

**ONE OR TWO FAMILY DWELLINGS  
CODE AND REGULATIONS CHECKLIST FOR DEVELOPMENT PERMITS**

In addition to the Travis County Code, development permit applicants are expected to comply with other applicable health, safety, and environmental quality laws and regulations prior to approval of a Travis County development permit. Please complete and sign the checklist below to determine which additional requirements may be applicable to your one or two family dwelling project, using guidance information on Pages 4–7 as necessary. Some items will require you to provide specific written documentation of compliance prior to issuance of a County permit, as described on Pages 4-7. This list is just a minimum and Travis County reserves the right to request additional information if necessary. **Please answer each of the following questions by writing yes or no in the space provided:**

**Storm Water Pollution Prevention Plan (SWP3), Erosion/Sediment Control (ESC), Floodplain, Municipal Extra-Territorial Jurisdiction (ETJ)**

1a. Will home construction disturb **one acre or more** (including building footprint, drive-ways, utilities, lawns, septic field, staging areas, etc.), or is it one lot within a **common or phased plan** of home lots which **collectively** will disturb more than one acre? \_\_\_\_\_

1b. Will the project disturb an area greater than 10,000 square feet? \_\_\_\_\_

1c. **Erosion and Sediment Controls (ESC):** For approval of the Travis County Development Permit, the owner/owner’s agent must either identify on the site plan to use erosion and sediment controls to prevent water pollution and off-site storm water impacts OR must submit: 1) a justification for not placing erosion and sediment controls based on the development’s site topography, 2) a detailed contour map showing all proposed areas of disturbance, and 3) must have a site slope of 2% or less.

Does your submittal include an erosion and sedimentation control plan? \_\_\_\_\_

OR

Does your submittal include a detailed contour map showing all proposed areas of disturbance and a site slope of 2% or less? \_\_\_\_\_

2. Is the project within the Extra-territorial Jurisdiction (ETJ) of a City (Austin, Bee Cave, Manor, etc.)? \_\_\_\_\_

3. Will the project permanently alter a Federal Emergency Management Agency (FEMA) 100-year floodplain? \_\_\_\_\_

4. Will the project disturb or cross a waterway or a critical environmental feature (CEF)? \_\_\_\_\_

5. If home construction is on an area lake or river, is a boat dock or pier planned? \_\_\_\_\_

6. Will home construction create over 10,000 square feet of impervious cover? \_\_\_\_\_

7. Does the proposed construction comply with all plat lot setbacks and plat note restrictions? \_\_\_\_\_

8. Are any cut & fill (excavations, embankments, land balancing) activities planned for this project? \_\_\_\_\_

**Public Right-of-way, Driveways**

9. Will the project require a new or improved driveway access onto a Travis County roadway? \_\_\_\_\_

10. Will the project require cutting into the pavement or the roadside of a Travis County roadway, such as for the installation of utility lines (gas, telephone, cable, electric, etc)? \_\_\_\_\_

11. Will the project require a new or improved driveway access onto a state roadway? \_\_\_\_\_

**Balcones Canyonlands Conservation Plan (West Travis County only)**

12. For projects located west of Mo-Pac Expressway have you addressed potential endangered species impacts in compliance with the federal Endangered Species Act (see instructions for compliance methods for the Balcones Canyonlands Conservation Plan (BCCP))? \_\_\_\_\_

**Septic Systems, a.k.a. On-Site Sewage Facilities (OSSF)**

13. Is there an existing OSSF septic system, or will a new septic system be required? \_\_\_\_\_

**Water Wells**

14. Will the project require drilling a well for drinking water supply? \_\_\_\_\_

**Residential Fire Sprinklers**

15. Will the project be in Travis County Emergency Services District 9? (associated with zip code 78746) \_\_\_\_\_

Certification: I understand any items above I have indicated as applicable to my proposed Travis County Development Permit Application must be addressed as described herein in order for Travis County to issue a Development Permit. I understand misrepresentation can constitute grounds for Travis County to withhold or revoke Development Permit approval. I also understand that proper Best Management Practices & ESC measures will be installed.

Location Address: \_\_\_\_\_

Signature of Permit Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS AND GUIDELINES FOR COMPLETING CODE AND REGULATIONS CHECKLIST

### ***Water Pollution Prevention Plan (SWP3), Erosion/Sediment Control (ESC), Floodplain, Municipal Extra-Territorial Jurisdiction (ETJ) – Items 1- 8***

#### **1a. Size of Project and location in a Common Plan of Development**

- I. If total construction disturbs **one acre or more** (*including all buildings, driveways, utilities, lawns, septic field, staging areas, etc.*), or is part of a common or phased plan of development or lots that **collectively** will do so, you must implement a **Storm Water Pollution Prevention Plan (SWP3)** including temporary and permanent erosion and sediment controls on site.. (Travis County Development Regulations *Ch. 82.931(e)(1)(A)*). In most cases, the review and approval of the SWP3 is not required prior to permit issuance if a **SWP3 Summary** is provided instead.
  
