

WATERSHED PROTECTION PLAN APPLICATION FORM

Updated: March, 2023

Permit # _____



CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Title		Owner's Title	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

Review & Enforcement correspondence is sent to the Applicant. Owner = person or legal entity currently holding the title to the property.

Geologist Name		Engineer's Name	
Engineering Firm		Engineering Firm	
Mailing Address		Mailing Address	
Phone #		Phone #	
Email		Email	

Geologist required for development in the Edward's Aquifer Recharge Zone, Contributing Zone within the Transition Zone, and portions of the Transition Zone. Engineer - certifies completion of plans (see authorization below)

PROPERTY INFORMATION

Subject Property Address: _____

Area in Acreage: _____ **Tax ID #: R** _____ **Zoning District(s):** _____

Legal Description: Lot _____ **Block** _____ **Subdivision** _____

DESCRIPTION OF REQUEST

Phase 1 **Phase 2** **Contract Value:** _____

Description & Purpose of proposed improvements: _____

AUTHORIZATION

All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided.

Phase 1 Filing Fee \$2,000, Technology Fee \$15, TOTAL FEE ATTACHED \$ _____ ~or~

Phase 2 Filing Fee \$1,500 plus \$100/ acre, Tech Fee \$15, TOTAL FEE ATTACHED \$ _____ (\$5,000 max)

Certified Engineer's Signature: _____ Date: _____

Printed Name: _____

NOTICE OF COMPLETENESS DETERMINATION & STATUTORY REVIEW TIMEFRAMES

I understand that the City of San Marcos requires online submittal of all applications through the Customer Portal at www.mygovernmentonline.org and that the Responsible Official will review this application for completeness within 10 business days of online submittal. I understand that this application is not considered "filed" until all required documentation is received and reviewed for completeness. *Upon determination of completeness the City will send written correspondence stating that the application has been filed and will provide a date.*

By checking this box I am requesting cursory review of this application prior to determination that the application is complete and filed. Cursory review comments shall not constitute a determination of completeness.

I also understand that, as the applicant, I may request an extension to the statutory review timeframes.

Signature of Applicant: _____ Date: _____



CHECKLIST FOR WATERSHED PROTECTION PLAN PHASE 1 APPLICATION (WPP1)

The following items are required, and must be reviewed for completeness, in order for this application to be considered “filed”:		Check Here if Not Applicable - <u>written explanation required, use additional pages as necessary</u>	
<input type="checkbox"/>	Completed Application for Watershed Protection Plan	<input type="checkbox"/>	
<input type="checkbox"/>	Filing Fee: \$2,000 Technology Fee: \$15	<input type="checkbox"/>	
<input type="checkbox"/>	Authorization to represent the property owner, if the applicant is not the owner o	<input type="checkbox"/>	Applicant is the property owner
<input type="checkbox"/>	A WPP1 is required prior to approval of the following: Utility Extension, Development Transfer Petition, Subdivision Concept Plat, Preliminary Subdivision or Development Plat and Cluster Development Plan	<input type="checkbox"/>	
<input type="checkbox"/>	Identify Zoning District(s) or PDD & show conformance	<input type="checkbox"/>	
<input type="checkbox"/>	Summary narrative that includes: location of the project and whether it is located within the Edwards Aquifer Recharge zone, Contributing Zone within the Transition Zone, Transition Zone, San Marcos River Protection Zone, or San Marcos River Corridor; whether there are waterways on or adjacent to the site creating water quality and buffer zones; whether there is any FEMA regulated floodplain and development proposed within the floodplain and if a CLOMR is warranted; whether a geologic assessment was performed and any sensitive features discovered and protection zones defined (note that the City's criteria for identifying sensitive features and protection zone designations are different than TCEQ's); where detention will be located; water quality BMPs type and location; description of the proposed improvements.	<input type="checkbox"/>	
<input type="checkbox"/>	Copy of recorded subdivision plat or metes and bounds showing all easements and adjacent property owners	<input type="checkbox"/>	
<input type="checkbox"/>	Contour map – maximum 10 ft intervals, USGS Contours accepted	<input type="checkbox"/>	
<input type="checkbox"/>	Slope area map showing 15% or less, 15-25%, 25%+	<input type="checkbox"/>	
<input type="checkbox"/>	Existing drainage patterns	<input type="checkbox"/>	
<input type="checkbox"/>	Existing & proposed impervious cover calculations w/ acknowledgement of max impervious cover allowed by code	<input type="checkbox"/>	
<input type="checkbox"/>	Delineation of 1% ACE floodplain limits.	<input type="checkbox"/>	
<input type="checkbox"/>	Edwards Aquifer Recharge, Transition, Contributing Zone location	<input type="checkbox"/>	
<input type="checkbox"/>	San Marcos River Bank if within River Corridor	<input type="checkbox"/>	

