



# SECTION 5:

---

## ***DEVELOPMENT HANDBOOK***

### **DEVELOPMENT APPLICATIONS**

- **PLANNING DEPARTMENT**
- **ENGINEERING DEPARTMENT**
- **BUILDING DEPARTMENT**

**UPDATED: October 1, 2012**



# SECTION 5:

---

## ***DEVELOPMENT HANDBOOK***

### **PLANNING DEPARTMENT APPLICATIONS:**

- PRELIMINARY PLAT
- FINAL PLAT
- SITE DEVELOPMENT
- SITE PLAN EXTENSION
- ZONING
- SPECIFIC USE PERMIT/SPECIAL DISTRICT
- BOARD OF ADJUSTMENT VARIANCE
- BOARD OF ADJUSTMENT EXCEPTION
- ARCHITECTURAL WAIVER
- SHAVED ICE PERMIT

UPDATED: October 1, 2012

**Preliminary Plan – Subdivision Application**

	<u>Owner/Agent</u>	<u>Engineer</u>
<b>Name</b>	_____	_____
<b>Organization</b>	_____	_____
<b>Mailing Address</b>	_____	_____
	_____	_____
<b>Phone Number</b>	_____	_____
<b>Fax Number</b>	_____	_____
<b>Email Address</b>	_____	_____
<b>Signatures</b>	_____	_____

<u>Property Description:</u>	
<b>Name of Project:</b>	_____
<b>General Location:</b>	_____
<b>Legal Description:</b>	_____
	(Please provide field notes as an attachment.)
<b>Watershed:</b>	_____
<b>Parcel ID (6 digit)</b> _____	<b>Zoning District:</b> _____
<b>Present Land Use:</b> _____	<b>Proposed Land Use:</b> _____
<b>Is a portion of property located in:</b>	<input type="checkbox"/> Floodplain <input type="checkbox"/> ETJ <input type="checkbox"/> Corridor

<b><u>To Be Completed By Staff:</u></b>	<b>Filing Fee:</b> _____
<b>Case Name:</b> _____	<b>Case Manager:</b> _____
<b>Filing Deadline Date:</b> _____	<b>Received by:</b> _____
<b>Completeness Check Date:</b> _____	<b>P&amp;Z Meeting Date:</b> _____

## Preliminary Plan – Subdivision Application

### **Filing Fees:**

Preliminary Plan	\$30.00 /lot; minimum \$1,000.00
Revised Preliminary Plan	\$30.00 /lot; minimum \$500.00

### **Submittal Requirements: Paper Copy**

- \_\_\_\_\_ 1. Filing Fee: # Lots \_\_\_\_\_ Fee \$ \_\_\_\_\_
- \_\_\_\_\_ 2. Complete Preliminary Plan Application with all required contact information.
- \_\_\_\_\_ 3. Six (6), 24”x 36” Preliminary Plan sets at a scale of not less than 1”= 200’
- \_\_\_\_\_ 4. One (1), 11”x17” Preliminary Plan set (required with each submittal).
- \_\_\_\_\_ 5. One (1) copy of the TIA if the proposed Subdivision is expected to generate 2000 or greater vehicle trips on the peak day for the proposed uses within the proposed subdivision, according to the latest edition of the Institute of Transportation Engineers’ Trip Generation, a qualified professional approved by the Director with experience in traffic flow analysis shall make, prepare and sign a traffic impact analysis and certify to its completeness and accuracy. The traffic impact analysis must include the information specified in the Supplemental Schedule and must address UDC Subchapter 15. The independent variable used to calculate the number of expected trips is at the discretion of the Director.
- \_\_\_\_\_ 6. If a Traffic Impact Analysis (TIA) is not prepared per UDC Subchapter 15 above, a written statement indicating the assumptions and calculations used to determine that the proposed subdivision is expected to generate less than 2,000 vehicle trips.
- \_\_\_\_\_ 7. A Tree Survey mapping and identifying all trees with an 8” caliper or greater.
- \_\_\_\_\_ 8. A request for annexation if located in the Extraterritorial Jurisdiction.
- \_\_\_\_\_ 9. An Engineers Report.
- \_\_\_\_\_ 10. A Drainage Report.
- \_\_\_\_\_ 11. All Floodplain related documentation (i.e. floodplain map, CLOMR, etc.).
- \_\_\_\_\_ 12. A Phase One Environmental Assessment, meeting the ASTM E-1527 standard for all proposed public parkland.
- \_\_\_\_\_ 13. A title commitment schedule B or similar document identifying all easements on site. A copy of all existing easement documentation is required to be provided.
- \_\_\_\_\_ 14. Applicable Travis County, Williamson County, & TxDot Permits (i.e. Driveway permit).

### **Submittal Requirements: Digital Copy**

- \_\_\_\_\_ 15. Digital copy of each Preliminary Plan in .pdf format (24” x 36”)
- \_\_\_\_\_ 16. A copy of the TIA in .pdf format
- \_\_\_\_\_ 17. An Engineers Report in .pdf format
- \_\_\_\_\_ 18. A Drainage Report in .pdf format
- \_\_\_\_\_ 19. A title commitment schedule B or similar document identifying all easements on site. A copy of any existing easement documentation is required to be provided.

**Subdivision Variance**

**\*A subdivision variance may be considered by P&Z in special circumstances. The following shall be provided for consideration:**

- \_\_\_\_ 1. Filing Fee
- \_\_\_\_ 2. Signed letter of intent from owner (please provide justification for the subdivision variance.)

**To be completed by City Staff:**

**Variance to Section:** \_\_\_\_\_

\_\_\_\_\_

**Application History**

**\*Please identify the name and date of approved Preliminary, Construction Plans and Final Plats.**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_



Consent of Owner

Project Name: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application; the Planning and Zoning Commission may not follow that recommendation and may make a final decision that does not conform to the staff’s recommendation.

THE STATE OF \_\_\_\_\_ :  
: KNOW ALL MEN BY THESE PRESENTS  
COUNTY OF \_\_\_\_\_ :

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

**Applicant's Affidavit**

Project Name: \_\_\_\_\_

I, \_\_\_\_\_, certify that I have read this form thoroughly and the information included in this supplemental application form is a true representation of the permit applications submitted to date that are associated with the current application or this application is not one in a series of permits as defined by Chapter 245 of the Texas Local Government Code.

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

THE STATE OF \_\_\_\_\_:

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_:

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

My Commission Expires: \_\_\_\_\_

**PRELIMINARY PLAN SET CHECKLIST**

Required plan sheets and content for a preliminary plan as described in Subchapter 15 of the Unified Development Code is listed below. The applicant shall acknowledge each item has been provided on the respective plan sheet by initialing each line and providing a signature with date at the bottom of the page. The Unified Development Code is within Chapter 157 of the Code of Ordinances, available at [www.pflugervilletx.gov](http://www.pflugervilletx.gov).

**Cover Sheet**

- The words "Preliminary Plat Only - Not for Recordation" at the top of the first sheet.
- The name of the proposed Subdivision on the first and each supplemental sheet.
- The name and address of current owner/subdivider.
- The name and address of the surveyor responsible for preparing the plat.
- The date of preparation of the plat.
- A revision block noting the date of each revision to the plat since it was first submitted.
- The Legal Description of the Preliminary Plat area.
- The total acreage of the Preliminary Plat area, the number of lots for each proposed land use, and the total length of street per street.
- The total number of lots in the proposed Subdivision.
- Vicinity map identifying the subdivision, major streets and the Pflugerville City limit.
- If applicable, the parkland calculation as specified in the Supplemental Schedule.
- The signed and sealed registered land surveyor's statement as specified in the Supplemental Schedule.

**Site Layout Sheet**

- A north arrow.
- An indication of the scale used on the plat.
- Location of City limit or ETJ boundary if contiguous to the proposed Subdivision.
- The boundary lines of the perimeter of the Subdivision drawn with heavy lines.
- Property lines, Subdivision boundaries, lot lines, right-of-way lines and waterways within 200 feet of the proposed Subdivision boundary drawn with dashed lines.
- Subdivision names, lot numbers, block numbers, and Street names within 200 feet of the boundary of the proposed Subdivision.
- The dimensions and bearings of all boundary lines of the proposed Subdivision with a tie to a corner of the original tract.
- All proposed easements. Any easements filed under separate instrument must be documented on the plans and a copy of the recorded easement provided.
- All proposed Street names as approved by Travis County 911.
- Any proposed additional right-of-way dedication.
- The width, depth, and area of all lots.
- The proposed location and width of all sidewalks and hike and bike trails
- Identify location of all reference benchmarks with elevations, northing and eastings
- The proposed Street locations with right-of-way widths indicated.
- Designation of any lot that is for a private or public purpose, including but not limited to proposed park land, utilities, drainage, private amenity areas, landscape easements, and similar uses.
- Proposed phase boundaries with the sequencing of the phases labeled. Phasing shall include a sufficient length of street as determined by the City Engineer to insure safe and efficient circulation.
- The proposed location of neighborhood mail box units with associated turn outs
- Standard notes as provided in the Supplemental Schedule and as necessary to provide clarification



**Existing Conditions and Proposed Grading Sheet**

- All existing buildings, roads, driveways, utility facilities, communication towers, and similar features. Each feature to be removed must be labeled as such.
- All existing topographic features including waterways, ravines, high banks and similar features at two foot intervals if the slope is less than 20%
- All existing property lines, easements, survey lines, lot lines of a Plat to be vacated if applicable or other features within the Subdivision boundary.
- All proposed modification to topographic features both within the Subdivision boundary and off-site to serve the proposed development.
- Any proposed fills, levees and channel modifications if applicable

**Utility Plan Sheet**

- A north arrow.
- An indication of the scale used on the plat.
- All water and wastewater facilities on and off site proposed to serve the subdivision
- Contour lines drawn at two foot intervals where a slope is 20% or less, and five foot intervals where a slope is greater than 20%.
- Standard notes as provided in the Supplemental Schedule

**Drainage and Calculation Sheet**

- A north arrow.
- An indication of the scale used on the plat.
- The location of the 100 and 500 year floodplain boundaries and if applicable, the limits of Zones A and AE with regulatory flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37.
- The proposed storm drainage facilities identifying inlet locations, pipe size, and storm water detention basin locations, with points of discharge.
- Preliminary drainage calculations for inlet sizing, pipe sizing and detention pond volumes

**Illumination Plan Sheet**

- Identify the proposed location for street lights as required per Subchapter 13.

**Erosion and Sedimentation Control Plan Sheet**

- A north arrow.
- An indication of the scale used on the plat.
- The Subdivision boundary line
- Contour lines drawn at two foot intervals where a slope is 20% or less, and five foot intervals where a slope is greater than 20%.
- A delineation of the area of the site that will be disturbed by construction activities
- The general flow direction of storm water entering and leaving the site. Include existing and proposed drainage patterns.
- Description of how off-site storm water runoff will be handled, including sheet flows from adjoining properties
- Identify proposed spoils area
- Identify proposed location and description of permanent erosion and sedimentation controls
- Locate and describe any environmentally sensitive area that will receive storm water directly from the subdivision
- The location of the 100 year floodplain boundaries and if applicable, the limits of Zones A and AE with regulatory flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37.

## Shaved Ice Establishment Permit Application

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Preferable method of contact: (i.e. email, fax, phone)** \_\_\_\_\_

**Property Description:**

**Name of Business:** \_\_\_\_\_

**Business Owner's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Description of Vehicle:** \_\_\_\_\_  
 (If Applicable) License # State Vehicle Year Make Model Color Style

**Vehicle Owner:** \_\_\_\_\_

(If Applicable) Name Address City, State, Zip

**Temporary Location of Business:** \_\_\_\_\_

**Days & hours of Operation:** \_\_\_\_\_

**Time Duration: Start Day:** \_\_\_\_\_ **of Month:** \_\_\_\_\_ **End Day:** \_\_\_\_\_ **of Month** \_\_\_\_\_ **Year** \_\_\_\_\_

**Submittal Requirements:**

1. Complete Application with all required contact information.
2. Owner consent form to use vehicle. (original copy)
3. Owner consent form to use parking lot. (original copy)
4. Initial submittal: Proof of current insurance and title.
5. Proof of approval from the Williamson County Health Department.
6. Copy of Texas Sales and Use Tax Permit.
7. Sketch of location on site. (see page 5)

**To Be Completed by City Staff:**

	Reviewed By:	Status	Date:
<b>Application submittal:</b>	_____	_____	_____
<b>Planning Review:</b>	_____	_____	_____
<b>Building Review:</b>	_____	_____	_____
<b>Approved:</b>	_____	_____	_____

**Consent of Vehicle Owner**

Business Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application; the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

THE STATE OF \_\_\_\_\_:

: KNOW ALL MEN BY THESE

PRESENTS

COUNTY OF \_\_\_\_\_:

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

My Commission Expires: \_\_\_\_\_

**Consent of Property Owner**

Business Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application; the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

THE STATE OF \_\_\_\_\_:

: KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_:

