

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

In addition to County Code, development permit applicants are expected to comply with other applicable health and safety laws and regulations prior to approval of a Travis County development permit. Please complete and sign the checklist below to determine which additional requirements may be applicable to your one or two family dwelling project, using guidance information on Pages 2 and 3 as necessary. Some items will require you to provide specific written documentation of compliance prior to issuance of a County permit, as described on Pages 2 and 3. **Please answer each of the following questions by writing yes or no in the space provided:**

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

- 1a. Will home construction disturb one acre or more (including driveways, utilities, lawns, septic field, staging areas, etc.), or is it one lot within a common or phased plan of home lots which will disturb more than one acre? \_\_\_\_\_
- 1b. Will construction use erosion/sediment controls when necessary to prevent off site storm water impacts and permanently stabilize the site? \_\_\_\_\_
- 2. Is the project within the Extra-territorial Jurisdiction (ETJ) of a City (Austin, Bee Cave, etc.)? \_\_\_\_\_
- 3. Will the project permanently alter a Federal Emergency Management Agency (FEMA) 100-year floodplain? \_\_\_\_\_
- 4. Will the project permanently alter or disturb 1/10 acre or more within a natural creek channel? \_\_\_\_\_
- 5. If home construction is on an area lake or river, is a boat dock or pier planned? \_\_\_\_\_

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

- 6. Will the project require a new or improved driveway access onto a Travis County roadway? \_\_\_\_\_
- 7. Will the project require cutting into the pavement or the roadside of a Travis County roadway, such as for the installation of utility lines (gas, telephone, cable, electric, etc.)? \_\_\_\_\_
- 8. Will the project require a new or improved driveway access onto a state roadway? \_\_\_\_\_

**Balcones Canyonlands Preserve (West Travis County only)**

- 9. For projects located west of Mopac Blvd, have you received and understand the attached informational handout and Application for the Balcones Habitat Conservation Plan (BCCP)? \_\_\_\_\_

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

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

**Water wells**

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

Certification: I understand any items above I have indicated as applicable to my proposed Development Permit Application must be addressed as described herein in order for Travis County to issue a Development Permit. I understand mis-representation can constitute grounds for Travis County to withhold or revoke Development Permit approval.

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

**Storm Water Pollution Prevention Plan (SWP3), Erosion/Sediment Control, Floodplain, Municipal Extra-Territorial Jurisdiction (ETJ) – Items 1.-5.**

1a. If total construction disturbs one acre or more (including all driveways, utilities, lawns, septic field, staging areas, etc.), or is part of a common or phased plan of development or lots that will do so, you must implement a **Storm Water Pollution Prevention Plan (SWP3)** including **temporary and permanent erosion and sediment controls**, to comply with state **General Permit TXR150000**, administered by the Texas Commission for Environmental Quality (TCEQ). If the home is being built within a newly constructed subdivision, or part of a group of adjacent lots under construction, there may be existing SWP3s and erosion control plans. It is the lot owners' responsibility to arrange their own SWP3 plan and erosion controls, or coordinate with any existing plans.

If your home construction requires an SWP3, please provide TNR a copy of the TCEQ **Construction Site Notice – CSN** (1-5 acre projects) or **Notice of Intent – NOI** (5 acres and up) which must also be posted on the site with other permits:

- Homes starting construction within 30 days of final County development permit issuance must provide a copy of the signed **CSN** or **NOI** prior to permit issuance.
- Homes starting construction 30 days or more after final County development permit issuance must send or fax (854-4649) a copy of the **CSN** or **NOI** to the TNR Permit Office no later than seven (7) days prior to the start of construction. Please include the County development permit number on your CSN.

1b. Home construction sites of any size are still required to use **temporary and permanent erosion and sediment controls** when necessary to prevent off-site storm water runoff impacts and permanently stabilize the site, even when an SWP3 plan is not required. This includes most areas of Travis County under existing LCRA, Edwards Aquifer, Austin and other Municipal ETJ rules. Home lot construction must also comply with any construction setbacks or cut/fill limits required. For guidance on SWP3s or erosion and sediment controls, please consult with TNR staff or contact the TCEQ Storm Water Team, 239-4671, concerning SWP3 requirements.

