

**Guidance Document For**  
**Preparing the**  
**Application**  
**For a**  
**Marina Permit**

**In accordance with the**  
**Lower Colorado River Authority**  
**Highland Lakes Marina Ordinance**

December 2001

# INTRODUCTION

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**Marina Facilities on the Highland Lakes must be Constructed, Modified and operated in compliance with the Lower Colorado River Authority (LCRA) Highland Lakes Marina Ordinance (HLMO). The provisions of the Highland Lakes Marina Ordinance do not address every potential problem associated with the development and operation of a Marina Facility, and the standards set out in the Ordinance represent the minimum acceptable requirements for development and operation of a Marina Facility.**

**The suggestions and recommendations offered in this Guidance Document are intended to assist the Applicant in preparing the Application. Before preparing the Application, the LCRA recommends reading both the Highland Lakes Marina Ordinance, amended May 23, 2001, and this Guidance Document. Capitalized Terms used in this Guidance Document have the meaning given them in Article 4 of the HLMO.**

***This Guidance Document should not be used as a substitute for the HLMO!*** To the extent that any statement contained in this Guidance Document is inconsistent with the specific requirements set forth in the HLMO, the HLMO controls. To obtain a copy of the HLMO, contact LCRA Water Surface Management staff (1.800.776.5272 or 512.473.3200) or visit our website at: [www.lcra.org/parks/regulations/Documents/2012-Highland-Lakes-Marina-Ordinance.pdf](http://www.lcra.org/parks/regulations/Documents/2012-Highland-Lakes-Marina-Ordinance.pdf)

**The LCRA staff may revise or supplement the Guidance Document from time to time. Check with Water Surface Management staff to make sure you have the most current version.**

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# Section 1

## **DRAWINGS, PLANS AND MAPS**

### **General Information**

#### **A. Drawings, plans and maps must:**

1. Be large enough to allow all required information to be clearly, accurately and legibly depicted
2. Contain sufficient detail to enable any contractor to build, locate and Configure the marina directly from them
3. Be drawn to a scale of not less than 1" = 200'

**EXCEPTION:** Some maps, to demonstrate compliance with such requirements as the 10% width rule or 20% width rule, may require a smaller scale in order to depict all necessary Structures and Shorelines on one sheet of paper. In this case, the scale must be as large as possible to allow the use of a single 24" x 36" sheet of paper.

4. Refer to contour elevations in terms of mean sea level (msl) datum
5. Have a title block in the lower right corner of each sheet that includes:
  - Name of project (Marina Facility)
  - Name and address of Applicant
  - Sheet number (e.g., "sheet 3 of 5")
  - Engineer's seal, if appropriate
  - Date of the plan or plan revision
  - Plan revision number, if applicable

#### **B. Drawings, plans and maps must be prepared by or under the direction and supervision of an appropriate professional engineer who is registered in the State of Texas. Such drawings, plans, and maps must be reviewed by the engineer if not originally prepared by the engineer, must contain the engineer's seal (if prepared by the engineer) and must be accompanied by a signed Professional Engineer's Certification Of a Marina Facility (Form C) and the Certification of Compliance for Electrical Installations & Systems (Form B).**

**EXCEPTION:** Electrical plans, drawings and maps may be designed and certified by a master electrician. (HLMO §6.06) Refer to C below.

**NOTE:** Upon completion of Construction, Expansion or Modification, the LCRA requires follow up certifications from the engineer and/or master electrician stating that the Construction, Expansion or Modification was completed in accordance with the plans submitted to and approved by the LCRA. (HLMO §6.06) OBTAIN FOLLOW-UP CERTIFICATION FORMS FROM LCRA.

- C. In lieu of an engineer's certification, electrical drawings, plans and maps may be designed and certified by a master electrician (submit Certification of Compliance for Electrical Installations & Systems - Form B).
- D. For any type plan revision submitted for review, other than revisions required by LCRA, the Applicant must submit the \$300 review fee for each type of revised plan submitted for review. (For example, a change in slip size may require LCRA staff to review revisions to location and configuration plans, structural plans and electrical plans, for a total fee of \$900.)

## Section 2

# **LOCATION AND CONFIGURATION REQUIREMENTS** (HLMO §6.03)

### **REFER TO DRAWINGS 1,2 & 3 FOR ADDITIONAL GUIDANCE**

- A. An Application for a Marina Facility must include drawings, plans and maps depicting the location and Configuration, relative to the Shoreline(s) at Design Elevation, of all structures located on or over the water that are associated with the Marina Facility. Marina Facilities on lakes Buchanan and Travis must also submit location and Configuration plans, relative to the Shoreline(s) at the Low Water Elevation, of all structures located on or over the water that are associated with the Marina Facility. Use this chart to determine the required drawings, plans and maps:

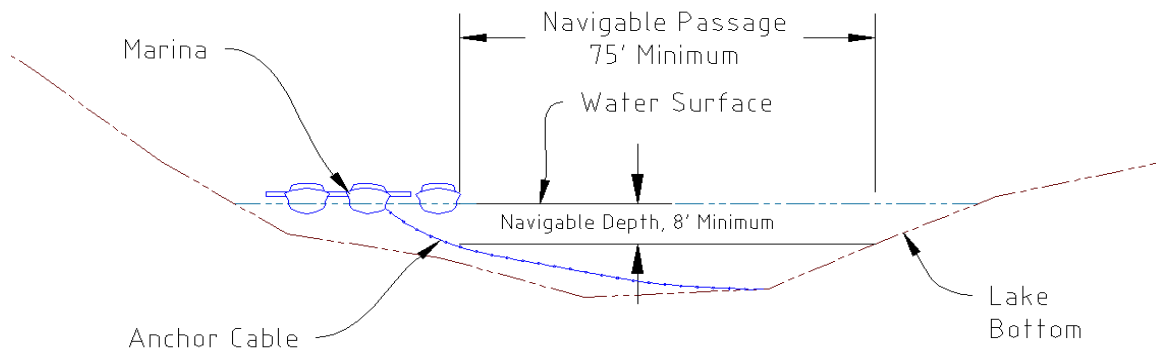
LAKE	DESIGN ELEVATION	LOW WATER ELEVATION
Buchanan	1020' msl *	1002' msl
Travis	668' msl	640' msl
LBJ	825' msl	Not required
Marble Falls	738' msl	Not required
Inks	888' msl	Not required

\* msl = mean sea level.

- B. The individual(s) responsible for preparing the drawings, plans, and maps may exercise his best professional judgment to determine the appropriate number of drawings, plans, and maps needed to clearly depict all the required elements for the location and Configuration of the Marina Facility.
- C. The drawings, plans and maps must include, at minimum, the following information (unless clearly not applicable):
1. Adequate msl contour elevation information to demonstrate that the Marina Facility is/will be located over water of a depth sufficient to accommodate the draft of all Marina Facility Structures at all elevations down to the Low Water Elevation. The water is considered to be of "adequate depth" when:
    - the marina is in compliance with all location and Configuration requirements in HLMO Article 6,
    - all slips are useable, and
    - no marina Structure is aground

**EXCEPTION:** Courtesy docks engineered to go aground without damage to the structure will not violate this requirement if they go aground. (HLMO §6.03D)

2. Adequate msl contour elevations to demonstrate that the marina can provide a 75' wide Navigable Passage with a minimum water depth of 8'. (HLMO Article 4 – Definitions) Contour elevations must be shown at not less than 5' intervals, but may be required to be shown at smaller intervals as necessary to demonstrate maintenance of the required minimum Navigable Passage.



**FIGURE 1. Profile drawing illustrating Navigable Passage and minimum water depth.**

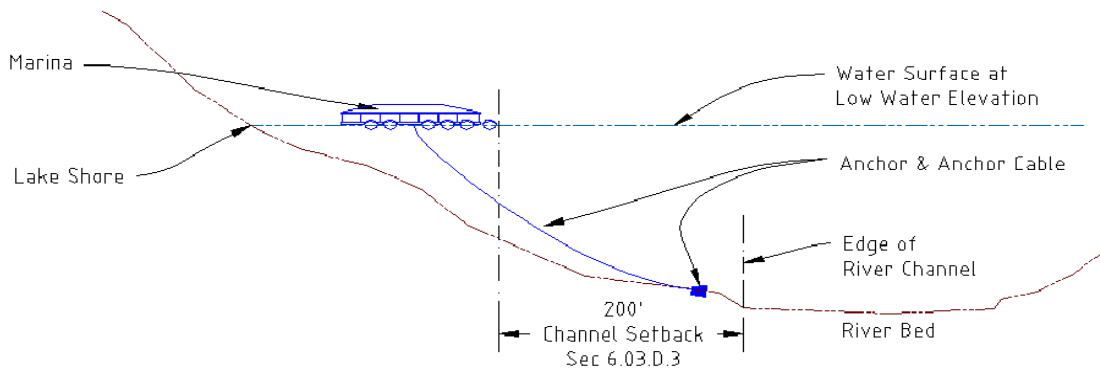
**NOTE:** If the Navigable Passage also serves as a Fairway, the width of passage must be 1.75 times the longest Watercraft slip or 75 feet (HLMO §6.03.A), whichever is greater. The drawings, plans and maps must show the relative arrangement of the slips and the calculations used to determine the Fairway distance.

3. The relative arrangement of all slips and a slip schedule for each dock.

**NOTE:** A slip schedule should indicate the quantity and size of all slips on each dock. Refer to Drawing 3 for an example of a typical slip schedule.

4. The location of all Adjoining Waterfront Property lines and detail demonstrating that, for all Structures located on or over the water, the required 75' setback distance is maintained. (HLMO §6.03D)
5. The location of existing Designated Swim Areas and any other Designated Swim Area proposed by the Applicant and detail demonstrating that the Marina Facilities will not be located within 50' of an existing or proposed Designated Swim Area. (HLMO §6.03D)

6. The location of the edge of the Colorado River channel nearest the Marina Facility and detail demonstrating that the required 200' setback distance is maintained. (HLMO §6.03D)



**FIGURE 2. Profile drawing illustrating the setback from the river channel.**

7. The location of Marina Facility property lines showing the Lot over which the Marina Facility will be located (i.e. all property that is owned, leased or otherwise controlled by the Applicant over which the Marina Facility is/will be located.) (HLMO §6.03B)
8. The anchoring plan depicting the location of all anchors.
9. A dock layout, depicting the relative arrangement of all existing and proposed over-the-water Structures, including, but not limited to:
- individual slips with dimensions
  - all Personal Watercraft (PWC) ramps and/or docks
  - decks
  - Gangways
  - walkways
  - ship's store
  - platforms
  - Courtesy docks (show individual slips with dimensions)
  - restaurant
  - finger piers
  - designated End Tie areas (End Tie areas must be designated large enough to accommodate the maximum size Watercraft to be moored in the End Tie area. A Permit Amendment is required to enlarge a designated End Tie area.)