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

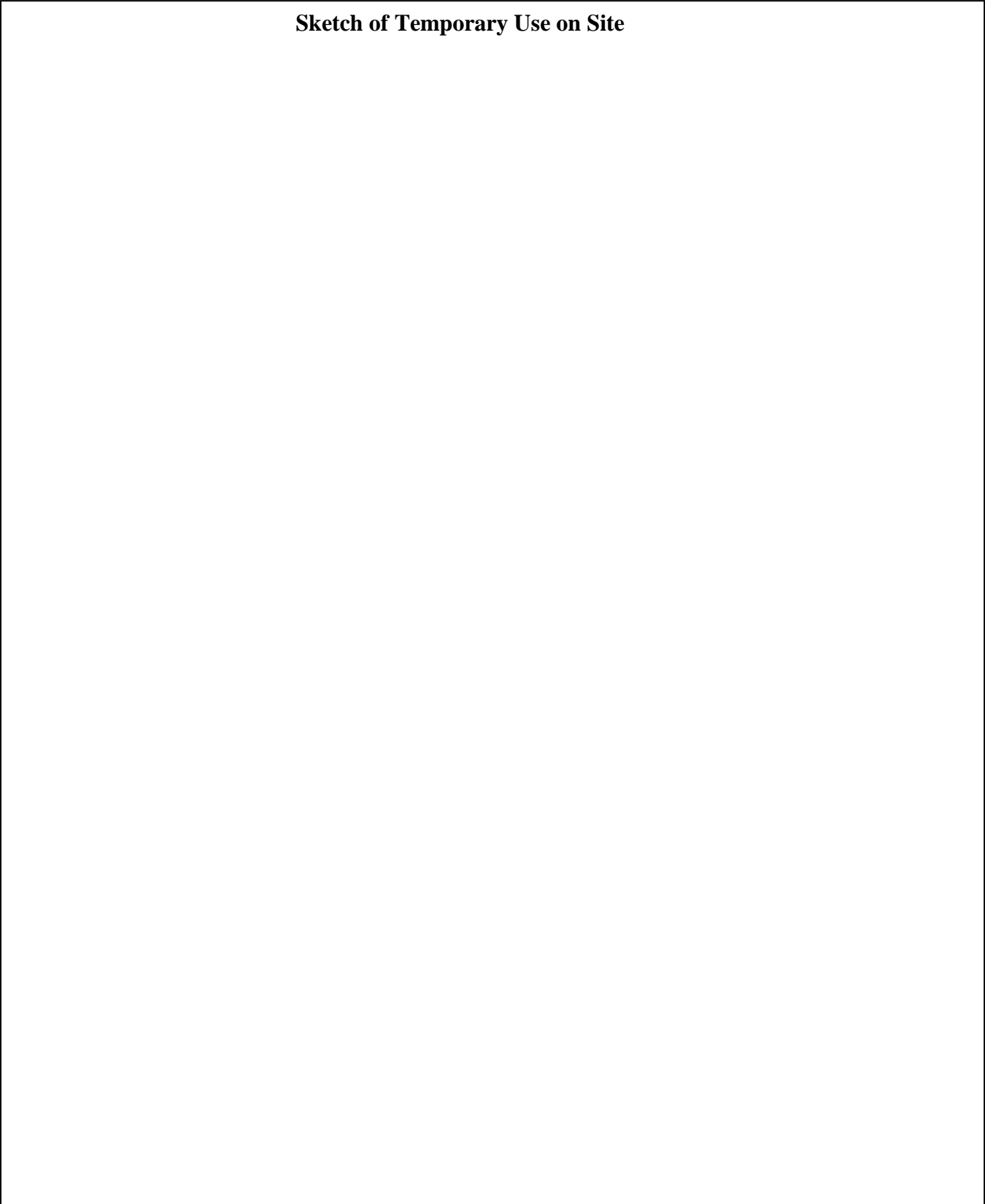
My Commission Expires: \_\_\_\_\_

**RULES AND PROCEDURES:**

Seasonal Shaved Ice Operations.

- (a) Proposed operations shall be limited to non-residential zoning districts and shall be subject to approval by a temporary permit issued by the Planning Director with a maximum duration of 120-days per calendar year.
- (b) The operation including shade structures, seating, trash receptacles and similar associated appurtenances shall not be located within or cause interference with designated parking spaces, driveways, alleys, fire lanes, public roads or sidewalks.
- (c) During hours of operation, the permit holder shall be responsible for providing a trash receptacle for use by customers and shall ensure the area is kept clear of litter and debris at all times.
- (d) A drive thru shall not be permitted.
- (e) Signage shall be secured and mounted flat against the structure with no more than six inches of projection from the exterior of the temporary use structure.
- (g) The operation shall be generally self sufficient with regards to water, sewer and electricity. Temporary connections to potable water and sanitary sewer are prohibited. Electricity shall be from a generator or an electrical outlet via a portable cord that is conformance with the Electrical Code as adopted by the City of Pflugerville.
- (h) Unless otherwise said within, approval of a temporary permit for said operation shall not exempt the use or permit holder from all applicable City of Pflugerville ordinances including, but not limited to nuisance, noise, signage, lighting, etc.

**Sketch of Temporary Use on Site**





## **SECTION 5:**

---

### ***DEVELOPMENT HANDBOOK***

#### **ENGINEERING DEPARTMENT APPLICATIONS:**

- **PUBLIC IMPROVEMENTS/CONSTRUCTION**
- **RIGHT OF WAY/EASEMENT PERMIT**

**Public Improvements/Construction Application**

	<u>Engineer/ Agent</u>	<u>Owner</u>
<b>Name</b>	_____	_____
<b>Organization</b>	_____	_____
<b>Mailing Address</b>	_____	_____
	_____	_____
<b>Phone Number</b>	_____	_____
<b>Fax Number</b>	_____	_____
<b>Email Address</b>	_____	_____
<b>Signatures</b>	_____	_____

<p align="center"><b><u>Property Description:</u></b></p> <p><b>Name of Project:</b> _____</p> <p><b>Legal Description/ Subdivision:</b> _____  <small>(Separate attachment accepted)</small></p> <p><b>Water Provider:</b> _____</p> <p><b>Wastewater Provider:</b> _____</p> <p align="center"><b><u>Prior Applications: (if applicable)</u></b></p> <p><b>Preliminary Plat/ Date:</b> _____</p> <p><b>Final Plat/ Date: (if applicable)</b> _____</p> <p><i>*The construction permit will expire when either of the following conditions occur:</i></p> <ol style="list-style-type: none"> <li>1. Work has not started 90 days from the date the permit was issued.</li> <li>2. The job is abandoned for 90 days or longer after</li> </ol>	<p align="center"><b><u>Is the Project located within:</u></b></p> <p><i>(Check all that apply)</i></p> <p><input type="checkbox"/> City</p> <p><input type="checkbox"/> ETJ</p> <p><input type="checkbox"/> Floodplain</p> <p><input type="checkbox"/> Corridor</p> <p><input type="checkbox"/> Municipal Utility District (MUD)        Name _____        # _____</p> <p><input type="checkbox"/> Development Agreement        Name _____</p> <p><input type="checkbox"/> Other        _____</p>
--	---

<b><u>To Be Completed By Staff:</u></b>	<b>Filing Fee:</b> _____
<b>Case Name:</b> _____	<b>Date Filed:</b> _____
<b>Case Manager:</b> _____	<b>Date Approved:</b> _____
<b>Date Permit Expires:</b> _____	



## Public Improvements/Construction Application

### Submittal Requirements for Construction Plans:

- \_\_\_\_\_ 1. **Filing Fee** \$ \_\_\_\_\_ (3.5% of Construction Costs \$ \_\_\_\_\_ )
- \_\_\_\_\_ 2. **Construction Cost Estimate of the Subdivision improvements using the unit price method.** (Must be prepared and certified by the Engineer of Record who prepared the plans and specifications for such Subdivision improvements.
- \_\_\_\_\_ 3. **A soil evaluation report** prepared by a registered professional engineer in connection with street improvement plans and specification.
- \_\_\_\_\_ 4. Any hydraulic or hydrologic analyses necessary to demonstrate the adequacy of the proposed drainage system.
- \_\_\_\_\_ 5. Any analyses necessary to verify the capacity of the water or wastewater service.
- \_\_\_\_\_ 6. **Complete Public Improvements Construction Plan Application with all required contact information.**
- \_\_\_\_\_ 7. Black Line Copies of Construction Plan (24"x 36", no smaller than 1"= 100"), **and a digital copy.**
  - a. **Initial submittal:** 2 full size copies
  - b. **Following Staff Comments:** 1full size copy
  - c. **Final Submittal:** 2 full size copies
- \_\_\_\_\_ 8. One **11x17** copy of the Construction Plan with each submittal (**NOT HALF SIZE**)
- \_\_\_\_\_ 9. One CD with all plan sheets in .pdf format and AutoCAD DWG file in either 2000 or 2004 format.
- \_\_\_\_\_ 10. All Floodplain related documentation (i.e. floodplain map, CLOMR, etc.), and a digital copy.
- \_\_\_\_\_ 11. Anything else required as prescribed in the development agreement, if applicable. (Digital copy).
- \_\_\_\_\_ 12. Applicable Travis County, Williamson County, & TxDOT Permits (i.e. Driveway permit)
- \_\_\_\_\_ 13. Any other information deemed pertinent as a condition of approval of the Preliminary Plat. (i.e. Phasing Agreement)

### Construction Plan Review Process:

1. An Application for Construction Plans shall be accepted only after a Valid Preliminary Plat exists.
2. The Construction Plans shall include the on-site and off-site Public Improvements required to serve one or more phases of a Valid Preliminary Plat.
3. A Complete Application for Construction Plans shall be submitted to the Planning Department for review based on the approved Preliminary Plat. Within 5 days, the Planning Department shall provide the City Engineer or designee with any comments for revision.
4. The City Engineer shall approve, deny, or provide written comments to the Subdivider regarding necessary revisions or requests for additional information within 30 days of receipt of a complete application for Construction Plans. The Subdivider must submit revised Construction Plans or additional information, as required, not later than 30 days following the City Engineer's comments.
5. Revised Construction Plans may be submitted to the City Engineer in continual cycles until all comments have been satisfied.
6. When the Construction Plans are ready for approval and no additional revisions are necessary, the City Engineer will notify the Engineer of Record that the Construction Plans are ready for approval and the Engineer of Record must submit the title sheet of the approved plan set to the City Engineer for signature.
7. Not later than 14 days after the day the City Engineer signs the title sheet, the Engineer of Record or Subdivider must provide two blue line or black line record copies and an electronic copy of the approved plans to the Planning Department.
8. Once the record copies of the plans are submitted, a permit to begin construction will be issued by the City Engineer within 14 days.
9. The Planning and Zoning Commission may, upon written request of the Subdivider, grant a one time, 180-day extension of the construction permit.

\* As a note, **Construction Plans should be submitted on the filing deadline by Noon.**

**Applicant's Affidavit**

Project Name: \_\_\_\_\_

I, \_\_\_\_\_, certify that I have read this form thoroughly and the information included in this supplemental application form is a true representation of the permit applications submitted to date that are associated with the current application or this application is not one in a series of permits as defined by Chapter 245 of the Texas Local Government Code.

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

THE STATE OF \_\_\_\_\_:

\_\_\_\_\_:

COUNTY OF \_\_\_\_\_:

KNOW ALL MEN BY THESE PRESENTS

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

My Commission Expires: \_\_\_\_\_

**Consent of Owner**

Project Name: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**By signing this form the owner of the property authorizes the City of Pflugerville to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Pflugerville Subdivision Code, Engineering Design Guidelines, Construction Standards of the City of Pflugerville and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Pflugerville and the agent.**

THE STATE OF \_\_\_\_\_:

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_:

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

My Commission Expires: \_\_\_\_\_

**Construction Plan Content Requirements.**

- 1  A copy of the approved Preliminary Plat bound within the Construction Plans.
- 2  If a Tree Survey was provided with the Preliminary Plat, a copy of the tree survey shall be provided mapping and identifying all individual trees with an 8" diameter or greater and significant tree stands as defined in Subchapter 12.
- 3  Plan view and profiles of all proposed Public Improvements except that profiles are not required for water lines less than 12 inches diameter.
- 4  All proposed measures for erosion control and silt protection, including, but not limited to silt fences, earth berms, rock berms, and similar features.
- 5  The location and sizes of all proposed water facilities including, but not limited to water lines, valves, hydrants, and similar features.
- 6  The location and sizes of all proposed wastewater facilities including, but not limited to wastewater lines, lift stations, manholes, and similar features.
- 7  The location and sizes of all proposed drainage facilities including, but not limited to drainage pipes, inlets, manholes, detention ponds, headwalls, outlet structures, and similar features.
- 8  The location of all existing and proposed sidewalks and hike and bike trail systems within 200 feet of the proposed subdivision.
- 9  Details for the design and installation of all proposed Public Improvements.
- 10  All notes required to establish the construction standards to be followed.
- 11  Drainage calculations.
- 12  Information regarding the 25 year and 100 year frequency storms necessary to verify the adequacy of the proposed storm sewer system.
- 13  Standard notes included in the Unified Development Code Supplemental Schedule.
- 14  A space for the signatures of the City Engineer; all applicable utility providers other than the City; the Texas Department of Transportation, if applicable; and any necessary signature blocks required by the County, if applicable.
- 15  Temporary or permanent traffic control and traffic safety measures including barricades, pavement marking, and similar features.

