



Village of Webberville

DEVELOPMENT GUIDE

PLEASE TYPE OR PRINT CLEARLY

Thank you for your interest in the Village of Webberville. The purpose of this Development Guide is to facilitate the review process of your proposed development. Please submit your application packet to our land planning consultant, Sallie Burchett at the Bojorquez Law Firm at 12325 Hymeadow Drive Suite 2-100 Austin, Texas 78750. If you have any questions regarding this form, please feel free to contact Sallie Burchett at (512) 250-0411 or sallie@texasmunicipallawyers.com or to schedule your pre-application conference.

The attached Development Guide Checklist outlines the requirements for development pertaining to subdivision, site development, and water quality regulations. Please submit the following items upon formal application submittal:

- (1) A completed and notarized Village of Webberville Development Application form (attached);
- (2) Application fee(s) per the Village of Webberville Fee Schedule (attached, checks made payable to Village of Webberville);
- (3) Submittal packets meeting the requirements in the Village of Webberville Development Guide Checklist (attached);
- (4) Any additional informational materials as requested by the Mayor or the Mayor's designee; and

NOTE: Incomplete applications and omission of other required application materials will delay the processing of the Zoning Change Application. There may be other ordinances that apply to your proposed project. Please refer to our website for more information http://www.webberville.org/village_commission/ordinances.html

VILLAGE OF WEBBERVILLE DEVELOPMENT APPLICATION

(check all that apply)

- Subdivision - Concept Plan
- Subdivision - Preliminary Plat
- Subdivision - Final Plat
- Site Plan

For Official Use Only
Date Received _____
Received By _____
Fee \$ _____
Check # _____ (No Cash)

APPLICANT/AUTHORIZED REPRESENTATIVE

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE (_____) _____ FAX (_____) _____

LANDOWNER NAME (if different than applicant) _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE (_____) _____ FAX (_____) _____

EMAIL _____

ZONING CLASSIFICATION (if applicable): _____

PROPERTY DESCRIPTION (provide legal description) _____

OWNER CERTIFICATION

I certify under penalty of perjury that I am the legal owner of the subject property (if more than one owner, please provide duplicate copies of this certification identifying each owner). I have read the contents of this application and consent and agree to the information submitted by the applicant. I further agree to allow access to the subject property to Village of Webberville agents/personnel for the purpose of conducting inspections or investigations in the regular course of their duties.

Signature of Owner

Date

APPLICANT OR AUTHORIZED REPRESENTATIVE CERTIFICATION

I certify under penalty of perjury that the information provided on this form is true and correct to the best of my knowledge and belief.

Signature of Applicant

Date

Subscribed and sworn to me this _____ day of _____, 20__

Notary Public

My Commission Expires: _____

FOR OFFICIAL USE ONLY			
Request	<input type="checkbox"/> Issued <input type="checkbox"/> Denied	Date / /	Special Conditions <input type="checkbox"/> Yes <input type="checkbox"/> No

Village of Webberville Fee Schedule

Enabling Ordinance	Section Reference	Fee Type	Approved Fee
Municipal Court (2003-06)	N(1) Fees & Fines (p.5)	Fines & Fees-established by state law	
Flood Damage Prevention (2003-09)	3 (C) Development Permit (p.9)	Development Permit Fee	\$250.00
Historic Preservation Ordinance (2004-04)	C (1) Procedure for Application (p. 24)	Application Fee	\$100.00
Mining, Extraction, Quarrying (2005-02)	3 (A) Permit Required (p.5)	Extraction Permit Fee	\$500.00
Mining, Extraction, Quarrying (2005-02)	3 (B) Plat Approval (p.5)	Plat Approval Fee	See Subdivision Ordinance
Mining, Extraction, Quarrying (2005-02)	5 (B)(3) Hours of Operation (p.7)	Emergency Permit Fee	\$500.00
Mining, Extraction, Quarrying (2005-02)	5(H) Blasting Permit (p.9)	Blasting Permit Fee	\$150.00
Mining, Extraction, Quarrying (2005-02)	6 (A) Planning (p.9)	Reclamation Plan Application Fee	\$150.00
Flood Damage Prevention (2006-05)	4 (C) Permit Procedures (p.11)	Development Permit Application Processing Fee	\$250.00
Subdivision Ordinance (2005-11)	Section 3.1.3 Procedures	Pre-application Conference Fee	\$50.00/ hour \$50.00 minimum
	Section 5 Final Plat Approval Procedures	Application fee	\$750.00
	Section 10.1 Minor Plats	Application fee	\$500.00
	Section 7.1 Replat Required	Same fee for final plat application	\$750.00
	Section 8.1 Amended Plat Requirements	Submission fee to amend plat.	\$150.00
Zoning Ordinance (2005-10)	Section 2.25 Zoning Board of Adjustments Procedures	Application Fee for Variance	\$250.00
	Section 2.29.1 Amendments to Zoning Ordinances - Authority	Application fee for Zoning or for an amendment or change to the existing provisions	\$750.00
Site Development Ordinance	4.1 Submissions	Concept Plan and Site Plan Filling Fee	\$750.00
	6.2 Pre-Application Conference	Pre-Application Conference Fee	\$50.00/ hour \$50.00 minimum
Planned Development District	6.10 Administrative Fees	Fee for negotiations, preparation and implementation of Planned Development District	\$5,000.00

