



Site Development & Stormwater Permit Application & Checklist

This application and checklist are provided as a service of the City of Liberty Hill. Its purpose is to assist the applicant in preparing a proposal that meets City standards so it can be expedited through the review process. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

- A Pre-Development meeting is required prior to submission of a Site Development/Stormwater Permit. Please send an email at planning@libertyhilltx.gov for a Pre-Development Meeting Request Form.
- Fill out the following application and checklist completely prior to submission. If you have any questions, please call 512-548- 5519.
- The Site Development/Stormwater Permit will not be considered “FILED” unless all application requirements are met.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your submission. *This checklist is only a guide. All state and local requirements cannot be reflected on this checklist.* If there are any questions regarding regulations, the applicant should consult the source law. City Ordinances can be obtained from the City of Liberty Hill at our website or at City Hall.
- A Fire Code Compliance Review will be performed by Williamson County Emergency Services District (WCESD No. 4). Please apply and upload plans to www.LHFDpermits.com. Please address any questions to Keeling Neves, Fire Marshal.
- For projects located within the City’s extraterritorial jurisdiction, the Construction Plans and documents will be forwarded to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Construction Plan approval.

Site Plan/Stormwater Permit Requirements

A site development permit shall be required for all site developments unless they are smaller than the following size of development:

- Construction that involves paving or other impervious surface alterations totaling seventy five hundred (7,500) square feet, including existing improvements; or modifications to a drainage channel or pipe or other storm drainage feature with a catchment’s area, whether on-site or off-site, less than or equal to five (5) acres, may be reviewed and permitted by the City Manager or designee, without requiring City Council approval. IF larger than these criteria, the Site Development Permit requires City Council approval.
- Construction or expansion of a building other than a single-family or duplex residential building, with a floor area of one thousand (1,000) square feet.
- Construction or expansion of a parking lot or any other impervious surface of one thousand (1,000) square feet.
- Conversion of a residential or nonresidential structure to a nonresidential use in which the floor area of the building is one thousand (1,000) square feet.
- A Stormwater Permit is required prior to any land disturbance within the city limits or ETJ. An application for a stormwater permit must be prepared by a licensed professional engineer.
- Design of Improvements shall conform to the standards and specifications of the City of Round Rock Design and Construction Standards, as amended.

Fee Calculation

Site Development Fee	\$1,000.00 up to 1 acre	\$1,000.00
	+ \$200.00 per additional acre	
Completeness Review Fee		\$500.00
Total		

Fire Fees are separate and can be located at <http://www.libertyhillfire.org/fire-code.html>. Checks and money orders may be delivered to 301 Loop 332 Liberty Hill, TX 78642 and payable to Williamson County Emergency Services District No. 4.

Required Items For Submittal

Applications which require Council action should be submitted in accordance with the adopted schedule. Applicants will have the options to enter the Standard Approval Process or the Alternative Approval Process. The application for the Alternative Approval Process will be given at the Pre-Development Meeting after it has been discussed. Applications which require only City Engineer/ City Administrator or designee approval may be submitted at any time during normal business hours. The applicant should complete the application form which covers basic contact information and a legal description of the property. The applicant should also submit the following items to the City of Liberty Hill Planning Department:

- ☐ Master Application (Attached)
- ☐ Copy of the recorded plat
- ☐ Tax Certificates
- ☐ Copies of letters from the utility providers stating that the utility service is available at the site
- ☐ TIA (if applicable) *Refer to UDC 6.11.06 Traffic Impact Analysis*
- ☐ Copy of approved TXDOT driveway permit, if applicable.
- ☐ A disk including PDF copies of all submitted documents
- ☐ Signature Blocks (Attached)
- ☐ One (1) copies of a site plan (24x36), which includes the following information:
 - Title block with engineering firm information, registration number, engineer's seal, sheet title and page numbers clearly shown.
 - Property Boundary dimensions
 - Location sketch
 - North Arrow and scale (1"=100)
 - Property Address
 - Legend (relevant to each sheet) showing all special symbols, line types, and hatch used.
 - Lot and Block numbers and/or owners information shown for all lots.
 - All setbacks and Easements
 - Location of any existing physical improvements, including buildings, parking lots, driveways, landscaping, accessory structures, and septic facilities as applicable.
 - Location of any proposed physical improvements, including buildings, parking lots, driveways, landscaping, accessory structures, and septic facilities as applicable.

