

# Highland Lakes Marina Ordinance Forms



# MARINA FACILITY DESCRIPTION

## Form A



Enter a quantity in each field that applies. Use "N/A" in fields that are not applicable. Do not answer "Yes" or "No."

	Existing Quantity	Additional Quantity Proposed	Total Existing and Proposed
Wet mooring slips			
End ties			
Personal watercraft dock or ramp (prefabricated)			
Personal watercraft dock or ramp (built on site)			
Dry stack storage spaces			
Dry boat storage spaces			
Courtesy dock slips			
Fish house			
Fishing pier			
Swim platform			
Ship's store			
Marine service station			
Fuel dispenser units			
Underground fuel storage tank			
Aboveground fuel storage tank			
Watercraft maintenance area			
Boat sewage pump-out facility			
Restaurant over the water			
Restroom facility (public & private)			
Bath/shower facility (public & private)			
Boat launch ramp			
Other over-the-water structures			

**Does the applicant have plans for future development at this marina facility that are not included in this permit application? (Select one)**

- Yes       No

If yes, explain:

# CERTIFICATION OF COMPLIANCE FOR ELECTRICAL INSTALLATIONS & SYSTEMS

*In accordance with the LCRA Highland Lakes Marina Ordinance Section 5.4*



## Form B

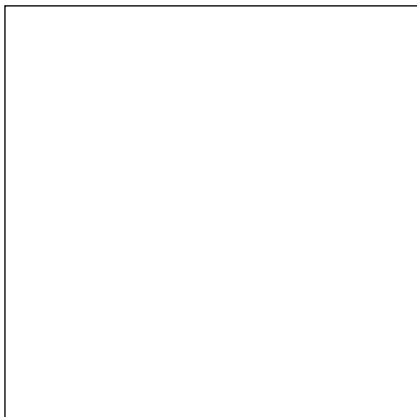
By my signature, I certify to the Lower Colorado River Authority that the electrical installations and systems of the \_\_\_\_\_ Marina Facility are designed to ensure public safety and comply with the most recent editions of the National Electrical Code (NEC), National Electrical Safety Code (NESC).

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

### **Certification by a professional engineer, affix seal here:**



### **Certification by a master electrician:**

Name of master electrician: \_\_\_\_\_

License number: \_\_\_\_\_

Licensing municipality: \_\_\_\_\_

License expiration date: \_\_\_\_\_

# PROFESSIONAL ENGINEER'S CERTIFICATION OF A MARINA FACILITY

*In accordance with the LCRA Highland Lakes Marina Ordinance Section 5.4*



## Form C

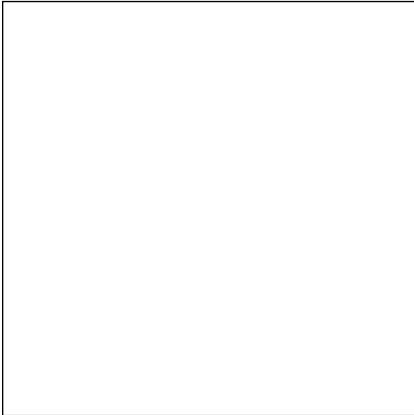
By my signature as a professional engineer licensed in the State of Texas, I certify to the Lower Colorado River Authority that the civil, structural, mechanical and fuel installations and systems of the \_\_\_\_\_ Marina Facility are designed to ensure public safety.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

### Professional Engineer's Seal:



# AFFIDAVIT (PROPERTY CONTROL)

Form D



THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, a Notary Public in and for said County, State of Texas, on this day personally appeared \_\_\_\_\_ who, after being duly sworn on his/her oath that he/she is entitled to make this Affidavit, and that the statement contained in the foregoing is based on his/her personal knowledge and is true and correct:

I, \_\_\_\_\_ for and on behalf of \_\_\_\_\_ (Applicant), have applied for a permit with the Lower Colorado River Authority in accordance with the Lower Colorado River Authority Highland Lakes Marina Ordinance, as originally adopted on July 19, 1984, and subsequently amended, and I hereby swear that I (or the entity I represent) own, lease or otherwise control all of that said property over which the marina facilities described in said application (will) exist.

Affiant signature: \_\_\_\_\_

Affiant printed name: \_\_\_\_\_

Affiant title and relationship to applicant: \_\_\_\_\_

**SUBSCRIBED AND SWORN TO BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .**

\_\_\_\_\_  
Notary Public in and for

\_\_\_\_\_ County, Texas

My commission expires: \_\_\_\_\_

Printed name: \_\_\_\_\_

# CHECKLIST OF INFORMATION REQUIRED FOR A MARINA PERMIT



## Form E

This checklist summarizes the items required for most marina permit applications. This list is not all-inclusive, and all items may not be required for each application. Call LCRA Water Surface Management at 512-473-3200 for assistance in determining the specific items required for your application.

LCRA recommends reviewing the [Highland Lakes Marina Ordinance](#) and the associated [Technical Manual](#) prior to preparing any of the items on this checklist.