**ROW/ Easement Permit – Application**

**Property Description:**

**Name of Project:** \_\_\_\_\_

**Type of Project:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Company (Agent):** \_\_\_\_\_

**Application Submittal Requirements**

1. Application Fee \$ \_\_\_\_\_  
 (Per Development Services Consolidated Fee Schedule)
2. One (11x17) to scale plans of proposed improvements  
 (Additional sizes may be required upon request from the City.)
3. AutoCAD files in **pdf.** and **dwg.** format

**Please check one:**

New Driveway Curb Cut  
 (SF Residential or Commercial)

Existing Driveway Curb Cut  
 (SF Residential or Commercial)

Median Curb Cut

Utility Work  
 Type \_\_\_\_\_  
 Company \_\_\_\_\_

Other  
 \_\_\_\_\_

**Engineer/ Agent**

**Contractor**

**Name** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Fax Number** \_\_\_\_\_

**Email Address (print)** \_\_\_\_\_

**Signatures** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**To Be Completed By Engineering Staff:**

**Filing Fee:** \_\_\_\_\_

**Case Name:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Received date:** \_\_\_\_\_

**Case Manager:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

## **SECTION 5:**

---

### ***DEVELOPMENT HANDBOOK***

#### **BUILDING DEPARTMENT APPLICATIONS:**

- ACCESSORY BUILDING
- CERTIFICATE OF OCCUPANCY
- COMMERCIAL BUILDING
- DEMOLITION
- ELECTRICAL
- HOMEOWNER IRRIGATION
- IRRIGATION
- IRRIGATION SYSTEM MAINTENANCE
- MECHANICAL
- MECHANICAL ELECTRICAL PLUMBING
- MISCELLANEOUS
- MOBILE HOME
- PLUMBING
- RESIDENTIAL ADDITION/REMODEL
- SIGN A
- SIGN B
- SIGN BANNER
- SIGN COMMON
- SINGLE FAMILY/NEW RESIDENTIAL
- SPECIAL INSPECTION CERTIFICATE
- SWIMMING POOL

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

## APPLICATION FOR ACCESSORY BUILDING PERMIT

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_

<http://permits.cityofpflugervilletx.gov/>

<b>APPLICANT NAME:</b>		
<b>COMPANY:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>CELL:</b>	<b>FAX:</b>
<b>HOMEOWNER'S NAME:</b>		<b>PHONE:</b>

### LOCATION

STREET ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

SLAB FOUNDATION? YES \_\_\_\_\_ NO \_\_\_\_\_

*Permit fee without slab is \$48.00. Permit fee with slab is \$60.00*

PLEASE CHECK IF ADDING:      ELECTRICAL \_\_\_\_\_ MECHANICAL \_\_\_\_\_ PLUMBING \_\_\_\_\_

*Utilities are an additional \$42.00 each (electrical, mechanical, plumbing)*

TOTAL SQUARE FOOTAGE OF ACCESSORY BUILDING: \_\_\_\_\_

ESTIMATED COST OF CONSTRUCTION: \_\_\_\_\_

### **PLEASE NOTE: ONLY ONE ACCESSORY BUILDING PER LOT**

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

<b>RECEIVED BY:</b> _____	<b>DATE:</b> _____	<b>DATE ISSUED:</b> _____
<b>FOR CITY USE ONLY</b>		

Check #: _____
----------------

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

## APPLICATION FOR CERTIFICATE OF OCCUPANCY PERMIT

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_  
<http://permits.cityofpflugervilletx.gov/>

<b>New Business:</b>		
<b>Business Address:</b>		
<b>Type of Business:</b>		<b>Square Footage:</b>
<b>Applicants Name:</b>		<b>Email:</b>
<b>Phone:</b>	<b>Cell:</b>	<b>Fax:</b>

<b>Property Owner's Name:</b>	
<b>Property Owner's Address:</b>	
<b>Property Owner's Phone #:</b>	<b>Fax #:</b>
<b>Previous Occupant/Business:</b>	

Will there be any of these changes made? ** <input type="checkbox"/> Structural changes <input type="checkbox"/> Electrical changes <input type="checkbox"/> Plumbing changes <input type="checkbox"/> Mechanical changes	<b>**Dependent upon what changes will be made you may be required to submit plans and a Commercial Remodel application.</b>
---	---

*The Fire Department must also perform an inspection before the Certificate of Occupancy can be issued. It is the responsibility of the permit holder to schedule this inspection. To schedule an inspection with the Fire Department, call 251-2801. There is no separate fee for this inspection.*

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

<b>RECEIVED BY:</b> _____	<b>DATE:</b> _____	<b>DATED ISSUED:</b> _____
<small>FOR CITY USE ONLY</small>		

Check #: _____
----------------



**APPLICATION FOR NEW COMMERCIAL BUILDING PERMIT**

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_  
<http://permits.cityofpflugervilletx.gov/>

APPLICANT:		EMAIL:	
ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	CELL:	FAX:	

CONTRACTOR COMPANY:		CONT. NAME:	
ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	CELL:	FAX:	

**LOCATION:**

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SECTION: \_\_\_\_\_ PHASE: \_\_\_\_\_ ZONED: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

BUSINESS NAME PROPOSED: _____	TOTAL SQUARE FOOTAGE: _____
BUSINESS TYPE PROPOSED: _____	EST. COST OF CONST.: _____
METER SIZES: DOMESTIC - _____ IRRIGATION - _____	
<b><u>BILLING ADDRESS FOR WATER USAGE WHILE UNDER CONSTRUCTION:</u></b>	
Company: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	

**SUBCONTRACTORS:**

COMPANY NAME	PHONE NUMBER	LICENSEHOLDER NAME	LICENSE NO.
<i>MECHANICAL</i>			
<i>ELECTRICAL</i>			
<i>PLUMBING</i>			

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RECEIVED BY: _____	DATE: _____	DATED ISSUED: _____
<i>FOR CITY USE ONLY</i>		

CHECK #
---------

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

## APPLICATION FOR DEMOLITION PERMIT

PERMIT NO. \_\_\_\_\_

<b>APPLICANT:</b>		<b>EMAIL:</b>
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>CELL:</b>	<b>FAX:</b>

<b>CONTRACTOR:</b>		<b>CONT. NAME:</b>
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>CELL:</b>	<b>FAX:</b>

### LOCATION

STREET ADDRESS: \_\_\_\_\_

PREVIOUS BUILDING USE \_\_\_\_\_

WHOLE STRUCTURE \_\_\_\_\_ STRUCTURAL WALLS \_\_\_\_\_ NON-STRUCTURAL WALLS \_\_\_\_\_

ELECTRICAL \_\_\_\_\_ MECHANICAL \_\_\_\_\_ PLUMBING \_\_\_\_\_

OTHER (please explain) \_\_\_\_\_

REASON FOR DEMOLITION: \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF DEMOLITION: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RECEIVED BY: _____	DATE: _____	DATED ISSUED: _____
FOR CITY USE ONLY:		

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[WWW.PFLUGERVILLETX.GOV](http://WWW.PFLUGERVILLETX.GOV)

## APPLICATION FOR ELECTRICAL PERMIT

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_

<http://permits.cityofpflugervilletx.gov/>

<b>APPLICANT NAME:</b>		
<b>COMPANY:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>CELL:</b>	<b>FAX:</b>
<b>OWNER NAME:</b>		<b>PHONE:</b>

### CONSTRUCTION LOCATION:

STREET ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

MASTER ELECTRICIAN NAME \_\_\_\_\_

STATE LICENSE NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

STATE CONTRACTORS LICENSE NO. \_\_\_\_\_ EXP. DATE \_\_\_\_\_  
*(REQUIRED TO PULL PERMIT)*

PURPOSE OF ELECTRICAL PERMIT: New Construction \_\_\_\_\_ Repair \_\_\_\_\_ Upgrade \_\_\_\_\_

Other: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ DATED ISSUED: \_\_\_\_\_  
*FOR CITY USE ONLY:*

Check #: \_\_\_\_\_

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

## HOMESTEAD/HOMEOWNER APPLICATION FOR IRRIGATION PERMIT

PERMIT NO. \_\_\_\_\_

### LOCATION

<u>HOMEOWNER'S NAME</u>		
<u>ADDRESS</u>		
PFLUGERVILLE 78660		
<u>PHONE #</u>	<u>CELL PHONE #</u>	<u>EMAIL ADDRESS:</u>

**A BACKFLOW DEVICE IS REQUIRED AND MUST BE INSTALLED BY A LICENSED IRRIGATOR OR A MASTER PLUMBER.**

<b>BACKFLOW INSTALLER</b>		
_____ LI - _____		
<b>LICENSED NAME</b>	<b>LICENSE NUMBER</b>	<b>EXPIRATION DATE</b>

<b>BACKFLOW TESTER</b>		
_____ LI - _____		
<b>LICENSED NAME</b>	<b>LICENSE NUMBER</b>	<b>EXPIRATION DATE</b>

**\*\*IMPORTANT\*\***

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO HAVE THE BACKFLOW PREVENTER TESTED IMMEDIATELY UPON INSTALLATION BY AN INDEPENDENT LICENSED BACKFLOW TESTER. FAILURE TO COMPLY WILL RESULT IN TERMINATION OF WATER SERVICE.**

\_\_\_\_\_ ***I HAVE READ THE ABOVE STATEMENT***  
HOMEOWNER'S INITIAL

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RECEIVED BY: _____	DATE: _____	DATE ISSUED: _____
<b><i>FOR CITY USE ONLY</i></b>		

Check #: _____
----------------

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

### APPLICATION FOR IRRIGATION PERMIT

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_

<http://permits.cityofpflugervilletx.gov/>

APPLICANT NAME:		
COMPANY:		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	CELL:	FAX:
HOMEOWNER'S NAME:		PHONE:

### LOCATION

STREET ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

TYPE OF PERMIT: _____ RESIDENTIAL _____ COMMERCIAL
--

NAME: _____	LI- _____	/ / _____
LICENSED IRRIGATOR	LICENSE NUMBER	EXP. DATE

### \*\*IMPORTANT\*\*

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO HAVE THE BACKFLOW PREVENTION ASSEMBLY INSPECTED AND TESTED IMMEDIATELY UPON INSTALLATION. FAILURE TO COMPLY WILL RESULT IN TERMINATION OF WATER SERVICE.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

<i>For City Use Only</i>
RECEIVED BY: _____ DATE: _____ DATE ISSUED _____

**BACKFLOW MAINTENANCE CHECKLIST**

## Subdivision Plat Application

### Applicant

**Name** \_\_\_\_\_  
**Organization** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
 \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**Fax Number** \_\_\_\_\_  
**Email Address** \_\_\_\_\_  
**Signatures** \_\_\_\_\_

### Please check one:

- Final Plat
- Minor Final Plat
- Replat
- Amending Plat
- Subdivision Variance
- Vacation Plat
- Conveyance Plat

### Property Description:

**Name of Project/ Subdivision:** \_\_\_\_\_  
**General Location:** \_\_\_\_\_  
**Legal Description:** \_\_\_\_\_  
 (Separate attachment accepted)  
**Watershed:** \_\_\_\_\_  
**Parcel ID: (6 digits)** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_  
**Present Land Use:** \_\_\_\_\_ **Proposed Land Use:** \_\_\_\_\_  
**Is a portion of property located in:**    \_\_\_Floodplain    \_\_\_ETJ    \_\_\_Corridor

### To Be Completed By Staff:

**Case Name:** \_\_\_\_\_ **Filing Fee:** \$ \_\_\_\_\_  
**Case Manager:** \_\_\_\_\_ **Received date:** \_\_\_\_\_  
**Received by:** \_\_\_\_\_ **Submittal Completion Date:** \_\_\_\_\_  
**Filing Deadline:** \_\_\_\_\_ **P&Z Meeting Date:** \_\_\_\_\_

## Subdivision Plat Application

### Submittal Requirements: Paper Copy

- \_\_\_\_\_ 1. Filing Fee \$ \_\_\_\_\_
- \_\_\_\_\_ 2. Recording Fee \$ \_\_\_\_\_ (Not required if located in the ETJ)
- \_\_\_\_\_ 3. Payment of any required Impact Fee, if applicable \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_
- \_\_\_\_\_ 4. Complete Final Plat Application with all contact information and waiver (if applicable).
- \_\_\_\_\_ 5. Initial Submittal: 6 paper copies of Final Plat (18"x 24", no smaller than 1"= 100')
- \_\_\_\_\_ 6. One (1), 11x17 copy of the Final Plat with each submittal.
- \_\_\_\_\_ 7. One (1) copy of the TIA if the proposed Subdivision is expected to generate 2000 or greater vehicle trips on the peak day for the proposed uses within the proposed subdivision, according to the latest edition of the Institute of Transportation Engineers' Trip Generation, a qualified professional approved by the Director with experience in traffic flow analysis shall make, prepare and sign a traffic impact analysis and certify to its completeness and accuracy. The traffic impact analysis must include the information specified in the Supplemental Schedule and must address UDC Subchapter 15. The independent variable used to calculate the number of expected trips is at the discretion of the Director.
- \_\_\_\_\_ 8. If a Traffic Impact Analysis (TIA) is not prepared per UDC Subchapter 15 above, a written statement indicating the assumptions and calculations used to determine that the proposed subdivision is expected to generate less than 2,000 vehicle trips.
- \_\_\_\_\_ 9. A tax statement from the County Appraisal District showing that all taxes have been paid on the subject land.
- \_\_\_\_\_ 10. The required certificate of approval of, and ability to serve the proposed subdivision as provided in the Supplemental Schedule, signed by an authorized representative of each water or wastewater utility that would serve the proposed subdivision.
- \_\_\_\_\_ 11. A general warranty deed conveying the parkland to the City or cash payment in lieu of, or in combination with, parkland dedication, if applicable.
- \_\_\_\_\_ 12. A request for annexation of the subject area if it is located in the Extraterritorial Jurisdiction and outside the city limits.
- \_\_\_\_\_ 13. All Floodplain related documentation (i.e. floodplain map, CLOMR, etc.)
- \_\_\_\_\_ 14. A copy of the public improvement acceptance letter provided by the City Engineer.
- \_\_\_\_\_ 15. If applicable, fiscal security in an amount equal to 110% of the cost of the public improvements in a form acceptable to the Director and a copy of the Construction Permit.
- \_\_\_\_\_ 16. A title commitment schedule B or similar document identifying all easements on site. A copy of any existing easement documentation is required to be provided.
- \_\_\_\_\_ 17. Applicable Travis County, Williamson County, & TxDOT Permits (i.e. Driveway permit)

**AFTER ALL COMMENTS ADDRESSED:** One original mylar copy of the plat signed and sealed by all agents including owner/subdivider, notary, engineer of record, and surveyor

### Submittal Requirements: Digital Copy

- \_\_\_\_\_ 18. Digital copy of each Final Plat submittal in .pdf format (18" x 24")
- \_\_\_\_\_ 19. A copy of the TIA in .pdf format
- \_\_\_\_\_ 20. A title commitment schedule B or similar documentation identifying all easements on site. A copy of any existing easement documentation is required to be provided.
- \_\_\_\_\_ 21. AutoCAD DWG file in either 2000 or 2004 format required prior to plat being recorded.

