



VILLAGE OF
VOLENTE

SINGLE FAMILY RESIDENTIAL DEVELOPMENT PACKET

RELEASE: OCTOBER 2006
Revised 2010

Instructions For Completing Application for Village of Volente Single Family Residential Site Development and Building Permits

The Village of Volente Site Development and Building permits are required for all development inside of incorporated limits of the Village of Volente. Development is defined as any man-made changes to improved or unimproved real estate, including but not limited to structures or other buildings, mining, dredging, filling, grading, paving, excavation or drilling operations. Please submit the completed application to Village of Volente Office at 15403 Hill Street, (Volente Fire Dept Building). Office hours are Monday & Wednesday 9:00 AM – 5:00 PM, Tuesday & Thursday 8:00 AM – 12:00 PM. Closed on Fridays and 12:00 – 1:30 PM for lunch daily.

1. Residential construction is limited to construction for a single family residence. This includes septic installation for homes, new homes, decks, pools, garages, small storage buildings, barns, etc. Though the construction of subdivisions, streets, drainage is ultimately for residential use it is considered non-residential construction. If there is any uncertainty contact the Village Office. 512-250-2075.
2. Provide the correct legal description of the property. If it is a lot in a Subdivision give the Subdivision Name, Lot #, Block, and phase and section if applicable. If the property is raw acreage provide the name and number of the survey, the acreage and most importantly, the **Tax Parcel Identification Number**. **If the correct legal description is unknown contact Travis Central Appraisal District (TCAD) at (512)-834-9138 or <http://www.traviscad.org>. Without the correct subdivision name or correct Tax Parcel I.D. # the application cannot be processed.**
3. State what you are proposing to build or place on your property. (i.e.: Single Family Residence, Addition, etc. If the work is substantial improvement to an existing structure located in the flood plain, mark the space next to “Substantial Improvement” with an “X”. Please indicate the date the construction is proposed to begin, the estimated cost of construction (Engineer’s or Contractor’s estimates are required) and the H.V.A.C. (heating, Ventilation, and Air Conditioning) area in square feet.
4. Provide an accurate site plan that clearly shows the location and size of any existing improvements and any proposed improvements on the property, If there is flood plain anywhere on the property, additional information (such as foundation plans (with elevations), structural plans, flood proofing plans, or the location of the flood plain on the property) may be required by the engineer.
5. If the proposed structure is not serviced by a wastewater provider, a Development Permit can not be issued until proof of application for an on-site wastewater (septic) permit is submitted. If the proposed construction is located within approximately ½ mile of Lake Travis the **Lower**

Colorado River Authority is the on-site wastewater permitting authority. The phone number is **512-473-3333**.

Additional permits may be required for your proposed construction. Review and Investigate all Village Ordinances to make sure all applicable permits have been applied for and issued. If any other permits have been obtained for the proposed development please attach a copy of each to the site plan.

6. State the name of the person to be permitted and the name of the Property Owner or the party responsible for the proposed development.

7. Sign and Date the application. Provide the address for where the permit and any correspondence should be mailed. Please fill in a phone number that we can call during the daytime for any questions or comments.

Applications will not be accepted unless permit fees are paid at the time of submission. Cash or Checks Only. All returned checks will be charged a fee of \$35.

Builders are now required to have a pre-construction meeting with the Village Inspection Consultant prior to issuing the building permit. The pre-construction meeting will cover rules for trash, portable restrooms, erosion & sedimentation controls, construction entrance, and posting of the house address.

PRECONSTRUCTION MEETING: To Be Performed by Code Enforcement Inspector

- Verification that all fees have been paid.
- Setbacks clearly marked on lot.
- Job-site address must be visible from street with one builder sign allowed.
- All temporary Erosion and Sedimentation controls are installed per approved Site Plan.
- Tree Protection installed per approved Site Plan.
- Port-a-let properly installed and out of Right-of-Way.
- Construction Entrance installed per approved Site Plan.
- Trash receptacle in place.
- Plans available upon request.
- Building Permit must be posted in visible location.
- Verification that on-site wastewater (septic) permit application has been submitted with appropriate jurisdiction.