### Drawings, Plans and Maps:

- Location and configuration, per HLMO § 5.2
- Electrical, per HLMO § 5.4(a)
- Marine service station, per HLMO § 5.1(c)
- Structural
- Anchoring

### Other Items:

- Marina facility description, per HLMO § 6.1(c)(3)(c) **(FORM A)**
- Electrical certification of compliance, per HLMO section 5.5(a) **(FORM B)**
- Professional engineer's certification, per HLMO § 5.4(a) **(FORM C)**
- Representation of applicant or permittee, per HLMO section 5.3)
- Affidavit on property control, per HLMO § 5.2(a)(i)(2) **(FORM D)**
- Permit application form, per HLMO § 6.1(c) **(FORM F)**
- Calculations of water surface area, per HLMO § 6.1(c)(ii)(3)(b)
- Insurance certificate, per HLMO § O § 5.4(c)
- Map(s) from the tax appraisal district, per HLMO § 6.1(f)(iii)(1)
- Property ownership records from the tax appraisal district, per HLMO § 6.1 (g)(ii)(1)
- Property control information, per HLMO (HLMO § 5.2(a)
- Water quality analysis statement, per HLMO section 5.1(b)
- Check payable to LCRA for fees, per HLMO section 6.1D

### Miscellaneous:

- Fire extinguisher plan, per HLMO § 5.6(ii)
- Navigational lighting plan, per HLMO § 5.4(b)
- Other:

# MARINA FACILITY PERMIT APPLICATION

In accordance with the Highland Lakes Marina Ordinance



## Form F

<b>DO NOT WRITE IN THIS SPACE – FOR LCRA USE</b>	Date received: _____
Application number: _____	
Customer number: _____	
Fee enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Check number: _____	

ALL FIELDS MUST BE COMPLETED. USE "N/A" IN FIELDS THAT DO NOT APPLY.

### What is the reason for this application? (select one)

- Permit to construct (For construction of a new marina facility)
- Permit amendment (For a marina facility with an existing valid permit)
- Emergency reconstruction (To repair damaged portions of marina facility with an existing valid permit)

### What type of facility is proposed by this application? (select one)

- Marina Facility (includes commercial facilities, marine service stations, restaurants over the water and non-commercial floating facilities larger than 1,500 square feet)
- Existing Community Marina
- Residential Marina
- Youth Camp

### Applicant and Marina Information:

Applicant name: \_\_\_\_\_

Marina facility name: \_\_\_\_\_

*If the marina facility name is different from the applicant's name, the application must also submit a d/b/a certificate.*

On which Highland Lake is the facility located? (Select one)

- Buchanan
- Inks
- LBJ
- Marble Falls
- Travis

Water surface area to be occupied by proposed construction: \_\_\_\_\_ sq. ft

Assignment fee submitted with application: \$ \_\_\_\_\_

**Billing Address:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

**Correspondence Address (if different from above):**

Attention: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

**Physical Address of the Facility:**

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Marina phone: \_\_\_\_\_ Email: \_\_\_\_\_

Marina manager: \_\_\_\_\_ Manager phone: \_\_\_\_\_

**Property Ownership and Control:**

For each parcel over which the marina facility is located, indicate whether the parcel is (select one):

- Owned by the applicant
- Leased by the applicant
- Otherwise controlled by the applicant (i.e. license agreement, easement, etc.).  
Explain the nature of the control:

If different from the applicant, identify the owner(s) of each affected parcel:

Parcel number: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_



Identify the documentation submitted with this application demonstrating the applicant has ownership or control of the affected parcel(s):

*NOTE: Add additional sheets as necessary for any marina facility that is located over multiple parcels owned by separate parties.*

**Has the applicant designated another person to act on his/her behalf? (select one)**

Yes       No

If yes, provide the following information about the designee:

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Identify documentation submitted that demonstrates the designee's authority to act on behalf of the applicant:

**Marina designer/engineer information:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

**Marina contractor information:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

**Federal identification number:** \_\_\_\_\_

*Submit documentation demonstrating that all franchise taxes have been paid.*

**Has the applicant applied for any other LCRA permits? (select one)**

Yes       No

If yes, provide the permit information:

**Has any other local, state or federal regulatory authority denied approval of any portion or project associated with this application? (select one)**

Yes       No

If yes, explain on a separate sheet of paper.

**Identify all other licenses, permits or other regulatory approvals applicant is seeking from other local, state or federal regulatory authorities as part of this project:**

**For the APPLICANT (New Owner):**

To the best of my knowledge, all information contained in this application form and in the attachments submitted as part of this application is true and correct. I am aware that LCRA, at any reasonable time, has the right, power and authority to inspect docks, piers, wharves, jetties, sewage disposal systems, fuel systems, pollution control structures and any other facilities associated with the Marina Facility and located in or upon any property of the Marina Facility herein described.

Applicant's signature: \_\_\_\_\_

*If the applicant is not an individual, see Section 12 of the HLMO Guidance Document to determine who must sign the application.*

Applicant's title: \_\_\_\_\_

Applicant's printed name: \_\_\_\_\_

Applicant's email: \_\_\_\_\_

**SUBSCRIBED AND SWORN TO BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .**

\_\_\_\_\_  
Notary Public in and for

\_\_\_\_\_ County, Texas

My commission expires: \_\_\_\_\_

Printed name: \_\_\_\_\_

**Submit the notarized application with original signatures.**

APPLICATIONS MAY BE MAILED TO:

Lower Colorado River Authority  
Marina Permitting  
P.O. Box 220  
Austin, TX 78767

APPLICATIONS MAY BE DELIVERED DURING REGULAR BUSINESS HOURS TO:

Lower Colorado River Authority  
Marina Permitting  
3601 Lake Austin Blvd.  
Austin, TX 78703

APPLICATIONS MAY BE EMAILED TO: [HLMO@lcra.org](mailto:HLMO@lcra.org)

*An applicant who submits documents via email must also supply documents with original signatures and scaled drawings by mail or in person, even if the documents also are included in the emailed application.*