

Received on/by:

\_\_\_\_\_  
Date, initials



**APPLICATION FOR A**  
**SITE DEVELOPMENT PERMIT**

Proposed Name of Project: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Legal Description of Project Site: \_\_\_\_\_

\_\_\_\_\_

Address of Project: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Person to Appear at P&Z / City Council (as necessary, or if required) : \_\_\_\_\_

**PROFESSIONAL CONTACT(S)**

Name of Surveyor/ Engineer /Architect: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

PROJECT INFORMATION

Description of Project:

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Estimated Value of Project:

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*(Attach sheet of engineer's / architect's estimate with signature and seal)*

Meetings Desired / Required (as applicable per Site Development Ordinance):

- Informal Consultation
- Pre-Application Conference
- Concept Plan Review

LOCATION OF PROJECT:

- City Limits     Extra Territorial Jurisdiction     Historic District Overlay

If proposed subdivision is in the City Limits, compliance with Lighting Ordinance is **mandatory**.  
If proposed subdivision is in the ETJ, compliance is **mandatory** when required by a Development Agreement or as a condition of an Alternative Standard/Special Exception/Variance/Waiver.

Voluntary compliance is strongly encouraged by those not required by above criteria (*see Outdoor Lighting tab on the CODS webpage and online Lighting Ordinance under Code of Ordinances tab for more information*).

COMPLIANCE WITH LIGHTING ORDINANCE:

- Yes (Required)             Yes (Voluntary)             No

Total Acreage of Development: \_\_\_\_\_

Frontage on Existing Road:

City / County (Public) Road: \_\_\_\_\_

State Highway: \_\_\_\_\_

Private Road: \_\_\_\_\_

Current Land Use / Zoning (if applicable):  
\_\_\_\_\_

Is Project in or containing a FEMA Floodplain as defined by the most current FIRM?

Yes       No

Is Project over the Edwards Aquifer Recharge Zone?

Yes       No

**SOURCE OF WATER**

Surface Water

Public Water Supply

Rainwater

Ground Water

Private Well

Shared Well

Public Water Supply

**ANTICIPATED WASTEWATER SYSTEM:**

Conventional Septic System

Class I (Aerobic) Permitted System

Public Sewer

**PUBLIC UTILILTY PROVIDERS:**

*(fill out below or attach letters from the listed utility providers verifying their easements from the below utility providers)*

**ELECTRIC UTILITY:**

Company Name: \_\_\_\_\_

Approved As-Is: \_\_\_\_\_ Easement Required: \_\_\_\_\_

Define Required Easement: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**TELEPHONE UTILITY**

Company Name: \_\_\_\_\_

Approved As-Is: \_\_\_\_\_ Easement Required: \_\_\_\_\_

Define Required Easement: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**WATER UTILITY (If Applicable)**

Company Name: \_\_\_\_\_

Approved As-Is: : \_\_\_\_\_ Easement Required: \_\_\_\_\_

Define Required Easement: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

If doing water provision for the development using groundwater resources, the Hays-Trinity Groundwater Conservation District must be notified:

**HAYS-TRINITY GCD:**

Notified: Yes  No

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**SEWER UTILITY (If Applicable)**

Company Name: \_\_\_\_\_

Approved As-Is: \_\_\_\_\_ Easement Required: \_\_\_\_\_

Define Required Easement: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**HAYS COUNTY ROAD & BRIDGE DEPARTMENT**

Approved Proposed Location for Driveway: Yes  No

Required ROW Dedication: Yes  No

Define Required ROW (if required):

Utilities to be placed in ROW: Yes  No

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**TEXAS DEPARTMENT OF TRANSPORTATION**

Approved Proposed Location for Driveway: Yes  No

Required ROW Dedication: Yes  No

Define Required ROW (if required):

Utilities to be placed in ROW: Yes  No

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**APPLICANT'S SIGNATURE**

*(Note: An additional signature required on page 7 of the application verifying completeness. Applications should be submitted only when all required information is included in the submittal.)*

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below signed applicant is not the owner of said property, the signature of the property owner must be included below or consent must be attached *(If a corporation, please list title, and name of corporation.)*

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Date

*Notary Stamp Here*

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**SUBMITTAL CHECKLIST FOR  
SITE DEVELOPMENT PERMIT APPLICATION**

**Plan Submission**

- Application Form, completed *(including utility signatures requiring utility easements)*
- Required Application Fee \$\_\_\_\_\_
- Billing Contact Form

- Tax certificate (*verifying that property taxes are current*)
- 24"x36" plan (3 copies required)
- Reduced plan copies – 11"x17" (*8 ½" x 11" may be acceptable*) (1 copy required)
- Digital copy of site development plan (PDF preferred)
- Cost estimate by engineer of cost of construction
- Drainage study / Engineer's summary report (*as required for drainage*)
- Driveway permit approval (*from TXDOT, Hays County, or City of Dripping Springs*)
- Lighting Ordinance Compliance Agreement – signed with attached photos/drawings (*required if marked "Yes (Required)" on above Lighting Ordinance Section of application*)
- ESD #6 Application and \$240 fee (*if applicable*)

Additional information / Materials

- Plans
- Maps
- Exhibits
- Legal description
- Information about proposed uses (*as determined by City Administrator*)
- Sign Plan / Request for variances
- Lighting Plan (*if applicable*)
- Exterior Design Plan (*if applicable*)
- Landscape Plan (*if applicable*)
- Letters of serviceability from utility companies serving property / project (*i.e., electric, water, wastewater, telephone, gas; or have signatures on application*)
- Application for Variances / Waivers

Upon submittal of application, a Public Notice sign is **required** to be displayed at the project property within 48 hours. Signs can be picked up at the City Offices for a deposit fee of \$100. Once a permit has been issued, signs in good condition can be returned for a \$75 refund.

Pick up Public Notice Sign, \$100 deposit

*All required items and information (including all applicable above listed exhibits and fees) must be received by the City in order for an application and request to be considered complete.*

***Incomplete submissions will not be reviewed or scheduled for any further action until all deficient items or information has been received.*** By signing below, I acknowledge that I have read through and met the above requirements for a complete submittal:

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Signature of Applicant

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Date