ROW permit required for work in ROW (Drives, Mail Boxes, Landscaping)

BUILDING HEIGHT DETERMINATION:

Height limit of thirty five (35) feet to be the vertical distance measured to the highest roof ridge from the average grade plane. Average grade plane is defined by the average of two points (1) of the lowest finished grade elevation and (2) the highest finished grade elevation, measured six (6) feet perpendicular to the foundation as it meets finished grade. Applicant must show calculations on Site Plan to demonstrate compliance with maximum height definition.

MAILBOXES: Rock, concrete or masonry mailboxes in the ROW are not allowed. Mailboxes are allowed in the ROW if they have either a wood (4 by 4 inches, round or square) or metal (2 inch diameter) support that is not embedded more than 24 inches into the ground.

COMPLETENESS OF APPLICATION:

Single Family Residential site development/building permit applications which do not include all required information and materials will be considered incomplete, and will not be accepted for official submission by the Village until the proper information is provided to the Village. For an application to be considered complete, the following information shall be included in the application:

- _____ 1.) Three (3) copies of the completed application;
- _____ 2.) Fee payment;
- _____ 3.) Three (3) sets of Site Development Drawings (Sealed by Licensed Engineer);
- _____ 4.) Three (3) sets of Building Plans (including Electrical Plans);
- _____ 5.) Verification that all taxes and assessments on subject property have been paid; certified copy.
- _____ 6.) Three (3) copies of Structural Foundation Plan (Sealed by Licensed Engineer);
- _____ 7.) Three (3) copies of *Res Check* for compliance with the International Energy Compliance Code;
- _____ 8.) Three (3) copies of Tree and Topographic Survey (Sealed by RLPS);
- _____ 9.) Tax plat;
- _____ 10.) Requested variances and their justifications;
- _____ 11.) Any additional information requested by the Village at the pre-application meeting;

**** After a site permit has been issued the Village Flood Plain Manager will sign a Floodplain acknowledgement for you to submit to LCRA for application for On-Site Sewage Facilities (OSSF). The Village will then need a copy of the permit that LCRA issued to you.**

***** A signed and sealed concurrence letter will be required from your Civil Engineer after site work is complete, before issuing a Certificate of Occupancy.**

****** All contractors are required to have a copy of their license in application**

Section 33.3166 Application for a Single Family Residential Project Site Development Permit.

(a) Purpose: The purpose of the Single Family Residential Project Site Development Permit is to ensure that the site development construction will result in safe and efficient vehicular and pedestrian circulation, parking and loading, drainage and storm water management, and compliance with the Village's Site Development Regulations including non-point source pollution control and FEMA flood plain regulations.

(b) Applicability: A site development permit is required from the Village prior to beginning any demolition or construction work on the site. This Section applies only to Single Family Residential Projects, defined as the construction of one single family residential structure and all associated improvements on one legally platted lot.

(c) Payment of all indebtedness Attributable to Subject Property: No person who owes delinquent taxes, fees, delinquent paving assessments, impact fees, or any other delinquent debts or obligations to the Village entity and which are directly attributable to a piece of property shall be allowed to submit an application for site development permit until the taxes, fees, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner shall have been first fully paid, or until an arrangement in form satisfactory to the Village has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence or proof that all taxes, debts and obligations owing to the Village have been paid. (See also

(d) Application Process for Site Development Permit Approval:

(1) Application shall be submitted concurrent with Building Permit Application.

(2) The Village will approve or disapprove the permit application based upon the permit application's compliance with the Village code of ordinances. The Village will issue the site development permit upon approval of the permit application.

(3) If the Village disapproves the permit application, the applicant may file a "Notice of Appeal" with the Village for council consideration in accordance with the Village code of ordinances.

(e) Completeness of the Application for Site Development Permit Approval: Site development permit applications which do not include all required information and materials will be considered incomplete, and will not be accepted for official submission by the Village until the proper information is provided the Village. For an application to be considered complete, the following information shall be included in the application:

(1) Three (3) copies of the application, attachments and drawings as specified below;

(2) Identification of Project, Developer, Engineer, Planner, and Landowner;

(3) Verification that all taxes and assessments on subject property have been paid;

(4) Site development permit drawings;