**Subdivision Variance**

**\*A subdivision variance may be considered by P&Z in special circumstances. The following shall be provided for consideration:**

- \_\_\_\_\_ 1. Filing Fee (if applicable)
- \_\_\_\_\_ 2. Signed letter of intent from the owner (Please provide justification for the subdivision variance.)

**Application History**

**\*Please identify the name and date of approved Preliminary, Construction Plans and Final Plats.**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**To be completed by City Staff:**

**Variance to Section:** \_\_\_\_\_  
\_\_\_\_\_



**Consent of Owner**

Project Name: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application; the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

THE STATE OF \_\_\_\_\_ :  
 \_\_\_\_\_ :                      KNOW ALL MEN BY THESE PRESENTS  
 COUNTY OF \_\_\_\_\_ :

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public's Signature

My Commission Expires: \_\_\_\_\_

**Applicant's Affidavit**

Project Name: \_\_\_\_\_

I, \_\_\_\_\_, certify that I have read this form thoroughly and the information included in this supplemental application form is a true representation of the permit applications submitted to date that are associated with the current application.

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

THE STATE OF \_\_\_\_\_ :

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_ :

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

My Commission Expires: \_\_\_\_\_

**Request for 30 Day Waiver – Final Plat Review**

Subdivision Name: \_\_\_\_\_

Application Type: \_\_\_\_\_

Check One:

\_\_\_\_\_ I hereby request that this subdivision be placed on the Agenda for action at the next available Planning and Zoning Commission meeting, I acknowledge that: 1) comments may have not been addressed, and 2) the plat may not be in compliance with City codes. I understand this may result in a disapproval of my application. If the application is disapproved, I will be required to submit a new application and pay new filing fees. If this option is chosen, a correct original (signed and sealed, as appropriate) Mylar and paper copies as required are provided with this update or response.

\_\_\_\_\_ I hereby request that this subdivision not be placed on the Agenda for the next available Planning and Zoning Commission meeting and hereby waive the provisions of §212.009 (a) of the Texas Local Government Code and Subchapter 15 of the Unified Development Code of the City of Pflugerville. I understand that the plan or plat will not be placed on a Planning and Zoning Commission agenda until all staff comments have been addressed.

Corporation/ Firm Name (if applicable): \_\_\_\_\_

Agent's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Owner Name (print): \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent's Name (print): \_\_\_\_\_

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FINAL PLAT CHECKLIST

Required content for a final plat as described in Subchapter 15 of the Unified Development Code is listed below. The applicant shall acknowledge each item has been provided on the plat by initialing each line and providing a signature with date at the bottom of the page. The Unified Development Code is within Chapter 157 of the Code of Ordinances, available at [www.pflugervilletx.gov](http://www.pflugervilletx.gov).

### Plat Sheet

- The words "Final Plat" in a conspicuous area on the first sheet.
- The name of the Subdivision.
- The name and address of current owner/Subdivider.
- The name and address of the engineer and surveyor responsible for preparing the plat.
- A north arrow.
- An indication of the scale used on the plat.
- A legend.
- A vicinity map designating the relation of the Subdivision to major streets and city limit.
- The date of preparation of the plat.
- A revision block noting the date of each revision to the plat since it was first submitted.
- The Legal Description of the plat area.
- A table identifying total acreage of the platted area, the number of lots and acreage for each proposed land use, and the total length and acreage of each street.
- The proposed Street locations with right-of-way widths indicated.
- Required right-of-way dedication, if applicable.
- All proposed Street names as approved by Travis County 911.
- Location of City limit line or ETJ boundary if either traverse or are contiguous to the proposed Subdivision.
- If applicable, the parkland calculation as specified in Supplemental Schedule.
- The boundary lines of the perimeter of the Subdivision drawn with heavy lines.
- Property lines, Subdivision boundaries, lot lines, right-of-way lines and waterways within 200 feet of the proposed Subdivision boundary drawn with dashed lines.
- Subdivision names, lot numbers, block numbers, and Street names within 200 feet of the boundary of the proposed Subdivision.
- The dimensions and bearings of all lot and boundary lines with a tie to a corner of the original tract.
- The width, depth, and area of all lots.
- The location of all benchmarks with elevations, northing and easting provided.
- All proposed easements. Any easements filed under separate instrument shall be documented on the plat and a copy of the recorded easement provided prior to recordation.
- The location of all sidewalk and hike and bike trails identified with dotted lines and referenced with widths in the Legend.
- The proposed location of neighborhood mail box units with expanded right of way turn outs.
- Designation of any lot that is for a private or public purpose, including but not limited to proposed park land, utilities, drainage, private amenity areas, landscape easements, and similar uses.
- A curve table identifying the delta, length of curve, radius, point of curvature, point of reverse curvature, point of tangency, chord length and bearing for each proposed line.
- The location of the 100 and 500 year floodplain boundaries and if applicable, the limits of Zones A and AE with regulatory flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37.

**Signature and Notation Sheet**

- The City Certification from the Planning and Zoning Commission, Planning Director and City Secretary as specified in the Supplemental Schedule.
- The signed and notarized Owner's Dedication Statement as specified in the Supplemental Schedule.
- The signed and sealed Engineer and Surveyor's Certification as specified in the Supplemental Schedule.
- The County Clerks signature block as required by the applicable County.
- If in the ETJ, the Commissioners Court signature block as required by the applicable County.
- Any other certifications or signature blocks required by the County, if located in the ETJ.
- Standard plat notes as provided in the Supplemental Schedule.

**To Be Completed by Applicant:**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## IRRIGATION SYSTEM MAINTENANCE CHECKLIST

Installation Completion Date: \_\_\_\_\_

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

---

The following items have been provided and explained to the irrigation system owner or system owner's representative.

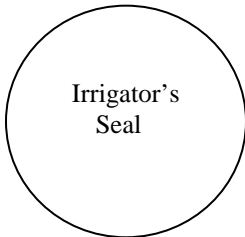
- The manufacturer's manual for the controller.
- A seasonal watering schedule
- A list of components that require maintenance and the recommended frequency of maintenance is attached.
- A permanent sticker has been attached to the controller indicating the warranty period for the irrigation system and contact information.
- The corrected or re-drawn design plans indicating the actual installation and components of the system.
- Location and operation of the isolation valve.

\_\_\_\_\_  
Irrigation System Owner/Representative

\_\_\_\_\_  
Date

---

This irrigation system has been installed in accordance with all applicable state and local laws, ordinances, rules, regulations or orders. I have tested the system and determined that it has been installed according to the Irrigation Plans and is properly adjusted for the most efficient application of water at this time.



\_\_\_\_\_  
IRRIGATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
IRRIGATION TECHNICIAN

\_\_\_\_\_  
DATE

---

*Irrigation in Texas is regulated by the Texas Commission on Environmental Quality  
(TCEQ) (MC-178) P.O. Box 13087, Austin, Texas 78711-3087.  
TCEQ's web site is: [www.tceq.state.tx.us](http://www.tceq.state.tx.us)*

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[WWW.PFLUGERVILLETX.GOV](http://WWW.PFLUGERVILLETX.GOV)

### APPLICATION FOR MECHANICAL PERMIT

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_

<http://permits.cityofpflugervilletx.gov/>

<b>APPLICANT NAME:</b>		
<b>COMPANY:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>CELL:</b>	<b>FAX:</b>
<b>HOMEOWNER'S NAME:</b>		<b>PHONE:</b>

#### CONSTRUCTION LOCATION:

STREET ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

NAME:	TACLA- TACLB-	MM/DD/YY / /
<i>MASTER MECHANICAL</i>	<i>LICENSE NUMBER</i>	<i>EXP. DATE</i>

PURPOSE OF MECHANICAL PERMIT: New Construction \_\_\_\_\_ Repair \_\_\_\_\_ Upgrade \_\_\_\_\_

Other: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RECEIVED BY: _____	DATE: _____	DATED ISSUED: _____
<i>FOR CITY USE ONLY:</i>		

Check #: _____
----------------

**APPLICATION FOR PERMIT**

ELECTRICAL \_\_\_\_\_ PLUMBING \_\_\_\_\_ MECHANICAL \_\_\_\_\_

Access Code \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

[permits.cityofpflugerville.com](http://permits.cityofpflugerville.com)

<b>COMPANY NAME:</b>		
<b>APPLICANT NAME:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>CELL:</b>	<b>FAX:</b>
<b>PROPERTY OWNER:</b>		<b>PHONE:</b>

**CONSTRUCTION LOCATION:**

STREET ADDRESS: \_\_\_\_\_

<b>MECHANICAL</b>	<b>Master Mechanical Name:</b> _____
<b>License No:</b> TACL- _____	<b>Exp. Date:</b> _____

<b>ELECTRICAL</b>	<b>Master Electrical Name:</b> _____
<b>State Contractor License No:</b> _____	<b>Exp. Date:</b> _____
<b>Master License No.</b> _____	<b>Exp. Date:</b> _____

<b>PLUMBING</b>	<b>Master Plumber Name:</b> _____
<b>License No:</b> M- _____	<b>Exp. Date:</b> _____

**PURPOSE OF PERMIT:**

Repair \_\_\_\_\_ Upgrade \_\_\_\_\_ Replacement \_\_\_\_\_ New \_\_\_\_\_

**Description of Service:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

<b>RECEIVED BY:</b> _____	<b>DATE:</b> _____	<b>DATED ISSUED:</b> _____
<b>FOR CITY USE ONLY:</b>		



CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

### APPLICATION FOR MISCELLANEOUS BUILDING PERMIT

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_

<http://permits.cityofpflugervilletx.gov/>

<b>APPLICANT NAME:</b>		
<b>COMPANY:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>CELL:</b>	<b>FAX:</b>
<b>HOMEOWNER'S NAME:</b>		<b>PHONE:</b>

### LOCATION

STREET ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

DECK/PATIO \_\_\_\_\_ PATIO COVER \_\_\_\_\_ \*\*\*PATIO COVER WITH ELECTRICAL \_\_\_\_\_

**\*\*\*THERE IS AN ADDITIONAL PERMIT FEE OF \$42.00 IF ADDING ELECTRICAL  
MASTER ELECTRICIAN TO PULL SEPARATE PERMIT**

SIDEWALK \_\_\_\_\_ DRIVEWAY \_\_\_\_\_

OTHER (Please Specify): \_\_\_\_\_

PURPOSE OF BUILDING PERMIT: \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF NEW CONSTRUCTION: \_\_\_\_\_

ESTIMATED COST OF CONSTRUCTION: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_  
FOR CITY USE ONLY

Check #: \_\_\_\_\_

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

**APPLICATION FOR CHISHOLM POINT/BOULDER RIDGE PERMIT**

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_

<http://permits.cityofpflugervilletx.gov/>

**ELECTRICAL**

MASTER ELECTRICAL NAME: _____		
STATE LICENSE NO. _____	EXP. DATE _____	
STATE CONTRACTOR LICENSE NO. _____	EXP. DATE _____	
COMPANY NAME: _____		
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP _____
PHONE: _____	FAX: _____	

**PLUMBING**

MASTER PLUMBER NAME: _____		
LICENSE NO. M- _____	EXP. DATE _____	
COMPANY NAME: _____		
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP _____
PHONE: _____	FAX: _____	

**LOCATION**

CHISHOLM POINT: 900 BROKEN FEATHER TRAIL – LOT # \_\_\_\_\_

BOULDER RIDGE: 3300 KILLINGSWORTH LANE – LOT # \_\_\_\_\_

**TYPE OF PERMIT:**

NEW HOME CONNECTION \_\_\_\_\_ EXISTING HOME RECONNECTION \_\_\_\_\_

GAS CONNECTION? \_\_\_\_\_ REPAIR \_\_\_\_\_ UTILITY REPLACEMENT \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINTED NAME OF APPLICANT: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ DATED ISSUED: \_\_\_\_\_  
*FOR CITY USE ONLY:*

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[WWW.PFLUGERVILLETX.GOV](http://WWW.PFLUGERVILLETX.GOV)

## APPLICATION FOR PLUMBING PERMIT

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_

<http://permits.cityofpflugervilletx.gov/>

<b>APPLICANT NAME:</b>		
<b>COMPANY:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>CELL:</b>	<b>FAX:</b>
<b>OWNER / BUSINESS NAME:</b>		<b>PHONE:</b>

### CONSTRUCTION LOCATION:

STREET ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

NAME:	/	/
<b>MASTER PLUMBER</b>	<b>LICENSE NUMBER</b>	<b>EXP. DATE</b>

### PURPOSE OF PLUMBING PERMIT:

Repair \_\_\_\_\_ Upgrade \_\_\_\_\_ Replacement \_\_\_\_\_

New Construction? (Check all that apply) Bldg. Plumbing \_\_\_\_\_ Site Utilities \_\_\_\_\_

Other: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RECEIVED BY: _____	DATE: _____	DATED ISSUED: _____
FOR CITY USE ONLY:		

Check #: \_\_\_\_\_

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

**APPLICATION FOR RESIDENTIAL ADDITION / REMODEL PERMIT**

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_  
<http://permits.cityofpflugervilletx.gov/>

<b>APPLICANT NAME:</b>		
<b>COMPANY:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>CELL:</b>	<b>FAX:</b>
<b>HOMEOWNER'S NAME:</b>		<b>PHONE:</b>

**LOCATION:**

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ SECTION \_\_\_\_\_ PHASE \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ ZONED \_\_\_\_\_

TYPE OF PERMIT:    REMODEL \_\_\_\_\_                      ADDITION \_\_\_\_\_

EXISTING SQUARE FOOTAGE: \_\_\_\_\_

NEW SQUARE FOOTAGE: \_\_\_\_\_                      TOTAL SQUARE FOOTAGE: \_\_\_\_\_

**SUBCONTRACTORS:**

COMPANY NAME	PHONE NUMBER	LICENSEHOLDER NAME	LICENSE NO.
<i>MECHANICAL</i>			
<i>ELECTRICAL</i>			
<i>PLUMBING</i>			

ESTIMATED COST OF CONSTRUCTION: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RECEIVED BY: _____	DATE: _____	DATED ISSUED: _____
<i>FOR CITY USE ONLY:</i>		

