

SITE PREPARATION PERMIT APPLICATION FORM

Updated: October, 2019

Permit # _____



CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Title		Owner's Title	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

Review & Enforcement correspondence is sent to the Applicant. Owner = person or legal entity currently holding the title to the property.

PROPERTY INFORMATION

Subject Property Address: _____

Area in Acreage: _____ **Tax ID #: R** _____ **Zoning District(s):** _____

Legal Description: Lot _____ **Block** _____ **Subdivision** _____

DESCRIPTION OF REQUEST

Contract Value: _____

Description & Purpose of proposed improvements: _____

AUTHORIZATION

All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided.

Filing Fee* \$1,796 plus \$50 per developed acre Technology Fee \$13 TOTAL FEE ATTACHED \$ _____

**Does not include fee for Watershed Protection Plan, or other required plans / documents, if necessary*

Applicant's Signature: _____ **Date:** _____

Printed Name: _____

CHECKLIST FOR SITE PREPARATION APPLICATION

Items Required* for Complete Submittal		Check Here if Not Applicable - written explanation <u>required</u> , use additional pages as necessary	
<input type="checkbox"/>	Completed Application for Site Preparation Permit	<input type="checkbox"/>	
<input type="checkbox"/>	Filing Fee*: \$1,796 plus \$50 per developed Technology Fee: acre \$13	<input type="checkbox"/>	*Does not include fee for Watershed Protection Plan, or other required plans / documents, if necessary
<input type="checkbox"/>	Authorization to represent the property owner, if applicant is not owner	<input type="checkbox"/>	Applicant is property owner
<input type="checkbox"/>	All required and most current City details	<input type="checkbox"/>	
<input type="checkbox"/>	Details as applicable, provided by project engineer for: Retaining wall, pavement specifications, pond (layout, outfall structure & flow spreader), etc.	<input type="checkbox"/>	
<input type="checkbox"/>	<p>Figures & Tables sufficient for Drainage Review indicating:</p> <ul style="list-style-type: none"> • Date & Permit # of Approved Watershed Protection Plan • Contributing drainage areas to storm sewer / inlet tie-ons • Offsite contributing areas passing through site • Centerline of waterways & average water surface elevations of all water bodies at 2ft contour intervals • Developed drainage areas & proposed grading at 2ft intervals (waived if <5,000 sqft) • Curbs, retaining walls, structures w/ critical point elevations • Overflow points & control elevations • Construction details for control devices, curbs, walls, channel, swales, etc. • Direction of flow from building roofs & outlet locations • Action & direction of unrestricted flow from site, if any • Hydrologic summary of existing & proposed conditions: <ul style="list-style-type: none"> • Acreage of each drainage area • Time of concentration • C2, C10, C25, C100 values • Required storage volumes for up to the 100-year storm • Calculation for discharge or control structures • Location & limits of water quality & detention ponds • Note on Drainage Sheet "Upon completion of the proposed site improvements, and prior to the release of the Certificate of Occupancy by the Permit Center, the Design Engineer shall certify in writing that the proposed detention and filtration facilities were constructed in conformance with the approved plans." 	<input type="checkbox"/>	

<input type="checkbox"/>	<p>Figures & Tables sufficient for Pond Sheet Review indicating:</p> <ul style="list-style-type: none"> Existing & Proposed Pond grading at 2 ft contour intervals Pond inlet(s) and outlet(s) w/ elevations, grading showing positive drainage, weir & discharge location(s) <p>Pond Summary Table:</p> <ul style="list-style-type: none"> Contributing drainage area Proposed impervious cover & percentage Existing & proposed detained 2-, 10-, 25-, 100-year storm water flow rates Pond cross section showing inlet and outlet controls overflow weir, & 2-, 10-, 25-, 100-year storm elevations <ul style="list-style-type: none"> Elevation vs. Storage vs. Discharge Summary Table Pond cross section showing inlet & outlet controls, overflow weir & 2-, 10-, 25-, 100-year storm elevations Flow spreader (unless discharging into a channel) – Rip Rap if velocity exceeds 6 ft/sec at at point of discharge 	<input type="checkbox"/>	
<input type="checkbox"/>	<p>Figures & Tables sufficient for Site Review indicating:</p> <ul style="list-style-type: none"> General Construction Notes Existing & proposed impervious cover calculations Soil map (as shown on soil survey maps) Property Lines, existing & proposed easements Proposed Sidewalk specs: width, location, ramp, etc. Proposed Driveway specs: elevations, curbs, etc. Fire lane plan w/ turn radii, emergency access & travel lanes Street patch repair detail Traffic control plans / temporary road closure** TIA Worksheet or Full TIA ** Geological Assessment if within Edwards Aquifer Recharge or Contributing Zones Other Permits (TxDOT, etc.)** 	<input type="checkbox"/>	
<input type="checkbox"/>	<p>Slope Map indicating:</p> <ul style="list-style-type: none"> All proposed improvements to the site Buffer & water quality zones if applicable Acreage for each slop class (15% or less, 15%-25%, 25%+) Allowable & proposed impervious cover for each slope class – in acreage & as percent of Gross Site Area Allowable & proposed impervious cover in acreage & percent of Gross Site Area for buffer zone, if applicable If no slopes greater than 15%, all of the above may be shown in Erosion/Sedimentation Control Plan w/ note 	<input type="checkbox"/>	

