

ADMINISTRATIVE COMPLETENESS CHECKLIST

FOR SITE AND/OR NPS PERMIT APPLICATIONS

The process for site plan review is in Section 32.02.006 of the [City of Bee Cave Code](#) and submittal requirements per Section 8.0 & 9.0 of the Technical Construction Standards and Specifications (TCSS).

The process for NPS review is in Section 20.04.101 of the [City of Bee Cave Code](#) and submittal requirements per Section 6.0 & 8.0 of the Technical Construction Standards and Specifications (TCSS).

- Project Summary Letter (See Note Below)
- Fees
- Property Information
 - Project Name
 - Project Location/Address
 - TCAD Property ID(s): http://www.traviscad.org/property_search.html
 - Legal Description
 - Current Zoning (if in City Limits)
- Applicant, Engineer, and Property Owner Information
- Original Property Tax Certificate
- Proof of Ownership (e.g. Deed)
- If applicable, notarized consent to the rezoning application from each lienholder on the property.
- Notarized Authorization to Apply on Behalf of Owner (if applicant different than owner)
- Site Plan— For proper layout and content of document (See Sec 32.02.006 (1)(3) of the City of Bee Cave Code)
- Service Availability Letters (Electric, Water, Wastewater, Schools, Emergency Services)
- Traffic Impact Analysis OR demonstration that one is not required.
- Transmittal Letters to other reviewing entities (WTC-PUA or WCID 17; Austin Energy; Lake Travis Fire & Rescue, Travis County (if in ETJ))
- Application of TXDOT Permits (if applicable)
- Other Agency Permits (if applicable)

****NOTE ON PROJECT SUMMARY LETTER:** The Project Summary Letter and/or Engineering Report must separately address each of the following or the application will be returned as incomplete. See TCSS Section 9.9.0

1. **Ordinance Compliance:** Is the site plan in compliance with all of the applicable provisions of the Zoning Chapter and site specific ordinances? If not submit a variance application for each deviation.
2. **Existing Conditions:** Describe any existing manmade features (e.g. buildings) and easements. Identify acreage of site and number of existing and proposed lots.
3. **Environment:** Describe any significant natural features, such as areas with steep slopes, drainage channels and creeks and floodplains, rock outcroppings, caves and wildlife habitats; and all substantial natural vegetation.
4. **Tree Preservation:** Summarize strategy for tree preservation and protection during construction.
5. **Circulation:** Describe the proposed pedestrian and vehicular network (e.g. streets, sidewalks, ingress/egress points, trails). Identify any infrastructure intended for public dedication, points of ingress/egress to public streets, median openings, necessary visibility easements, and left turns on future divided roadways. Identify any areas of non-conformance with Code or requirements imposed by emergency service providers. Identify projected number of daily one-way trips to be generated.



6. **Parking:** Describe design, quantity, and location of off-street parking and loading facilities.
7. **Utilities:** Identify utility providers. Identify required LUEs. Describe general layout for water, wastewater, electric, and other utilities. Identify required easements.
8. **Drainage & Water Quality.** Describe general layout for grading, storm drainage, and water quality.
9. **Buildings and Lots:** Identify number of proposed buildings and provide general information (proposed use(s) , # of stories, height, square footages, density)
10. **Public/Open Space:** Describe proposed sites for parks, schools, public facilities, public or private open space.
11. **Landscaping & Screening:** Describe the proposed landscaping and screening relative to buffering adjacent properties from lights, noise, movement, or activities.
12. **Lighting:** Describe proposed lighting plan.