In situations where the Village Administrator anticipates the city's out-of-pocket expenses for professional services related to review of an application will exceed the amount recouped by the imposition of standard fees, the Village shall require the applicant to pay a deposit. The amount of the deposit may range from \$1,000 - \$10,000, as deemed necessary by the Village Administrator. Examples of projects for which a deposit may be warranted include (but are not limited to) subdivision plats, rezoning requests, and planned development districts. The deposit shall solely be applied to payment of professional services by engineers, attorneys, surveyors, architects, landscape architects, etc, that are specifically engaged by the city to consult directly on the applicant's proposed project. Payment of this deposit shall be an express condition of the Village's review of and determination upon the application. Payment of the deposit does not guarantee approval of the application. Nor does payment of the deposit create a client relationship between the applicant and the professional services provider. Deposit funds shall not be expended by the Village on code enforcement activities.

Village of Webberville Development Checklist

Subdivision Submittal and Commission 2012 Review Dates

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Meeting Date	Submission Date
August				1	2	3	4		
	5	6	7	8	9	10	11	8/8/2012	7/14/2012
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
	26	27	28	29	30	31	1		
September	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15	9/12/2012	8/18/2012
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
October	30	1	2	3	4	5	6		
	7	8	9	10	11	12	13	10/10/2012	9/15/2012
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
November	28	29	30	31	1	2	3		
	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17	11/13/2012	10/19/2012
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	1		
December	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15	12/11/2012	11/16/2012
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
	30	31							

Regular Village Commission Meetings

Formal Plat Submissions are due 21 days before next regularly scheduled meeting
 Without P&Z, Village Commission reviews and approves

Village of Webberville Development Guide Checklist

Subdivision Ordinance	Site Development Ordinance	Water Quality Ordinance	Requirement	Clarification (See ordinances for full requirements)	Applicable or Not Applicable
1.3			Subdivision Ordinance compliance is required generally for all new development within the City and ETJ. See ordinance for exact requirements. Development is the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any structure on land. The term also includes any mining, excavation, landfill, or land disturbance.		
	1.3		Site Development compliance is required for all development within the City and ETJ which includes construction, excavation, dredging, grading, filling and clearing or removing vegetation and cannot occur until a site development permit is obtained		
		1.4	Water Quality compliance is required for all land modification activity within the City and ETJ including construction, clearing, excavating, filling and grading, mining, and dredging, and the deposit of refuse, waste or fill		
Concept Plan	3.1.1-2	3.1.3.a	Pre-application conference	Per project, not phase. Encouraged to save time and money and to avoid potential unnecessary delays. Mandatory if > 49 lots.	
	3.1.3		Pre-application conference fee	See fee schedule.	
	3.2	5.3.n & 9.4	Concept plan, plat, and site plan must comply with the Comprehensive Plan		
	3.3.1		Minor subdivision applicability	One (1) step: Final Plat only. Concept Plan and Preliminary Plat are waived.	
	3.3.2		Major subdivision applicability	Three (3) steps: Concept Plan, Preliminary Plat, and Final Plat.	
	3.4.1	4.4.1	Official submission date	Village issues a Certificate of Completeness or 16 days after submission if no determination of incompleteness has been made.	
	3.5		Submittal deadlines	See attached calendar. Due 21 days prior to the next regularly scheduled Commission meeting.	
	3.6.1	4.6	Newspaper notice	Notice of public hearing provided no earlier than 21 days (concept) and between 15 and 30 days (site) before the date of the hearing in the Elgin Courier newspaper. 512.285.3333 or elgincourier@elgincourier.com. Applicant must provide the Village a copy of the publisher's affidavits prior to the P&Z meeting.	
	3.6.2	4.5.a	Personal notice within 300'	Concept mailed no earlier than 21 days before or no less than 14 days before the public hearing. Site Plan no earlier than 15 and no later than 30 days after a completed application has been submitted to the Village	
	3.6.3	4.5.b.	Sign notice	Within 2 days after application, place on village provided sign form. Applicant shall remove signage within 3 business days after final disposition of application.	
	3.7.1.a	4.1.a	Completed application form with notarized property owner signatures		
	3.7.1.b	4.1.b	Concept plan and site plan submission fee		
	3.7.1.c	4.1.e & 9.3	Folded 24 x 36 prints at a scale of 1" = 100' or large enough to be clearly legible, quantity of plans determined by the Village Administrator		
	3.7.1.d	4.1.f	11 x 17 reductions, quantity determined by the Village Administrator		
	3.7.1.e		Development agreements if applicable, 2 copies		
3.7.1.g		Soil tests			
3.7.1.h	4.1.c	Evidence that property taxes are paid			
3.7.1.i		Preliminary drainage study			
3.7.1.j		List of all property owners within 300' per TCAD			
3.7.1.k		LCRA and USFWS authorization if applicable			