10. The location of the opposite Shoreline(s) sufficient to demonstrate that all Marina Facility Structures are located and Configured in accordance with the following requirements, where applicable:

- For locations 1000 feet or less in width (HLMO §6.03A):  
At locations where the lake or Cove has an unobstructed open water width of 1,000 feet or less, no Marina Facility shall, at any time, extend a distance of more than 10% of the width of the unobstructed open water from Shoreline to Shoreline or from the Shoreline to a Structure located on the opposite shore (measured perpendicular from the Shoreline at the Low Water Elevation for Lakes Travis and Buchanan and the Design Elevation for Lakes Inks, LBJ, and Marble Falls). Measurements to Structures located on the opposite shore will include only those Structures so located as Permitted by LCRA or otherwise allowed by LCRA rules or regulations and present on the date the Application is filed with LCRA. The width is measured perpendicular from the Shoreline at the Low Water Elevation for Lakes Buchanan and Travis and at the Design Elevation for Lakes LBJ, Inks and Marble Falls.
- For locations greater than 1000 feet in width (HLMO §6.03A):  
At locations where the lake or Cove has an unobstructed open water width of greater than 1,000 feet, no Marina Facility shall, at any time, extend a distance of more than 20% of the width of the unobstructed open water from Shoreline to Shoreline or from the Shoreline to a Structure located on the opposite shore (measured perpendicular from the Shoreline at the Low Water Elevation for Lakes Travis and Buchanan and the Design Elevation for Lakes Inks, LBJ, and Marble Falls). Measurements to Structures located on the opposite shore will include only those Structures so located as Permitted by LCRA or otherwise allowed by LCRA rules or regulations and present on the date the Application is filed with LCRA. The width is measured perpendicular from the Shoreline at the Low Water Elevation for Lakes Buchanan and Travis and at the Design Elevation for Lakes LBJ, Inks and Marble Falls.

NOTE: (FOR ALL LOCATIONS) Regardless of the width of the lake, at no time may a Marina Facility extend more than 400 feet from the Shoreline. For Lakes Buchanan and Travis, the width of the distance that a Marina Facility may extend from shore is measured at the Low Water Elevation and then that distance is applied to all lake elevations, including the Design Elevation.

## Section 3

# **ELECTRICAL REQUIREMENTS** (HLMO §6.06A & B)

**REFER TO DRAWING 4 FOR ADDITIONAL GUIDANCE**

A. Electrical drawings, plans and maps must include the following:

1. Plan notes, including but not limited to:
  - Description of wiring methods
  - Directions to the contractor regarding the specific location of electrical service
  - Identification of circuits in panels
2. Electrical equipment schedule listing all electrical components and a complete description of them, including, but not limited to:
  - Electrical panel(s) – include type and rating

Example: 100 amp feed through 120/240 V 1 phase, 3 wire panel board with 42 circuits

- Panel schedule
- Transformer(s) – type and rating

Example: 112.5 KVA, 3/0 480 volt primary, 208 /120 secondary

- Service equipment – location at msl contour elevation, wiring method, rating

Example: Above 715' msl contour elevation, overhead, 200 amp

- Safety light station – description and photo cell information

Example: Weatherproof, enclosed and gasketed lighting fixture with die cast aluminum housing, glass globe and wire guard, controlled by a photo cell.

**NOTE:** The minimum lighting required to adequately define the presence of the Marina Facility from sunset to sunrise and during periods of restricted visibility shall be wired with a photo-electric cell-operated switch so that the lights will automatically operate.  
(HLMO §6.08.A)

- Receptacles – type and rating

Example 1: 120 volt; 20 amp ground fault circuit interrupters (GFCI)

Example 2: 240 volt, 30 amp multi-wire twist lock receptacle (for shore power)

- Fluorescent lighting – type and rating

Example: Weatherproof; 120 volts, two 40 watt lamps each fixture

- Wire and conduit sizes and types – list specific wire sizes and types for each circuit

Example 1: #12 THWN in  $\frac{3}{4}$ " rigid schedule 40 PVC conduit

Example 2: 1/0 Type W, 4 wire with strain relief

- B. Electrical load analysis – total number of all electrical items with the electrical load for each branch circuit and feeder)
- C. Layout – drawing must include the location of all electrical equipment, not limited to:
  1. Light fixtures
  2. Receptacles
  3. GFCIs
  4. Transformers
  5. Panelboards
  6. Flexible connections
  7. Homerun circuits
  8. Photo-electric cell-operated switch
- D. Schematic or one-line diagram – drawing must include all major equipment from the electric service on shore, including transformers and panelboards.
- E. Electrical drawings, plans and maps must be designed and certified either by a professional engineer registered in the State of Texas or by a master electrician.  
(Refer to Section 1B and 1C for guidance about certification.)
- F. Land-based components that are an integral part of the Marina Facility's electrical system, such as electrical service equipment.
- G. The location of all electrical equipment within the fuel dispensing area and the fuel storage area.



## **Section 4**

# **STRUCTURAL REQUIREMENTS**

- A. Structural drawings, plans and maps should include, but are not limited to:
1. depth of underwater trusses
  2. specifications for encapsulated flotation (HLMO §6.02G)
  3. details and specifications for all Structural components
  4. side-profile detail of all Structures illustrating that no Structure extends in height more than 35' from the water surface (HLMO §6.03A)
  5. roof detail
  6. anchor system components and specifications
  7. profile of anchoring system components

## Section 5

### **MARINE SERVICE STATION REQUIREMENTS**

(HLMO §6.02 C & D AND 6.06.A(2))

**REFER TO DRAWING 5 FOR ADDITIONAL GUIDANCE**

All Marine Service Stations:

- Must be so located as to provide natural protection against prevailing winds or shall have adequate artificial protection, such as a breakwater Structure. (HLMO §6.03.A)
- Should be located so that, in the event of fire on the fuel dock, access to the shoreline from other locations within the Marina Facility is not impeded.

Marine Service Station drawings, plans and maps should include, but are not limited to:

- A. Plan notes – include a description of wiring methods; directions to the contractor about specific siting and location of fuel storage tanks
- B. Equipment schedule – list the quantity of all components and equipment with specifications and the description of each, including but not limited to:
  1. Fuel storage tank(s) – details and specifications for tank type and its capacity

Example: One double-walled steel underground tank, 1000-gallon capacity.

NOTE: If tank is above ground, state specifications for the containment dike, including dimensions, capacity and construction material.

2. Fuel dispenser(s) – details and specifications for the type of dispenser, length of dispenser hose

NOTE: A dispenser hose more than 18 feet in length requires a safety break valve and cannot extend to within 10 feet of any building opening. The hose must be on a reel or a rack. (Latch-open devices are prohibited.)

3. Fuel piping and valves – details and specifications for all piping and valves, including flexible piping, rigid piping, double-wall piping, scuff hoses, solenoid valves, quick-throw valves, gate valves, strain relief grip locations at flexible connections.
4. Fire extinguishers – specifications and location of all portable fire extinguishers

NOTE: Each marine motor fuel dispensing facility shall be provided with one or more listed fire extinguishers having a minimum classification of 40-B:C. They shall be located so that an extinguisher will be within 100 ft. of each pump, each dispensing device, and each pier-mounted liquid storage tank. (National Fire Protection Association 30-A.11.7.1)

5. Absorbent pads, booms, etc. – description and specifications, including the quantity and location of spill control response equipment
6. Signs – specific wording for signs that will be posted at the fuel dispensing area and at the fuel storage tank area, such as these examples:

**FOR THE FUEL DISPENSING AREA**

EMERGENCY PUMP SHUT-OFF  
LOCATED INSIDE

WARNING – NO SMOKING  
  
STOP ENGINE WHILE REFUELING  
  
SHUT OFF ELECTRICITY  
  
DO NOT START ENGINE UNTIL BELOW-DECK  
SPACES ARE VENTILATED

**FOR THE FUEL STORAGE TANK AREA**

DANGER!  
FLAMMABLE/COMBUSTIBLE LIQUIDS  
NO SMOKING WITHIN 50 FEET

- C. Layout – drawings must include the exact location (msl contour elevation) of:
- fuel storage tanks
  - transfer pumps
  - dispensers
  - fuel piping
  - flexible connection points
  - solenoid valves
  - quick-throw valves
  - gate valves
  - fire hose cabinets
  - water pumps
  - fire-fighting equipment

**NOTE: Show the msl contour elevation where the flexible connection is located on shore.**

- D. Land-based components that are an integral part of the Marina Facility's Marine Service Station equipment, such as fuel storage tank(s).

**E. A SPILL CONTROL RESPONSE PLAN that is site-specific and ensures the containment of spills at fueling stations, to include such things as**

- An assurance that an attendant will be present at the fuel dispensing area on weekends and holidays from Memorial Day through Labor Day when the Marine Service Station is open for business (HLMO §6.08E)
- The location of an adequate supply of absorbent pads, booms, etc. for control of minor spills
- Shut-down procedures for the system at the end of the business day
- Procedure for closing and locking valves
- Description of the fueling facility, including tank, pump and fuel line location, tank capacity, drainage direction
- Actions to be taken to control a spill
  - a) How to control the fuel/oil to get the spill/leak stopped
  - b) What needs to be deployed for containment
  - c) How the containment material is used
  - d) How to dispose of used material
  - e) How to order replacement material
- A maintenance/inspection schedule for equipment
  - a) Ensure that the spill kit contains the proper equipment
  - b) To check secondary containment measures
  - c) To inspect tanks, hoses, pumps for leaks
- A designated time for employees to review the plan, to train and drill
- Fuel inventory procedures
- Emergency contact information
- A map of the Marina Facility, including the physical address and directions for response personnel
- A list of applicable contacts or notifications in the event of a spill

## Section 6

### **INSURANCE CERTIFICATE** (HLMO §6.06C)

A. Marina Facilities must file and maintain a current certificate of insurance with the LCRA evidencing that comprehensive general or public liability insurance is being maintained. The certificate submitted to the LCRA must:

1. State that the LCRA will be given a minimum of thirty (30) working days advance notice of cancellation or material change in coverage
2. Show the LCRA as an additional insured

<b>EXCEPTION:</b> A Marina Facility that is insured under a homeowner's insurance policy.
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3. Be purchased from an insurance company licensed in Texas or from a surplus lines carrier on the list of eligible surplus lines carriers maintained by the Texas State Board of Insurance.
4. Be purchased from an insurance company that is rated at least B Class VIII by the A.M. Best Company. (An insurance company not rated by the A.M. Best Company may be required to submit audited financial statements to the LCRA.)