- Location of any adjacent utilities in the ROW, including culverts, headwalls, fire hydrants, valves, sanitary clean- outs, manholes, etc....
 - Caution notes shown when working next to existing utilities (public and franchise).
 - Tree Inventory and protection
 - Landscaping plan; screen and buffering plan
 - Location of existing and proposed fire hydrants
 - Show curb markings or signs indicating No Parking – Fire Zone on aisles and driveways not adjacent to parking.
 - Fire access circulation loops
 - Proof of submittal form that indicates the plans have been submitted to the Texas Department of Licensing and Regulation (TDLR) for review for compliance with the Architectural Barriers Act.
 - All parking areas and drive aisles are designed with an all-weather driving surface and a flexible base capable of supporting loads of not less than 75,000 pounds live vehicle load.
 - The number of Parking Spaces for the proposed use(s) complies with UDC Section 6.10.07. A table showing parking analysis for each lot.
- ☐ A summary letter describing the proposed improvements including a statement by a registered professional engineer that the proposed improvements will not result in any adverse drainage impact to properties upstream or downstream. The summary letter should address the requirements of the Stormwater Permit.
- The method of analysis.
 - Determination of runoff, including design storm, time of concentration, and runoff coefficient.
 - Adequacy of conveyance for open channel or closed conduits, as applicable.
 - Any other information necessary to demonstrate that the proposed improvements do no adversely impact properties upstream or downstream of the project.
 - Any other information necessary to demonstrate that erosion will be mitigated.
 - Copies of an applicable permits from the TCEQ, USEPA or other entity, or a statement to reflect the status of these applications
- ☐ A statement from a registered professional engineer or licensed sanitarian that the septic system (if applicable) is in safe operating condition for the proposed use.
- ☐ On Submitted Site Development Plans:
- The location of the 100-year floodplain, if applicable.
 - The location of proposed erosion control measures.
 - The existing and proposed flowpaths.
 - A summary table of existing and proposed discharges, velocities, and depth of flow.
 - A state-discharge table for proposed detention ponds.
 - A stage- storage table for proposed detention ponds

Review Process

The Planning Department will review the application for completeness and provide a list of outstanding items within 5 days of initial submittal. See section 3.04.04 of the UDC for further information on completeness review. When the application is determined to be complete, the Planning Department will forward a copy of the site plan and all required supporting documentation to the City Engineer for review.

The City Engineer will review the application for compliance with engineering criteria of the Code and issue a letter report to the Planning Department summarizing the comments. The Planning Department will review the site plan concurrently for setback, easement, and zoning issues. The Planning Department will combine and enumerate all comments in a letter to the applicant.

Prior to final approval of any site plan, The City Engineer will need to certify that the requirements for a stormwater permit are met by the site plan.

A Fire Code Compliance Review will be performed by Williamson County Emergency Services District (WCESD No. 4). Please reference their website for Submittal Guidelines and Fee Schedules: <http://www.libertyhillfire.org/fire-code.html>.

Criteria

Technical compliance with the UDC in effect at the time of submittal is the main criterion for a recommendation for approval or disapproval of the site plan. Additional Criteria include:

- Compliance with the general development plan, development agreement or ordinance governing the parcel (e.g., PUD, Conditional use permit, etc.)
- Compliance with any zoning overlay district requirements.

Approvals

- Responsibility for Final Action. The City Administrator/Designee is responsible for final action on developments specified in Chapter 2 of this Code. The City Council is responsible for final action on all developments, after determination of compliance and recommendation by the City Administrator/Designee.
- Letter of Credit or Performance Bond (if applicable).

Final Acceptance Checklist

- ☐ 1 copy of record drawings with appropriate as-built stamp.
- ☐ Engineers Letter of Concurrence.
- ☐ 1-year Maintenance Bond for any completed public improvements (if applicable).