Check #: _____
----------------

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

**APPLICATION FOR TYPE "A" PERMANENT SIGN**

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_

<http://permits.cityofpflugervilletx.gov/>

<b>APPLICANT:</b>		<b>EMAIL:</b>	
<b>ADDRESS:</b>			
<b>CITY:</b>		<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>CELL:</b>		<b>FAX:</b>

<b>CONTRACTOR:</b>		<b>NAME:</b>	
<b>ADDRESS:</b>			
<b>CITY:</b>		<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>CELL:</b>		<b>FAX:</b>

**PROPERTY OWNER:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**SIGN LOCATION ADDRESS:**

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ SECTION \_\_\_\_\_ PHASE \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ ZONED \_\_\_\_\_

\_\_\_\_\_ **NEW SIGN**                      \_\_\_\_\_ **MAJOR MAINTENANCE TO EXISTING SIGN**

**TYPE:**    \_\_\_\_\_ FREE STANDING    \_\_\_\_\_ PROJECTING    \_\_\_\_\_ WALL    \_\_\_\_\_ MOBILE

**USE:**    \_\_\_\_\_ AGRICULTURE    \_\_\_\_\_ INFORMATION    \_\_\_\_\_ INSTITUTIONAL    \_\_\_\_\_ MULTI-FAMILY

\_\_\_\_\_ MULTI-PANE    \_\_\_\_\_ MULTI-TENANT    \_\_\_\_\_ SHOPPING CENTER    \_\_\_\_\_ SINGLE TENANT

SETBACK FROM PROPERTY LINE (FEET): \_\_\_\_\_ DIMENSIONS OF SIGN SURFACE AREA (FEET): \_\_\_\_\_

HEIGHT OF SIGN (FEET): \_\_\_\_\_ TOTAL SQUARE FOOTAGE: \_\_\_\_\_

\*\*ILLUMINATION:    NONE \_\_\_\_\_    EXTERNAL \_\_\_\_\_    INTERNAL (ELECTRIC SIGN) \_\_\_\_\_

**\*\* (Required to Pull Permit)**

**ELECTRICIANS NAME:** \_\_\_\_\_

**Master Sign Electrician's License No.** \_\_\_\_\_                      **Electrical Sign Contractor's License No.** \_\_\_\_\_

ESTIMATED COST OF CONSTRUCTION: \_\_\_\_\_

**THIS APPLICATION MUST BE ACCOMPANIED BY:**

- WRITTEN CONSENT SIGNED BY THE PROPERTY OWNER AUTHORIZING ERECTION OF THIS SIGN.
- PLANS AND SPECIFICATIONS DRAWN TO SCALE WITH ENOUGH DETAIL TO SHOW THAT THE SIGN WILL CONFORM TO THE REQUIREMENTS OF THE SIGN ORDINANCE.
- PAYMENT OF THE PERMIT FEE

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ DATED ISSUED: \_\_\_\_\_  
**FOR CITY USE ONLY**

**APPLICATION FOR TYPE "B" TEMPORARY SIGN**

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_  
<http://permits.cityofpflugervilletx.gov/>

<b>APPLICANT:</b>		<b>EMAIL:</b>
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>CELL:</b>	<b>FAX:</b>

<b>CONTRACTOR:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>CELL:</b>	<b>FAX:</b>

**PROPERTY OWNER:**  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**SIGN LOCATION ADDRESS:**

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ SECTION \_\_\_\_\_ PHASE \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_ ZONED \_\_\_\_\_

TERM: BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

SETBACK FROM PROPERTY LINE (FEET): \_\_\_\_\_ TOTAL SQUARE FOOTAGE: \_\_\_\_\_

DIMENSIONS OF SIGN SURFACE AREA (FEET): \_\_\_\_\_ HEIGHT OF SIGN (FEET): \_\_\_\_\_

ILLUMINATION:\*\* NONE \_\_\_\_\_ EXTERNAL \_\_\_\_\_ INTERNAL (ELECTRIC SIGN) \_\_\_\_\_

**\*\*Electrician License No:** \_\_\_\_\_ **Electrician Contractor License No.** \_\_\_\_\_  
(Required to Pull Permit) (Required to Pull Permit)

ESTIMATED COST OF CONSTRUCTION: \_\_\_\_\_

**THIS APPLICATION MUST BE ACCOMPANIED BY:**

- A. WRITTEN CONSENT SIGNED BY THE PROPERTY OWNER AUTHORIZING ERECTION OF THIS SIGN.
- B. PLANS AND SPECIFICATIONS DRAWN TO SCALE WITH ENOUGH DETAIL TO SHOW THAT THE SIGN WILL CONFORM TO THE REQUIREMENTS OF THE SIGN ORDINANCE.
- C. PAYMENT OF THE PERMIT FEE

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

<b>RECEIVED BY:</b> _____ <b>DATE:</b> _____ <b>DATED ISSUED:</b> _____ <b>FOR CITY USE ONLY</b>
---

Check #: _____
----------------

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

**APPLICATION FOR TYPE "C" (BANNER) SIGN PERMIT  
TEMPORARY**

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_

<http://permits.cityofpflugervilletx.gov/>

APPLICANT:		EMAIL:	
ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	CELL:	FAX:	

CONTRACTOR:		NAME:	
ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	CELL:	FAX:	

BANNER ADDRESS: \_\_\_\_\_

PLACEMENT OF BANNER: \_\_\_\_\_ PURPOSE OF BANNER: \_\_\_\_\_

DIMENSIONS OF BANNER SURFACE AREA (FEET):

LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_ TOTAL SQUARE FEET \_\_\_\_\_

1st TERM:	BEGINNING DATE _____	ENDING DATE _____
2nd TERM:	BEGINNING DATE _____	ENDING DATE _____
3rd TERM:	BEGINNING DATE _____	ENDING DATE _____
4th TERM:	BEGINNING DATE _____	ENDING DATE _____
5th TERM:	BEGINNING DATE _____	ENDING DATE _____
6th TERM:	BEGINNING DATE _____	ENDING DATE _____

**NOTE:**

- **ONLY ONE BANNER PER ADDRESS**
- **BANNERS ARE ALLOWED TO BE PLACED UP TO 6 TIMES A YEAR FOR A PERIOD NOT EXCEEDING 3 WEEKS.**
- **BANNERS MAY NOT BE PLACED IN PUBLIC RIGHT OF WAYS.**
- **OUT OF DATE BANNERS SUBJECT TO PICK UP BY THE CITY.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ DATED ISSUED: \_\_\_\_\_

*FOR CITY USE ONLY:*

Revised 9/26/2012BLDG

## Site Development Application

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Preferable method of contact: (i.e. email, fax, phone)** \_\_\_\_\_

**Property Description:**

**Name of Project:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Section Phase:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

	Tract	Lot	Block	Unit
--	-------	-----	-------	------

**Dimensions of Lot:** \_\_\_\_\_

Frontage	Depth	Square Feet
----------	-------	-------------

**Parcel ID:** (6 digits) \_\_\_\_\_ **Zoning Classification:** \_\_\_\_\_

**Present Land Use:** \_\_\_\_\_ **Proposed Land Use:** \_\_\_\_\_

**Date of purchase of property:** \_\_\_\_\_ **Existing Building on Property?** \_\_\_ Yes \_\_\_ No

**Located In**                      Floodplain                      CBD                      Corridor

**Submittal Requirements:**

- \_\_\_\_\_ 1. **Filing Fee** of \$.06/ Square Foot of Impervious Cover
  - a. **Impervious Cover Calculations = S.F.** \_\_\_\_\_ \$ \_\_\_\_\_ **Initial** \_\_\_\_\_
- \_\_\_\_\_ 2. Complete Application with all required contact information
- \_\_\_\_\_ 3. **Owner consent form (original copy)**
- \_\_\_\_\_ 4. **Initial submittal:** 5 full size (24"x36'), black line copies of the site plan and one **11 x 17** copy.
- \_\_\_\_\_ 5. **Digital Submittals:** In addition to the required hard copies, digital copies of all reports, plans, TIA and correspondence are required with each submittal.
- \_\_\_\_\_ 6. **Traffic Impact Analysis (TIA):** If the proposed site is expected to generate greater than 2000 vehicle trips, a TIA is required. If a TIA is not prepared, a written statement indicating the assumptions and calculations used to determine that the development is expected to generate less than 2,000 vehicle trips shall be submitted.
- \_\_\_\_\_ 7. **Drainage Report (if applicable)**
- \_\_\_\_\_ 8. Related driveway access permits from TXDOT and/or County Government.
- \_\_\_\_\_ 9. **Final Submittal:** 4 full size, black line copies of the site plan and two 11x17 copies of the site plan will be required.

**Additional Information about the Site Development Process:**

A pre-application conference is necessary before the submittal of a Site Development Application. The administrator shall determine the completeness of the application within 5 working days of submittal. The Administrator must either present the applicant with comments regarding the review of the Site Plan, or if there are no comments, approve the plan and issue a Site Development Permit no later than 21 days following the submittal of a complete application. No later than 60 days following the receipt of the Administrator's comments, the applicant must resubmit revised copies of the Site Plan. The process continues in 21 day review cycles on behalf of the Administrator.



	<u>Applicant/Owner</u>	<u>Engineer</u>
<b>Name</b>	_____	_____
<b>Mailing Address</b>	_____	_____
	_____	_____
	_____	_____
<b>Phone Number</b>	_____	_____
<b>Fax Number</b>	_____	_____
<b>Email Address</b>	_____	_____
<b>Signatures</b>	_____	_____

	<u>Architect</u>	<u>Landscape Architect</u>
<b>Name</b>	_____	_____
<b>Mailing Address</b>	_____	_____
	_____	_____
<b>Phone Number</b>	_____	_____
<b>Fax Number</b>	_____	_____
<b>Email Address</b>	_____	_____
<b>Signatures</b>	_____	_____

<u>To Be Completed by City Staff:</u>			
	Site Plan Reviewed By:	Date Received:	Comment Letter due:
<b>Initial submittal:</b>	_____	_____	_____
<b>Re-submittal:</b>	_____	_____	_____
<b>Re-submittal:</b>	_____	_____	_____
<b>Approved:</b>	_____	_____	_____

**Consent of Owner**

Project Name: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Pflugerville to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Pflugerville standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Pflugerville and the agent.

THE STATE OF \_\_\_\_\_ :  
 \_\_\_\_\_ :                   KNOW ALL MEN BY THESE PRESENTS  
 COUNTY OF \_\_\_\_\_ :

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

My Commission Expires: \_\_\_\_\_

**Site Development Permit Checklist**

Please review the Site Development Permit checklist. Initial by each item you have reviewed and have deemed in conformance with the Unified Development Code. Please make sure all checklist items are noted or illustrated on the Site Plan. Once the checklist is reviewed by the applicant, please sign and date at the bottom of the page. The Unified Development Code (UDC) can be found on Pflugerville's website: [www.pflugervilletx.gov](http://www.pflugervilletx.gov) under Planning Department. This checklist serves as a helpful tool when reviewing the proposed Site Plan.

**Coversheet**

- Legal Description
- Locator Map w/ ETJ Boundaries, City Limits, Streets
- Property Address, if applicable
- Sheet index
- Any applicable notes
- Date of Site Plan
- Name of Project
- Contact information for Property Owner, Engineer, Architect, Utility Providers
- Indication of Floodplain (Floodplain Note)
- Engineer's Seal (Signatures)
- Signature Block for Planning Director
- Signature Block for Water and Wastewater Utility Providers (If not served by Pflugerville)
- Revision Block
- Impervious Cover Calculations (Existing and Proposed)
- List all waivers, variance, or property restrictions for the subject site.