B. The certificate must demonstrate these coverage amounts:

- **Marina Facilities that lease boat slips to the public must:**  
Provide a minimum coverage of \$500,000 per person/per occurrence bodily injury and \$100,000 property damage or \$500,000 combined single limit.
- **Marina Facilities that do not lease boat slips to the public but provide slips only as a service to their customers must:**  
Provide a minimum coverage of \$300,000 per person/per occurrence bodily injury and \$100,000 property damage or \$300,000 combined single limit.

## **Section 7**

### **FIRE EXTINGUISHER LOCATION PLAN**

- A. Fire extinguishers, with a minimum rating of 20 B:C, shall be located along the main walkways so that the travel distance to the nearest fire extinguisher is no more than 50 feet (HLMO §6.08.C).
- B. A separate plan showing the location plan of fire extinguishers may be included on or incorporated into one of the other required plans or drawings and should include a note specifying the minimum rating of the fire extinguishers.
- C. For fire extinguisher locations at a Marine Service Station, see Section 5.B.4.

## Section 8

### **WATER QUALITY ANALYSIS STATEMENT**

(SECTION 6.02C)

A. A Water Quality Analysis Statement must be submitted with an Application proposing Construction of any of these improvements:

- Fifty (50) or more wet mooring slips
- Restaurant over the water surface
- Marine Service Station

B. The statement must describe the best management practices (BMP) the Marina Facility will use to address:

1. Boat sewage
2. Solid waste collection and disposal
3. Litter and debris collection and disposal
4. Impact to freshwater exchange and flushing action of a Cove
5. Hazardous or toxic material storage and Pollution precautions
6. Marine Service Station operations and Pollution prevention
7. Boat cleaning

C. The BMPs proposed in the Water Quality Analysis Statement should clearly demonstrate that the Marina Facility, as a result of the proposed Construction, will have minimal adverse impact on existing water quality. The BMPs must be incorporated into the overall design of the Marina Facility and, where applicable, must be incorporated into Marina operations.

D. Listed below are the specific goals required to be achieved for each of the areas and some BMP examples that address the goals. These examples are not necessarily appropriate for all Applications and LCRA will consider alternative BMPs specific to each Application it reviews.

NOTE: The Environmental Protection Agency (EPA) publication, "Clean Marinas – Clear Value" might be a useful resource for developing alternative best management practices.

For a FREE copy, call the EPA Document Distribution Office (513) 891-6561 and ask for publication #EPA 841-R-96-003

## 1. BOAT SEWAGE

REQUIRED GOAL TO BE ACHIEVED	POSSIBLE BMP
Minimize the potential for accidental release of boat sewage to surface waters	<ul style="list-style-type: none"> <li>• Install pumpout, dump station, and restroom facilities</li> </ul>
Allow ease of access to boat sewage collection facilities and promote the use of such facilities	<ul style="list-style-type: none"> <li>• Free or discounted use of pumpout facilities for slip tenants</li> <li>• Design pumpout, dump station and restroom facilities to allow easy access and post signage to promote their use</li> <li>• Add language to slip lease agreement prohibiting direct discharge of sewage into the lakes</li> </ul>
Ensure that boat sewage collection facilities are operating properly, are leak-free, and are otherwise properly maintained.	<ul style="list-style-type: none"> <li>• Conduct regularly scheduled inspections of facilities and repair immediately as needed</li> <li>• Periodically place dye in pumpout system</li> </ul>

## 2. SOLID WASTE COLLECTION AND DISPOSAL

REQUIRED GOAL TO BE ACHIEVED	POSSIBLE BMP
Reduce potential for litter and solid waste to pollute nearby land and water	<ul style="list-style-type: none"> <li>• Provide an adequate number of covered trash receptacles for marina patrons</li> <li>• Ensure timely removal of trash from receptacles</li> </ul>

## 3. LITTER AND DEBRIS COLLECTION AND DISPOSAL

REQUIRED GOAL TO BE ACHIEVED	POSSIBLE BMP
Ensure removal of litter and debris at regular intervals	<ul style="list-style-type: none"> <li>• Conduct regularly scheduled clean-up of the Shoreline and marina property to remove litter and debris</li> </ul>
Ensure prompt removal of debris and refuse in and around the Marina Facility	<ul style="list-style-type: none"> <li>• Conduct regularly scheduled removal of dock materials, abandoned anchors, debris and refuse if it is exposed when lake levels recede</li> </ul>



#### 4. IMPACT TO FRESHWATER EXCHANGE AND FLUSHING ACTION OF A COVE

REQUIRED GOAL TO BE ACHIEVED	POSSIBLE BMP
Site and design the Marina Facility to ensure that wind and currents will aid in flushing of the site or renew its water regularly	<ul style="list-style-type: none"> <li>Fairways are located parallel to the prevailing wind direction</li> </ul>
Unless it can be scientifically demonstrated that the bottom will support a natural population of benthic organisms, site and design the Marina Facility such that the bottom of the Marina Facility and the entrance channel are not deeper than adjacent navigable water	<ul style="list-style-type: none"> <li>Depth of water in a cove should not be greater than the depth of the adjacent waters on the main body</li> </ul>
Design Marina Facilities to promote circulation within the basin	<ul style="list-style-type: none"> <li>Use a floating attenuator rather than a fixed breakwater</li> </ul>
Design and locate entrance channels to promote flushing	<ul style="list-style-type: none"> <li>Locate the entrance channel parallel to the natural water channel and the prevailing wind direction</li> </ul>
Design Marina Facility to promote flow-through currents	<ul style="list-style-type: none"> <li>Configuration should be open to preclude "dead-ends" where water cannot pass through</li> </ul>

#### 5. HAZARDOUS OR TOXIC MATERIAL STORAGE AND POLLUTION PRECAUTIONS

REQUIRED GOAL TO BE ACHIEVED	POSSIBLE BMP
Design liquid materials storage facilities to prevent toxic or hazardous materials from entering the water in the event of a spill	<ul style="list-style-type: none"> <li>Install a dike, curb, berm or other barrier around liquid storage areas</li> <li>Store materials in impervious areas</li> <li>Provide clearly labeled separate containers for disposal of waste oil, gasoline, anti-freeze, diesel, kerosene, mineral spirits, etc., and ensure proper disposal</li> <li>Install signs and provide written information for marina patrons about proper disposal of liquid materials</li> <li>Provide a service to marina patrons by picking up and properly disposing of Watercraft batteries placed on the dock</li> <li>Provide a recycling area for Watercraft batteries and ensure proper disposal</li> </ul>

## 6. MARINE SERVICE STATION OPERATIONS AND POLLUTION PREVENTION

REQUIRED GOAL TO BE ACHIEVED	POSSIBLE BMP
Ensure the containment of Spills at fueling stations	<ul style="list-style-type: none"> <li>• Provide spill containment equipment at fueling stations</li> <li>• Promote use of oil-absorbing materials in the bilge areas of boats with inboard engines</li> <li>• Provide appropriate receptacles to recycle and properly dispose of oil-absorbing materials</li> </ul>
Develop a Spill response plan	<ul style="list-style-type: none"> <li>• Ensure that employees read the Spill response plan</li> <li>• Conduct "drills"</li> </ul>

## 7. BOAT CLEANING

REQUIRED GOAL TO BE ACHIEVED	POSSIBLE BMP
Ensure that debris from commercial boat cleaning operations can be captured and disposed of properly	<ul style="list-style-type: none"> <li>• Require that boats be removed from the water for cleaning below the water line</li> <li>• Require hand washing of boat hulls above the water line</li> </ul>
If boat cleaning will be allowed, establish procedures that will avoid negative impacts to water quality	<ul style="list-style-type: none"> <li>• Require hand washing of boat hulls above the water line</li> <li>• Require minimal amounts of detergents and cleaning compounds for cleaning and that they are phosphate free and biodegradable</li> <li>• Prohibit hull scraping or any process to remove paint from a boat hull while it is in the water or over the water</li> </ul>

## **Section 9**

### **Property Control Information**

A. To demonstrate that the Marina Facility is located on and over property that is owned, leased or otherwise controlled by the Applicant (HLMO §6.03.B), the following documentation must be submitted:

1. Name and mailing address of the owner(s) of the parcel(s) of land over which the Marina Facility will be located.
2. An affidavit (Form D), signed by the Marina Facility Owner (see Section 12) stating that the Applicant owns, leases or otherwise controls the parcel(s) of land over which the Marina Facility will be located.
3. A proposed legal description of the Lot over which the Marina Facility will be located.

NOTES: An accurate legal description is critical for determining who should receive public notice of the Application. Moreover, it will be incorporated into any Permit that might be issued for the Marina Facility. The Lot must include all parcel(s) of land over which the Marina Facility is/will be located; however the Lot need not include all property owned or controlled by the Applicant if such property is not located under the Marina Facility. For instance, an Applicant may legally subdivide his property and locate the Marina Facility over only one or two of the subdivided parcels of the property. In such a case, the Applicant could choose to exclude from the Lot those subdivided parcels over which the Marina Facility is/will not be located. By contrast, an Applicant that owns extensive contiguous underwater property but who cannot identify in the public records distinct parcels of land within that mass of underwater property will need to include the entire property as part of the Lot.

4. Documentation supporting the proposed legal description and affidavit, including:
  - Copies of plat records or other public records identifying the property(ies) comprising the Lot.
  - A metes and bounds description of property(ies) comprising the Lot not otherwise specifically identifiable in the public records.
  - Copies of any recorded deeds or easements indicating that the Applicant owns or controls the property(ies) over which any portion of the Marina Facility is/will be located.
  - Copies of any lease(s) or license agreement(s) for property over which any portion of the Marina Facility is/will be located indicating that the Marina Facility owner has permission to place a Marina Facility over the property.

NOTE: Some available documents may contain more than one type of information requested above. For example, a portion of the Lot that is leased by the Applicant may be documented by a lease that also contains the required metes and bounds description for that portion of the Lot.

