



ENVIRONMENTAL HEALTH GUADALUPE COUNTY

SHELLY REED JACKSON, DIRECTOR

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SEGUIN, TEXAS 78155
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MON-FRI 7:30AM – 4:00PM
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FLOODPLAIN DEVELOPMENT APPLICATION CHECKLIST

The Floodplain Administrator shall either approve or deny an application within 30 days of receiving the application.
Permit processing varies by project complexity.

Instructions: Place a check mark in the box for documents included with this checklist and application. For items that do not apply, place "N/A" in the box. Documents listed below with (S) are needed for all Shoreline applications.

This Floodplain Development Application Checklist must accompany the completed application.

- Completed Application Permit for Floodplain Development and Certificate of Compliance. (S)
- Base Flood Elevation Certificate by a certified Surveyor or a Professional Engineer.
- Planning Materials of the development as required by the National Flood Insurance Program (NFIP) and Guadalupe County Flood Damage Prevention Order. (S) Copy of City Building Permit (in city limits)
- Guadalupe Appraisal District Property Identification Card. (S) Cost Estimate of Reconstruction Affidavit.
- Copy of Recorded Deed. (S) Cost Estimate of Reconstruction Form.
- Copy of Recorded Subdivision Plat. (S) Non-Conservation Agreement.
- Copy of Non-Residential Building Permit (Issued by Fire marshal). Floodproofing Certificate.
- Copy of Issued Driveway Permit. Manufactured Home Anchoring Design.
- Copy of Address Assignment Verification Letter. Completed GBRA Shoreline Application. (S)
- Required Permit Fee. (S) Certificate of Engineered Flood Openings. (S)
- Septic Design or Approved Sewer Main Connection Letter from Utility Provider.
- No-Rise Certificate (only required for development located in the floodway). (S)
- Hydrologic & Hydraulic Analyses (only required for development located in the floodway per Section E (1) in GCFDPO).

Floodplain Development Permit expires one year of the date of issue.

Floodplain Development Permit will expire if no work is commenced within 180 days of the date of issue.

I affirm that I have provided all information required for my Floodplain Development Application and that this application constitutes a completed Floodplain Development Application.

Signature of Applicant _____

Date _____

OFFICE USE

Date Received _____

By _____

Complete Application _____

Incomplete Application (Missing items listed below) _____

• Check #/Cash/CC _____

• Receipt Number _____

PERMIT #



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APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT

This is an application packet for a Floodplain Development Permit. Certain sections are to be completed by the Applicant, and certain sections are to be completed by the Guadalupe County Floodplain Administrator (FPA).

The National Flood Insurance Program (NFIP) provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers, and makes certain federal monies available to local communities. In order for citizens to be eligible for the National Flood Insurance rates, or for communities to receive certain kinds of federal monies, the community must agree to meet minimum floodplain standards. This application packet is a tool to ensure that the minimum standards are met.

In a participating NFIP community, flood insurance policies can be purchased from any local insurance agent at the national rate. Even though the policy may be issued as if it were coming from the insurance company you deal with, it is actually a Federal NFIP policy printed on the insurance agency's letterhead. The rates are determined by the flood risk zone in which you live and by the elevation of the lowest floor of your home, not by the insurance company, and should be the same regardless of which agent or agency sells you the insurance.

You may buy flood insurance for your own peace of mind, you may be required to buy it before a lending institution will make or refinance a loan, or you may not be buying flood insurance at all. Whatever the case, if the property which you propose to develop is located within a "Special Flood Hazard Area" on a flood map issued by the Federal Emergency Management Agency (FEMA), you **MUST** obtain a Floodplain Development Permit prior to beginning the project. This is a requirement of the Guadalupe County Flood Damage Prevention Order, and there are penalties for failing to do so.

Floodplain Development Permits are **ONLY** required for developments in areas designated as "Special Flood Hazard Areas" of FEMA-issued flood maps. Flood maps can be reviewed at the office address above, or online at the FEMA website (www.FEMA.gov).

If you are proposing a development of any kind (constructing a new building, remodeling, adding on to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc...) in a floodplain, you **MUST** submit Section I of this application for a Floodplain Development Permit to the Guadalupe County Environmental Health Department. Depending upon the type of development you are proposing, additional forms may be required. For example, all new buildings in a Special Flood Hazard Area require an Elevation Certificate to document that the lowest floor of the building is elevated to a certain height relative to the anticipated flood crest of the "base flood" event. An Elevation Certificate and other forms are provided on line and at the Guadalupe County Environmental Health Department, but should only be completed if they are required for the proposed development.