**Copy of the Plat**

**General Note Sheet**

- City of Pflugerville General Notes
- City of Pflugerville Erosion and Sedimentation Notes
- City of Pflugerville Water and Wastewater Notes (If Applicable)
- Sequence of Construction
- Standard Underground Utility Notes

**Site/ Dimension Plan**

- Scale, North Arrow, and Engineer's Seal
- Identify zoning district, lot size, setbacks, lot coverage, floor area ratio, easements {Sub. 4}
- Identify existing and proposed land use {Subchapter 4}
- Identify adjacent zoning districts and land uses within 200-ft. of the subject property
- Driveways {Subchapter 10 (A)}
  - Separation
  - Spacing between intersections
  - Slope, width, and radii of driveway
  - Connections to adjacent property
- Parking {Subchapter 10 (C)}
  - Determined by use category (Identify)
  - Handicap parking spaces meeting State standards.
  - Additional landscaping required for excessive parking spaces (outside CBD)
  - Parking Space dimensions
  - Parking lot setback, if applicable (minimum 10-ft. setback from ROW) (outside CBD)

<input type="checkbox"/>	Parking {Subchapter 10 (C)}
<input type="checkbox"/>	Driveway aisle widths
<input type="checkbox"/>	Location of Landscape Islands {Subchapter 10 & 11 (F)}
<input type="checkbox"/>	Parking Space elements (curb, wheel stops, etc...)
<input type="checkbox"/>	Minimum number of stacking spaces, if drive thru is proposed
<input type="checkbox"/>	Parking lot bedrooms (buildings greater than 50,000 GFA)
<input type="checkbox"/>	Sidewalks {Subchapter 10 (B)}
<input type="checkbox"/>	Internal pedestrian connections to building entrances
<input type="checkbox"/>	Sidewalk connections to public sidewalk system
<input type="checkbox"/>	Delineation of Accessible Route of Travel
<input type="checkbox"/>	Fee-in-lieu, if determined applicable
<input type="checkbox"/>	Pedestrian Space area w/ Detail and notes, if required {Sub. 9 (F)(7)}
<input type="checkbox"/>	1 sq. ft. of plaza per 100 sq. ft of building floor area
<input type="checkbox"/>	Include 4 of 6 prescribed elements
<input type="checkbox"/>	Bike rack location w/ Detail {Subchapter 10 (F)}
<input type="checkbox"/>	Location of all mechanical equipment (Screening notes, if necessary) {Subchapter 11}
<input type="checkbox"/>	Location of Dumpster, if applicable (Dumpster enclosure detail and notes) {Subchapter 11}
<input type="checkbox"/>	Type, Height, and location of fencing, if applicable. {Subchapter 11}
<input type="checkbox"/>	Fire Lane Delineation
<b>Utility Plan {Engineering Design Guidelines DG5, DG6, &amp; DG8}</b>	
<input type="checkbox"/>	Scale, North Arrow, and Engineer's Seal
<input type="checkbox"/>	Location & Sizes of all proposed water facilities including, but not limited to water lines, meters, valves, fire hydrants, and similar features
<input type="checkbox"/>	Location & Sizes of all proposed wastewater facilities including, but not limited to wastewater lines, lift stations, manholes, and similar features
<b>Drainage Plan {Engineering Design Guidelines DG4 &amp; Subchapter 16}</b>	
<input type="checkbox"/>	Scale, North Arrow, and Engineer's Seal
<input type="checkbox"/>	Existing and proposed topographic contours at two feet intervals.
<input type="checkbox"/>	Location of any existing or proposed channel, pond, waterway and storm sewer system.
<input type="checkbox"/>	Location of 25- and 100-year floodplains, according to the best information available, with the source indicated.
<input type="checkbox"/>	Stormwater detention basins, outflow release device detail, and pond section details
<input type="checkbox"/>	All drainage calculations, including storm routing, pond volume, outlet structure and elevation/storage tabulations for 2-, 25- and 100-year frequency storm events.
<input type="checkbox"/>	Drainage Area Map including contributing drainage to storm sewer and/ or tie-ins for on and offsite areas.
<input type="checkbox"/>	Location of an existing or proposed drainage system.
<input type="checkbox"/>	Direction, location, and quantity of peak flow rates from offsite in existing conditions.

**Erosion & Sedimentation Control Plan {Engineering Design Guidelines DG4 & DG7 & Sub. 16}**

- Scale, North Arrow, and Engineer's Seal
- Contour lines drawn at two foot intervals where a slope is 20% or less, and five foot intervals where a slope is greater than 20%.
- A delineation of the area of the site that will be disturbed by construction activities
- The general flow direction of storm water entering and leaving the site. Include existing and proposed drainage patterns.
- Description of how off-site storm water runoff will be handled, including sheet flows from adjoining properties
- Identify proposed spoils area, contractor staging area, and concrete washout location.
- Identify proposed location and description of temporary and permanent erosion and sedimentation controls
- Locate and describe any environmentally sensitive area that will receive storm water directly from the subdivision
- The location of the 100 year floodplain boundaries and if applicable, the limits of Zones A and AE with regulatory flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37.
- The location of all storage tanks.
- Specific locations where slope stabilization techniques will be utilized
- Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.
- Existing landscaping, vegetation, and other natural features.

**Grading Plan**

- Scale, North Arrow, and Engineer's Seal
- Existing and proposed topographic contours at two feet intervals and spot elevations.
- Existing trees, landscaping, vegetation, and other natural features.
- Building Finished Floor Elevations

**Landscaping Plan {Subchapter 11}**

- Scale, North Arrow, and Landscape Architect's Seal
- Impervious Cover Calculations (Existing and Proposed)
- Percent of lot landscape area and number or required trees and shrubs per S.F.
- Quantity, type, general name, and size at planting for all proposed landscaping (Legend)
- Standard Landscape Notes (Refer to UDC Supplemental Schedule & Subchapter 11 (N))
- Irrigation Plan \*optional, irrigation notes required
- Screening of mechanical equipment, parking lots, loading docks, outside storage, etc...
- Bufferyards, if applicable (Outside CBD)
  - Minimum 15-foot Bufferyard area required
  - Bufferyard Wall (type, height and location)
  - Bufferyard will include all vegetative ground cover
- Identify type and height of proposed bufferyard fence, if required
- Show existing and proposed water, wastewater, storm sewer, and electrical lines.
- Compliance with Alternative Landscape Plans, if applicable
- Other any special information determined necessary

**Tree Survey/ Tree Preservation Plan {Tree Technical Manual & Subchapter 12}**

- Scale, North Arrow, and Engineer's Seal
- Identify existing trees with diameter size, species, and condition
- Proposed grading
- Proposed replacement trees, if applicable
- Tree protection measures (w/ Details)
- Standard Tree Preservation Notes

**Photometric Plan (Required) {Subchapter 13}**

- Scale, North Arrow, and Engineer's Seal
- Table identifying the min, avg, and max. light levels in footcandles
- Note identifying light type and height
- Note identifying all lighting including wall pack lighting to be downcast and full cut-off type.
- Note identifying all site lighting will be in conformance with all Site Development Regulations.

**Building Elevations {Subchapter 9, specific zoning district}**

- Scale and Architect's Seal
- Maximum height based on zoning districts {Subchapter 4}
- Horizontal and Vertical articulation calculations
- Exterior building wall materials based on land use/zoning district
- Architectural elements
- Roofing Materials

**Construction Details Sheet(s)**

**Additional Information**

- Texas Department of Licensing and Regulation (TDLR) ref # (Architectural Barriers Act)
- \*\* One copy of the Engineering Report
- Runoff computations for drainage areas in accordance with the Engineering Design Guidelines (drainage calculations, drainage plan, etc.)
- Traffic Impact Study if expected to generate 2,000 or greater vehicle trips according to the Institute of Transportation Engineers' Trip Generation
- A Permit to Construct Driveway Facilities on Highway Right of Way and related permits issued by TXDOT.
- A deed conveying parkland dedication or fee in lieu

To Be Completed by Applicant:

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

**APPLICATION FOR COMMON SIGNAGE PLAN**

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_

<http://permits.cityofpflugervilletx.gov/>

APPLICANT:		EMAIL:
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	CELL:	FAX:

CONTRACTOR:		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	CELL:	FAX:

PROPERTY OWNER:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**SIGN LOCATION ADDRESS:**

STREET ADDRESS: \_\_\_\_\_ ZONED \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ SECTION \_\_\_\_\_ PHASE \_\_\_\_\_

**MAXIMUM TOTAL SIGN AREA PER ZONE LOT (TABLE B)**

THE MAXIMUM TOTAL AREA OF ALL SIGNS ON A ZONE LOT EXCEPT INCIDENTAL, BUILDING MARKER, IDENTIFICATION SIGNS, AND FLAGS, SHALL NOT EXCEED THE LESSER OF THE FOLLOWING METHODS:

MAXIMUM NUMBER OF TOTAL SQUARE FEET \_\_\_\_\_ WITH 25% BONUS \_\_\_\_\_

PERCENTAGE OF GOUND GLOOR AREA OF PRINCIPLE BUILDINGS \_\_\_\_\_ WITH 25% BONUS \_\_\_\_\_

SQUARE FEET OF SIGNAGE PER LINEAR FOOT OF STREET FRONTAGE \_\_\_\_\_ WITH 25% BONUS \_\_\_\_\_

**FREE STANDING SIGN(S)**

ALL FREE STANDING SIGNS MUST BE FRAMED IN A MASONRY STRUCTURE OF AT LEAST 50% GREATER SQUARE FOOTAGE THAN THE TOTAL SQUARE FOOTAGHE OF THE FACE OF THE SIGN.

SETBACK FROM PROPERTY LINE (FEET): \_\_\_\_\_

DIMENSIONS OF SIGNS SURFACE AREA (SQ. FT.) \_\_\_\_\_ HEIGHT OF SIGN (FEET) \_\_\_\_\_

ILLUMINATION: \_\_\_\_\_ NONE \_\_\_\_\_ EXTERNAL \_\_\_\_\_ INTERNAL

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)



CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

**WALL SIGNS**

PERCENTAGE OF INDIVIDUAL WALL SIGN TO UNIT OR SUITE WALL AREA \_\_\_\_\_

PERCENTAGE OF TOTAL WALL AREA \_\_\_\_\_

ILLUMINATION:     \_\_\_NONE           \_\_\_EXTERNAL     \_\_\_INTERNAL

---

**THIS APPLICATION MUST BE ACCOMPANIED BY:**

- A. WRITTEN CONSENT SIGNED BY THE PROPERTY OWNER AUTHORIZING ERECTION OF THIS SIGN.
- B. PLANS AND SPECIFICATIONS DRAWN TO SCALE WITH ENOUGH DETAIL TO SHOW THAT THE SIGN WILL CONFORM TO THE REQUIREMENTS OF THE SIGN ORDINANCE.
- C. PAYMENT OF THE PERMIT FEE

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RECEIVED BY: _____	DATE: _____	DATE ISSUED: _____
<i>FOR CITY USE ONLY</i>		

Check #: _____
----------------

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

### APPLICATION FOR NEW RESIDENTIAL BUILDING PERMIT

PERMIT NO. \_\_\_\_\_

IVR CODE \_\_\_\_\_

<http://permits.cityofpflugerville.com>

BUILDERS'S NAME: _____			
ADDRESS: _____	CITY: _____	STATE: _____	ZIP: _____
PHONE: _____	FAX: _____	EMAIL: _____	

#### LOCATION:

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ SECTION \_\_\_\_\_ PHASE \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

ONE STORY \_\_\_\_\_ TWO STORY \_\_\_\_\_ SQUARE FOOTAGE: LIVING: \_\_\_\_\_ GARAGE: \_\_\_\_\_ OTHER: \_\_\_\_\_ TOTAL: \_\_\_\_\_

#### SUBCONTRACTORS

<b>MECHANICAL</b>	Master Mechanical Name: _____
License No: TACL- _____	Exp. Date: _____
Company Name: _____	
Address: _____	City: _____ State: _____ Zip: _____
Phone: _____	Fax: _____

<b>ELECTRICAL</b>	Master Electrical Name: _____		
State Contractor License No: _____	Exp. Date: _____	Master License No.: _____	Exp. Date: _____
Company Name: _____			
Address: _____	City: _____	State: _____	Zip: _____
Phone: _____	Fax: _____		

<b>PLUMBING</b>	Master Plumber Name: _____
License No: M- _____	Exp. Date: _____
Company Name: _____	
Address: _____	City: _____ State: _____ Zip: _____
Phone: _____	Fax: _____

ESTIMATED COST OF CONSTRUCTION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

RECEIVED BY: _____	DATE: _____	DATE ISSUED: _____
<i>For City Use Only</i>		

## Special Inspection Certificate

**\*Special Inspection Certificate Agreement must be completed and submitted before building permits will be issued\***

<b>Project Name:</b>	<b>Date:</b>
<b>Project Address:</b>	<b>Permit Number:</b>

<b><i>Type of Inspection</i></b>	
<input type="checkbox"/> Bolts in Concrete	<input type="checkbox"/> Reinforcing and Pre-stressing Concrete Tendons
<input type="checkbox"/> Concrete	<input type="checkbox"/> Shotcrete
<input type="checkbox"/> Ductile Moment-Resisting Concrete Frame	<input type="checkbox"/> Smoke Control Systems
<input type="checkbox"/> EIFS Systems	<input type="checkbox"/> Special Cases
<input type="checkbox"/> High Strength Bolting	<input type="checkbox"/> Special Grading, Excavating and Filling
<input type="checkbox"/> Insulating Concrete Fill	<input type="checkbox"/> Spray-Applied Fireproofing
<input type="checkbox"/> Medical Gas/Vacuum Lines	<input type="checkbox"/> Structural Masonry
<input type="checkbox"/> Pilings, Drilled Piers and Caissons	<input type="checkbox"/> Welding
<input type="checkbox"/> Reinforced Gypsum Concrete	
<input type="checkbox"/> Service Entrance Section Over 1000 AMPS (UL-89) Potential Test	

<b>Certificate of Inspection By Owner</b>	
(To Be Completed By Project Owner Prior To Permit Issuance)	
Per IBC Chapter 17, certain aspects of the proposed construction work are to be placed under the inspection of project Architect, Engineer or Special Inspector appointed by me. I certify that the construction described above will receive such special inspection.	
Project Architect:	Project Contractor:
Project Engineer:	Signature of Owner or Agent:

<b>Special Inspection Responsibility Certificate</b>	
(To Be Completed By Project Architect, Engineer, Special Inspector or Owner Prior to Permit Issuance)	
<p>I certify that I am familiar with the design of the above named project and in accordance with IBC Chapter 17, I do hereby assume full responsibility for carrying out the required Special Inspection(s) listed above. Inspection reports will be filed with Building Inspection Department as required under IBC Sec. 1704.1.2. The following individual(s) will be field inspector(s) under my direct supervision and will be present at the job site to render a full, complete and competent special inspection.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;">Seal and Signature</div>
<div style="border: 1px solid black; padding: 5px; min-height: 30px;">Special Inspector Name(s) and Specialty:</div>	

<b>Certificate of Compliance</b>	
(To Be Completed Prior To Final Inspection)	
<p>I certify, to the best of my knowledge, that the design requirements of the approved construction documents for which Special Inspection(s) were required have been complied with. A guarantee that the project contractor has fulfilled his contractual obligation is neither intended or implied.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;">Seal and Signature</div>
<div style="border: 1px solid black; padding: 5px; min-height: 30px;">Architect, Engineer, Special Inspector or Owner Responsible for Special Inspection:</div>	

## Special Inspection Certificate

### SPECIAL INSPECTION AND TESTING AGREEMENT

Permit applications for projects requiring special inspections and/or testing per Chapter 17 of the 2003 IBC.