- B. If a Marina Facility Lot is comprised of more than one parcel, submit a map showing the relative location and identity of each parcel and refer to the public record where such parcel(s) can be identified or, if not recorded in the public records, those legal documents containing the metes and bounds descriptions of the parcel(s).**

## **Section 10**

### **INFORMATION NEEDED FOR PUBLIC NOTICE**

#### **For Applications Requiring Public Notice Under HLMO Article 8**

**A. Submit the following information from the appropriate tax appraisal district for review by LCRA staff:**

**1. Official map(s) from the appropriate county tax appraisal district that include the entire Marina Facility Lot and all property boundaries within five hundred (500) feet of the Marina Facility Lot.**

- If more than one tax map is needed to show all required property boundaries, submit as many maps as necessary.**
- Appraisal district map(s) must show all property boundaries both above and below the water surface.**
- The Applicant should mark the location of the boundaries of the Marina Facility Lot on the appraisal district map(s).**

**2. A computer-generated report obtained from the appropriate tax appraisal district for each property located within the Marina Facility Lot and within five hundred (500) feet of the Marina Facility Lot, showing the name and mailing address of each property owner.**

**3. In addition to the computer report generated by the tax appraisal district, the Applicant shall provide a list of the mailing addresses to which direct mail notice will be provided for:**

- Fire department that serves the Marina Facility**
- City government with jurisdiction over the Marina Facility**
- County government with jurisdiction over the Marina Facility**
- The commissioner for the county precinct in which the Marina Facility is located**

**B. All county tax district maps and reports must be the most current available and must be no more than thirty (30) days old at the time the Application is filed with the LCRA. LCRA staff will verify the age of the information with the appraisal district.**

**C. Following review of the map(s) and computer-generated reports, LCRA staff will provide the Applicant with a mailing list of those persons to whom notice must be provided by Certified mail, return-receipt requested. At that time, the LCRA staff will also provide instructions to the Applicant regarding the timing, form and content of the direct mail notice and notice to be published in area newspapers as well as additional guidance for meeting the public meeting requirements.**

**An Applicant should not proceed with any public notice or public meeting without first having received specific authorization and instructions from LCRA staff for these three phases of the public notice process:**

1. Publish notice in the legal section of two newspapers
2. Send direct mail notice to all property owners and other interested persons entitled to notice under the HMLO
3. Hold a public meeting

**D. Public notice and public meeting requirements do not apply to (HLMO §8.05):**

- Emergency Reconstruction
- A Community Marina
- A Non-substantive change to a permitted Marina Facility

**EXCEPTION: A Marina Facility intended solely for the use of a single-family residence that does not otherwise qualify as a Residential Dock need only provide written notice by certified mail. The other public notice requirements do not apply.**

## Section 11

### **PERMIT FEES** (HLMO Article 17)

- A. Marina Facility permit fees are based on the amount of Water Surface Area (in square feet) occupied by the Marina Facility and are due when the Application is submitted. Checks should be made payable to the LCRA.

**EXCEPTIONS:** A Marina Facility that is used in conjunction with a single-family residence and is otherwise subject to the Highland Lakes Marina Ordinance because of its size is not required to pay permit fees, nor is a Community Marina required to pay permit fees.

- B. Total Water Surface Area includes, but is not limited to, the length times the width of all floating and fixed Structures located on or over the water and the maximum area covered by Watercraft, including:

- all open and covered slips,
- Courtesy Docks
- End Tie areas
- areas occupied by PWC ramps and PWC docks

**EXCEPTION:** A Gangway extending from the dock to the shore that, because of its short length, does not require supports by floats or outriggers and which occupies no more than eighty (80) square feet of Water Surface Area. (HLMO Article 4 – Definitions)

- C. Submit the calculation used to determine the total Water Surface Area (in square feet) occupied by the Marina Facility and the corresponding fee.

## Highland Lakes Marina Ordinance FEE SCHEDULE

FEE TYPE*	FEE AMOUNT
<b><u>PERMIT AND PERMIT AMENDMENT FILING FEES</u></b>	
(Non-refundable)	
<b><u>Minimum Filing Fee</u></b>	
<b>Lake Travis Marinas</b>	
Facilities of 10,000 sq. ft. or less not requiring public notice	\$500.00
Facilities of 10,000 sq. ft. or less requiring public notice	\$1,000.00
<b>All Other Lakes</b>	
Facilities of 10,000 sq. ft. or less not requiring public notice	\$300.00
Facilities of 10,000 sq. ft. or less requiring public notice	\$500.00
<b><u>Additional Permit and Permit Amendment Filing Fee</u></b>	
Square feet in excess of 10,000 sq. ft.	\$ .27 per sq. ft.
<b><u>ANNUAL PERMIT FEE</u></b>	
First 10,000 sq. ft.	\$ .08 per sq. ft. (Minimum \$100.00)
Square feet in excess of 10,000 sq. ft. **	\$ .17 per sq. ft.
<b><u>OTHER FEES</u></b>	
Permit assignment	\$300.00
Re-inspection pursuant to Section 15.02.D	\$150.00
Review of revised plans	\$300.00
Permit extension	\$300.00
<b><u>FILING FEE REFUNDS</u></b>	<b><u>AMOUNT OF FEE FORFEITED</u></b>
After application has been received by LCRA	Minimum Filing Fee
After Completion of Administrative Review	Minimum Filing Fee + 10% of Additional Fee
During Technical Review	Minimum Filing Fees + 30% of Additional Fee
After Completion of Technical Review	Minimum Filing Fee + 50% of Additional Fee

\* Square footage calculations are based on the Water Surface Area occupied by the Marina Facility.

\*\* Increase to \$.19/sq. ft. for 2002, \$.21/sq. ft. for 2003, and \$.23/sq. ft. for 2004.



## **Section 12**

### **THE APPLICATION**

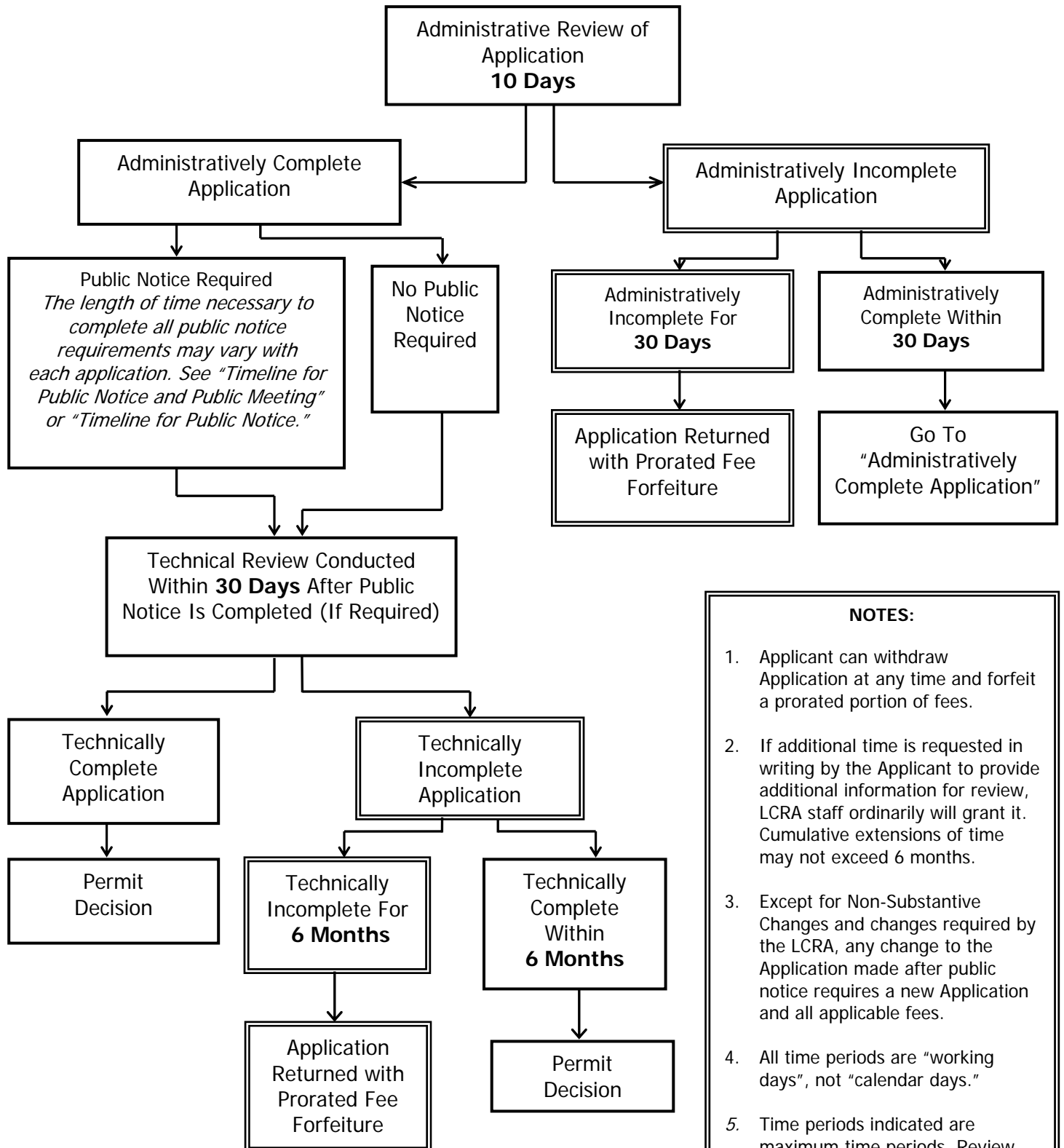
#### **General Information**

- A. The Marina Facility Permit Application (Form F) must accompany the required attachments to the Application. All blanks on the Application should be completed and "N/A" should be indicated in blanks not applicable.
- B. An Application with blanks that have not been completed may be considered to be Administratively Incomplete and may be returned to the Applicant for correction.
- C. Submit the Application with original signature(s).
- D. If the Applicant designates a representative to act on its behalf, documentation must accompany the Application demonstrating that the representative has the authority to act/sign on behalf of the Applicant, such as a corporate resolution or signed letter of authorization from the marina owner or other similar document.
- E. Guidance for signing the Application: The Application form must be signed by the  
owner of the Marina Facility and may not be signed by the Applicant's authorized  
representative unless the authorized representative is also a duly authorized  
official of the company or partnership that owns the Marina Facility. For purposes  
of determining who must sign the Application form, the following guidelines apply:
  - If the Marina Facility owner is a corporation, public district, county, municipality or other corporate entity, the Application shall be signed by a duly authorized official. Written evidence, in the form of by-laws, charter or resolution specifying the authority of the official to take such action must be submitted. A corporation may file a corporate affidavit as evidence of the official's authority to sign.
  - If the Marina Facility owner is a partnership, the Application must be signed by one of the general partners. Relevant portions of the partnership agreement identifying the limited and general partners of the partnership should be submitted.
  - If the Marina Facility owner is an individual, the owner must sign the Application.

- If the Marina Facility owner is doing business under an assumed name, an “assumed name certificate” from the county clerk of the county in which the principal place of business is located must accompany the application.
- If the Marina Facility owner is an estate or guardianship, the Application must be signed by the duly appointed guardian or representative of the estate, and a current copy of the letters issued by the court shall accompany the Application.
- If the Marina Facility is held in trust for the benefit of another, the Application shall be signed by the trustee in that capacity and documentation must be submitted disclosing the nature of the trust agreement and providing the name(s) and current address of each trust beneficiary.
- If the Marina Facility is owned by more than one individual or entity, the Application must be signed by each owner in accordance with the guidelines set forth above. (E.g. If both husband and wife own the Marina Facility as individuals, each must sign the Application. If husband and wife form a partnership that owns the Marina Facility and one spouse is the general partner, then that spouse can sign the Application on behalf of the partnership.) Joint owners need to designate a representative to act for and to represent the others in pursuing the Application and written evidence of such representation must be submitted with the Application.