Village of Webberville Development Guide Checklist

	Subdivision Ordinance	Site Development Ordinance	Water Quality Ordinance	Requirement	Clarification (See ordinances for full requirements)	Applicable or Not Applicable
	3.7.1.1			Any other reasonable information deemed appropriate by the Village Engineer or Village Administrator		
	3.7.2.a			Overall nature, scope, and zoning (if applicable) in engineer's report		
	3.7.2.b			Proposed use and associated acreage in engineer's report		
	3.7.2.c			Minimum size, width, depth, and quantity of lots in engineer's report		
	3.7.2.d			Special amenities or facilities in engineer's report		
	3.7.2.e			Utility service plan in engineer's report		
	3.7.2.f			Storm water plan in engineer's report		
	3.7.2.g			Requested waivers (if applicable) in engineer's report		
	3.7.2.h	5.3.a		Statement regarding all applicable ordinance compliance	Zoning is not applicable in the ETJ	
	3.7.3			Driveway, median, and turn lane compliance letter by TxDOT or Travis County	If applicable	
	3.7.4	5.3.m		Utility service providers ability and willingness letters (concept) and adequacy (site)		
	3.7.5			Notify Del Valle ISD of proposed development		
	3.7.6			Two (2) copies of submittal requirements		
	3.12.1			Proof of ownership		
Preliminary Plat	4.1	3.1.3		Approved concept plan (site and concept plan may be reviewed concurrently with the submission of one unified plan)	May be submitted concurrently with concept plan	
				Preliminary plan fees	Due with application submission	
	4.8.a	9.3.b		Location map		
	4.8.b	9.3.c		Boundary lines, existing and proposed streets, survey information		
	4.8.c	8.5.b & 9.3.d		Name, location and recording information of adjacent properties		
	4.8.d	8.5.e & 9.3.g		Streets location, width, and proposed name		
	4.8.e	9.3.e & 9.3.h		Location of all property lines, lot and blocks, recording information, easements of record, buildings, sewer and water mains, gas mains, and other underground structures		
	4.8.f	8.5.f		Proposed arrangement and square footage of lots and proposed use of same. Location and size of buildings for nonresidential uses.	Optional	
		4.1.h & 9.3.j		Building façade plans		
		4.1.j		Sign plan		
	4.8.g	8.5.a		Title block of subdivision name, owner, engineer, surveyor, scale, and location & 9.3.a		
	4.8.h	9.3.h		Sites reserved or dedication to parks, schools, playgrounds, or other public or private use	If applicable	
	4.8.i	8.5.		Scale, north arrow, and other pertinent informational data		
	4.8.j	8.5.c		Contours of 2' or less, 100 year flood plain or note stating not in the flood plain		
	4.8.k			Drainage contributing areas and proposed drainage discharge		
	4.8.l.1	5.3.l		Location and size of all water courses with protection and conservation	If applicable	
	4.8.l.3			USACE flowage easement requirements	If applicable	
	4.8.l.4			Critical environmental features such as karsts and springs with slope map	If applicable	
	4.8.l.5-8			Ravines, bridges, culverts, and existing structures	If applicable	
	4.8.l.9			Drainage area in acres or area draining into subdivision	Only on engineering plans submitted with preliminary plat	
4.8.l.10			Wooded area, trees exceeding 12" 4' from ground			
4.8.m			Engineering plans of water, sewer, and other infrastructures with connections			
4.8.n	8.5.g		Proposed phasing			