<input type="checkbox"/>	Stream, drainage banks & centerlines within or bordering the site that drain more than 5 acres in the Recharge zone, Contributing Zone within the Transition Zone, and Transition Zone & 50 acres in areas outside the Recharge Zone, Contributing Zone within the Transition Zone, and Transition Zone.	<input type="checkbox"/>	
<input type="checkbox"/>	Water quality & buffer zones (see chapter 6 of the Land Development Code (LDC) for additional details)	<input type="checkbox"/>	
<input type="checkbox"/>	Wetlands & areas considered waters of the US & any proposed mitigation (indicate if jurisdictional determination is made)	<input type="checkbox"/>	
<input type="checkbox"/>	Aerial image showing tree canopy/groupings & specimen trees	<input type="checkbox"/>	
<input type="checkbox"/>	Soil Map as shown on county soil survey maps	<input type="checkbox"/>	
<input type="checkbox"/>	Geological assessment (GA), if within Edwards Aquifer Recharge Zone, Contributing Zone within the Transition Zone, and Transition Zone if outside GA exemption zone. The limits of the GA exemption zone can be viewed and downloaded from COSM GIS webpage.	<input type="checkbox"/>	
<input type="checkbox"/>	Show all sensitive feature protection zones	<input type="checkbox"/>	
<input type="checkbox"/>	Schematic layout of proposed development showing roadways and areas proposed for development	<input type="checkbox"/>	
<input type="checkbox"/>	Proposed drainage patterns	<input type="checkbox"/>	
<input type="checkbox"/>	Location & size of detention & water quality features with outfalls	<input type="checkbox"/>	
<input type="checkbox"/>	Proposed development within buffer zones & required mitigation	<input type="checkbox"/>	
<input type="checkbox"/>	Identification of state & federal permits required for development	<input type="checkbox"/>	
Additional information may be required at the request of the Department			
*each item listed must be submitted or an explanation provided			

CHECKLIST FOR WATERSHED PROTECTION PLAN PHASE 2 APPLICATION (WPP2)

The following items are required, and must be reviewed for completeness, in order for this application to be considered “filed”:		Check Here if Not Applicable - <u>written explanation required, use additional pages as necessary</u>	
<input type="checkbox"/>	Completed Application for Watershed Protection Plan	<input type="checkbox"/>	
<input type="checkbox"/>	Filing Fee: \$1,500 plus \$100 per acre (\$5,000 max) Technology Fee: \$15	<input type="checkbox"/>	
<input type="checkbox"/>	Authorization to represent the property owner	<input type="checkbox"/>	Applicant is the property owner
<input type="checkbox"/>	A WPP2 is required prior to approval of a minor subdivision plat or replat if located within the Edwards Aquifer Recharge Zone, Transition Zone, Contributing Zone within the Transition Zone, San Marcos River Protection Zone, San Marcos River Corridor, or if the land contains floodplain, water quality, or buffer zone; PICIP; Site development permit; Final subdivision plat; Final development plat	<input type="checkbox"/>	
<input type="checkbox"/>	Copy of previously approved WPP1 or all <u>WPP1 required documentation</u> (see checklist items for WPP1) including an update of the WPP1 summary narrative to include statements (as applicable) that the project as designed: will not produce flows greater than pre-project conditions for the 2-, 10-, 25-, and 100-year storm recurrence intervals for all locations where flow exits the site; and meets the requirements of the Flood Damage Prevention Ordinance. Include sections describing hydrology, hydraulics, drainage design, and water quality design methodology and confirm methodology meets Code and Stormwater Technical Manual requirements. In addition, identify any elements of the previously approved WPP1 that have changed.	<input type="checkbox"/>	
<input type="checkbox"/>	Enhanced Geological Assessment, as applicable	<input type="checkbox"/>	
<input type="checkbox"/>	Tree Survey of all trees 9 inches and greater	<input type="checkbox"/>	
<input type="checkbox"/>	Statement of no impact by qualified environmental professional or approval from state & federal agencies for impacts to Endangered species or habitat, Archeological sites, Historical structures, Wetlands and/or waters of the US, and Contaminated soils& hazardous spills. Attach copy of supporting env. assessment report	<input type="checkbox"/>	
<input type="checkbox"/>	Construction plans of development that include roadways, drainage and stormwater quality improvements, grading, erosion controls, lot lines, easements, parkland, open space, etc.	<input type="checkbox"/>	
<input type="checkbox"/>	Drainage & Stormwater quality improvements including final sizing of stormwater detention & pre and post construction stormwater quality BMPs with supporting calculations.	<input type="checkbox"/>	
<input type="checkbox"/>	Final locations of water quality zones, buffer zones & sensitive feature protection zones & impervious cover calculations for the total development as well as any impervious cover within buffer zones. Include acknowledgment of the maximum impervious cover allowed.	<input type="checkbox"/>	

