



JACKSON COUNTY, TEXAS
PERMIT APPLICATION PACKET INSTRUCTIONS FOR
RECREATIONAL PARK OR MANUFACTURED HOME PARK DEVELOPMENT

Office of Permitting, Inspection and Floodplain Administration
411 N. Wells, Room 130 – Edna Texas 77957 / 361-782-7552 / t.matejek@co.jackson.tx.us

In order to make sure all regulations for Commercial Development and proper Drainage is being complied with, in association with the Jackson County Flood Damage Prevention Ordinance which was signed into effect on February 25th, 2013, the Jackson County Commissioners Court determined that it is important that Engineering Plans be reviewed for compliance with Federal, State and County Ordinances and requirements to minimize flood risk and reduce future flood damages and does abide by and follow all regulations under Title 2 Texas Water Code-Water Code Administration, General Provisions, and has adopted the Jackson County Drainage Ordinance on June 23rd, 2014.

On October 10th, 2017 Jackson County entered into agreement with **SCHEIBE CONSULTING** to perform Drainage Review for Commercial Structures, including all non-residential type structures, including but not limited to, Recreational Vehicle Parks, Manufactured Home Parks, Subdivisions, Multi-Family Units, etc. that are being proposed for development in the unincorporated areas of Jackson County. It has been determined to be in the best interest of Jackson County and its inhabitants that the following Drainage Plan Review Fees for such Commercial Development projects are as follows:

- a) \$100 for drainage review of improvements up to 12,000 sq. ft. to determine if further engineering studies will be required.
- b) \$250 for drainage review of improvements from 12,001 sf up to 43,560 sf
- c) \$500 for drainage review of improvements from 43,561 sf to 120,000 sf
- d) \$1,500 for drainage review of improvements from 120,001 sf to 400,000 sf
- e) \$2,000 for drainage review of improvements 400,001 sf and larger, and less than 20 acres.

The initial review fee includes up to two rounds of reviews. The same fees for the initial review may apply for major modifications to the original submittals.

It is up to the discretion of the Jackson County Flood Plain Administrator if the projected described on the application page will warrant an engineering review. If a stamped drainage plan is submitted with the permitting packet, then no outside drainage review will possibly be mandated.

I. What Documentation is required to be submitted to the Jackson County Permitting Office? :

- a) Permit Application (attached pages 2 and 3)
- b) Concept/Site Plan, Grading Plan (see instructions in Sec. 6 on page 4)
- c) Copy of Property Deed
- d) Location Map (Google Earth) with project site marked showing GPS coordinates
- e) Survey
- f) If in special flood hazard area, Elevation Certification must be included with packet
- g) Drainage Plan (stamped) or project can be submitted to contracted county engineer for review at FPAs discretion
- h) Other documents as requested by Permitting Office
- i) Permit Submission Fee of \$320.00 made payable to Jackson County Permitting, Signature Page (Sec. 8 Page 5)

II. What documentation will be required if project needs to be submitted to SCHEIBE CONSULTING for drainage review if necessary (County Floodplain Administrator has full discretion of forwarding project to Engineering Firm)

- a) Copy of Permit Application (attached pages 2 and 3)
- b) Concept/Site Plan, Grading Plan (see instructions in Section 6 on page 4)
- c) Location Map
- d) Other Documentation requested by SCHEIBE CONSULTING
- e) Initial drainage review fee of \$100.00 made payable to SCHEIBE CONSULTING – (copy of payment sent to permitting office)

IF SUBMISSION TO CONTRACTED COUNTY ENGINEER IS MANDATED, DETAILED INFORMATION ON HOW AND WHERE TO SUBMIT DOCUMENTS WILL BE PROVIDED AT THAT TIME TO APPLICANT

**JACKSON COUNTY, TEXAS
PERMIT APPLICATION FOR
RECREATIONAL PARK OR MANUFACTURED HOME PARK DEVELOPMENT**

SECTION 1: OWNERSHIP INFORMATION

1-a)	Property Owner(s) Name(s):	
1-b)	Contact Number(s):	
1-c)	Mailing Address:	
1-d)	Email Address:	

