

LCRA Highland Lakes Watershed Ordinance Notification of No Permit Required Process Guide

June 2023

Small development projects and quarry/mine activities located outside a creek buffer zone may be authorized without an HLWO permit by submitting a Notification of No Permit Required form and an erosion/sediment control plan. These guidelines are for individual, single family lots submitting written notification that no permit is required under the Highland Lakes Watershed Ordinance (HLWO), [Section 4.1\(b\)](#).

1. **Submit a completed [Notification of No Permit Required form](#) to hlwo@lcra.org.** The form has several options for the types of developments that will meet the no permit requirements. Check the box specific to each lot. A notification applies to all proposed activities on the lot including a house, driveway, sidewalks, pool, patio, decks, boat dock, etc. **The lot owner, or designated agent, must sign the form.**

Include these items in the email when submitting the form:

- **A description of the items being demolished** if you are redeveloping a lot with existing structures on-site.
 - **A site plan with a proposed erosion control plan** (silt fence, stabilized construction entrance, concrete washout, turbidity curtain for waterfront work, etc.). If possible, include proposed grading and contours.
 - **Ownership information for each lot** (County Appraisal District record or warranty deed, plat, and restrictive covenants, if available). This will expedite the review as LCRA will verify that the lot is being developed by the owner and determine if buffer zones or water quality easements are present on the lot.
2. **Verify potential septic systems, including the drain field, are within the limits of your erosion controls.** Also, check if the property is within LCRA's [On-Site Sewage Facility \(OSSF\) jurisdiction](#). If so, you are required to obtain a permit under [LCRA's OSSF program](#) before installing a septic system.
 3. **Get credits to mitigate excess impervious cover by employing stormwater runoff treatment methods.** Use the [excel spreadsheet calculator](#) to determine measures to mitigate excess impervious cover. All impervious surfaces must be counted including driveways, rooftops, sidewalks and pool decks.

In the spreadsheet, enter 10,000 square feet (if a stand-alone tract) or the allowable permitted amount (subdivision development permit) on row 10 for the lot impervious cover limit. Next, input the square feet of each proposed impervious cover type in rows 14-17. As an example of one credit satisfying the total required credit, the spreadsheet provides mitigation measure required sizes in rows 31-41. Use one or more measures in rows 45-66 to calculate a total credit. Other stormwater treatment options for single family lots are described in [Chapter 4 of the LCRA Technical Guidance Manual](#).

If you have questions on how to use the calculator or would like to discuss other mitigation options, please contact LCRA at hlwo@lcra.org or 512-578-2838.

4. LCRA acknowledgement of written notifications that are exempt from permitting based on the plat date (prior to Feb. 1, 1990, in Travis County and June 1, 1992, in Burnet and Llano counties) will typically include a condition that a replat will most likely require a development permit. If you replat the site and if the project would not qualify for a no permit notification under the less than 10,000 square feet of impervious cover addition and less than 1 acre of disturbance conditions, then the project could be subject to other LCRA permitting requirements. If you have questions, please contact us at hlwo@lcra.org.