Typically, the Applicant completes Section I of this packet and submits the information to the Guadalupe County FPA. The FPA reviews the submission and determines whether or not additional information is needed. If it is, the FPA will request the additional information from the Applicant. Once all required materials have been submitted, the FPA will make a permitting decision and either issue or deny the requested Floodplain Development Permit. (Denied permits may be appealed per the provisions of Guadalupe County Flood Damage Prevention Order.)

The Applicant should understand that a Floodplain Development Permit is only a permit to complete the proposed development. The FPA will perform an inspection after the project is completed, or perhaps several inspections throughout the progress of the project, to make sure that the development is compliant with the requirements of the Guadalupe County Flood Damage Prevention Order. Once the Certificate of Compliance has been issued, the process has been completed.

INSTRUCTIONS FOR COMPLETION

SECTION I

General Information

Self-explanatory. Note the last two items under this heading.

Owner Information

List the contact information for the owner(s) of the property where development is proposed. All owners of the property must sign the application.

Applicant Information

If you are applying for this development permit, but are not the owner of the property, list your contact information here. If you are the property owner, leave this section blank.

Project Information

Check the box(es) beside the type of development that is being proposed. Note that some types of activity require the estimated cost of the proposed project to be disclosed so the Floodplain Administrator (FPA) can determine whether or not the improvement is a "substantial improvement."

Signature

Sign your name, and date the application.

SECTION II

Floodplain Information

The FPA will determine – for the sole purpose of administering the Guadalupe County Flood Damage Prevention Order – the position of the proposed development relative to community floodplains and floodways. This determination is not binding at any lending institution or with any insurance agency, but is used to determine whether or not a Floodplain Development Permit and/or any other forms are required prior to commencing the proposed project.

Section II requires a map and panel number(s), a listing of the flood source for the proposed development, and contains a checklist of additional documents required for the FPA to make an informed permitting decision.

If any of the additional documentation is required, the FPA is to notify the applicant, allow a reasonable length of time for submission of the documents, and then review all submissions to determine whether or not the permit will be issued.

SECTION III

Forms

Forms that may be required.

SECTION IV

Permit Determination

The FPA will indicate whether or not the proposed development is conformant with the requirements of the Guadalupe County Flood Damage Prevention Order, and whether or not the requested permit is issued. If the decision is to NOT issue the permit, the FPA will provide an explanation of the perceived deficiencies to the Applicant.

SECTION V

Certificate of Compliance

The FPA will indicate the "As-Built" lowest floor elevation for structural developments, list any inspections that have been performed, and issue the Certificate of Compliance to the Applicant if appropriate.

Project Complete

The FPA will determine that the project is complete and close the permit.

SECTION I: Applicant and Project Information

General Information

1. No work of any kind may begin in a floodplain until a Floodplain Development Permit is issued.
2. The permit may be revoked if any false statements are made in this application or the applicant refuses to allow access to the property to determine whether actual construction matches the schematics/drawings submitted with the application (Guadalupe County Flood Damage Prevention Order, Section I. (3) Right of Entry).
3. If revoked, all work must cease until a permit is re-issued.
4. The development may not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within 180 days of the date of issue.
6. The permit will not be issued until any other necessary local, state or federal permits have been obtained.
7. By signing and submitting this application, the Applicant gives consent to the local Floodplain Administrator or his/her representative to make reasonable inspections prior to the issuance of a Certificate of Compliance.
8. By signing and submitting this application, the Applicant certifies that all statements contained in SECTION I of the application, and in any additional attachments submitted by the Applicant, are true and accurate.
9. By signing and submitting this application, the Applicant understands:
 - a. Only parking, access, and storage are allowed below the base flood elevation (BFE).
 - b. All enclosures/side walls below the BFE must have the required amount of flood openings.
 - c. All mechanical, electrical, and plumbing components must be elevated at FPE.
 - d. Finished Base Flood Elevation Certificate is required after structure is complete.
 - e. Floodplain Development Permit expires one year of the date of issue.

Floodplain Development Permit will expire if no work is commenced within 180 days of the date of issue.