## **Timelines**

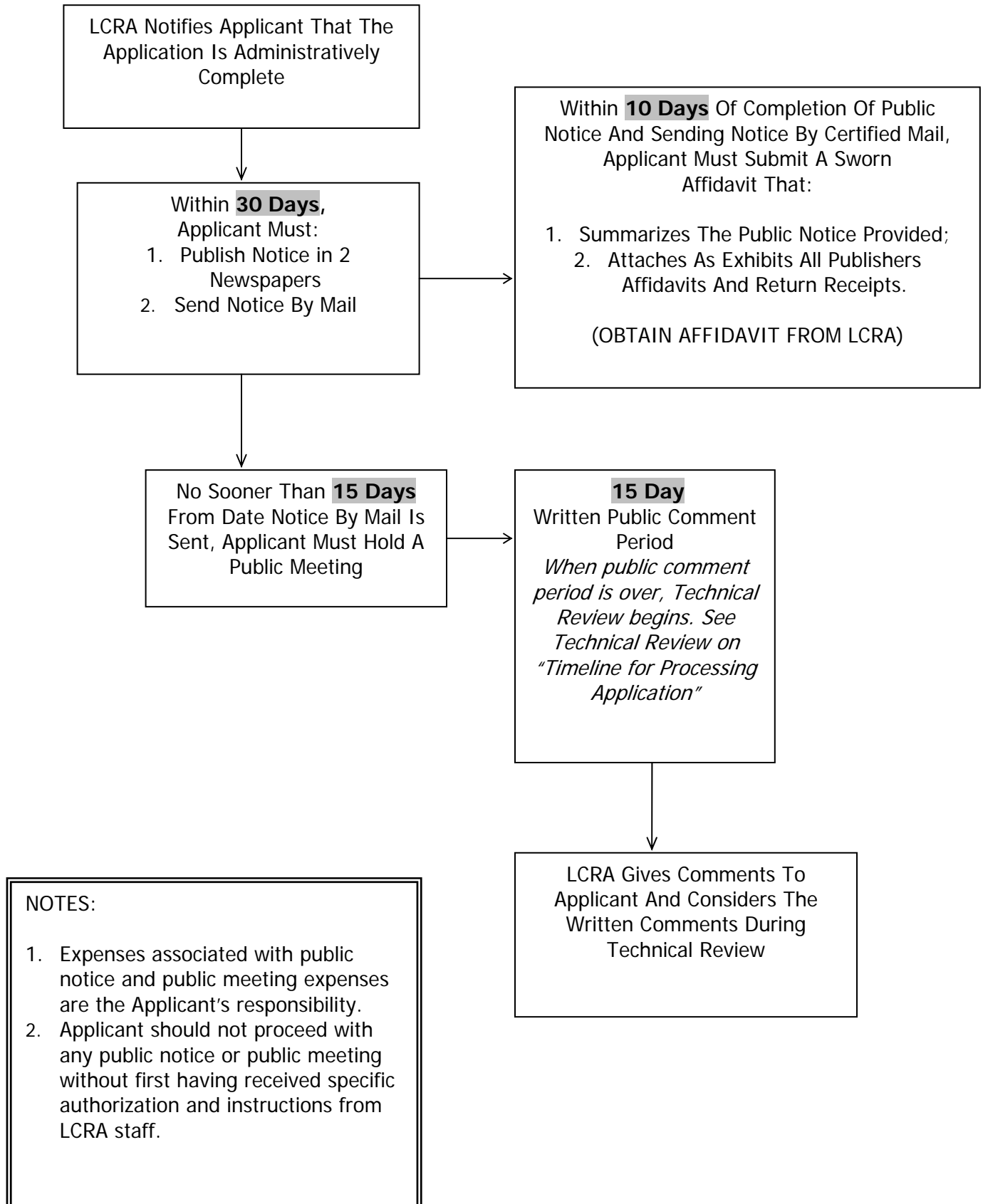
## Timeline for Processing Application



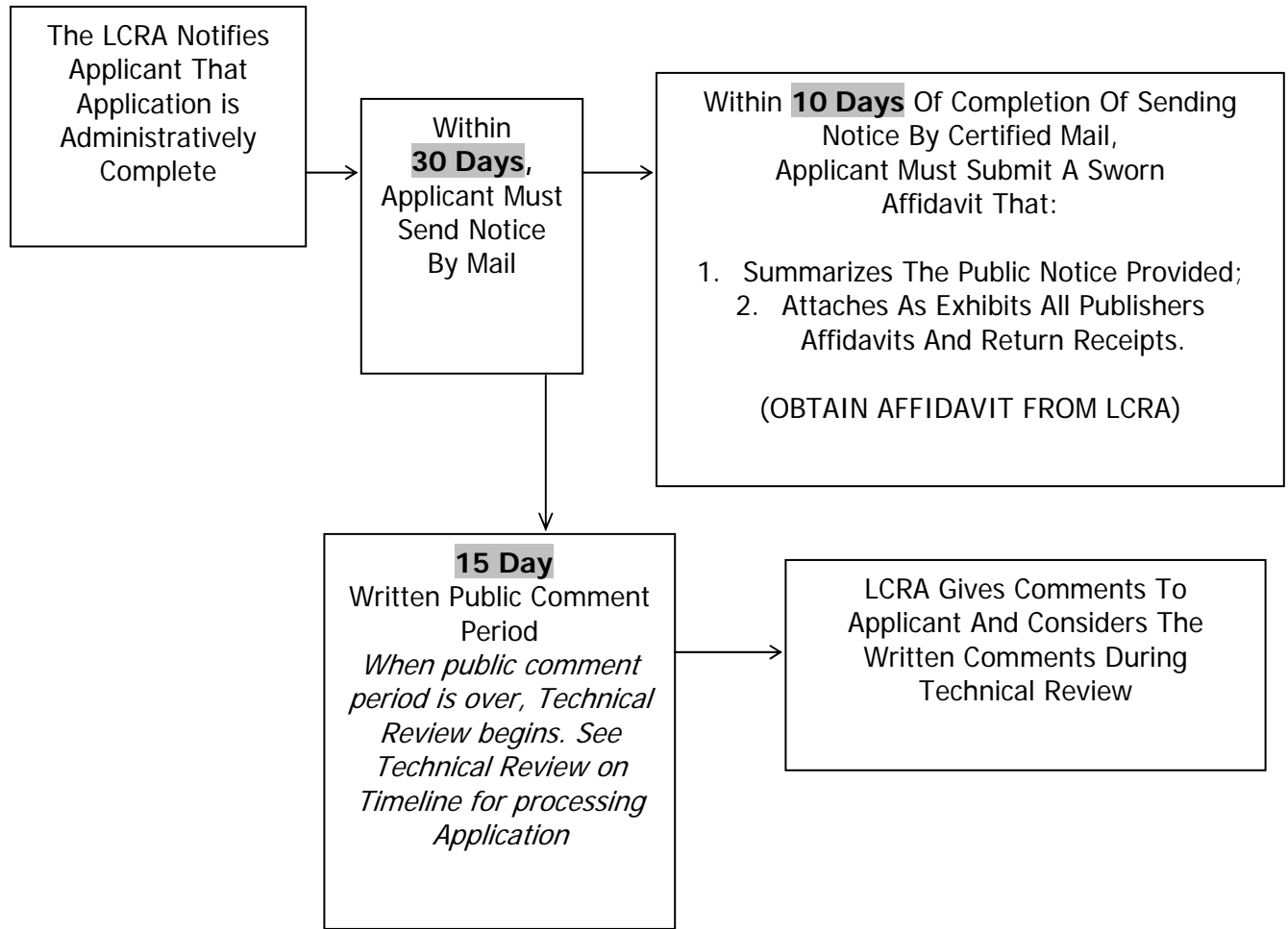
### NOTES:

1. Applicant can withdraw Application at any time and forfeit a prorated portion of fees.
2. If additional time is requested in writing by the Applicant to provide additional information for review, LCRA staff ordinarily will grant it. Cumulative extensions of time may not exceed 6 months.
3. Except for Non-Substantive Changes and changes required by the LCRA, any change to the Application made after public notice requires a new Application and all applicable fees.
4. All time periods are "working days", not "calendar days."
5. Time periods indicated are maximum time periods. Review may be completed more quickly, depending on staff resources & the responsiveness of the Applicant to requests for additional information.

