



VILLAGE OF VOLENTE

16201 Dodd St. Ste. 100
Volente, Texas 78641
(512) 250-2075

Rev. 12/1/2023

SITE DEVELOPMENT PLAN APPROVAL APPLICATION

PROJECT INFORMATION

Project Name: _____

Project Address: _____

Parcel/Tax ID# (s): _____ Property Platted: YES NO

Current Zoning: _____ Total Acreage: _____ Total Lots: _____

Project Description: _____

OWNER & APPLICANT INFORMATION

Applicant Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Owner Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

DISCLAIMER & SIGNATURE

I certify that I am the owner or owner's representative of the property (with signed letter of authorization) and that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct.

Applicant Signature

Date

Submittal Checklist

Submittal Checklist

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the "Submittal Checklist" below are submitted with your application. One or more of the required documents may be waived due to the nature of the development; however, it is incumbent upon the applicant to inquire about these exceptions for your project **before** submitting an application. Answers to site development plan applications can be obtained by attending a pre-development meeting with our Development Review Committee (DRC) prior to submitting a formal application. Please call the phone number on the application to schedule an appointment. Submit application and accompanying documents to the Village office at the address above Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.



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Site Development Plan Submittal Checklist (Code Sec. 9.05.XXX) (Applies to Single Family Residential and Commercial projects)	Required (Please Check)
Completed Site Development Plan Application (with all signatures)	
One (1) paper copy of applications, attachments and plans, measuring 24" x 36" and an 11x17 PDF format on thumb drive containing all documents rotated and formatted in sequential order based upon cover page	
Identification of project, developer, engineer, planner, and landowner	
Verification that all taxes and assessments on the subject property have been paid	
Site Plan (dimensions and locations of existing and proposed buildings, patios, driveways, pools and other site improvements; location of the 100-year floodplains; drainage features; on-site sewage facility drain field. 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 and setbacks)	
Landscaping and irrigation plans	
Tree Removal Review application, if removing any trees	
Requested variances and their justifications	
Fee payment	
Tax plat map	
Notarized signature of the landowner or his/her designated rep or agent (if applicable)	
General layout of public improvements (if applicable)	
Site plan permit engineering report (if applicable)	
Building facade plans (if applicable)	
Nonpoint source pollution control plan and LCRA approval (if applicable)	
Site development permit engineering report (if applicable)	
Detailed construction layout of public improvements (if applicable)	
Engineer's summary report (if applicable)	
Traffic impact analysis (if applicable)	

APPLICANT CERTIFICATION

By signing below, I acknowledge that I have reviewed the applicable code sections and requirements and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

 Applicant Signature

 Date



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LETTER OF AUTHORIZATION

Have the property owner complete and sign if applicant differs from property owner.

Owner Name

Owner Address

Owner City, State Zip

Date

Village of Volente
16201 Dodd St. Ste. 100
Volente, Tx 78641

Dear Village of Volente,

I, _____, certify that I am the owner of the project property located at _____ and that the forgoing statements and answers made, and all data, information, and evidence herewith submitted are in all respects to the best of my knowledge and belief, true, and correct. I appoint _____ with the company _____ (if applicable) to act as my representative for this project. I agree to be responsible for payment of bills due to the Village of Volente related to this application. Furthermore, I understand that any material misrepresentation of this application, failure to comply with ordinances, and /or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.

Please contact me directly at _____ if you have any questions.

Sincerely,

Owner Name _____

Owner Signature _____