- II. If total construction disturbs one lot or land parcel with **less than one acre** of land disturbance and not within a common plan of development, an applicant must:
  - A. Submit a County form on which the applicant acknowledges that the applicant will implement, and show on a site plan, the proper use of Erosion and Sediment Controls (ESC) and Best Management Practices(BMP) to minimize water quality impacts associated with the land disturbance; and
  
  - B. **Submit a SWP3 summary** and identify appropriate ESC measures if the development proposal will include more than 10,000 square feet of impervious cover and the area of land disturbance includes any of the project attributes identified in Section 82.931(e)(1)(B), **including:**
    - a. Land disturbance with one or more of the following **critical** site improvements:
      1. cut or fill that changes existing grade more than four vertical feet;
      2. a slope of greater than ten percent; or
      3. improvements adjacent to a waterway without any type of platted waterway setback, or next-to a critical environmental feature (CEF) without any type of platted setback; (82.941)
  
    - b. A project proposing a yard,, hiking trail, or a recharge basin in a critical environmental feature setback listed in Section 82.941(e);or
  
    - c. A project along Lake Travis or the Colorado River downstream from Lady Bird Lake to provide necessary access and appurtenances to a **boat dock, pier, wharf, or marina**, if the project complies with Section 82.941(j)(3) and is approved by the County Executive;

If your home construction requires a SWP3, please upload a copy of the TCEQ **Construction Site Notice - CSN** (1-5 acre projects) and **Notice of Intent - NOI** (5 acres and up) if applicable, to the [mypermitnow.org](http://mypermitnow.org) account associated with this application. In

addition, the CSN must also be posted onsite with other permits at the time of construction.

**1b.** The 10,000 square feet of land disturbance bench mark is used by the County to determine the submittal requirements needed to review your site only if it were less than an acre of disturbance and not part of a larger common plan of development as described above in item 1a. Any site with less than 10,000 square feet of disturbance would be considered a small project under County Code. In either case, the applicant must use ESC BMP's in the construction process in conformance with *Sec. 82.934(a) and (b)(3) – (4) and Sec. 82.970 – 82.974. See 82.931f*

**1c.** Even when a SWP3 plan is not required, residential construction sites of any size are still required to use and show the location of temporary and permanent erosion and sediment controls-to prevent off-site storm water runoff impacts and permanently stabilize the site. Residential lot construction must also comply with any construction setbacks or cut/fill limits required. For guidance-on erosion and sedimentation control requirements, please consult with Transportation and Natural Resources (TNR) staff. *(82.931(e)(2)(A))*

**2.** One or two family residential projects in the **Extra-Territorial Jurisdiction (ETJ) of a city** (Austin, Bee Cave, Manor, etc.) may require additional permits or requirements from that municipality. It is the permit applicant's responsibility to contact the municipality and any applicable utility providers to obtain any other required permits. Documentation may be required to be submitted as part of the County's permitting process that demonstrates that the project either is exempted from **or** permitted by an applicable municipal jurisdiction.

**3.** If a project will alter the **Federal Emergency Management Agency's (FEMA) 100-year floodplain**, as shown on the Flood Insurance Rate Map for Travis County, a Conditional Letter of Map Revision from FEMA must be obtained prior to issuance of a County development permit. For more information on FEMA Letter of Map Changes, please contact FEMA's Map Assistance Center at 1-877 FEMA Map or [www.fema.gov/fhm](http://www.fema.gov/fhm)

**4.** If the construction project permanently alters or disturbs more than 1/10 of an acre within the channel bottom of a natural creek or stream, you may be subject to the **U.S. Army Corps of Engineers (USACE) Section 404 Regulations** for waterways and wetlands. Natural creek channels, flowing or dry, should remain undisturbed as much as possible and must remain free of any improvements causing drainage flow obstructions. Contact the USACE Ft. Worth District Regulatory Branch, at (817) 886-1731, for further information. If the project disturbs less than 1/10 of an acre within the channel bottom of a natural creek or stream, than proper erosion and sedimentation controls must be approved and implemented. The submitted site plan must show distances between the proposed disturbed areas of land and any waterways and critical environmental features that are in the vicinity. Setbacks are outlined in *Sec 82.941* and are specific to the project location within a corresponding watershed location.

**5.** Boat docks on the Pedernales River or Lake Travis outside the Austin ETJ follow LCRA standards - contact the LCRA Marina Program at 512- 473-3200. Boat docks in the Austin ETJ follow City of Austin standards and permitting – contact the City of Austin Planning and Development Review Dept., at 512- 974-6370, or visit their web site at <http://www.austintexas.gov/department/forms-applications>

6. For single lot residential construction projects that are proposing the addition of greater than 10,000 sf of impervious cover to any area outside of the City of Austin ETJ, the applicant must also submit a proposal for permanent water quality controls that includes a maintenance plan with information necessary to verify how any proposed permanent water quality control will be maintained in proper operating condition and comply with the requirements of Sections 82.944 and 82.917(k) of the Travis County Code. See also 82.931(e).

