



## COMMERCIAL SITE PLAN DEVELOPMENT APPLICATION

Application is hereby made to the City of Rollingwood, Texas, for a permit to revise the site plan on the property as outlined below and in accordance with the plans and specifications submitted herewith, and in full conformity with provisions and regulations of all ordinances of the City of Rollingwood.

Address 4801 Rollingwood Dr Zoning \_\_\_\_\_

Legal Description: Lot 1 Block \_\_\_\_\_ Subdivision Western Hills Athletic Club Addition

Owner of Ground Western Hills Athletic Club

Owner Address 4801 Rollingwood Dr. City/State/Zip Rollingwood TX 78752

Telephone (512) 327-6373 Fax \_\_\_\_\_ Email \_\_\_\_\_

Engineer/Architect MWM Design Group

Address 305 E Huntland Dr Ste 200 City/State/Zip Austin TX 78752

Telephone (512) 453-0767 Email dcazares@mwmdesigngroup.com Contact David Cazares

Contractor/Builder \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ Contact \_\_\_\_\_

TDLR Project Registration # (>\$50,000 Projected Cost) \_\_\_\_\_

Permit Type: ☐ **Yes** Site Plan Development

Sq Ft of Impervious Cover Prior to Project Please see site plan sheet 12 for full description Project IC Sq Ft/Sq Ft Addition \_\_\_\_\_ =  
Total IC Sq Ft 68186.17 SF

Describe Proposed Work: Demolition of existing tennis courts, volleyball court, existing fence. Please see demo sheet for full list.

New tennis courts, retaining walls, fencing, landscaping elements, and associated drainage improvements.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Projected Cost \$ \_\_\_\_\_

THE UNDERSIGNED DOES SOLEMNLY SWEAR that to the best of their knowledge the above statements concerning this application are true and correct, and the undersigned has reviewed and understands the applicable portions of the Code of Ordinances of the City of Rollingwood, and the undersigned acknowledges that work authorized pursuant to this permit must be performed in conformance with the applicable regulations, including those pertaining to the manner of the performance of the work and restrictions on times when work may be performed. Work performed in violation of the City's regulations may be the subject of a stop-work order or request for injunctive relief, and the undersigned, as permittee, assumes all risk of loss damage or loss to improvements and personal property resulting from a lawful order to cease any work not performed in accordance with applicable regulations.

\_\_\_\_\_ Owner Certification \_\_\_\_\_

(Owner Signature)

Sang McDonnell

(Printed Name)

08/31/20

(Date)

Contact \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_



Address \_\_\_\_\_

### FEES

Payment of consultant fees: (a) Payment required. All applicants shall pay all consultant fees incurred by the city that are associated with their applications referenced in the following articles ([A2.000](#) and [A3.000](#)). No approvals will be issued in connection with their applications until all required fees have been paid to the city, regardless of the method used for collection of such fees. (b) **Payment of deposit.** When consultant fees are anticipated to be substantial, the city secretary or building official upon receipt of an application, may establish a deposit amount that is equivalent to the projected consultant fees to be incurred in connection with the application. The applicant shall deposit this amount with the city prior to any review, inspection, processing or other work being initiated by the city. A revised deposit amount may be established at any time when consultant fees are substantially different than originally projected, and additional amounts payable or refundable will be due at the time of issuance to the applicant of notice of a revised deposit amount. When a deposit is established, the application will not be considered as filed or complete until the deposit is paid. When a deposit is paid, all consultant fees incurred by the city that are associated with the application will be charged against this deposit. Upon completion of the consultant activities, the applicant shall pay any fees incurred by the city in excess of the deposit. Any excess deposit remaining after the payment of all consultant fees will be returned to the applicant.

#### **First Submission:**

Site Plan Review Deposit (A1.003)	\$TBD	\$ _____
Balance to be collected after completion of review	\$ _____	\$ _____

#### **TOTAL FILING FEE**

\$ \_\_\_\_\_

\*Reference: Appendix A Fee Schedule Sec A1.003 Deposit

Cash and checks made payable to "City of Rollingwood" are accepted.

