

INSTRUCTIONS ON SUBMITTING BUILDER PERMITS

- 1. Fill out the next two pages of the Builder Permit Application (highlighted areas) MUST PROVIDE COMPLETE PRPOERTY DESCRIPTION INCLUDING SUBDIVISION, SECTION, BLOCK, AND LOT**
- 2. Once the two pages are filled out, click the “PRINT FORM” button on page two.**
- 3. Sign and date the application.**
- 4. Attach a check for \$100 for each permit, made payable to “Sienna Parks and Levee District”**
- 5. Mail the completed application, two copies of the Plat Map, and the check to:**

**Levee Management Services, LLC
Attn: Sandy Brooks
7070 Knights Ct. Ste 103
Missouri City, Tx 77459
281-240-6454**

Sienna Parks & Levee Improvement District

DEVELOPMENT PERMIT NO: _____

DATE: _____

STATE OF TEXAS
COUNTY OF FORT BEND

1. This permit is issued on _____ and is effective immediately.

2. This permit is issued to _____ and is not transferable.

3. This permit authorized the permittee to construct or improve structures or
Improvements on the following described property:

Address: _____

Lot: _____ Block: _____ Section: _____

Subdivision: _____

4. This permittee applied to Sienna Parks & Levee Improvement District for a Development Permit on the
above described location. The application has been reviewed and it has been determined that the construction and
improvements will not be Zone-A as designated on the special flood hazard boundary as identified by the Federal
Hazard Boundary Map
dated _____.

5. The Development Permit Number issued with this permit shall be posted on the property visible from the street or
road in a location where it will be protected from weather and secure from vandalism, and shall remain posted until
the work is completed and/or a water/sewer connection is made.

Sienna Parks & Levee Improvement District

Name: _____

Title: **Permitting Official**

Sienna Parks & Levee Improvement District

Development Permit Application Form – Application # _____

1. Applicant's Name: _____ Title: _____
Mailing Address: _____ City: _____ Zip: _____
Owner's Name: _____ Tel#: _____
Mailing Address: _____ City: _____ Zip: _____

2. Location of Description of Property: Subdivision: _____
Section _____ Block _____ Lot _____
Street Address: _____ Acreage: _____
Survey: _____ Abstract: _____ Other: _____ No. of Units: _____
Square Footage of Structure: _____

PROVIDE
COMPLETE
INFO!

3. Check or Write in Applicable Information:
Residential _____ Mobile Home _____ Commercial _____
Under Construction: _____ Relocated Structure: _____ Proposed: _____

4. State the estimated cost of Construction: \$ _____

5. Is the proposed improvement to be constructed as a new structure or is it a proposed substantial improvement of an existing structure? *Substantial Improvement* means any repair, reconstruction, or improvement of the property, the cost of which equals or exceeds 50% of the actual cash value if the property either (a) before the improvement is started, or (b) if the property has been damaged and is being restored, before damage occurred.
New Construction: _____ Existing Construction: _____

6. Supply with this application (2) copies of the *Plot Plan* of proposed construction. The *Plot Plan* must include the top of the slab elevation of the lowest habitable floor as described in Item No. 7. The Sienna Plantation Levee Improvement District may require the filing of supplemental plans, specifications and information, if the documents attached are not sufficient. This application when filed will become part of the permanent records of the Sienna Plantation Levee Improvement District.

7. The Top of Slab Elevation (*in relation to mean sea level, 1973 Datum*) of the lowest habitable floor (including basement) of all new or substantially improved structures: _____ MSL.

8. Does the proposed structure contain a basement? Yes ____ No ____

9. If structure has been flood proofed, the elevation (*in relation to mean sea level*) to which the structure was flood proofed: _____ MSL.

10. If the permit applicant is a corporation, partnership or other legal entity other than a natural person, state the name of one or more natural persons who will be responsible to Sienna Plantation Levee Improvement District to see that all provisions of the Development Permit will be faithfully complied with

Signature of Agent/Owner or Attorney: _____

Date Received: _____ Date Issued: _____

Permitting Official: _____