

WHAT IS THE PROCESS TO OBTAIN A FLOODPLAIN DEVELOPMENT PERMIT?

1. A Development Permit Application must be submitted to the Llano County Department of Development Services. The application portal can be found on our website: <https://www.co.llano.tx.us/page/llano.Development.Services>
2. A permit must be issued **before work begins**. This requirement applies to all new structures, as well as, remodels and demolitions.
3. The permit fee must be paid at the time of submittal of the application. The fees are shown in the table below.
4. The following must be uploaded with a completed application:
 - A **site plan** drawn to scale showing the following:
 - Location, dimensions, and elevation of proposed landscape and terrain alterations;
 - Existing and proposed structures, including the placement of manufactured homes;
 - Location of the foregoing in relation to areas of the floodplain;
 - Proposed locations of water supply, sanitary sewer, and utilities;
 - Ground elevations at building corners of proposed new and substantially improved structures.
 - **Building plans**, if applicable, drawn to scale, which include but are not limited to:
 - Elevation in relation to mean sea level of the lowest floor (including basement) of all new and substantially improved structures;
 - Proposed elevation in relation to mean sea level to which any nonresidential structure will be floodproofed;
 - If applicable, a certificate from a registered professional engineer or architect that the nonresidential floodproofed structure shall meet the floodproofing criteria of this order; and for a crawl-space foundation, the location and total net area of foundation openings;
 - The number and size of windows and doors shall be restricted to minimize damage from flood waters and hydrostatic pressures.
 - All electrical utility components: (a) all wiring shall be encased in a noncorrosive, watertight conduit; (b) all conduits shall be placed in locations so as to avoid damage due to flooding, erosion, and floating debris; and (c) junction boxes and breaker boxes shall be located above the flood level.
 - For foundations placed on fill, the location and height of fill, and compaction to be achieved in compliance with this order; (See Flood Prevention Order). A qualified GEO-Tech engineer must certify that these conditions have been met.
 - If applicable, a description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development-including sufficient engineering data to ensure that:
 - The flood carrying capacity within an altered or relocated portion of any watercourse is maintained to the same or greater capacity; and
 - The proposed development does not increase the base flood elevation more than one (1) foot at any point within the community.
 - **Elevation certificate**-from a licensed Surveyor or Professional Engineer. Llano County has a one (1) foot freeboard. The structure will be required to be built at one (1) foot above the BFE.
 - **Set of plans**
 - **Warranty Deed (if applicable)**
 - **Letter of Authorization**- if permit being picked up or filled out by someone other than the owner.

- **Copy of documentation-** regarding septic permit or Highland Lake Watershed issued by LCRA, state agencies, and any other entities from which prior approval is required.

5. For all new and substantially improved development that is below the Base Flood Elevation (BFE) a Preliminary and Final inspection are required and will be conducted with an additional fee charged. The location of the new structure must be staked out before the Preliminary Inspection, with entrances marked.

Permit Fee Schedule

Floodplain Standard Residential	\$200 (Basic Fee)
Floodplain Commercial	\$200 (Basic Fee) plus \$ 0.10 per sq ft; or \$15 per unit
Floodplain Non-Residential (Smaller Structures, Land Clearing, Basic Demolition)	\$50
Floodplain Non-Residential (More than 120 sq ft less than 500 sq ft non-commercial)	\$100
Floodplain Complex	\$300
Required Inspection	\$60
Variance/Appeals Application	\$75
LCRA Compliance Letter	\$25
Reimbursement Fee for County's Review of Detailed Engineering Study (if applicable)	All review cost to be reimbursed to county (including engineering review costs)
Floodplain Violations	Fees shall be doubled
Copy Fees	\$0.50 for B/W, \$1.00 for Color
Red Address Sign	\$12

6. The permit will expire in 180 days after being issued. An existing (not expired) floodplain development permit may be extended by the FPA for an additional 180-day period, for good cause shown by the applicant. The applicant must apply for the extension through a letter submitted to the FPA prior to the expiration of the existing permit. The extension request letter must be accompanied by sufficient representations and proof to establish good cause for the permit extension including at minimum that:
 - The conditions and circumstances existing at the time of permit issuance have not changed or been altered in any material or significant way;
 - Any construction or other development, if any, performed on the site of the proposed development occurred in compliance with the existing permit and this order;
 - At his discretion, the Office of the FPA may inspect the development site to confirm the representations and proof contained in the extension request letter;
 - Should the extension be granted by the FPA, the existing permit shall be extended for an additional one-hundred eighty (180) day period; however, an additional permit extension shall not be allowed.
6. For appeal and variance procedures see page 23 of the Flood Damage Prevention Order.