Village of Webberville Development Guide Checklist

	Subdivision Ordinance	Site Development Ordinance	Water Quality Ordinance	Requirement	Clarification (See ordinances for full requirements)	Applicable or Not Applicable
	4.8.o			Compliant with Travis County filing requirements		
	4.8.p	8.5.c		Existing and proposed zoning on subject and adjacent properties		
	4.8.q			Construction traffic plan, sealed by engineer		
	4.8.r.1			Notarized ownership certification signature block		
	4.8.r.2			Accurate legal description tied to a permanent survey monument		
	4.8.r.3			Notarized survey certification signature block		
	4.8.r.4			Notarized mayoral approval certification signature block with approval dates		
	4.8.s			List of target consumer groups.		
	4.8.t			LCRA and USFWS notification if surface water is to be utilized	If applicable	
	4.8.u			Barton Springs Edwards Aquifer Conservation Distract and the Travis-Trinity Groundwater Conservation District notification if groundwater is to be utilized	If applicable	
	4.9			Engineering plans including cost estimates		
	4.9.1.a			Cover sheet for engineering plans		
	4.9.1.b			Preliminary plat in engineering plans		
	4.9.1.c			Final site plan for nonresidential and multi-family projects only in engineering plans		
	4.9.1.d			Existing conditions plan in engineering plans	Unless shown on the preliminary plat	
	4.9.1.e	8.5.d & 9.3.f		Existing tree and vegetation protection plan		
	4.9.1.f	5.3.l		Grading, erosion control, and water quality control plans (including a SWPPP) to protect and conserve soils from erosion by wind or water or excavation or grading.		
	4.9.1.g			Paving and storm drainage plans		
	4.9.1.h			Utility plans for water, sanitary sewer, etc.		
	4.9.1.i	5.3.g		Traffic control plans to arrange a convenient system consistent with the Transportation Plan	If applicable	
	4.9.1.j			Screening and retaining wall plans		
	4.9.1.k	4.1.g & 9.3.i		Landscaping and irrigation plans		
	4.9.2			Plans must be prepared by a professional engineer		
	4.9.3			Provide all applicable permits such as TxDOT, TCEQ, USACE, FEMA, USFWS and Travis County		
	4.9.4			A licensed State of Texas engineer must supervise and seal engineering plans that meet Technical Construction Standards and Specifications (TCSS)		
	4.9.5			TCSS compliant plans must submitted with the preliminary plat		
	4.9.6			A landscape architect may prepare the landscaping and irrigation plans		
	4.9.7			Drainage plan and make available for builder		
Final Plat	5.1			Conformance with Preliminary Plat		
	5.3.1			Include everything from preliminary plat except physical features		
	5.3.1			Include County Clerk of Travis County place for recording information in the lower right-hand corner near title block		
	5.3.2			Compliance with Travis county recording specifications		
	5.4.2			All public improvements and Village utilities must conform to the Village's regulations and standards and either be constructed or provide proper fiscal assurance for the improvements		
	4.1.k			Lighting plan		
	4.1.l			Exterior design plan		
	4.1.l			Utility service providers list on cover sheet		
	4.1.n			Any variances requested		

