUILDING PERMIT and these RULES must be posted at the job site and be clearly visible from the road/street.
2. Observe Consolidated Zoning Ordinance provisions:
Section 2: Loud Noises Deemed Public Nuisances Prohibited
 - (1) The Construction, including excavation, demolition, alteration, delivery and or pouring of cement or repair of any building in or adjacent to a residential area other than between the hours of 7:00 am and 7:00 pm daily is prohibited, No heavy equipment shall be used on Sundays, deviation in the case of urgent necessity or in the interest of public safety of which written permission must be obtained from the Mayor/Mayor Pro Tem, or their designee, prior to any deviation from these hours.
3. Parking of construction vehicles, including worker's vehicles, is allowed on the City's right-of-way so long as their tires are NOT on the roadway.
4. Vehicles must not be parked obstructing other resident's access to their properties.
5. Burning of debris is subject to BURN PERMITS.
6. Except during periods of heightened fire hazard BURN PERMITS can be obtained on the day required by calling 325-388-3470 between the hours of 8:00 am and 4:00 pm. They are valid ONLY on the day issued.
7. A charged water hose must be at hand at the burn site.
8. Fires must be extinguished dead-cold when unattended and before dark.
9. Burning of asphaltic products, rubber, plastic and other products giving off smoke and/or noxious fumes is prohibited.
10. No fuel shall be added to any fire after 4:00 pm.
11. Construction materials shall be stored on the development property. Storage in the right-of-way is prohibited.
12. Trash must be secured in covered receptacles.
13. Noise including music is subject to the City's Noise Ordinance.
14. Violations of these Rules and/or City Ordinances may result in Citations and/or Stop Work Order.

Owner/Contractor Signature

Print Name

Date



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AUTHORIZATION FOR CONTRACTOR

This authorizes _____
(Contractors name & address)

to act on my behalf in applying to Sunrise Beach Village for a Development Permit for:

(Please describe the project)

at the address of my property: _____

Subdivision/Unit # _____

Lot(s) # _____

I am the legal owner of said property: _____

Residing at: _____

My Phone contact is: _____

Signed: _____

Notary for the State of Texas

County of _____

Name _____

My Commission expires: ___/___/___

Signature _____



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FLOODPLAIN DEVELOPMENT APPLICATION

Owner's Declaration:

I am considering improvement and/or development of property located within the corporate limits of the City of Sunrise Beach Village and make the following declaration:

Location of Development (address)	Subdivision	Lot
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The Base Flood Elevation of this site is _____ feet above mean low tide (Ref: Map Number 48299C0510C, Community Panel Number 481531 0510C, Effective May 2, 2012 and City Ordinance Number 299, dated May 1, 2012).

- Situation A: None of the proposed changes to or on my property will take place within the area designated by this City as an area of Special Flood Hazard. However, a description of work to be accomplished is provided because portions of this land are in an area of Special Flood Hazard.
- Situation B: Some or all of the proposed improvements are situated in the area identified as Special Flood Hazard. I have enclosed a copy of m Application for a Development Permit (required according to the Consolidated Zoning Ordinance #205).
- Situation C: I am contemplating man-made changes to real property located below the Base Flood Elevation. The Proposed changes are exempt from Development Permit requirements of Ordinance #205. However, I recognize that all changes made in the Floodplain require evaluation. I have enclosed a complete description of work to be accomplished.

List documents enclosed individually (please see next page for minimum requirements):

- 1. _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____

Comments: _____

Owner's Printed Name

Owner's Mailing Address

Owner's Phone #

Signature



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FLOODPLAIN DEVELOPMENT APPLICATION (continuation)

Required Enclosures:

1. Plans, to scale, showing location, dimensions and elevations of proposed landscape changes existing & proposed structures and the location of the foregoing in relation to areas of Special Flood Hazard.
2. Elevation of the lowest floor, including basement of all new/improved structures.
3. Elevation to which any non-residential structure shall be made flood-proof and a Certificate from a Professional Engineer, registered in the State of Texas certifying that the structure will meet the criteria of Section V. B2 of Ordinance #108.
4. Description of the extent to which any water course or natural drainage will be affected.