Deliver application, plans and filing fee to:

**Carrie Caylor**

**THE CITY OF ROLLINGWOOD**

Phone +1 (512) 327-1838

403 Nixon Dr. Rollingwood, TX 78746-5512

[www.rollingwoodtx.gov](http://www.rollingwoodtx.gov)

Email: [ccaylor@rollingwoodtx.gov](mailto:ccaylor@rollingwoodtx.gov)

\_\_\_\_\_  
City Use

Application Filing Date      City Posting: Not Applicable      Date      ONE Date:      TCEQ Compliance: \_\_\_\_\_

Owner Notification: Not Applicable      Notification Method      Notification Date \_\_\_\_\_

Site Plan Review: Not Applicable      City Engineer \_\_\_\_\_      (Date delivered)      \_\_\_\_\_      (Dates received - Recommendation)



Address \_\_\_\_\_

Certification of application notice required for New Construction, Additions and External Remodels. Except as provided at the end of this paragraph, written notice of building permit application shall be given to owners of real property lying within 250 feet of the boundaries of the property for which a building permit is requested to allow for a 15-day public review. The application shall not be considered as having been filed with the city until such notice has been delivered and the certification of notice has been submitted. The notice may be delivered to owners either in person, by registered or certified mail. Whenever the notice is served by mail, three days shall be added to the prescribed period. A sample notice and certification of notice are attached in Word format for the applicant's use. PDG will prepare a list of addresses to which the notice shall be mailed. Notice of a building permit application shall not be required for residential interior remodels where no work is to be done to the exterior of the building, including replacement of bedroom emergency egress windows. Reference: Chapter 14 Zoning Article 14.02 Zoning Ordinance Division 16 Administration Sec 14.02.853 Application for Permit (12) Notice of Application.

Recorded subdivision plat of the property in compliance with the requirements of Article 10.02 showing the property as a platted lot in a platted subdivision and recorded by Travis County Clerk's office. Reference: Chapter 10 Article 10.02 Subdivision ordinance.

Compliance with TCEQ regulations is required by TCEQ for New Construction and Additions on land in the city that is located over the Edwards Aquifer Recharge Zone and which is subject to the Texas Commission on Environmental Quality Edwards Rules located at 30 Texas Administrative Code (TAC) chapter 213, as amended. **Although this is required by TCEQ the City of Rollingwood does not enforce this requirement.** For assistance in complying with the TCEQ rules, please contact the Edwards Aquifer Protection Program, TCEQ Austin Region Office, 512/339-2929. Submit with your application TCEQ's written evidence of compliance or statement that the proposed construction does not constitute a regulated activity. Interior remodel work in an existing structure and swimming pools are excluded from this requirement.

TIA If the proposed project is within the professional and business office district (C-1), business district (C-2) or planned unit development district (PUD), the site plan must be accompanied by a traffic impact analysis prepared by a professional approved by the city, indicating the impact of the project on existing traffic conditions and information on the potential congestion caused by ingress and egress. The site plan shall be accompanied by an approval from the Texas Department of Transportation, if applicable, with regard to the location of points of ingress and egress.

All applicants are urged to review the City's Code of Ordinances which is essential to understanding the regulations and requirements affecting properties in the non-residential zoning districts. This information will also provide guidance for preparation of an informative and complete application. Chapter 14 Zoning Divisions 1-4 provide definitions and requirements for all Zoning Districts. Of Divisions 6-12, review the regulations in the one that is relevant to the property for which a building permit will be requested. Division 16 provides invaluable information for preparing and submitting the Commercial Building Permit Application. Chapter 3 Building Regulations provides specific construction requirements and lists the codes that have been adopted by reference and made a part of the City's Code of Ordinances. Certain Sections of the ordinances are referenced throughout this Checklist as they apply to the items being discussed.

The Ordinances can be accessed by the following link or on the City's website [rollingwoodtx.gov](http://rollingwoodtx.gov) by selecting Codes and Regulations, then City Code of Ordinances.