Building Permit Application No. \_\_\_\_\_

Project Name/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Before a Permit can be Issued:** Either the owner, the engineer, or the architect of record acting as the owner's agent, shall complete two (2) copies of this agreement, and the attached structural test & inspections form including the required seals and signatures.

**Approval of Special Inspections:** Each special inspector shall be approved by the Building Official prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Official and is subject to a personal interview for pre-qualification. Special inspectors shall possess approved identification when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of IBC Chapter 17. The following conditions are also applicable:

#### A. Duties and Responsibilities of the Special Inspector

- **Observe Work**

The special inspector shall observe the work for conformance with the approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC. Architect/engineer reviewed shop drawings and/or placement drawings may be used only as an aid to inspection. Special inspector is on site in the general area at all times observing the work requiring special inspection.

- **Report Non-conforming Items**

The special inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the Building Inspections Department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

- **Furnish Daily Reports**

Each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections. The records and reports are to remain at the jobsite with the contractor for review by the Building Inspection Department's inspector.

- **Furnish Weekly Reports**

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Inspections Department, project engineer or architect, and others as designated. The reports must include the following:

- a. Description of daily inspections and tests made with the applicable locations;
- b. Listing of all non-conforming items;
- c. Report on how non-conforming items were resolved or unresolved as applicable; and
- d. Itemized changes authorized by the architect, engineer and Building Official, if not included in non-conformance items. Proposed changes to the approved plans must be submitted to the Building Official before the work can be covered and must bear an original seal/signature of the architect/engineer of record.

## Special Inspection Certificate

- **Furnish Final Reports**

The special inspector or inspection agency shall submit a final signed report to the Building Official and the architect/engineer of record noting that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

### **B. Contractor Responsibilities**

- 1. Notify the Special Inspector**

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule *and* as noted on the Building Inspections Department approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

- 2. Provide Access to Approved Plans**

The contractor is responsible for providing the special inspector access to approved plans at the jobsite.

- 3. Retain Special Inspection Records**

The contractor is also responsible for retaining at the jobsite all special inspection records submitted by the special inspector, and providing these records for review by the Building inspector upon request.

### **C. Building Inspection Department Responsibilities**

- 1. Approve Special Inspections**

The Inspections Department shall approve all special inspectors and special inspection requirements.

- 2. Monitor Special Inspection**

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Inspection Department's inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

- 3. Issue Certificate of Occupancy**

The Building Official may issue a Certificate of Occupancy only after all special inspection reports and the final report have been submitted and accepted.

## Special Inspection Certificate

### ACKNOWLEDGEMENTS

I have read and agree to comply with the terms and conditions of this agreement.

#### Owner:

\_\_\_\_\_  
(Print Name) (Owner Signature/Date)

#### Contractor:

\_\_\_\_\_  
(Print Name) (Contractor Signature/Date)

#### Special Inspector or Inspection Agency:

\_\_\_\_\_  
(Print Name) (Sp. Inspector or Agency Signature/Date)

#### Project Engineer/Architect:

\_\_\_\_\_  
(Print Name) (Prj. Eng./Architect Signature/Date)

#### Accepted For The Building Safety Division:

\_\_\_\_\_ (Date)

CITY OF PFLUGERVILLE  
201B EAST PECAN ST.  
PHONE: (512) 990-6300  
FAX: (512) 990-4374



BUILDING INSPECTIONS  
PO BOX 589 / 78691  
PFLUGERVILLE, TEXAS 78660  
[www.pflugervilletx.gov](http://www.pflugervilletx.gov)

## APPLICATION FOR SWIMMING POOL PERMIT

PERMIT NO. \_\_\_\_\_

Access Code \_\_\_\_\_

<http://permits.cityofpflugervilletx.gov/>

<b>APPLICANT NAME:</b> _____		
<b>COMPANY:</b> _____		
<b>ADDRESS:</b> _____		
<b>CITY:</b> _____	<b>STATE:</b> _____	<b>ZIP:</b> _____
<b>PHONE:</b> _____	<b>CELL:</b> _____	<b>FAX:</b> _____
<b>HOMEOWNER'S NAME:</b> _____		<b>PHONE:</b> _____

**(If Gas Heated)**  
**PLUMBING CONTRACTOR:** \_\_\_\_\_  
**MASTER LICENSE NUMBER:** \_\_\_\_\_  
**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

**ELECTRICAL CONTRACTOR:** \_\_\_\_\_  
**STATE OF TEXAS**  
**ELECTRICAL CONTRACTOR'S LICENSE NUMBER:** \_\_\_\_\_  
**STATE OF TEXAS MASTER'S LICENSE NUMBER:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

### LOCATION

**STREET ADDRESS:** \_\_\_\_\_

**SUBDIVISION:** \_\_\_\_\_

**TOTAL SQUARE FOOTAGE:** POOL \_\_\_\_\_ DECK \_\_\_\_\_

**ESTIMATED COST OF CONSTRUCTION:** \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **DATED ISSUED:** \_\_\_\_\_  
*FOR CITY USE ONLY:*

Check #: \_\_\_\_\_

## Site Development Extension Request

### Property Description:

Name of Project: \_\_\_\_\_

Street Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Section Phase: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
Tract Lot Block Unit

Parcel ID: \_\_\_\_\_ (6 digits) Original Site Plan Approval Date: \_\_\_\_\_

Reason for Extension (separate letter may be attached): \_\_\_\_\_

Present Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

### Submittal Requirements:

- \_\_\_\_\_ 1. Filing Fee of \$.015/ Square Foot of Impervious Cover (min. \$300)
  - a. Impervious Cover Calculations = S.F. \_\_\_\_\_ \$ \_\_\_\_\_ Initial \_\_\_\_\_
- \_\_\_\_\_ 2. Owner consent form (original copy)

### Additional Information about the Site Development Process:

One - 180 day extension may be requested and approved administratively if the site development permit remains valid with existing codes and ordinances at the time of the request and the required fee is paid.

The Administrator reserves the right to deny any request - at such time an appeal may be made to City Council

	<u>Applicant</u>	<u>Owner</u>
Name	_____	_____
Mailing Address	_____	_____
	_____	_____
	_____	_____
Phone Number	_____	_____
Fax Number	_____	_____
Email Address	_____	_____
Signatures	_____	_____



## Zoning Application

<u>Applicant</u>	
Name _____	<b><u>Please check one:</u></b>  <input type="checkbox"/> <b>Rezoning</b>  <input type="checkbox"/> <b>ALUR</b>
Organization _____	
Mailing Address _____ _____	
Phone Number _____ Fax Number _____	
Email Address _____	Signatures _____

<u>Property Description:</u>	
<b>Name of Project:</b>	_____
<b>Street Address:</b>	_____
<b>Legal Description:</b>	_____ (Field notes can be provided as an attachment.)
<b>Dimensions of Lot:</b>	_____
Acreage	_____
<b>Watershed:</b>	_____
<b>Parcel ID:</b> _____ (6 digits)	<b>Rezoning From:</b> _____ <b>To:</b> _____
<b>Present Land Use:</b> _____	<b>Proposed Land Use:</b> _____
<b>Existing Building on Property?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    S.F of Building _____
<b>Is a portion of property located in:</b>	<input type="checkbox"/> CBD <input type="checkbox"/> SH 130 and SH 45 Corridor

<b><u>To Be Completed By Staff:</u></b>	<b>Filing Fee:</b> _____
<b>Case Name:</b> _____	<b>Case Manager:</b> _____
<b>Date Received:</b> _____	<b>Received by:</b> _____
<b>PH Notice to Pflag:</b> _____	<b>PH Notice appears in Pflag:</b> _____
<b>P&amp;Z Meeting Date:</b> _____	<b>City Council Meeting Date:</b> _____
<b>CC 2<sup>nd</sup> Reading:</b> _____	<b>(ALUR) Parks &amp; Rec. Meeting Date:</b> _____

## Rezoning/ ALUR Application

### Submittal Requirements:

- \_\_\_\_\_ 1. Filing Fee \$ \_\_\_\_\_
- \_\_\_\_\_ 2. Complete application with all required contact information.
- \_\_\_\_\_ 3. A typed letter addressed to the Commission and Council explaining the request.
- \_\_\_\_\_ 4. A survey of the subject property with a full legal description.
- \_\_\_\_\_ 5. An ALUR, at a minimum, shall include plans and documentation that address the following:
  - a. Land Use and Lot Sizes
    - i. Permitted/prohibited uses
    - ii. Density
    - iii. Minimum lot size and dimensions
  - b. Site Development
    - i. Parking with ratios
    - ii. Access and circulation
    - iii. Setbacks
    - iv. Building height
    - v. Impervious cover and maximum lot coverage
    - vi. Architectural design
  - c. Landscaping and Area
    - i. Trees and conservation (Tree Survey Required)
    - ii. Minimum requirements and type
  - d. Public Improvements
    - i. Street layout and design
    - ii. Utility service and infrastructure
    - iii. Drainage
    - iv. Hike and bike trails and public sidewalks
    - v. Parkland and open space
    - vi. Maintenance responsibilities and agreements

**Consent of Owner**

Project Name: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application; the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

THE STATE OF \_\_\_\_\_:

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_:

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

My Commission Expires: \_\_\_\_\_

**Applicant's Affidavit**

Project Name: \_\_\_\_\_

I, \_\_\_\_\_, certify that I have read this form thoroughly and the information included in this supplemental application form is a true representation of the permit applications submitted to date that are associated with the current application or this application is not one in a series of permits as defined by Chapter 245 of the Texas Local Government Code.

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

THE STATE OF \_\_\_\_\_:  
  :  
COUNTY OF \_\_\_\_\_:                      **KNOW ALL MEN BY THESE PRESENTS**

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

My Commission Expires: \_\_\_\_\_

## Specific Use Permit/ Special District - Application

**Applying for:**       **Specific Use Permit (SUP)**       **Special District (SD) - Corridor**  
(check one)

**Applicant/Owner**

**Engineer**

<b>Name</b>		
<b>Organization</b>		
<b>Mailing Address</b>		
<b>Phone Number</b>		
<b>Fax Number</b>		
<b>Email Address</b>		
<b>Signatures</b>		

**Property Description:**

**Name of Project/ Business:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_  
(Separate attachment accepted)

**Dimensions of Lot:** \_\_\_\_\_

Frontage	Depth	Square Feet	Acreage
----------	-------	-------------	---------

**Watershed:** \_\_\_\_\_

**Parcel ID:** (6 digits) \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Present Land Use:** \_\_\_\_\_ **Proposed Land Use:** \_\_\_\_\_

**Existing Building On Property?**    \_\_\_ Yes    \_\_\_ No    **S.F of Building** \_\_\_\_\_

**Is a portion of property located in?**    \_\_\_ Floodplain    \_\_\_ CBD    \_\_\_ Corridor

**To Be Completed By Staff:**

**Filing Fee:** \_\_\_\_\_

**Case Name:** \_\_\_\_\_ **Case Manager:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Submittal Completion Date:** \_\_\_\_\_

**PH Notice sent to Pflag:** \_\_\_\_\_ **PH Notice appears in Pflag:** \_\_\_\_\_

**P&Z Meeting Date:** \_\_\_\_\_ **City Council Meeting Date:** \_\_\_\_\_

## Specific Use Permit/ Special District - Application

### Submittal Requirements:

- \_\_\_\_\_ **1. Filing Fee \$ \_\_\_\_\_**
- \_\_\_\_\_ **2. Complete Specific Use Permit Application** with all required contact information.
- \_\_\_\_\_ **3. Initial submittal - 2 full size copies & One 11x17 copy** of the Site Plan showing:
  - a) Off-street parking facilities
  - b) Size, height, construction materials, and locations of buildings
  - c) Uses to be permitted
  - d) Location and instruction of signs
  - e) Means of ingress and egress to public streets
  - f) Type of visual screening such as walls, plantings and fences
  - g) Relationship of the intended use to all existing properties and land uses 200 feet from subject site.
  - h) Building floor plans/ Building Elevations
  - i) Tree survey mapping and identifying all trees.
- \_\_\_\_\_ **4. In a typed response, please answer the following questions, as evidence that the request complies with the conditions required for approval of a Specific Use Permit.**
  - a. Explain how the proposed use is harmonious and compatible with its surrounding existing uses or proposed use.
  - b. Please explain how the proposed activities are normally associated with the requested land use.
  - c. Explain how the nature of the proposed land use is reasonable.
  - d. Please state what measures will be taken in order to mitigate the impact on the surrounding area.

**Specific Use Permit Criteria**

**Answer the questions on the following pages, as evidence that the Specific Use Permit request complies with the conditions required for approval (extra pages and supplemental illustrations or photographs may be requested by staff)**

**Requested Specific Use Permit:**

1. The proposed use is harmonious and compatible with its surrounding existing uses or proposed uses, because...

---

---

---

---

---

---

2. Please demonstrate how the proposed activities are normally associated with the requested use.

---

---

---

---

---

---

3. The nature of the proposed use is reasonable, because...

---

---

---

---

---

---

4. Please state what measures will be taken in order to mitigate the impact on the surrounding area

---



---



---



---



---

**Additional Requirements if site is located in a Corridor (CL3, CL4, CL5) Zoning District:**

In a typed response, please demonstrate how this project meets the criteria for approval.