Owner Information

Property Owner Name _____
Mailing Address _____ City/ST/ZIP _____
Home/Work# (____) _____ / Cell# (____) _____
Email address _____

Contractor Information

Applicant Name _____
Home/Work# (____) _____ / Cell# (____) _____
Email address _____
Signature of Applicant _____

Project Information

Project Address _____
Legal Description _____
Gate Code _____

Type of Structure:

- Residential (1 to 4 families)
- Residential (More than 4 families)
- Non-Residential
 - Elevated
 - Floodproofed
- Combined Use (Residential and Non-Residential)
- Manufactured Home

Type of Structural Activity:

- New Structure
- Addition to Existing Structure*
- Remodel/Renovation (change to interior/exterior) to Existing Structure*
- Rehabilitation (restoring something damaged) to Existing Structure*
- Relocation of Existing Structure **
- Replacement of Existing Structure **
- Demolition of Existing Structure

Other Development Activities:

- Pool
- Fence
- Placement of Fill Material
- Outdoor Entertainment (kitchen, etc.)
- Excavation (not related to a structural development)
- Grading / Clearing

* Improvement Evaluation

Cost of Activity (a): \$ _____

Market Value of Existing Structure (b) : \$ _____

Percent of Value Change (a/b): _____ %

Disclaimer: Improvement Evaluation must be supported by Owner's Affidavit, Contractor's Estimate Form and approved market evaluation. Attach supporting documentation.

If the percent of value change exceeds 50% of the value of the existing structure before the activity, the entire structure must be treated as a **Substantial Improvement**.

** Relocation or Replacement

A relocated structure or a structure being replaced must be treated as **new construction**.

Description of Activity:

- Roadway or Bridge Construction
- Drainage Improvement (including culvert work)
- Individual water or sewer system (not included to a structural development listed above)
- Specify other development not listed:

Combination Permit with Guadalupe Blanco River Authority (GBRA):

Note: This permit is considered a Shoreline Permit and is separate from any other floodplain permit

- | | |
|---|--|
| <input type="checkbox"/> Erosion Control | <input type="checkbox"/> Boat Lifts / Slips |
| <input type="checkbox"/> Dock | <input type="checkbox"/> Jet Ski Ramps |
| <input type="checkbox"/> Boat House / Storage | <input type="checkbox"/> Piers |
| <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Specify other development not listed: |

Signature

I certify that to the best of my knowledge the information contained in the application is true and accurate.

Signature of Property Owner

Date

SECTION II: (To be completed by Floodplain Administrator)

Flood Information

1. The proposed development is located on FIRM map panel: _____ (number and suffix)
2. Effective date on the FIRM: _____
3. The proposed development is located in Zone _____ of the SFHA.
4. Is the proposed development located within the regulatory floodway: No Yes

Structural Development (may include Shoreline Permit)

For structures, the provisions of the Guadalupe County Flood Damage Prevention order specify that the lowest floor, including utilities, be elevated to two feet above the flood protection elevation.

The Flood Protection Elevation for the proposed development is: _____

Base Flood Elevation: _____

Source of Base Flood Elevation: FIRM FIS Profile other: _____

The following documents are required:

- Elevation Certificate
- Site Plan (showing location of SFHA and development)

The following documents may be required:

- Floodproofing
- No-Rise Certificate – if the proposed development is in a “regulatory floodway”
- Hydrologic & Hydraulic Analyses– if the proposed development is in a “regulatory floodway”
- Elevation study showing BFEs on developments/ subdivisions exceeding 50 lots or 5 acres in Zone A
- Certificate of Engineered Flood Openings or ICC-ES Evaluation Report

SECTION III: (To be completed by Floodplain Administrator)

Permit Determination

I have determined that the proposed development:

- IS IS NOT (non-conformance described in separate document)

In conformance with the Guadalupe County Flood Damage Prevention Order.

The Floodplain Development Permit:

- IS IS NOT (denials are described in separate document)

Issued subject to any conditions attached to and made part of this permit.

Signature of Floodplain Administrator

Date

SECTION IV: (To be completed by Floodplain Administrator)

Certificate of Compliance

Certificate of Compliance is issued and the development is found to be in compliance with the Guadalupe County Flood Damage Prevention Order.

Project Complete

Project is found to be in compliance with the Guadalupe County Flood Damage Prevention Order.

Signature of Floodplain Administrator

Date



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Environmental Health Department Fees Effective September 5, 2017

Single Family On-Site Sewage Facility Permit For Standard Treatment System	\$ 200.00
Single Family On-Site Sewage Facility Permit For Non-Standard Treatment System	\$ 350.00
Non-Residential On-Site Sewage Facility Permit	\$ 400.00
TCEQ State Research Council Fee (included in fees above)	\$ 10.00
On-Site Sewage Facility Repair Permit	\$ 100.00
Holding Tank Permit	\$ 100.00
On-Site Sewage Facility Re-Inspection Fee	\$ 50.00
Single Family Floodplain Development Permit	\$ 150.00
Non-Residential Floodplain Development Permit	\$ 250.00
Shoreline Floodplain Development Permit	\$ 150.00