- (5) Site development permit engineering report;
 - (6) Landscaping and irrigation plans;
 - (7) Tax plat;
 - (8) Requested variances and their justifications;
 - (9) Fee payment;
- (f) Form and Content Requirements for Single Family Residential Project Site Development Permit Application:
- (1) Applicant shall submit the required number of sets of the complete engineering and construction plans for driveway approach, storm water management systems, water and sanitary sewer facilities, screening and retaining walls, landscaping and irrigation, and any other improvements and site development construction. The engineering plans shall also contain any plans necessary to show or document compliance with the Villages non point source pollution control ordinance, on-site sewage facility rules, and any other applicable codes and ordinances of the Village that are related to development of a land parcel.
 - (2) For the purposes of this article, complete sets of engineering and site development permit plans shall include the following information as well as any additional plans or sheets deemed necessary and requested by the Village:
 - (A) Project Data Cover Sheet of Plans: Project street address; legal description (or reference by volume, page, square footage (or acres)); water source, wastewater disposal methodology; name and telephone number for owner or owner's agent; engineer, architect names and phone numbers. standard notes as required by the Village; approval blocks for the Village and other applicable governmental entities;
 - (B) Inspection Authorization: Authorization for Village to visit and inspect the property for which the application is being submitted;
 - (C) Base Information on each Sheet: Project address; north arrow; engineering scale (shall be 1"=10', 1"=20', 1"=30', or 1"=40'); seal and signature of the Engineer, Architect or Surveyor who prepared plans, and the date the plans were signed; blank space (approval space) in the lower right hand corner, at least 5"x3";
 - (D) Site Plan: Show dimensions and locations of existing and proposed buildings, patios, driveways, pools and other site improvements; finished floor elevations; limits of construction; locations of walls, fences, sidewalks, and all other land improvements; all drives; location of the 100-year flood plains, drainage features; on site sewage facility drain field if not on central wastewater collection systems; locations of all existing and proposed fire hydrants. Show in a table format tabulation of the total area of the site, total floor area, total impervious cover, percentage of site covered by impervious cover.

- (E) Drainage and Grading Plan: The drainage and grading plan shall include delineation of the 100-year FEMA floodplain, or if applicable, a note that no 100-year floodplains exists on the site; existing storm sewer systems on site or adjacent streets; delineation of the centerlines of waterways, and the average water surface elevation of lakes, ponds and springs, existing site conditions with contours at one foot (1') intervals; developed conditions including drainage areas and proposed grading with one foot (1') contours; curbs, retaining walls, and other structures, indicating elevations at critical points; outflow points and control elevations; construction details for control devices, curbs, walls, channels, swales, etc.; direction of storm water flow from site, storm water drainage plans (swales, channels, ponds, pipes, culverts, etc.) including percent grade; clearly identify construction details to include sizing of pipes, inlets, weirs, outlets, control structures, etc. Include details, design information, calculations and general notes to clearly identify best management practices are utilized.
- (F) Erosion and Sedimentation Control and Tree Protection Plan: Show the location and type of all proposed temporary erosion control methods; show tree protection plan for all trees six inches (6") in caliper size and larger within the construction area or that are to be removed. Note restoration plans for all disturbed areas. (See also 33.340).
- (G) Water Quality Control Plan: Information required to indicate compliance with the Village's non-point source pollution control ordinance.
- (H) Landscape Plan: Required for all projects excluding single family residential of one (1) acre or less. (See also 33.336).
- (I) Slope and Topographic Map with slope: Indicate on 1' interval topographic plan all areas within the limits of construction of slope greater than 15% or where fill in excess of four feet will be utilized. Include Engineer's report on foundation design, retaining wall design, and geo-technical analysis and requirements for assuring fill appropriateness and stability. (See also 33.338) (Indicate where slopes are in excess of 25%.
- (J) Construction Notes: As requested.
- (K) Special Notes: As requested.



Date:

SUBJECT: Required Inspections for BP#

TO:

Congratulations! You have completed **the first step** in the VILLAGE OF VOLENTE Building Permit process. The attached document is your official building permit and authorizes you to begin construction. The permit and a copy of the approved plans must be maintained on the building site at all times.

The second step is calling for inspections during the building process. The VILLAGE OF VOLENTE Building Inspector performs all building inspections.

The following inspections will be required during the construction of your project:

x	PRECONSTRUCTION (silt fences installed, sanitary facilities onsite, construction entrance installed, tree protection installed, and foundation staked out)
x	PLUMBING ROUGH IN (dwv and water lines under test)
x	FOUNDATION (dwv and water lines under test)
x	FRAME GROUP (dwv and water under test)
x	INSULATION
x	PLUMBING FINAL
x	ELECTRICAL FINAL
x	BUILDING FINAL
	OTHER

You as the owner or builder must call the City to arrange inspections for each of the above listed inspections. To schedule an inspection, please call 512 508-5973. Inspections called in prior to 5 PM will be performed the next business day between 8 AM and 5 PM. If you call after 5PM please leave your request on the answering machine. It will be checked first thing the next morning and inspections will be scheduled for the following day.

