



P.O. Box 219  
Salado, Texas 76571

April 26, 2016

**CERTIFIED MAIL:** 7011 1570 0002 5700 2006

Salado Inn on the Creek, LLC  
Attn: Larry Wolfe  
602 Center Circle  
Salado, Texas 76571

RE: Permit Applications for Parking Lot and Drainage Work

Dear Mr. Wolfe,

On March 24, 2016 the Village received a report that construction work was being conducted at/near 100 Center Circle Drive without a permit. Parking lot and drainage improvements were completed on approximately March 25-28. Upon Village request, on March 30, 2016, you submitted an application for a parking lot located at 100 Center Circle. We appreciate you submitting this application. The application was not complete, therefore the following items must be submitted for a full review to take place.

- A completed, accurate Commercial Building Permit Application.
- Per Commercial Permit Submittal Requirements – 2 copies of the completed set of construction documents are required for plan review. Drawings must be drawn to scale and at a minimum include the following for both the parking lot and drainage improvements:
  - Site plan
  - Set of plans for the parking lot: lot layout, materials, grading plans, driveway approaches, and drainage culverts
    - Information that addresses Non-Residential Parking Requirements of the Zoning Ordinance (enclosed)
    - Information that addresses the requirements of the Technical Construction Standards and Specification Manual (enclosed)
  - Set of plans for the drainage culverts\*
    - Information that addresses the requirements of the Technical Construction Standards and Specification Manual (enclosed)
  - Flood Plain Certificate
    - Floodplain Development Application (enclosed)\*\*

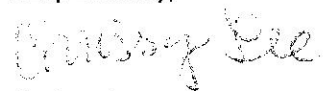
\*You indicated that the drainage improvements you made along Center Circle had been approved through a letter from the Village Engineer, KPA. The letter was found and was an analysis related to Royal Street, not Center Circle.

\*\*On your application, you indicated this project was not in the Floodplain. After review, it appears this property address is completely located in the Floodplain, including the drainage improvements and the parking lot you constructed along center Circle. A Floodplain Development Application and approval is required for these construction activities per the Village of Salado Flood Damage Prevention Ordinance No. 2008.20 for any development which includes "any man-made change in improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials". Please see the enclosed letter from the Village of Salado Engineer.

Should you choose not to submit the applications and meet the requirements for the above, a variance application must be submitted and a public hearing must be held before the Zoning Board of Adjustments and the Board of Aldermen. An application is enclosed for your convenience.

Thank you in advance for your cooperation. Should you have any questions, please do not hesitate to call our offices at (254) 947-5060.

Respectfully,

A handwritten signature in cursive script that reads "Chrissy Lee".

Chrissy Lee  
Village of Salado