7. Submit a copy of the plat for your project's location for plat note restriction review and verification.

8. All cut & fill (land balancing) is limited to a maximum of 8 vertical feet of cut, fill or a combination of the two. Applicable fill containment, temporary erosion controls and permanent stabilization standards specified in Sec. 82.936 and 82.937 must be followed. Cut and fill may not be located within 100' of a waterway with over 64 acres of drainage. No fill from a construction site may be placed on any lot or land parcel unless the placement of the fill is authorized in an approved subdivision construction plan or development permit. Before removing fill from a permitted construction site, the owner or operator must notify the Travis County inspector of the destination of the fill. See also Sec. 82.943.

#### ***Public Right-Of-Way and Driveways Guidance Information – Items 9-11***

9. If a new driveway approach onto a Travis County road will be constructed, or an existing driveway approach improved, a **Travis County Driveway in Right of Way Permit application** must be submitted prior to issuance of a County development permit. All new and improved driveway approaches must be constructed to current County standards. Please contact the Travis County TNR Permit office at 512-854-4215 for more information.

10. Any construction in a Travis County Right of Way, in addition to driveway approaches, will require a **Travis County Utility Installation Permit**. The contractor who will be doing the work within the Right of Way must obtain this permit prior to any construction in a County Right of Way. Please contact the Travis County TNR Permit Office at 512-854-4215 for more information.

11. When driveway access will be onto a State road right-of-way (FM, RR, RM, State or US Highway, Interstate, etc.) a **Texas Department of Transportation (TxDOT) driveway permit** will be required prior to issuance of a County development permit. For **more** information, please contact TX DOT at (512)416-3108.

#### ***Balcones Canyonlands Conservation Plan (BCCP) Guidance Information – Item 12***

12. It is the responsibility of the landowner to comply with the federal **Endangered Species Act (ESA)** which may apply if there is endangered species habitat on the property. This is common in areas of Travis County west of Mo Pac Expressway. Landowners who plan to develop property with endangered species habitat can address ESA compliance by applying for a permit through the U.S. Fish and Wildlife Service, Austin District Office, 512-490-0057. In many parts of the City of Austin and Travis County, landowners also have the option to comply with the ESA through participation in the local Balcones Canyonlands Conservation Plan (BCCP), which offers a faster and less expensive alternative to obtaining a federal permit. For information on the BCCP, call 512-854-7213 or send an email to [BCCP@traviscountytexas.gov](mailto:BCCP@traviscountytexas.gov).

### ***Septic System (On-Site Sewage Facility – OSSF) Guidance Information – Item 13***

13. If an on-site sewage facility (OSSF) is required to be installed or upgraded, a **Permit to Construct an OSSF** is required to be issued prior to issuance of a County development permit. An exception may be made if the permit applicant agrees in writing to take full responsibility for the OSSF placement. In no case will a County development permit be issued prior to the receipt of a completed OSSF application. Please contact the Travis County TNR Permit office at 512-854-4215 for more information. Also, projects located in the areas described below must obtain OSSF approval from the following other jurisdictions instead of Travis County:

- OSSF projects within Travis County and within 2,000 feet of Lake Travis (2000 feet from the 691 ft. contour) are subject to the Lower Colorado River Authority's (LCRA) review instead of Travis County- Please contact the LCRA OSSF Program, at (512) 473-3216.
- OSSF projects within any City of Austin's *Limited Purpose City Limits* areas (within their ETJ) are subject to Austin's OSSF review. If your project is in this area, contact Austin Water Utility's Utility Development Services Section at (512) 972-0296 or e-mail at [ossf@austintexas.gov](mailto:ossf@austintexas.gov) for more information.
- For projects with an OSSF in LCRA or the City of Austin jurisdiction, proof of application to the appropriate jurisdiction is required prior to the issuance of a County Development Permit.

### ***Water Well Guidance Information – Item 14***

14. All water wells must be completed by a state-licensed drilling contractor (state water well drilling license). Also, if you are located within The Barton Springs Edwards Aquifer Groundwater Conservation District (BSEACD) in southern Travis County, you must also receive approval from the District prior to drilling or utilizing a water well. Please contact the BSEACD at (512) 282-8441.

### ***Residential Fire Sprinklers – Item 15***

15. Newly constructed 1 & 2 family residential projects in Travis County Emergency Services District 9 may require the installation of a permitted residential fire sprinkler system. It is the applicant's responsibility to contact TCESD 9 at (512) 539-3400 to obtain any required permits.