

APPLICATION TO ASSIGN A MARINA FACILITY PERMIT

In accordance with the Highland Lakes Marina Ordinance



DO NOT WRITE IN THIS SPACE – FOR LCRA USE

Date received: _____

Application number: _____

Customer number: _____

Fee enclosed? ☐ Yes ☐ No

Check number: _____

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

Current Permit Information:

Permit number: _____

Name of permittee: _____

Name of marina facility: _____

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

☐ Buchanan ☐ Inks ☐ LBJ ☐ Marble Falls ☐ Travis

What type of facility is being assigned? (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 applicant must also submit a d/b/a certificate.

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 parcels(s). Submit 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:

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

☐ Yes ☐ No

If yes, provide the permit information:

Has the applicant sought assignment of any LCRA land lease agreements? (select one)

☐ Yes ☐ No ☐ N/A

Indicate the status of these assignments, if applicable, if they have not been finalized at the time of submitting this application:

Has the applicant sought assignment of any LCRA buoy permits? (select one)

☐ Yes ☐ No ☐ N/A

Indicate the status of these assignments, if applicable, if they are not finalized at the time of submitting this application:

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 document and attach that to this application.

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:

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: _____

For the PERMITTEE (Seller):

As the current Permittee for the Marina Facility subject to the assignment sought by this application, I have reviewed the attached application. I acknowledge that, until such time as the assignment of the permit is complete, the current Permittee remains responsible to LCRA for all Marina Fees associated with this Marina Facility and may be held responsible for compliance with the Highland Lakes Marina Ordinance. 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.

Permittee's signature: _____

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

Permittee's title: _____

Permittee's printed name: _____

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

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.