1. Conformance with the 4 \*Guiding Principles of the “SH 45 & SH 130 Corridor Study” and zoning regulations.
  - a. \*Create a series of unique places to shop, work, and live.
  - b. \*Establish a diversified and leak-free tax base.
  - c. \*Establish an enhanced, long-term market capture.
  - d. \*Utilize smart, healthy and sensible design concepts.
  - e. Lessen congestion in the streets.
  - f. Secure safety from fire, panic and other dangers.
  - g. Insure adequate light and air.
  - h. Prevent the overcrowding of land to avoid undue concentration of population.
  - i. Facilitate the adequate provision of transportation, water, sewerage, parks, open spaces, and other public requirements.
  - j. Maintain property values and encouraging the most appropriate use of land throughout the Corridor consistent with the Comprehensive Plan and the Corridor Plan.
2. Retail activity located at the following major intersections:
  - a. SH 130 and SH 45; SH 130 and Pecan Street; SH 45 and Heatherwilde Blvd; SH 130 and Pflugerville PKWY; and FM 685 and Pflugerville PKWY
3. Structures should orient to public streets and designated trails as noted on the Future Trails Map referenced in the Comprehensive Plan.
4. The extent of connectivity among proposed and existing ROW is demonstrated.
5. Clustering of free standing pad sites at focal points or key features within the development. (i.e. retention ponds, greenways, dedicated hike/bike facilities, or plazas, parks or other features)
6. Exhibits compatibility of the design with surrounding properties and development patterns.
7. Exhibits compatibility and coordination between the character of the streetscape and the planned surrounding built environment.
8. Exhibits no substantial negative impacts on the historic, cultural or architectural nature of the site or surrounding area, or successfully mitigates such impacts.





**Consent of Owner**

Project Name: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application; the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

THE STATE OF \_\_\_\_\_ :  
 \_\_\_\_\_ : KNOW ALL MEN BY THESE PRESENTS  
 COUNTY OF \_\_\_\_\_ :

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public's Signature

My Commission Expires: \_\_\_\_\_

**Applicant's Affidavit**

Project Name: \_\_\_\_\_

I, \_\_\_\_\_, certify that I have read this form thoroughly and the information included in this supplemental application form is a true representation of the permit applications submitted to date that are associated with the current application or this application is not one in a series of permits as defined by Chapter 245 of the Texas Local Government Code.

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

THE STATE OF \_\_\_\_\_ :  
\_\_\_\_\_  
COUNTY OF \_\_\_\_\_ :

KNOW ALL MEN BY THESE PRESENTS

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

My Commission Expires: \_\_\_\_\_

**Variance/ Appeal - BOA Application**

	<u>Applicant</u>	<u>Property Owner</u>
<b>Name</b>	_____	_____
<b>Organization</b>	_____	_____
<b>Mailing Address</b>	_____	_____
<b>Phone Number</b>	_____	_____
<b>Fax Number</b>	_____	_____
<b>Email Address</b>	_____	_____
<b>Signatures</b>	_____	_____

**Property Description:**

**Street Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_  
 (Separate attachment accepted)

<b>Dimensions of Lot:</b>	Frontage	Depth	Square Feet	Acreage
---------------------------	----------	-------	-------------	---------

**Watershed:** \_\_\_\_\_

**Parcel ID: (6 digit)** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Present Land Use:** \_\_\_\_\_ **Proposed Land Use:** \_\_\_\_\_

**Existing Building On Property?**    \_\_\_ Yes    \_\_\_ No    **S.F of Building** \_\_\_\_\_

**Is a portion of property located in:**    \_\_\_ Floodplain    \_\_\_ CBD

<b><u>To Be Completed By Staff:</u></b>	<b>Filing Fee:</b> _____
<b>Case Name:</b> _____	<b>Case Manager:</b> _____
<b>Date Received:</b> _____	<b>Submittal Completion Date:</b> _____
<b>PH Notice sent to Pflag:</b> _____	<b>PH Notice appears in Pflag:</b> _____
<b>BOA Meeting Date:</b> _____	<b>Record of Action:</b> _____

**Variance/ Appeal - BOA Application**

Request For: (Check one)

Appeal

Variance

**Submittal Requirements:**

- \_\_\_\_\_ **1. \$200 minimum Application Fee**, payable to the City of Pflugerville
  - o Up to 4 Variances = \$200 Fee
  - o Each additional Variance = \$50 additional Fee
- \_\_\_\_\_ **2. A receipt or tax certificate** from the Travis County Tax Assessor/Collector indicating that the property taxes on the subject property are current.
- \_\_\_\_\_ **3. A Site Plan no larger than 11x17 (Scaled drawing and include the following :)**
  - a. North Arrow
  - b. Scale
  - c. Property lines
  - d. Adjacent streets (names), alleys and sidewalks
  - e. Existing setbacks and proposed setbacks
  - f. Public or private easements
  - g. Location of Floodplain, if necessary
  - h. Location of existing and proposed structures, additions or other improvements
  - i. Location of existing and proposed drives and parking
  - j. Dimensions of existing and proposed improvements
  - k. Elevation and dimensioned drawings of proposed building, signs, or other improvements
- \_\_\_\_\_ **4. Images, graphics, letters, and etc.** (If applicable)
- \_\_\_\_\_ **5. In a typed response, please answer the following questions, as evidence that the request complies with the conditions required for approval of a Variance.**
  - a. Variance request pertains to Section \_\_\_\_\_ of the Unified Development Code.
  - b. Describe in detail all efforts made to comply with the requirements of the regulation or ordinance referenced above, including dates where applicable.
  - c. Describe the action you would like the Board of Adjustment to take in reference to this application.
  - d. Explain how the Variance request is not contrary to the public interest.
  - e. Due to special conditions, how would literal enforcement of the ordinance result in unnecessary hardship?
  - f. Explain how the spirit of the ordinance and substantial justice will be observed if the Variance is granted.

**Additional Information:**

- Applications submitted after the deadline will be processed for the next available scheduled meeting.
- Incomplete or illegible application will not be accepted.
- You will be notified by email, fax, or mail of the meeting. The Applicant is required to attend the meeting and bring documents, pictures, and drawings to the meeting.
- Signs will be placed on the subject property stating an application has been submitted. These signs must remain on the subject property until after the meeting. The City will remove the signs at the appropriate time.

**Variance Criteria**

A variance from provisions in the Unified Development Code (except permitted uses and procedural requirements) may be authorized when it will not be contrary to the public interest, when literal enforcement of the ordinance would result in unnecessary hardship due to special conditions, and that the spirit of the ordinance and substantial justice will be observed.

**Answer the questions on the following pages, as evidence that the request complies with the conditions required for approval of a variance (extra pages and supplemental illustrations or photographs may be requested by staff)**

**Requested Zoning Variance:**

1. Variance pertains to Section \_\_\_\_\_ of the Unified Development Code (UDC) which requires...

---

---

---

---

---

2. Describe in detail all efforts made to comply with the requirements of the regulation or ordinance reference in Item 1, above, including dates where applicable.

---

---

---

---

---

3. Describe the action you would like the Board of Adjustment to take in reference to this application.

---

---

---

4. The Variance is not contrary to the public interest, because:

---

---

---

---

---

---

---

5. Literal enforcement of the ordinance would result in unnecessary hardship, due to special conditions, because:

---

---

---

---

---

---

---

---

6. The spirit of the ordinance and substantial justice will be observed if the Variance is granted, because:

---

---

---

---

---

---

---

## Special Exception - BOA Application

	<u>Applicant</u>	<u>Property Owner</u>
<b>Name</b>	_____	_____
<b>Organization</b>	_____	_____
<b>Mailing Address</b>	_____	_____
	_____	_____
<b>Phone Number</b>	_____	_____
<b>Fax Number</b>	_____	_____
<b>Email Address</b>	_____	_____
<b>Signatures</b>	_____	_____

### Property Description:

**Street Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_  
(Separate attachment accepted)

**Dimensions of Lot:**

Frontage	Depth	Square Feet	Acreage
----------	-------	-------------	---------

**Watershed:** \_\_\_\_\_

**Parcel ID:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_  
(6 digits)

**Present Land Use:** \_\_\_\_\_ **Proposed Land Use:** \_\_\_\_\_

**Existing Building On Property?**     Yes     No    **S.F of Building** \_\_\_\_\_

**Is a portion of property located in:**     Floodplain     CBD     Corridor

**To Be Completed By Staff:** **Filing Fee:** \_\_\_\_\_

**Case Name:** \_\_\_\_\_ **Case Manager:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Submittal Completion Date:** \_\_\_\_\_

**PH Notice to Pflag:** \_\_\_\_\_ **PH Notice appears in Pflag:** \_\_\_\_\_

**BOA Meeting Date:** \_\_\_\_\_ **Record of Action:** \_\_\_\_\_

## Special Exception - BOA Application

### Submittal Requirements:

- \_\_\_\_\_ 1. **\$200 minimum Application Fee**, payable to the City of Pflugerville
- \_\_\_\_\_ 2. **A receipt or tax certificate** from the Travis County Tax Assessor/Collector indicating that the property taxes on the subject property are current.
- \_\_\_\_\_ 3. **A Site Plan no larger than 11x17 (Scaled and include the following :)**
  - a. North Arrow
  - b. Scale
  - c. Setbacks
  - d. Easements
  - e. Structures
  - f. Driveways
  - g. Parking
  - h. Waterways
  - i. Proposed improvements
- \_\_\_\_\_ 4. **Images, graphics, letters, and etc.** (If applicable)
- \_\_\_\_\_ 5. **In a typed response, please answer the following questions, as evidence that the request complies with the conditions required for approval of a Special exception.**
  - a. Special Exception pertains to Section \_\_\_\_\_ of the Unified Development Code (UDC) which requires...
  - b. Describe in detail all efforts made to comply with the requirements of the regulation or ordinance referenced above, including dates where applicable.
  - c. Describe the action you would like the Board of Adjustment to take in reference to this application.
  - d. Explain how this application for a Special Exception is in harmony with the purpose of the Unified Development Code (UDC) and the Comprehensive Plan for the physical development of the surrounding area.
  - e. Explain how an approval of the Special Exception prevents an unreasonable financial loss.
  - f. Will the approval of the Special Exception be an improvement to nearby land?
  - g. Explain how the Special Exception is not contrary to the spirit and intent of the Unified Development Code (UDC).
- \_\_\_\_\_ 6. **Extra pages and supplemental illustrations or photographs**

### Additional Information:

- Applications submitted after the deadline will be processed for the next available scheduled meeting.
- Incomplete or illegible application will not be accepted.
- You will be notified by email, fax, or mail of the meeting. The Applicant is encouraged to attend the meeting and bring documents, pictures, and drawings to the meeting.
- Signs will be placed on the subject property stating an application has been submitted. These signs must remain on the subject property until after the meeting. The City will remove the signs at the appropriate time.



**Special Exception Criteria**

A Special Exception may be made by an owner of land for which the expansion of a non-conforming use is proposed. The Board may grant the requested Special Exception provided it is in harmony with the purpose and intent of the Unified Development Code (UDC) for the physical development of the surrounding area, prevents an unreasonable financial loss, is an improvement to nearby land, and is not contrary to the spirit and intent of the UDC.

**Answer the questions on the following pages, as evidence that the request complies with the conditions required for approval of a Special exception (extra pages and supplemental illustrations or photographs may be requested by staff)**

**Requested Zoning Special Exception:**

1. Special Exception pertains to Section \_\_\_\_\_ of the Unified Development Code which requires...

---

---

---

---

---

2. Describe in detail all efforts made to comply with the requirements of the regulation or ordinance reference in Item 1, above, including dates where applicable.

---

---

---

---

---

3. Describe the action you would like the Board of Adjustment to take in reference to this application.

---

---

---

4. The Special Exception is in harmony with the purpose and intent of this chapter and of the plan for the physical development of the surrounding area, because:

---

---

---

---

---

5. The Special Exception prevents an unreasonable financial loss, because:

---

---

---

---

---

6. The Special Exception is an improvement to nearby land, because:

---

---

---

---

---

7. The Special Exception is not contrary to the spirit and intent of this Chapter, because:

---

---

---

---

**Architectural Waiver**

	<u>Applicant</u>	<u>Property Owner</u>
<b>Name</b>	_____	_____
<b>Organization</b>	_____	_____
<b>Mailing Address</b>	_____	_____
	_____	_____
<b>Phone Number</b>	_____	_____
<b>Fax Number</b>	_____	_____
<b>Email Address</b>	_____	_____
<b>Signatures</b>	_____	_____

**Property Description:**

**Street Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_  
(Separate attachment accepted)

**Dimensions of Lot:**

Frontage	Depth	Square Feet	Acreage
----------	-------	-------------	---------

**Watershed:** \_\_\_\_\_

**Parcel ID:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_  
(6 Digits)

**Present Land Use:** \_\_\_\_\_ **Proposed Land Use:** \_\_\_\_\_

**Existing Building on Property?**  Yes  No **Year Built** \_\_\_\_\_ **S.F of Building** \_\_\_\_\_

**Is a portion of property located in:**  Floodplain  CBD

<b><u>To Be Completed By Staff:</u></b>	<b>Filing Fee:</b> _____
<b>Case Name:</b> _____	<b>Case Manager:</b> _____
<b>Date Received:</b> _____	<b>Submittal Completion Date:</b> _____
<b>P&amp;Z Meeting Date:</b> _____	<b>Record of Action:</b> _____

## Architectural Waiver

Request For: (Check one)    \_\_\_ Preliminary Proposal    \_\_\_ Final Proposal    \_\_\_ Architectural Waiver

### Submittal Requirements:

- \_\_\_ **1. One set of the Site Plan and Building Elevations no larger than 11x17 (Scaled drawing and include the following :)**
  - a. North Arrow
  - b. Scale
  - c. Property lines
  - d. Adjacent streets (names), alleys and sidewalks
  - e. Existing setbacks and proposed setbacks
  - f. Public or private easements
  - g. Location of Floodplain, if necessary
  - h. Location of existing and proposed structures, additions or other improvements
  - i. Location of existing and proposed drives and parking
  - j. Dimensions of existing and proposed improvements
  - k. Elevation and dimensioned drawings of proposed building, signs, or other improvements
  - l. Landscape and grading plan
  - m. Details of doors, windows, light fixtures and other architectural elements.
- \_\_\_ **2. Photographs, graphics, letters, and etc.** (If applicable)
- \_\_\_ **3. In a typed letter, please identify any proposed modifications or improvements. If you are requesting a waiver, please describe in detail all efforts made to comply with the architectural requirements of the regulation and proposed changes.**