## Timeline for Public Notice and Public Meeting (HMLO Article 8)



**Timeline for Public Notice  
(Single Family Residence)  
(HLMO Article 8)**

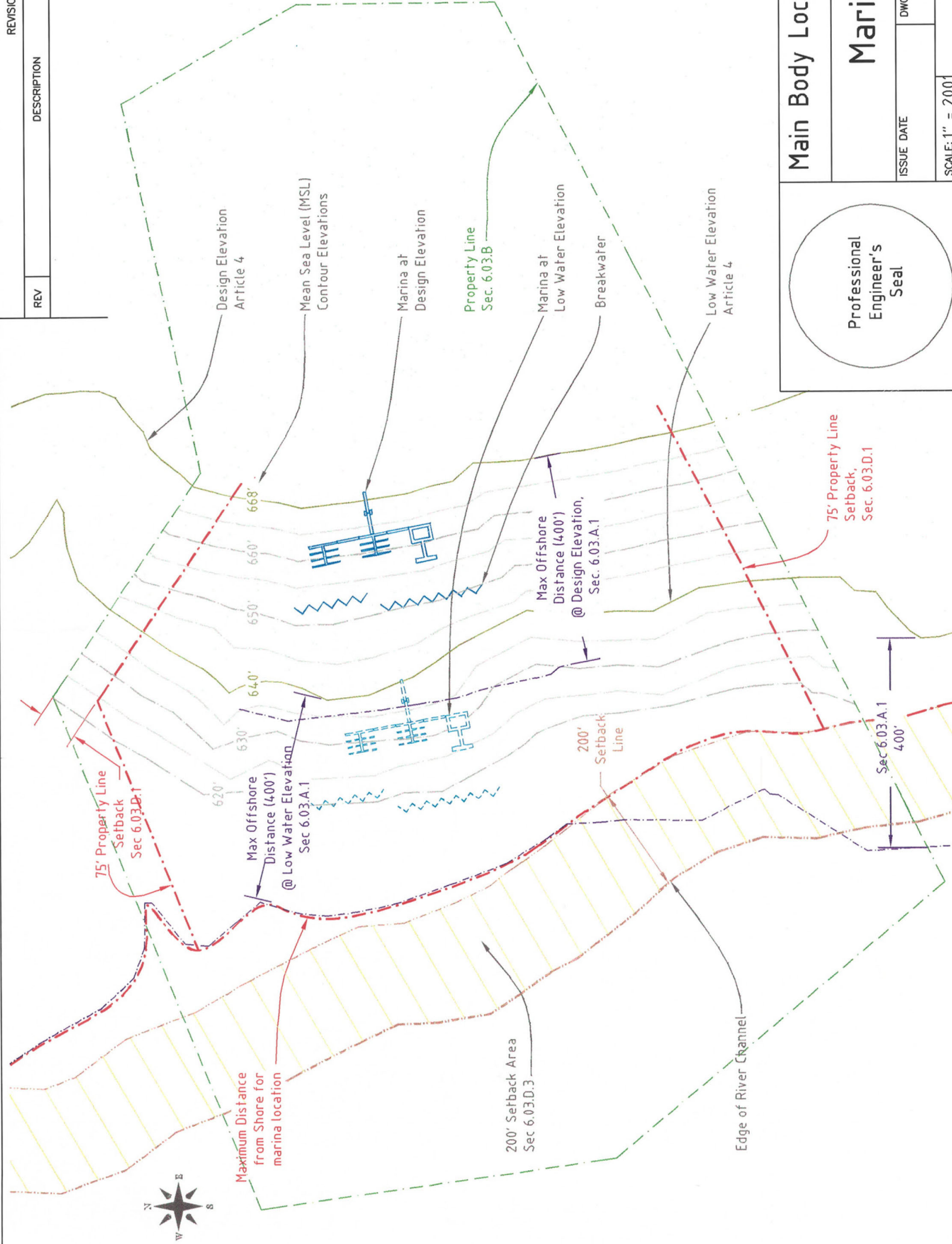


**NOTES:**

1. Expenses associated with public notice are the Applicant's responsibility.
2. Applicant should not proceed with any public notice without first having received specific authorization and instructions from LCRA staff.

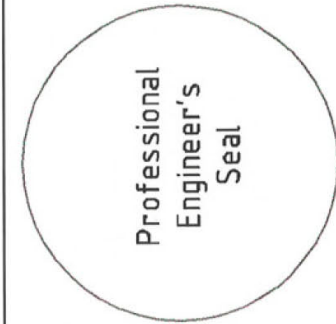
# **Example Drawings, Plans and Maps**

REVISIONS		
REV	DESCRIPTION	APPROVED



## Main Body Location & Configuration

Marina Name

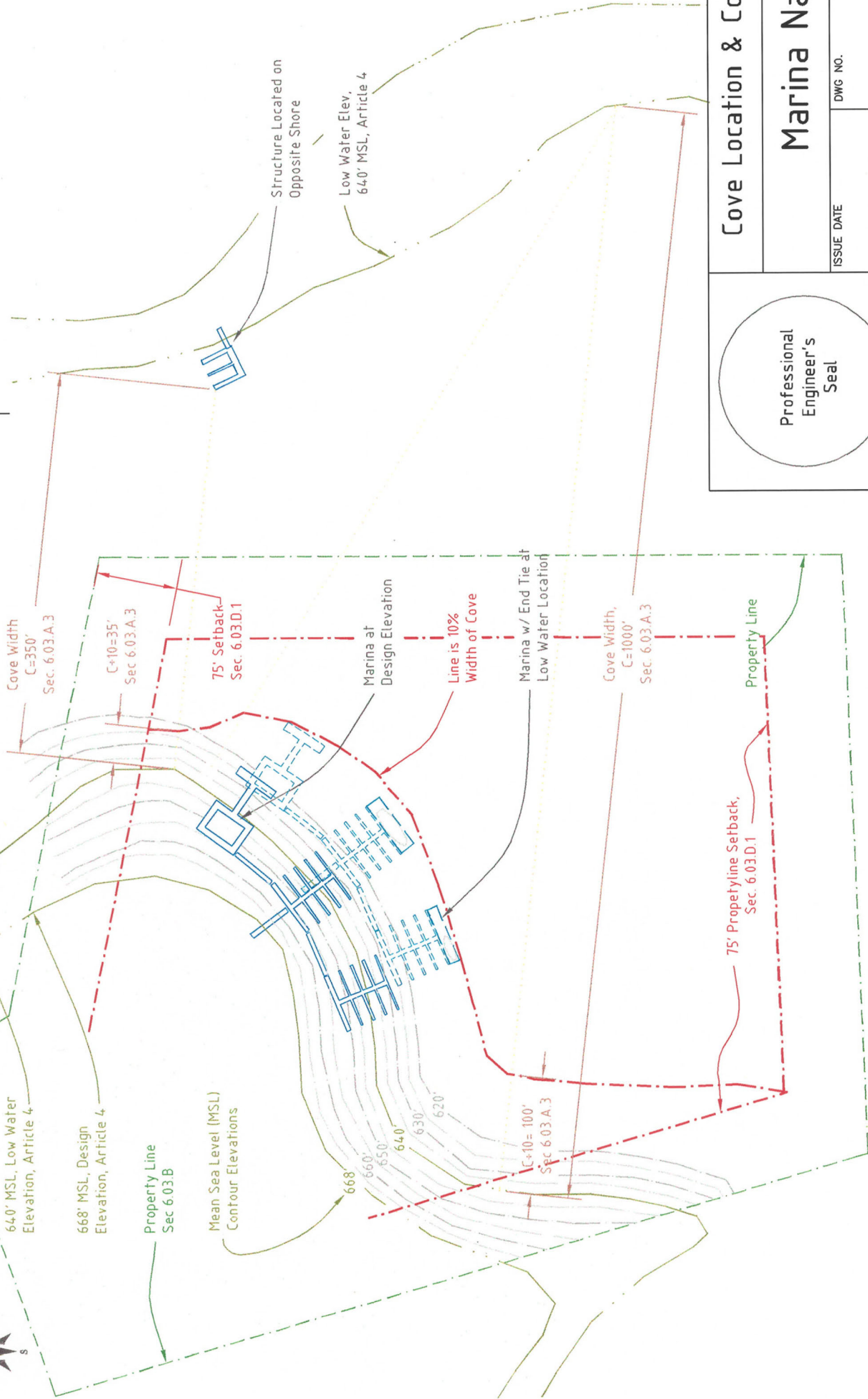
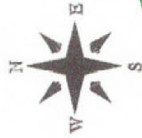


ISSUE DATE	DWG NO.	REV

SCALE: 1" = 200'	SHEET	G1 of 5
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REVISIONS		
REV	DESCRIPTION	APPROVED



Professional Engineer's Seal		Cove Location & Configuration	
Marina Name			
ISSUE DATE	DWG NO.	REV	
SCALE: 1" = 100'		SHEET	G2 of 5



REVISIONS			DESCRIPTION	DATE	APPROVED
REV					

General Notes – Electrical

- All electrical work shall conform to the LCRA Highland Lakes Marina Ordinance, NFPA 303-2000 "Fire Protection Standard for Marinas and Boatyards", NFPA 70 National Electrical Code (NEC), and the National Electrical Safety Code (NESC) as adopted by Local Authorities.
- If regulations or restrictions imposed by the HLMO are either more or less restrictive than those imposed by any other governmental authority having jurisdiction, the more restrictive regulations or restrictions or those that impose a higher standard shall govern.
- Electrical Contractor shall verify and coordinate service and transformer location and all service requirements with the Power Company prior to any installations. Provide transformer pad, grounding, and metering per Power Company requirements.
- Wire all Lights to 'A' Phase and all receptacles to 'B' Phase, for safety.
- Shore Power receptacles shall be in conformance with NFPA 303 mounted no less than 12" above the deck. Provide dedicated circuits to Shore Power receptacles.
- Provide dedicated circuits to fuel dispensers.
- Fifteen and twenty ampere, single-phase, 125-volt outdoor receptacles shall be protected by ground-fault interrupt circuit breakers (GFCI) per NFPA 303.
- Safety Lighting shall be controlled through a Photocell. Each dock shall have Photocell wired to 'A' Phase.
- All Wiring shall be Copper conductors with THHN/THWN insulation except where Type W cable is specified. Provide grounding conductor for all circuits.
- All conduit shall be schedule 40 PVC or rigid galvanized steel, except where noted. Underground conduit shall be schedule 40 PVC. All conduit shall contain a green insulated copper grounding conductor sized as required by the N.E.C. Conduit size shall be 1/2" unless otherwise designated. Conduit shall be flexible where it crosses dock and walkway flex points.
- Flexible conduit, where used, shall be liquid tight non-metallic to 2" and metallic above 2". Flexible conduit shall not exceed 6' in length with approved connections and shall not be used where subject to mechanical damage.
- Branch circuit conductors shall be 2#12, #12G for homeruns less than 50' and 2#10, #10G for homeruns more than 50' unless noted otherwise. A separate neutral shall be run with each branch circuit protected by a GFCI breaker.
- Approved strain-relief grips shall be provided at all cable terminations.
- Branch circuits shall be arranged for balanced phase loading on all panelboards.
- Panels shall be mounted on racks/supports constructed of galvanized steel channel with cold-galvanizing applied to field cuts etc.

Electrical Equipment Schedule

- Dock Panel** – 100A 120/240V, 1 Phase, 3 Wire Panel board with 20A, 1 Pole, Ground-fault Circuit Interrupt (GFCI) Breakers and 30A, 1-pole breakers. Provide one circuit-breaker for each 'B' Phase of the docks.
- Light Station** – Each light station shall have two 15 to 25 watt light bulbs, no more than 24 inches apart, wired in parallel. The lamps or fixture globes shall be amber in color so that no white-light radiates from the fixture. The lamp holders, as well as the junction boxes, shall be waterproof.
- Fluorescent Lights** – Weatherproof, as specified by the Owner.
- Receptacles** – Weatherproof, as specified by the Owner with Ground Fault Circuit Interrupters 15-20 Amp/120V.
- Shore Power Receptacles** – 30 Amp/120V single locking and grounding type
- Photocell** – 2KW, 120V SPST, TORC #2101.