2. One or two family residential projects in the **Extra-Territorial Jurisdiction (ETJ) of a City** (Austin, Bee Cave, etc.) may require additional permits or requirements from the municipality. It is the permit applicant's responsibility to contact the municipality and the applicable electric or other utility providers to obtain any other required permits.
3. If a project will alter the **Federal Emergency Management Agency's (FEMA) 100-year floodplain** as shown on the Flood Insurance Rate Map for Travis County, a Conditional Letter of Map Revision from FEMA must be obtained prior to issuance of a County development permit. For more information on FEMA Letter of Map Changes, please contact FEMA's Map Assistance Center at 1-877 FEMA Map or [www.fema.gov/fhm](http://www.fema.gov/fhm).
4. If the construction project permanently alters or disturbs more than 1/10 of an acre within the channel bottom of a natural creek or stream, you may be subject to the **U.S. Army Corps of Engineers (USACE) Section 404 Regulations** for waterways and wetlands. Natural creek channels, flowing or dry, should remain undisturbed as much as possible and must remain free of any improvements causing drainage flow obstructions. Contact the USACE Ft. Worth District Regulatory Branch, at (817) 886-1731, for further info.
5. Boat docks on the Pedernales River or Lake Travis outside the Austin ETJ follow LCRA standards - contact the LCRA Marina Program at 473-3200. Boat docks in the Austin ETJ follow City of Austin standards and permitting – contact the City of Austin Watershed and Development Review Dept, at 974-6370, or visit their web site at <http://www.ci.austin.tx.us/development/packets.htm>.

**Public Right-Of-Way and Driveways Guidance Information – Items 6.-8.**

6. If a new driveway approach onto a Travis County road will be constructed, or an existing driveway approach improved, a **Travis County Driveway in Right of Way Permit application** must be submitted prior to issuance of a County development permit. All new and improved driveway approaches must be constructed to current County standards. Please contact the Travis County TNR Permit office at 512-854-4215 for more information.
7. Any construction in a Travis County Right of Way in addition to driveway approaches, will require a **Travis County Utility Installation Permit**. The contractor who will be doing the work within the Right of Way must obtain this permit prior to any construction in a County Right of Way. Please contact the Travis County TNR Permit Office at 512-854-4215 for more information.
8. When driveway access will be onto a State road right-of-way (FM, RR, RM, State or US highway, Interstate, etc.) a **Texas Department of Transportation (TxDOT) driveway permit** will be required prior to issuance of a County development permit. For information, please contact TxDOT at 512-832-7112.

**Balcones Canyonlands Preserve (BCP) Guidance Information – Item 9.**

9. It is the responsibility of the landowner to comply with the **Federal Endangered Species Act** if it applies to their property. West of Mopac Blvd., landowners can voluntarily participate in the local Balcones Canyonlands Conservation Plan (BCCP) instead of federal permits. Please contact Jennifer Brown, 854-7215, or Kevin Connally, 854-7213, with the Travis County BCCP for information. You may also contact the local U.S. Fish and Wildlife Office, at 490-0057.

**Septic System (On-Site Sewage Facility – OSSF) Guidance Information – Item 10.**

10. If an on-site sewage facility (OSSF) is required to be installed or upgraded, a **Permit to Construct an OSSF** is required to be issued prior to issuance of a County development permit. An exception may be made if the permit applicant agrees in writing to take full responsibility for the OSSF placement. In no case will a County development permit be issued prior to the receipt of a completed OSSF application. Please contact the Travis County TNR Permit office at 512-854-4215 for more information. Also, projects located in the areas described below must obtain OSSF approval from the following other jurisdictions instead of Travis County:
  - OSSF projects within Travis County and within 2,000 feet of Lake Travis (2000 feet from the 691' contour) are subject to the Lower Colorado River Authority's (LCRA) review instead of Travis County- Please contact the LCRA OSSF Program, at 473-3216.
  - OSSF projects within any City of Austin's *Limited Purpose City Limits* areas (within their ETJ) are subject to Austin's OSSF review. If your project is in this area, contact George Smith of the Austin Water Utility's Utility Development Services Section at 972-0267 for more information.
  - For projects with OSSFs in LCRA or the City of Austin's jurisdiction, proof of application to the appropriate jurisdiction is required prior to the issuance of a County Development Permit.

**Water Well Guidance Information – Item 11.**

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