City of Austin
Planning and Development Review Department
One Texas Center,
505 Barton Springs Road, #409
P.O. Box 1088, Austin, Texas, 78767

# BARTON SPRINGS ZONE
## ANNUAL OPERATING PERMIT APPLICATION

RENEWAL APPLICATION [ ]
TRANSFER APPLICATION [ ] (Effective Date of Transfer) _____

## 1. GENERAL INFORMATION ON WATER QUALITY CONTROL (WQC) #

WQC **SITE** NAME: _____
WQC ADDRESS: _____
**OPERATOR** BUSINESS NAME: _____
OPERATOR MAILING ADDRESS: _____
CONTACT NAME: _____
PHONE NUMBER: _____
FAX NUMBER: _____
EMAIL ADDRESS: _____

**OWNER** BUSINESS INFO: (complete if it is different from the Operator. If it is the same, check: [ ]
OWNER BUSINESS NAME: _____
OWNER MAILING ADDRESS: _____
CONTACT NAME _____
PHONE NUMBER: _____
FAX NUMBER: _____
EMAIL ADDRESS: _____

Has the water quality control functioned according to the approved design and maintenance plan during the previous year? YES [ ] NO [ ]
If no, provide an explanation of the circumstances under which the WQC was not functioning as designed. _____
_____
_____
_____

## 2. MAINTENANCE & MONITORING INFORMATION

Please provide the following with the required attachments for #1 & #2:

1. Provide a copy of the facility maintenance plan. See page 4 for a guideline. Attachment #_____
2. Provide a copy of the past years maintenance records, including: the name(s) of any contractor(s), date(s) of maintenance and RESULTS (actions taken, sediment materials removed, disposal location, and components replaced/repaired). All materials must be disposed of in accordance with federal, state and local regulations.

MAINTENANCE RECORDS AND DISPOSAL RECEIPTS ARE SUBMITTED AS ATTACHMENT # _____.

## 3. OPERATING PERMIT FEES

Water Quality Control (WQC) Fees (as adopted by Council)

WQC ID #_____

Total Fees for 1 Water Quality Control = $625.00
Total Fees for 2 Water Quality Controls = $700.00
Total Fees for 3+ Water Quality Controls = $775.00
Reinspection Fees (if assessed) = $50.00 each

NOTE: As of October 1, 2008, there will be a 10% late fee added to any permit fee that is submitted after the permit due date.

Total number of WQC's: _____
WQC #1 TYPE: _____
WQC #2 TYPE (if Applicable): _____
WQC #3 TYPE (if Applicable): _____
WQC #4 TYPE (if Applicable): _____
Fee for WQC(s): _____
Fees for any re-inspections: _____
10% Late fee (if applicable) _____
Total Fee: _____
Fee Submitted: _____

## 4. RESPONSIBILITY OF PERMITEE & **OPERATIONAL PERMIT SIGNOFF**

It is the duty of the responsible party who maintains the water quality controls(s) to contact the City of Austin at 974-2124, for a post maintenance inspection. Maintenance requirements include:

- Removal of sediment buildup in WQC(s) when accumulation exceeds 6 inches.
- Clear and properly dispose of accumulated trash and debris every six months, or more frequently, as needed.
- Limit the maximum height of vegetative growth in WQC's to 18 inches.
- No persistent water should be in controls; capture volume should be retreated, retained or discharged in accordance with the approved maintenance plan. Prolonged, standing water indicates the need for corrective measures. Corrective maintenance is required any time a retention basin does not drain the equivalent of the Water Quality volume within 72 hours of cessation of inflow or a detention basin does not drain completely.
- An inspector from the Planning and Development Review Department will verify compliance with the code requirements and the Operating Permit. Non-Compliance sites will be reinspected and are subject to reinspection fees. Re-inspection fees are $50.00 per reinspection.
- Maintenance inspections performed by CITY personnel will be conducted during normal business hours.
- The permittee acknowledges that sampling, if required, will be performed during storm events by contractors selected by the city, and the permittee is responsible for providing information on associations with certified labs, or subsidiaries thereof.

Applicant / Responsible party agrees that the information contained in this permit renewal application is true and correct to the best of his / her knowledge. Applicant agrees to abide by the requirements of this permit and all related Codes of the City of Austin.

I, the signee, responsible for the property assigned by site plan #_____, understand and agree to maintain the WQC(s) and any associated easements in a manner which will allow access for City of Austin employees or contractors to inspect or sample the control(s).

**(PRINT) NAME / TITLE**

_____

**SIGNATURE** _____**DATE** _____

**PERMIT APPLICANT / RESPONSIBLE PARTY (check one): OWNER [ ] OPERATOR [ ]**

## 4. DELIVERY AND SUBMITTAL INSTRUCTIONS

Payment and attachments must accompany the application, along with updated information concerning ownership or facility operation. Upon receipt of all information and fees, including a favorable inspection report which will be performed after you have submitted the application, the City of Austin will renew the permit for a period of one (1) year.

**Failure to comply with provisions in the ordinance or the terms of the permit is a violation of the Land Development Code and subject to enforcement action, as identified in Chapter 25-1, Article 10 and Section 25-8-511 through 25-8-523 (when applicable).**

PLEASE RETURN THIS COMPLETED FORM AND ALL ADDITIONAL INFORMATION RELATING TO YOUR PERMIT TO:

CITY OF AUSTIN
ATTN: **Schuyler Schwarting**
**Planning and Development Review Department**
**PO Box 1088**
**Austin, Texas 78767**

**If mailing certified/overnight then mail to:**
CITY OF AUSTIN
ATTN: **Schuyler Schwarting**
**Planning and Development Review Department**
**505 Barton Springs Rd. #409**
**Austin, TX. 78704**

## FOR OFFICE USE ONLY

DATE REC'D _____
REC'D BY _____
PAID _____
CHECK # _____
RECEIPT # _____

WPDR FIELD REVIEW

DATE_____WQC ID#_____
BY_____BY_____

**EFFECTIVE DATE OF PERMIT**

**Greg Guernsey, Director**

**Schuyler Schwarting, Operating Permit Coordinator**
**Tel: (512) 974-2715**

09/10

City of Austin
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# Barton Springs Zone (BSZ) Operating Permit Program
# Maintenance Plan Guideline

In the BSZ, a maintenance plan for the proposed water quality control (WQC) facility is required according to the City of Austin Land Development Code 25-8-233B1.

The maintenance plan shall contain:

1. Responsible Party – The name and contact information of the person or group who is responsible for maintaining the WQC.
2. A narrative on how, overall, the water quality control facility shall function. This shall include the general expected flow path of the storm water being processed through each component of the water quality control. If there is a re-irrigation system, a narrative of when it shall start and stop should be included.
3. A material list, which lists all of the parts that might need to be replaced (e.g. pump, sprinkler head etc.). This list shall also contain re-ordering information for these parts including supplier contacting information and part number if applicable.
4. A maintenance and inspection schedule for the water quality facility including maintenance schedule of the components of the system.

This document shall be written in a manner that even non-technical personnel shall be able to understand.