	Final impervious cover calculations & allocation by lot for development in the Edwards Aquifer Recharge Zone		
Additional information may be required at the request of the Department			
* Each item listed must be submitted or an explanation provide			

CHECKLIST FOR QUALIFIED WATERSHED PROTECTION PLAN APPLICATION

A Qualified Watershed Protection Plan (QWPP) is required when any of the following requests are made for developments greater than forty (40) acres:

- 1) A request for increase in impervious cover requiring a mitigation plan under 6.2.3.5
- 2) A request for reclamation of land in the 100-year floodplain or within a water quality zone or buffer zone
- 3) The development of 20 acres or more of land within the 100-year floodplain

Prior to QWPP approval, an informative meeting with the Planning & Zoning Commission to review development is required.

The following items are required, and must be reviewed for completeness, in order for this application to be considered "filed":		Check Here if Not Applicable - <u>written explanation required</u> , use additional pages as necessary	
<input type="checkbox"/>	Completed Application for Watershed Protection Plan	<input type="checkbox"/>	
<input type="checkbox"/>	Filing Fee: \$1,500 plus \$100 per acre (\$5,000 max) Technology Fee: \$15	<input type="checkbox"/>	
<input type="checkbox"/>	Authorization to represent the property owner, if the applicant is not the owner	<input type="checkbox"/>	Applicant is the property owner
If 100-year Floodplain reclamation is proposed:			
<input type="checkbox"/>	General description of the land to be reclaimed or altered	<input type="checkbox"/>	
<input type="checkbox"/>	General description of the amount & nature of materials to be removed or used as fill within the floodplain & the proposed fill location, storage of materials, or drainage facilities & elevations	<input type="checkbox"/>	
<input type="checkbox"/>	General description of upstream & downstream conditions, including extent of the development in the drainage basin & properties that may be affected by the reclamation	<input type="checkbox"/>	
<input type="checkbox"/>	Professional certification of the status of any jurisdictional wetlands or other waters of the US as defined by the US Army Corps of Engineers pursuant to requirements of Federal section 404 of the Clean Water Act for floodplain areas to be reclaimed	<input type="checkbox"/>	
<input type="checkbox"/>	Proposed mitigation plan showing proposed landscaping & vegetation plan for reclaimed or altered areas	<input type="checkbox"/>	

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: _____ Date: _____

Print Name: _____

Engineer Architect/Planner Surveyor Owner Agent

AGENT AUTHORIZATION TO REPRESENT PROPERTY OWNER

I, _____ (owner) acknowledge that I am the rightful owner of the property located at _____ (address).

I hereby authorize _____ (agent name) to serve as my agent to file this application for _____ (permit type), and to work with the Responsible Official / Department on my behalf throughout the process.

Signature of Property Owner: _____ Date: _____

Printed Name: _____

Signature of Agent: _____ Date: _____

Printed Name: _____

To be completed by Staff: Permit # _____ - _____