

## **CITY OF SUNRISE BEACH VILLAGE**

**124 Sunrise Drive  
Sunrise Beach Village, Texas 78643-9283**

**Telephone (325) 388-6438**

**Website: [www.cityofsunrisebeach.org](http://www.cityofsunrisebeach.org)**

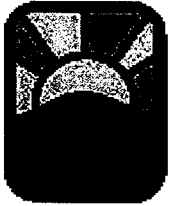
**Fax: (325) 388-6973**

**E-mail: [srbv@cityofsunrisebeach.org](mailto:srbv@cityofsunrisebeach.org)**

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### **The following instructions are offered to help expedite the processing of Development Permit Applications:**

- The Development Permit regimen is established by the Consolidated Zoning Ordinance.
- Permit fees are set by the City Council.
- The relevant ordinance(s), resolution(s) and permit forms can be found on the city's website or obtained at city hall.
- Failure to furnish all required documents will delay processing until these documents and the respective fee payment have been received.
- Please use the "Requirements & Fees" schedule to determine what is required in your specific situation.
- Every permit application must be accompanied by a fee payment and all the required documents.
- 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.
- 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)
- Application for new residences, must include the required LCRA Septic System Permit.
- 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.
- Failure to complete any project within these 18 months is subject to review by the City Council and may result in fines.
- City staff is available for consultation as necessary.



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## DEVELOPMENT PERMIT REQUIREMENTS & FEES

<b>A</b>	New Residence or Business Structure (Valid for 12 months + one 6 month renewal) Clean Up and Damage Deposit Total Due for New Residence or Business	\$600.00 \$1500.00 \$2100.00
<b>B</b>	Additional Structure (Garage, accessory bldg., guest house, etc.)	\$250.00
<b>C</b>	Change of use or roof structure (patio, deck, storage 151-300 sq. ft, carport, swimming pool)	\$100.00
<b>D</b>	Boat Dock (new, addition with change in perimeter, retaining wall, jet ski ramp)	\$150.00
<b>E</b>	Clearing/Grading Land	\$25.00
<b>F</b>	Dredging, Fence	\$25.00
<b>G</b>	Culvert Installation, Driveway, Signs	No Fee
<b>H</b>	Right of Way Cut/Bore	Per lineal ft.
<b>I</b>	Permit Renewal (within 15 days of expiration)	\$50.00

- Permits are valid for 6 months unless otherwise stated.
- 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.

**Work without valid permit is subject to a penalty of 100% of the standard permit fee.**

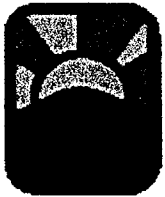
### Requirements:

The Applicant shall supply ALL documentation below that applies and/or any other documents requested by City Officials in their effort to assess the merits of the application including, but not limited to:

- |  |  |
|--|--|
| <input type="checkbox"/> Proof of Ownership (if not on tax roll) | <input type="checkbox"/> Site Plan                                       |
| <input type="checkbox"/> Owner's designation of his agent        | <input type="checkbox"/> Elevation View from all four sides of structure |
| <input type="checkbox"/> Recorded Lot Combination                | <input type="checkbox"/> Type of Material being used                     |
| <input type="checkbox"/> Recorded Re-Plat or Subdivision         | <input type="checkbox"/> Copy of LCRA Septic System Permit               |
| <input type="checkbox"/> Flood Elevation Certificate             | <input type="checkbox"/> Permit Application                              |

### **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. 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.
4. Owners (not contractors) are responsible for compliance with all regulations. **Permits must be posted in clear view from the street/road.**
5. Completion of a project is subject to final inspection/issuance of Occupancy Certificate.
6. Refund of Deposit is subject to satisfactory cleanup, completion of repairs of damages and satisfactory final inspection.
7. 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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## DEVELOPMENT PERMIT

<input type="checkbox"/> Original	____/____/____	_____	_____
	Date	Inspector	Commissioner
<input type="checkbox"/> First Renewal	____/____/____	_____	_____
	Date	Inspector	Commissioner
<input type="checkbox"/> 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.

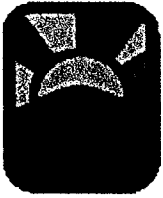
This Permit must be filled out and displayed at the development site, visible from the street, before any work begins. Remove this Permit when construction is complete.

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





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## **RULES FOR THE DEVELOPMENT SITE**

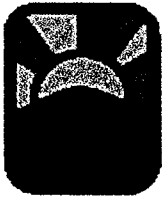
1. The **BUILDING PERMIT** must be posted at the job site and be clearly visible from the road/street.
2. Observe Consolidated Zoning Ordinance provisions:  
**Section 2: Loud Noises Deemed Public Nuisances Prohibited**
  - (1) The Construction, including excavation, demolition, alteration, delivery 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 construction material, asphaltic products, rubber, plastic and other products giving off smoke and/or noxious fumes is prohibited.
10. No fire shall be started or any fuel 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.

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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: \_\_\_\_\_

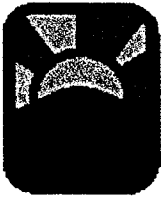
Notary for the State of Texas

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 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!**

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.

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#