<input type="checkbox"/>	<p>Grading Plan indicating:</p> <ul style="list-style-type: none"> Existing & proposed contours (max 2 ft) Proposed improvements Curbs, retaining walls, other structures w/ elevations at critical points Permanent erosion controls at discharge locations Finish floor elevations Proposed pavement recommendations Proposed storm water conveyance network (inlets, storm lines, swales, etc) Cut/Fill: more than 4ft requires Engineering Director approval, more than 8ft requires City Council variance 	<input type="checkbox"/>	
<input type="checkbox"/>	<p>Figures & Tables sufficient for Utility Layout Review indicating:</p> <ul style="list-style-type: none"> Date & Permit # of approved PICP or date applied for Confirm existing utilities the site is tying into Fixture unit / Domestic water demand calculations per San Marcos flow calculator Delineate septic drain field, if not connecting to city sewer** Existing & proposed hydrants & supporting flow calculations Location & flow line elevations for wastewater connection Confirm Pipe – size, material, slope, joint restraint table for water tie in, all bends, tees & connections in an easement Location, size & material of existing & proposed service lines and utilities Proposed domestic & irrigation meter type, size, location & details Type of water/wastewater service connection & tie ins Sample port Irrigation plan or hose bib locations Proper backflow device, location & details Date of approval of Out of City Utility Request** 	<input type="checkbox"/>	
<input type="checkbox"/>	<p>Figures & Tables sufficient for Environmental Review indicating:</p> <ul style="list-style-type: none"> Erosion & sedimentation control plans, locations & details Construction Phasing Plan Construction Staging area(s) including employee parking Tree Protection Plan – include layout overlay showing removed & protected trees – must match tree survey Copy of TPDES permit FEMA-mapped special flood hazard areas including 2-, 10-, 25- & 100-year floodplains Floodplain requirements – signed floodplain permit Drainage & pond issues pertaining to erosion control Truck & construction traffic routes Water well(s) location & identification Edwards Aquifer Recharge, Transition, Contributing Zones San Marcos River Bank – if within River Corridor Wetlands & areas considered waters of the U.S. Statement of no impact by qualified environmental professional or approval from State & Federal agencies for impacts to endangered species or habitat, archeological sites, historical structures, wetlands, waters of the United States and Edwards Aquifer Edwards Aquifer Recharge Zone items for “special features” and associated setbacks 	<input type="checkbox"/>	

	<ul style="list-style-type: none"> Special / unique PDD site requirements pertaining to construction activities and erosion control 	
<input type="checkbox"/>	<p>Figures & Tables sufficient for Planning Review indicating:</p> <ul style="list-style-type: none"> Use – Compatibility with zoning, CUP, PDD, Overlays, Etc. Addressing Plan – including suite address plan Recorded plat or proposed final plat with easements & notes <ul style="list-style-type: none"> If proposed final plat is submitted, the MyPermitNow plat case number is required on the plat Building Footprints / Envelopes (existing & proposed) Setbacks for: buildings, parking lots & signs Accessory structures Parking: amount & dimensions of on & off street spaces Existing & proposed driveways & details Impervious Cover Landscaping table w/ plant names, sizes & calculations Tree survey / Table with mitigation regs shown Screening: fencing, equipment & storage, dumpster, etc. Photometric Plans: compliance w/ lighting & glare standards Sidewalk requirements & details Dumpster / Recycling locations & screening method Sign locations** 	
Additional information may be required at the request of the Department		
<p>*each item listed must be submitted or an explanation provided **Separate Permit required</p>		

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: _____ Date: _____

Print Name: _____

- Engineer
 Architect/Planner
 Surveyor
 Owner
 Agent