Electrical Plan & Notes

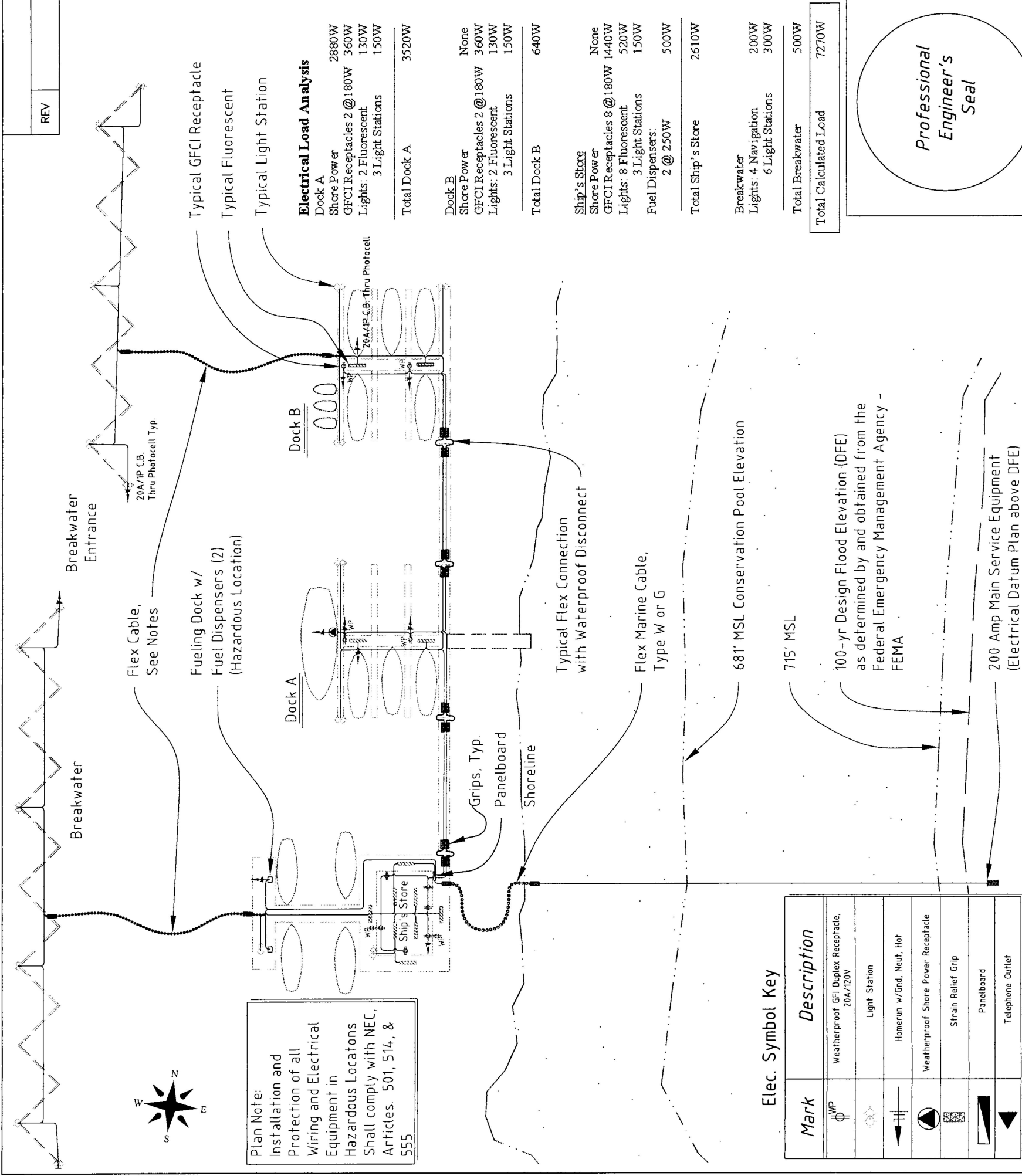
Marina Name

ISSUE DATE	DWG NO.	REV

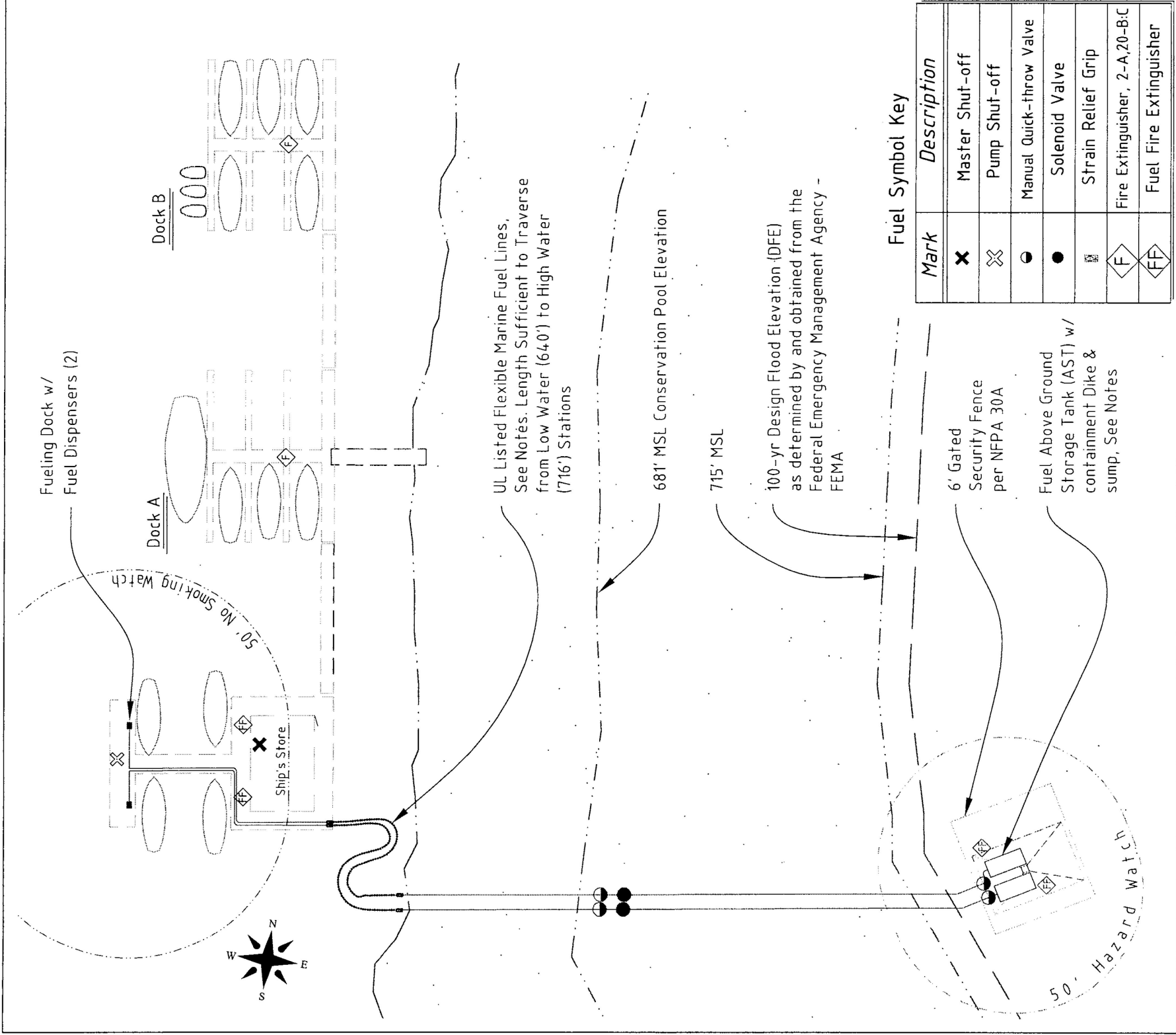
SCALE: 1" = 40' SHEET **G4 Of 5**

Drawing 4

Professional Engineer's Seal







General Notes – Fuel System

1. All work, equipment, and components shall comply with the governing codes and regulation. Regulations include: Texas Natural Resources Conservation Commission, the Lower Colorado River Authority Highland Lakes Marina Ordinance (HLMO), NFPA 70, NFPA 30, and NFPA 30A-2000, Code for Motor Fuel Dispensing Facilities and Repair Garages. If a regulation or restriction imposed by the HLMO is either more or less restrictive than those imposed by any other governmental authority having jurisdiction, the more restrictive regulation or restriction or those that impose a higher standard shall govern.
2. Above-ground fuel storage tanks (AST) shall consist of two (2) 2000 gallon, double-walled steel tanks in conformance with UL #142 suitable for the storage of Class I, flammable, motor-vehicle fuels. Factory fabricated AST systems shall be UL Subject 2244 Code Compliance Verification List (CCVL) listed documenting how the tank system complies with NFPA 30 and the Uniform Fire Code (UFC). Tanks shall be elevated at least 12" above the supporting surface on saddles of a design and spacing as supplied by the manufacturer.
3. Each AST shall be labeled with durable, clearly visible lettering no less than 6" in height:

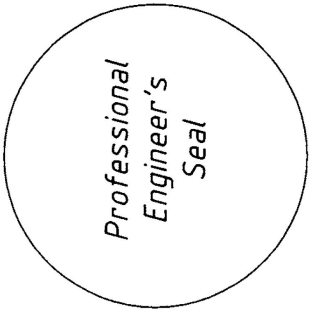
DANGER!

FLAMMABLE/COMBUSTIBLE LIQUIDS –

NO SMOKING WITHIN 50 FEET

5. Tank siting and spacing shall be in conformance with NFPA 30A and as shown on the plans. All tank openings shall be above the Design Flood Elevation, see plan.
6. The submersible pump for each tank shall be a ½-hp 'extra' motor pump unit or alternate approved in writing by the Engineer.
7. Underground product piping consists of 2 product lines conforming to NFPA 30 & 30A. Piping is 1½" diameter galvanized steel pipe. Piping in contact with the ground shall be provided suitable corrosion protection and secondary containment with approved leak detection and alarm. Piping shall be grounded to control stray electrical currents.
8. All electrical components and work shall be installed in accordance with the National Electrical Code as defined in Article 501 for Hazardous locations and Article 555 for wet locations.
9. Underwriter's Laboratory (UL #1114) approved flexible marine fuel lines used between the floating facility and the shore shall run independently of the marina structures. Flexible fuel lines shall be provided with strain-relief grips where they connect to rigid lines.
10. Quick-throw shut-off valves shall be installed on each product line prior to the connection to the flexible fuel lines. The location of the shutoff valves shall be as close as practicable to the normal pool shoreline. A fuel solenoid valve for each product line shall be located as indicated.
11. Dry-disconnect valves shall be provided at each end of the flexible product lines delivering product from shore to the floating facility.
12. Fuel Product lines located on the marina structure shall be 1½" grounded galvanized pipe suitable for the purpose. Lines shall be installed no closer than two (2) feet from the exposed edge of the docks, and shall be secured to prevent chaffing.