Be advised that your building permit fee includes one initial inspection and one reinspection of the area. If your construction does not meet building code specification in the first two inspections, there is a **\$50 per reinspection fee per inspection**. This fee is payable at the time the Certificate of Occupancy is issued. No Certificates will be issued until all fees are paid in full.

Once you pass the Building Final, the inspector will tell you that you have passed FINAL but will retain your copy of the inspection slip.

The third step of the process is obtaining your Certificate of Occupancy.

The FINAL inspection slip is used by City Hall to prepare your Certificate of Occupancy. Certificate of Occupancy's will be ready for pick up on the next business day after all documents are received.

Be aware that the city has an Ordinance that can assess a **penalty of \$500 per day** that a building is occupied without a Certificate of Occupancy.

Respectfully,

Pete McKinney
Building Official
VILLAGE OF VOLENTE
512 508-5973

ACKNOWLEDGEMENT: _____ DATE: _____
(Owner/Builder Signature)

Checklist For Site Development Application for Village of Volente

Project Data & Base Information: To be placed on Site Plan or Cover Sheet

- _____ 1.) Date of submittal; project title and street address or project location;
- _____ 2.) Verify zoning => use appropriate setbacks, etc.; VERY strict on setbacks.
- _____ 3.) Owner and type of ownership; agent, engineer, designer, landscape, architect;
- _____ 4.) Name, signature, firm name, phone number, street address and contact person for agent, engineer, designer, landscape and architect;
- _____ 5.) Date(s) of re-submittals;
- _____ 6.) Indication by note if any part of project is within a 100-year floodplain;
- _____ 7.) Legal Description of property by lot, block and subdivision name, or if by metes bounds, indicate the book and page number;
- _____ 8.) Site location map and standard notes as required by Volente (see attachment);
- _____ 9.) North arrow; engineering scale (shall be 1" = some number divisible by 10, not smaller than 1" = 40'. If project is too large, use 1" = 50' with detail at 1" = 20');
- _____ 10.) Boundary lines with bearings, dimensions and natural topography (1' contours converted to mean sea level);
- _____ 11.) All existing and proposed easements; Exact locations, types and sizes of all existing and proposed electric utility facilities on the site and adjacent right-of-ways;

Site Plan: (pg 30 Site Development Ordinance, Sec.33.319 (F)(2)(f))

- _____ 12.) Existing and proposed limits of construction and demolition by labeled, dashed lines; total site area, building area, and total impervious cover of the site - twenty percent (20%) maximum.
- _____ 13.) For all buildings, show: landuse, square footage for each floor and total building, dimensions to nearest 1/2', number of stories, finished floor elevations and amenities;
- _____ 14.) Locations and dimensions of fencing, walls and screening designed in compliance with the Village of Volente Site Development Ordinance, Sec.33.337; Ret. Wall over 4' requires Engineer's seal.
- _____ 15.) Locations of 100-year flood plain, storm sewers, easements; and septic drain field if Not on central wastewater collection systems;
- _____ 16.) **Locations of water wells or pipes to lake; Locations of septic tanks and field;**
- _____ 17.) Driveways shall be designed to comply with Village of Volente Site

Development Ordinance, Sec.33.333;
Submittal to Volente Fire Department is required if driveway exceeds 15%

Drainage Plan: (pg 37 Site Development Ordinance,Sec.33.319 (F)(2)(g))

- _____ 19.) Developed drainage areas and proposed grading with 1-foot contour intervals;
- _____ 20.) Elevations at all critical points of structures; finished floor elevations; outflow points and control elevations;

Erosion and Sedimentation Control (pg 33 Site Development Ordinance,Sec.33.319 (F)(2)(i) & pg 37 Water Quality Sec. 32.129 pg 42

- _____ 21.) Location, type and details of all temporary erosion controls with contributing drainage areas; Erosion control matting must be installed on disturbed areas with a four to one (4:1) slope or greater;
- _____ 22.) Locations of all adjacent waterways and the 100-year floodplain and elevation;
- _____ 23.) Permanent stabilization required on slopes three to one (3:1) or greater.