WARNING!

The flood hazard data used by the City Floodplain Administrator in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are the best available scientific and engineering data. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made or natural causes. Construction standards required by the City of Sunrise Beach Floodplain Management Regulations are the minimum standards deemed necessary to minimize or eliminate flood damage, but reliance on the minimum standards shall not create liability on the part of this City or any of its officers or employees in the event flooding or flood damage occurs.

PLEASE NOTE!

1. Membership by the City of Sunrise Beach Village in the National Flood Insurance program obligates this City to administer Floodplain Development so as to mitigate losses.
2. The Owner's Declaration is prerequisite to consideration of any Application for Development.
3. Ordinance #108 stipulates penalties for violations.
4. All applications & documentation are subject to review by State & Federal Agencies.
5. Enclose information appropriate for your project. Failure to provide required documentation will result in return of the application.
6. Normal processing time is 10 days to 2 weeks but may require up to 30 days.



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FLOODPLAIN DEVELOPMENT PERMIT/DENIAL

Name of Applicant

Phone#

Location of Development (address)

Subdivision

Lot(s)

FLOODPLAIN ADMINISTRATOR'S FINDINGS:

1. The proposed development **IS** **IS NOT** located within a Flood Hazard Area.
2. Plans & Specifications for the proposed development have been reviewed for conformance with the applicable Ordinances. On the basis of the information received I, hereby approve/reject this Application with the following Conditions:
 - a. The lowest floor must be elevated at or above the floodplain level.
 - b. The building must be made flood-proof to withstand flood depths, pressures, velocities, impact and uplift forces.
 - c. All utility supply lines must be installed so as to minimize damage from potential flooding.
 - d. Certification is required that the flood-proofing requirements have been met.
 - e. All electrical outlets, motors, etc. associated with this development at the shore line must be:
 - i. Located at or above the floodplain level OR
 - ii. Equipped with ground fault circuit interrupter devices (GFCI)

WARNING!

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I, the undersigned property owner, do hereby acknowledge the warning as a waiver of liability to this City and (i) agree with and accept the conditions of approval: (ii) agree to strict compliance with the specified conditions after issuance of the Permit and (iii) agree to provide any certification specified.

Owner's Printed Name

Owner's Mailing Address

Signature

Phone#



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FLOODPLAIN DEVELOPMENT PERMIT/DENIAL (continuation)

If the owner disagrees with the CONDITIONS OF APPROVAL or with the DENIAL of an Application for Floodplain Development based on the findings of the City's Floodplain Administrator given on the reverse side hereof, the owner has the right of appeal under the terms of the latest revision of the Consolidated Zoning Ordinance #205 (Board of Adjustments).

If you wish to APPEAL please complete and sign this portion:

I disagree with the Conditions for Approval and wish to make a formal appeal.

I disagree with the Rejection of my Application and wish to make a formal appeal.

Owner's Printed Name

Signature

Date

The Appeals process is subject to a non-refundable fee of \$200.00. Payment must be included herewith. Details of the Appeals Procedure are available on request at City Hall.

FINAL APPLICATION APPROVAL IS INDICATED BY THE PERMIT NUMBER INSERTED ON PAGE 1

FLOODPLAIN PROVISIONS HAVE BEEN SATISFIED

THIS APPLICATION HAS BEEN RECORDED AND FILED

WORK IS HEREBY AUTHORIZED TO PROCEED IN ACCORDANCE WITH THE CONDITIONS SPECIFIED ON THE REVERSE SIDE HEREOF AND ACCEPTED BY THE PROPERTY OWNER.

City of Sunrise Beach Village Floodplain Administrator-Name

Signature

Date