13. Product dispensing devices, hoses, and nozzles shall conform to NFPA 30A requirements. Latch Open Devices on the nozzles is Prohibited. Product Dispensing devices shall in no case be located closer than two (2) feet from the exposed edge of a dock. Product dispensing hoses shall be of adequate length to supply fuel to craft likely to use the facility. In no case shall a hose be longer than 18 feet in length without the provision of a suitable hose reel device.
14. The fuel dock shall be capable of sustaining a collision with the largest motor craft likely to use the facility in a realistic accident scenario. In no case shall the fueling dock be designed for less than a 5000# boat impacting the dock at a 15° angle from the face traveling at a speed of 4 ft/sec or 3 knots. Protect the fuel lines and dispensing devices from impact energy and damage by the dock structure and fendering.
15. Fuel Docks shall be provided with no less than two widely spaced mooring cleats at each dispensing device.
16. Fuel Docks and their moorings shall be designed to sustain the same area, wind, and sea loading as the remainder of the marina.
17. A light shall be provided for each product storage tank and shall be illuminated whenever the submersible pump for that tank is running. Lights shall be visible both from the shore approach and from the dispenser locations.
18. Visible and accessible emergency pump shut-off switches and signs shall be placed 15 to 75 feet from the dispensers. Signs shall read **EMERGENCY PUMP SHUTOFF** in 3-inch letters.
19. Smoking or open-flames shall be prohibited within 50-feet of the fueling operations. NO SMOKING signs shall be posted conspicuously about the premises. Such signs shall have letters 4 inches in height on a background of a contrasting color.
20. At the face of the fueling Dock a sign shall be displayed at an elevation clearly visible from the decks of marine craft being fueled that bears the following or equivalent wording in letters not less than 3 inches in height on a background of contrasting color.  
**WARNING**  
No Smoking - Stop Engine while Fueling  
Shut Off Electricity  
Do Not Start Engine Until Below Deck Spaces are Ventilated
23. One or more fuel fire extinguishers (FF) shall be UL labeled 40-B:C in conformance with NFPA 10 extra (high) hazard type with an extinguishing agent suitable for exterior use.
24. Fuel Fire extinguishers shall be clearly marked and visible and readily available for use mounted at a height of 48 inches above the deck located no more than 50 feet from each pump, storage tank, and fuel dispensers in conformance with NFPA 30A.
25. Provide one (1) Marine Oil Spill Response Kit, accessible to the Fuel Dock and within 75' of the dispensing devices. Standard kits shall be supplied in a covered nominal 50-gallon disposal container with an assortment of mops, sorbent pads, socks, pillows and wipes along with suitable protective gear.
26. On completion of the fuel system installation, the Contractor shall supply the Owner with at least one full set of as-built drawings, copies of all governing codes and ordinances, product data sheets, wiring diagrams, warranties, and specifications as well as a written operation, maintenance, inspection, and testing manual.



Marine Service Station Plan & Notes

Marina Name

ISSUE DATE	DWG NO.	REV
SCALE: 1" = 40'		SHEET <i>G5 of 5</i>

**Forms**

# Marina Facility Description

Enter a quantity in each blank that applies.

Use "N/A" in blanks that are not applicable. Do not answer "YES" or "NO".

	QUANTITY EXISTING	QUANTITY PROPOSED BY THIS APPLICATION	TOTAL existing + proposed (if this application is permitted)
Wet mooring slips			
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			
Above ground 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			

**Does the Applicant have plans for future development at this Marina Facility that are not included in this permit application? (Circle one) YES NO**  
**If YES, explain:**

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# Certification of Compliance For Electrical Installations & Systems

In accordance with the Lower Colorado River Authority (LCRA)  
Highland Lakes Marina Ordinance (HLMO) Section 6.06

**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, complete this information: License Number: _____
	Licensing Municipality: _____
	License Expiration Date: _____

**Form B**

# Professional Engineer's Certification Of a Marina Facility

In accordance with the Lower Colorado River Authority (LCRA)  
Highland Lakes Marina Ordinance (HLMO) Section 6.06

**By my signature as a professional engineer registered 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.

\_\_\_\_\_  
Professional Engineer's Signature

\_\_\_\_\_  
Professional Engineer's Printed Name

\_\_\_\_\_  
Date

Professional Engineer's Seal

Form C



# Affidavit (Property Control)

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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 & RELATIONSHIP to Applicant \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME,

this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_

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

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

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

Notary Public Name  
(Printed) \_\_\_\_\_

Form D

# Checklist of Information Required For a Marina Permit

This checklist summarizes the items required for most marina permit Applications. All items on this checklist may not be required for your Application nor may this list be all-inclusive. Call Water Surface Management (512.473.3200 or 1.800.776.5272) for assistance in determining the items required for your Application.

The Lower Colorado River Authority (LCRA) recommends reading the Highland Lakes Marina Ordinance and the Guidance Document prior to preparing any of the items on this checklist.

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## **DRAWINGS, PLANS AND MAPS**

- \_\_\_\_\_ Location & Configuration (HLMO § 6.03)
- \_\_\_\_\_ Electrical (HLMO § 6.06)
- \_\_\_\_\_ Marine Service Station (HLMO § 6.02D)
- \_\_\_\_\_ Structural

## **OTHER ITEMS**

- \_\_\_\_\_ Marina Facility Description **(FORM A)**
- \_\_\_\_\_ Electrical Certification of Compliance (HLMO § 6.06.A) **(FORM B)**
- \_\_\_\_\_ Professional Engineer's Certification (HLMO § 6.06) **(FORM C)**
- \_\_\_\_\_ Affidavit (Property Control) **(FORM D)**
- \_\_\_\_\_ Permit Application form **(FORM F)**
- \_\_\_\_\_ Calculations of water surface area
- \_\_\_\_\_ Insurance certificate (HLMO § 6.06.C)
- \_\_\_\_\_ Map(s) from Tax Appraisal District
- \_\_\_\_\_ Property ownership records from Tax Appraisal District
- \_\_\_\_\_ Property control information (HLMO § 6.03.B)
- \_\_\_\_\_ Water Quality Analysis Statement (HLMO § 6.02.C)
- \_\_\_\_\_ Check payable to LCRA for fees

## **MISCELLANEOUS**

- \_\_\_\_\_ Fire Extinguisher Plan (HLMO § 6.08.C)
- \_\_\_\_\_ Other \_\_\_\_\_

# MARINA FACILITY PERMIT APPLICATION

In Accordance with the Lower Colorado River Authority Highland Lakes Marina Ordinance

DO NOT WRITE IN THIS SPACE – FOR LCRA USE

DATE RECEIVED

Application number \_\_\_\_\_

Customer number \_\_\_\_\_

Fee enclosed \$ \_\_\_\_\_

Check number \_\_\_\_\_

• **WHAT IS THE REASON FOR THIS APPLICATION? (Check one)**

- ☐ Permit to Construct (Construct a new Marina Facility)  
☐ Permit Amendment (For a Marina Facility that has a valid permit)  
☐ Emergency Reconstruction (Repair damaged portions of Marina Facility that has valid permit.)  
☐ Permit Assignment (Transfer of ownership of Marina Facility that has valid permit.)

• **WHAT TYPE OF FACILITY IS PROPOSED BY THIS APPLICATION? (Check one)**

- ☐ Marina Facility (includes Commercial Facilities, Marine Service Stations, restaurants over the water and non-commercial facilities that exceed 1500 sq. ft)  
☐ Community Marina  
☐ Youth Camp

ALL BLANKS ON APPLICATION SHOULD BE COMPLETED.  
USE N/A FOR THOSE THAT DO NOT APPLY.

- NAME OF APPLICANT \_\_\_\_\_
- MARINA FACILITY NAME \_\_\_\_\_  
Note: If different from Applicant, Applicant must submit d/b/a certificate.
- ON WHICH HIGHLAND LAKE IS THE FACILITY PROPOSED? (Circle one)  
Buchanan      Inks      LBJ      Marble Falls      Travis
- WATER SURFACE AREA TO BE OCCUPIED BY PROPOSED CONSTRUCTION  
= \_\_\_\_\_ square feet.
- FEES SUBMITTED WITH APPLICATION = \$ \_\_\_\_\_

**Application For A Marina Permit**

**BILLING INVOICES SHOULD BE MAILED TO:**

Name\_\_\_\_\_

Address\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip Code\_\_\_\_\_

**CORRESPONDENCE SHOULD BE MAILED TO: (if different from above):**

Name\_\_\_\_\_

Attention\_\_\_\_\_

Address\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip Code\_\_\_\_\_

**PHYSICAL ADDRESS (LOCATION) OF THE PROPOSED FACILITIES:**

Street Address \_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip Code\_\_\_\_\_

**MARINA TELEPHONE (Area Code)**\_\_\_\_\_

**MARINA FAX (Area Code)**\_\_\_\_\_

## Application For A Marina Permit

NAME OF MARINA MANAGER \_\_\_\_\_

MANAGER TELEPHONE (Area Code)\_\_\_\_\_

MANAGER EMAIL ADDRESS \_\_\_\_\_

### PROPERTY OWNERSHIP AND CONTROL

FOR EACH PARCEL OVER WHICH THE MARINA FACILITY IS/WILL BE LOCATED:

1. Indicate whether the parcel is (mark one)

\_\_\_\_\_ owned by the Applicant

\_\_\_\_\_ leased by the Applicant, or

\_\_\_\_\_ otherwise controlled by the Applicant (i.e. license agreement, easement)

DESCRIBE THE NATURE OF CONTROL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. IF DIFFERENT FROM THE APPLICANT, IDENTIFY OWNER(S) OF EACH PARCEL:

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

Mailing \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

3. IDENTIFY THE DOCUMENTATION SUBMITTED WITH THIS APPLICATION  
DEMONSTRATING THIS OWNERSHIP OR CONTROL OF THIS/THESE PARCELS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTE: ADD ADDITIONAL SHEETS AS NECESSARY FOR ANY MARINA FACILITY THAT  
IS LOCATED OVER MULTIPLE PARCELS OWNED BY SEPARATE PARTIES.

## Application For A Marina Permit

**HAS APPLICANT DESIGNATED ANOTHER PERSON TO ACT ON HIS/HER BEHALF?**  
(Circle one) YES NO If "YES", complete the following information:

Designee's name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (Area Code) \_\_\_\_\_

Identify documentation submitted that demonstrates designees authority to act on behalf of Applicant: \_\_\_\_\_

\_\_\_\_\_

**MARINA DESIGNER/ENGINEER** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (Area Code) \_\_\_\_\_

**MARINA CONTRACTOR** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (Area Code) \_\_\_\_\_

**FEDERAL IDENTIFICATION NUMBER** \_\_\_\_\_

(Submit documentation demonstrating that all franchise taxes have been paid)

**Has Applicant applied for an LCRA Nonpoint Source Pollution Control Permit?**

(Circle one) YES NO

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

Circle one: YES NO (If YES, explain on a separate sheet of paper)

## Application For A Marina Permit

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

\_\_\_\_\_  
\_\_\_\_\_

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 Signature\* \_\_\_\_\_

Title \_\_\_\_\_

APPLICANT Printed Name \_\_\_\_\_

\*If the Applicant is other than an individual, reference Section 12 of the HLMO Guidance Document to determine who must sign the Application.

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

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

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

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

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

### SUBMIT THE 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 TO: (M – F; 7:30 a.m. - 4:30 p.m.):

Lower Colorado River Authority  
Marina Permitting  
3700 Lake Austin Boulevard  
Austin, TX 78703