Tree Protection Plan: (pg 33 Site Development Ordinance,Sec.33.317 (F)(2)(i))

- _____ 24.) Tree protection measures shall include: Tree survey for all trees greater than 6", dashed circular lines for all trees to be removed, solid circular lines for all trees to remain; The circles representing the trees should have 1 foot of radius for every inch of trunk diameter;
- _____ 25.) All trees to be removed must comply with Landscape Plan in Site Development Ordinance Sec. 33.336.; All trees to remain must have protective fencing; Provide details for tree protection (City of Austin details are acceptable).

Water Quality Control Plan: (pg 38 Site Development Ordinance,Sec.33.319 (F)(2)(j) & pg 38 Water Quality Sec. 32.128 pg 41

Developments of single family residential uses need not comply with "Non-Point Source Pollution Control Management Performance Standards" if the following criteria are met:

- A.) Minimum lot size of 1 acre;
- B.) The street, driveways and stormwater drainage system is designed with out raised curbs or gutters, so that stormwater runoff is treated using LCRA approved vegetated buffer designs and construction methods;
- C.) Impervious cover is less than or equal to 20%.

Otherwise, full compliance is required.

Landscape Plan: (pg 39, Site Development Ordinance,Sec.33.319 (F)(2)(k) & Sec.33.338pg.99

- _____ 27.) Landscape plan shall comply with Article 33.317 (f) K of the Village's Site Development Regulations – Architect's seal required for lots more than one acre in area;

Slope Limits: (pg 119, Site Development Ordinance, Sec.33.340)

- _____ 28.) Construction is not permitted on slopes of 25% or greater; Driveway slopes must

be 15% or less; Slope stabilization is required on slopes greater than three to one (3:1);

Cut & Fill: (pg 119, Site Development Ordinance, Sec.33.341)

_____ 29.) Cut and fill land balancing shall be limited to 5 feet; Cut and fill for streets and right-of-ways shall be limited to 10 feet;

Lighting Plan: (pg 216, Site Development Ordinance, Sec.33.347)

_____ 29.) Outdoor lighting shall comply with the following:

- B.) Wall packs are prohibited unless fully shielded;
- C.) Luminaires over 1800 lumens must be fully shielded;
- D.) Fully shielded luminaires shall have a cut-off angle of no more than 80 degrees, as measured from nadir (or 10 degrees below horizontal);
- E.) Building mounted luminaries shall not exceed 12 feet in height.
- F.) Max height: 18 pole mounted, 12 wall mounted.
- G.) If in doubt, request a photometric plan to verify no light trespass.

Note:

This checklist is for informative purposes only and is not intended to be an exhaustive list of Application requirements.

NOTES AND BLOCKS TO BE SHOWN ON SITE PLAN

1. Please add and sign the following signature block to the site plan:

THIS PLAN IS COMPLETE, ACCURATE, AND IN COMPLIANCE WITH THE VILLAGE OF VOLENTE ORDINANCES.

APPLICANT

DATE

2. Please add the following note to site plan:

Village of Volente Disclaimer:

Release of this application does not constitute a verification of all data, information and calculations supplied by the applicant. The Applicant is solely responsible for the completeness, accuracy and adequacy of his/her submittal, whether or not the application is reviewed for code compliance by City Engineers.

Site Development & Building Permit – Residential Permit Type: Residential

Project Name (if known): _____

Project Address (Location): _____

Existing Use: _____ Proposed Use: _____

Existing Zoning: _____ Gross Acres: _____

Description of Proposal: (provide a brief description of the project covered by this permit. Attach the building plans and copy of approved site development plan (if available))

Applicant: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ Zip: _____ Email: _____

Property Owner: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ Zip: _____ Email: _____

The Following items or information must be submitted along with this application:

- Description:** Written proposal for the project and / or site plan. Describe in as much detail as possible the current and proposed uses/ activities. Attach separate sheets as necessary.
- Substantial Improvement**
- Plans** – 3 copies of the building plans and Site Plans for the property. These copies should be individually folded with drawing side out. **Square footage** _____.
- Map:** Location map clearly showing the site in relation to adjacent streets, distance to nearest intersection and other landmarks.
- Fee:** Fee Paid as described in the **Development Review Fee Schedule** (This fee is credited toward other fees).