



VILLAGE OF VOLENTE

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

SITE DEVELOPMENT - DEMOLITION PERMIT

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

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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Demolition Submittal Checklist (Sec. 9.05.069)	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	
Notarized signature of the landowner or his/her designated representative or agent	
Verification that all taxes and assessments on the subject property have been paid	
Site plan: Street address; location of the structure on the lot; length and width dimensions of the structure; property owner's name, address and telephone number; demolition contractor's name, address, and telephone number	
Proof of ownership of the property or proof of permission from the owner of the property to secure a demolition permit on behalf of the owner;	
Fee payment	
Asbestos survey, if applicable;	
Any additional information requested by village at the pre-application survey	

APPLICANT CERTIFICATION

By signing below, I acknowledge that I have reviewed the Submittal Checklist 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 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 _____

Chapter 9. Planning and Development Regulations

ARTICLE 9.05. SITE DEVELOPMENT REGULATIONS

Division 3. Applications for Permits and Approvals

§ 9.05.069. Application for building demolition permit approval.

- (a) Purpose. The purpose of the building demolition permit is to ensure that all demolition of building structures is in compliance with this article and with all applicable construction codes of the village.
- (b) Applicability. Unless a construction code or this article exempts an activity from the building demolition permitting process, building demolition permit review and approval shall be required for all residential and nonresidential building demolition activities as follows:
 - (1) Demolishing all or part of a structure;
 - (2) Demolishing a swimming pool.
- (c) Exemptions and exceptions. Building demolition permit application shall not be required for the following demolition activities:
 - (1) Demolishing all or part of a building or structure that will be reconstructed, altered or repaired in such a manner for which building permit approval is required.
- (d) Restrictions.
 - (1) A person shall not create a condition in an existing building or structure or in existing building service equipment that violates the village's construction codes as a result of demolition.
 - (2) A person shall not create an unsafe condition in an existing building or structure or in existing building service equipment as a result of demolition. An unsafe condition exists if demolition:
 - (A) Causes the existing building or structure to become structurally unsafe;
 - (B) Overloads or exceeds the capacity of building service equipment;
 - (C) Results in inadequate egress or obstructs existing exits;
 - (D) Creates a fire hazard;
 - (E) Reduces fire resistance; or
 - (F) Creates a health hazard or a condition dangerous to human life.
- (e) Asbestos survey required for certain activities.
 - (1) In this subsection, "asbestos survey" means an inspection by an individual licensed by the state to perform the inspection of a building or facility to determine the location, quantity, and condition of asbestos-containing material in the building by taking samples for analyses and by visual inspections.

- (2) The village may not issue a permit to a person for the demolition of a building or structure unless an asbestos survey has been conducted of the areas of the building or structure affected by the proposed alteration or renovation. A person seeking a permit shall provide evidence of the survey to the village.
- (3) This subsection **(e)** does not apply to:
 - (A) A building owned by the state or federal government;
 - (B) An industrial facility to which access is limited primarily to employees of the facility because of processes or functions that are hazardous to human safety or health;
 - (C) A manufacturing facility or building that is limited to workers and invited guests under controlled conditions;
 - (D) A building, or any portion of a building or a structure, that a professional engineer, a registered architect, or a village or state government official determines to be structurally unsound and in danger of imminent collapse; or
 - (E) A single-family dwelling.
- (4) A person who obtains a survey of a building in its entirety [entirety] is not required to obtain additional surveys for subsequent demolitions of the building or structure.
- (5) A person commits an offense if the person begins, conducts, or continues demolition operations without an asbestos survey required by this section. A culpable mental state is not required, and need not be proved, for an offense under this section. Each instance of a violation under this section is a separate offense. Each day that a violation continues is a separate offense.
- (f) Payment of all indebtedness attributable to subject property. No person who owes delinquent taxes, fees, delinquent paving assessments, impact fees, or any other delinquent debts or obligations to the village and which are directly attributable to a piece of property shall be allowed to submit an application for a demolition permit until the taxes, fees, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner shall have been first fully paid, or until an arrangement in form satisfactory to the village has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence or proof that all taxes, debts and obligations owing to the village have been paid.
- (g) Application process for building demolition permit approval.
 - (1) Applicant (or applicant's land planner, engineer, or surveyor) attends a pre-application meeting with village official(s).
 - (2) Applicant submits application to the village, and village conducts an application submittal completeness review.
 - (3) Village deems completeness of application. If the application is incomplete, notice thereof shall be provided to the applicant and the applicant shall be required to submit additional necessary or required documents and information according to the process provided in section **9.05.064(f)** and the application shall expire on the same terms and conditions as provided in such section **9.05.064(f)**.
 - (4) The village conducts a thirty (30) calendar day technical review of the application submittal after submission of all necessary and required documents and information and distributes the application to other appropriate entities for technical review.
 - (5) Applicant must submit to the village a corrected demolition permit application submittal, in response to village review comments, no later than thirty (30) days upon receipt of the village's review comments.

- (6) The village will conduct a second review of the application resubmittal, if required, within a thirty (30) calendar day review period.
 - (7) The village will approve or disapprove the permit application, based upon the permit application's compliance with the village Code of Ordinances. The village will issue the demolition permit upon approval of the permit application.
 - (8) If the village disapproves the demolition permit application, the applicant may file a "Notice of Appeal" in accordance with the village Code of Ordinances.
- (h) Completeness of application for building demolition permit approval. Demolition permit applications which do not include all required information and materials will be considered incomplete, and will not be accepted for official submission by the village until the proper information is provided to the village. For an application to be considered complete, the following information shall be included in the application:
- (1) Ten (10) copies of the application;
 - (2) Identification of project, developer, engineer, architect, landowner, and builder;
 - (3) Notarized signature of the landowner or his/her designated representative or agent;
 - (4) Verification that all taxes and assessments on subject property have been paid;
 - (5) Site plan: Street address; location of the structure on the lot; length and width dimensions of the structure; property owner's name, address and telephone number; demolition contractor's name, address, and telephone number;
 - (6) Proof of ownership of the property or proof of permission from the owner of the property to secure a demolition permit on behalf of the owner;
 - (7) Asbestos survey, if applicable;
 - (8) Any additional information requested by village at the pre-application survey;
 - (9) Fee payment.
- (i) Expiration and extension of building demolition permit.
- (1) A demolition permit expires if work authorized by the permit does not begin before the one hundred eighty-first (181st) calendar day after the permit is issued. The village may grant a single one hundred eighty (180) calendar day extension of the demolition permit if the applicant requests the extension in writing before the permit expires and demonstrates good cause for the extension.
 - (2) A demolition permit expires if work authorized by the permit begins before the one hundred eighty-first (181st) day after the permit is issued but is abandoned or suspended for more than one hundred eighty (180) calendar days. The village may grant a single one hundred eighty (180) calendar day extension of the demolition permit if the applicant requests the extension in writing before the permit expires and demonstrates good cause for the extension.
 - (3) After a demolition permit expires, a person shall not perform work for which the permit is required.

(Ordinance 2004-O-36, sec. 33.321, adopted 10/26/04; Ordinance 2007-O-75, sec. 3, adopted 4/1/07)