

SUNRISE BEACH VILLAGE

124 Sunrise Drive

Sunrise Beach, Texas 78643 - Phone 325 388-6438 / Fax 325 388-6973

Zoning Board: Paul Horton, Chairman

Board of Adjustments: Cindy Daly, Chairman

City Inspector/Floodplain Administrator:

Robert M. Sykes

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The following instructions are offered to help expedite the processing of Development Permit applications:

1. The Development Permit regimen is established by the Consolidated Zoning Ordinance.
2. Permit fees are set by Resolution of the Board of Commissioners.
3. The relevant ordinance(s), resolution(s) and permit forms can be found on the city's website or obtained at city hall.
4. Failure to furnish all required documents will delay processing until these documents and the respective fee payment have been received.
5. Please use the "Requirements & Fees" schedule to determine what is required in your specific situation.
6. Every application must be accompanied by a fee payment and

- a. the Development Permit Application form
- b. the Development Site Rules form
- c. the Floodplain Development Application form
- d. the Permit form
- e. the Floodplain Development Permit form

Please complete all parts of these forms EXCEPT those reserved for City Official's use (spaces left blank will cause delay)

Note: Item 3c. Is required for all waterfront and low-lying properties. If in doubt, check your elevation certificate or submit to save time.

7. Property owners not listed in the current property tax roll (i.e. recent purchasers) should submit proof of ownership in the form of a legally recorded document.
8. Property owners electing to assign Permit application to their contractor must provide him with a notarized authorization to act on the owner's behalf (please be aware that the owner remains ultimately responsible for conformance to all Permit conditions and applicable City Ordinances).
9. Applications for new residences, must include the required LCRA Septic System Permit.
10. Initial permits expire 6 months (12 months for new residences) from date of issue but renewals can be obtained for an additional fee for a maximum combined total period of 18 months.
 - a. Failure to complete any project within these 18 months is subject to review by the Board of Commissioners and may result in fines.
11. City staff is available for consultation as necessary.