Village of Webberville Development Guide Checklist

Subdivision Ordinance	Site Development Ordinance	Water Quality Ordinance	Requirement	Clarification (See ordinances for full requirements)	Applicable or Not Applicable
	5.3.b		Preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood		
	5.3.c		Compatible adjacent land use relationship of design, façade, setbacks materials maintenance and any other possible negative impacts		
	5.3.d		Safe and efficient vehicular and pedestrian circulation system		
	5.3.e		Off-street parking and loading designed for usability, safety, and convenience		
	5.3.f		Street width, grade, and location to accommodate traffic and emergency ingress and egress		
	5.3.h		Landscaping and screening providing buffers to shield lights, noise, and movement from adjacent land uses and to complement and integrate the design and location of buildings into the site		
	5.3.i		Exterior lighting to ensure safe movement and minimize glare and reflection on adjacent properties		
	5.3.j		Open spaces configured to ensure suitable location, size, accessibility and configuration for recreation and conservation uses		
	9.3.k		Cover sheet with signature blocks for design engineer, architect, Village Administrator, Village Engineer, Development coordinator, and Mayor		
	9.3.l		Professional seal		
		5.1.a	No net increase of Pollutant Load		
		5.2	Design storm event shall be 2 year 3 hour event		
		6.1.1	Impervious cover limits within a Water Quality Buffer Zone (WQBZ) range between 5% and 20%, see Section 6.1.1		
		6.1.2	Impervious cover limits within the Uplands zone range between 10% and 35% for single family see Section 6.1.2		
		6.1.3	Impervious cover limits within the Uplands Zone range between 15% and 50% for multi-family see Section 6.1.3		
		6.2	Impervious cover may reach up to 70% for commercial and multi-family in the Uplands Zone utilizing rainwater capture. There shall be no impervious cover in the 100 year FEMA flood plain		
		8.1	WQBZs shall be established along each waterway in accordance with Section 8.1		
		8.2	Minimum buffer zones shall be expanded when required in accordance with Section 8.2		
		8.3	Development is prohibited in WQBZs except as provided in Section 8.4		
		8.5	Any development within a WQBZ must limit the alteration and pollution of the natural riparian corridor to the maximum extent feasible		
		8.6	All discharge onto a WQBZ shall be diffused overland sheet flow and have peak velocities of less than 5 feet per second at the 2 year design rainfall event		
		9.1	The minimum setback of 150' is required around the periphery of all Critical Environmental Features (CEF).		
		9.2	The minimum upstream setback in direct communication with the Colorado River shall extend to the upper catchment divide or 300', whichever is less, but never less than 150'		
		10.1	No untreated stormwater runoff shall flow over CEFs		
		10.2	All runoff from non-residential buildings shall have down spouts disconnected from the site stormwater drainage system to the maximum extent practical		

Village of Webberville Development Guide Checklist

Subdivision Ordinance	Site Development Ordinance	Water Quality Ordinance	Requirement	Clarification (See ordinances for full requirements)	Applicable or Not Applicable
		10.3	All stormwater drainage shall be treated using overland flow methods to vegetative buffers in accordance with the TCSS Manual to the maximum extent practical		
		10.4	Drainage shall be designed to prevent erosion and pollution and accumulation area discharge points shall provide for energy dissipation prior to leaving the site		
		10.5	Drainage shall not be concentrated in storm sewers or drainage ditches, stormwater drainage structures shall be sized for 25-year, 3-hour rainfall events		
		10.6	For discharge into a waterway, retention and detention shall be consistent with the volume of a 2-year, 3-hour rainfall event over a 24-hour period		
		10.7	Enclosed storm sewers and impervious channel linings are permitted only with water quality approval		
		10.8	Overland flow facilities shall be designed in accordance with the TCSS Manual		
		11.1	Water quality controls shall restore infiltration to pre-development conditions to the maximum extent practical		
		11.1	Infiltration BMPs shall be designed in accordance with the TCSS Manual		
		11.2	Infiltration systems shall be designed and located to avoid impacts to springs and recharge structures		
		12.1	Non-residential construction is limited to natural grades <25% to the maximum extent practical		
		12.2	Erosion control, terracing, and water quality control BMPs shall be designed in accordance with TCSS Manual.		
		12.3	Cut or fill >33% shall be stabilized with a permanent structure		
		13.1	Preserve vegetation in its natural state, utilize xeriscape and low maintenance vegetation for all non-residential per the TCSS Manual, minimize the use of herbicides, pesticides and fertilizers to the maximum extent practical		
		13.2	Submit a pesticide and fertilizer management plan distinguishing into 2 groups of significant and low water quality degradation qualities		
		13.3	Submit an Integrated Pest Management Plan in accordance with the TCSS Manual		
		13.4	Vegetative BMPs shall be designed in accordance with the TCSS Manual		
		14.1	Structural water quality controls are required for all multi-family and industrial development, and commercial with any land in the WQBZ		