SECTION 2: LOCATION OF PROPOSED CONSTRUCTION

2-a)	Park/Project Name:			
2-b)	Site Address:			
2-c)	Legal Description:			
2-d)	Total Acreage of Project Site:			
2-e)	GPS Coordinates	Lat:		Long:

SECTION 3: DEVELOPER/CONTRACTOR / PROJECT MANAGER INFORMATION (Name/Email/Contact Numbers)

Developer:	
Contractor:	
Project Mgr:	

SECTION 4: SITE IMPROVEMENTS AND SERVICES for Recreational Vehicle Park (RV=Recreational Vehicle)

<u>Number of RV Sites to be Built</u>	<u>Avg. Sq. Ft. of each RV Site</u>	<u>Avg. Parking Area (SF) Per RV Site</u>
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4.a) SITE IMPROVEMENTS AND SERVICES for Manufactured Home Park (MH=Manufactured Home)

<u>Number of MH Sites to be Built</u>	<u>Avg. Sq. Ft. of each MH Site</u>	<u>Avg. Parking Area (SF) Per MH Site</u>
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4.b) – RV & MH PARK ROAD INFORMATION

<u>Park Road(s) Width (20' Min)</u>	<u>Road Material</u>	<u>Curb</u>	<u>Gutter</u>	<u>Sidewalks</u>
<u>Number/Width of Entrances:</u>				
<u>Number/Width of Exits:</u>				

4.c) RV & MF PARK WATER PROVISIONS -Mark each that apply

**all private wells must be registered with Texana Groundwater District and registration number must be listed*

<u>Public Water (Name of Provider and TCEQ Certification Number:</u>	
<u>*Private Well (Number of Wells):</u>	
<u>Registration Number of Private Well(s):</u>	

4.d) RV & MF PARK WASTEWATER OR SEPTIC (OSSF) INFORMATION (Complete all areas that apply)

PUBLIC WASTEWATER SYSTEM (Must Provide TCEQ Certification Number:	
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ON-SITE SEWAGE FACILITY (Must provide name of installer that will be verified by permitting office):							
4.e) STORM DRAINAGE PLAN (Complete all areas that apply – all drainage must be shown on site plan)							
Existing Detention- Retention Ponds:		Proposed Detention-Retention Ponds:			Natural Drainage:		
Other (Explanation):							
4.f) UTILITY PROVIDER (Electrical):							
Utility Provider Name:							
4.g) Check all other structures that will be placed or constructed at the RV Or Manufactured Home Park (Laundry Room, Offices, Swimming Pools, Pool House, Storage Buildings, etc.) all structures must be shown and labeled on the Site Plan:							
Laundry Facility:		Number of Washers:		Swimming Pool:		Capacity (Size):	
Office:		Public Restroom/Shower Facilities:		Number of Showers/Toilets:			
Storage Building:		Clubhouse:		With Kitchen Facilities?		Occupancy Size:	
Other Facilities not mentioned above please explain here:							
SECTION 5: ENVIRONMENTAL INFORMATION (Use additional paper if necessary)							
Water, Drainage and Flooding							
5.A.1) Describe any areas subject to flooding on proposed development site:							
5.A.2) Describe any existing drainage courses or eroded areas on or near the project site (e.g. rivers, creeks, swales or drainage ditches):							
5. A.3) Describe the project site topography (e.g., landforms, slopes, etc.):							

I affirm that I have provided all information required for the proposed Commercial Development and that this application constitutes a completed application. I understand that Jackson County will notify me within 10 business days of any missing documents or other information necessary to supplement this application.

Applicant Signature: _____ **Date:** _____



SECTION 6: CONCEPT/SITE PLANS

Site/Concept Plans are required for:

- Any new Commercial, Industrial, Other Non-Residential Structures, Multiple Family Units, Townhouses, or Recreational/Manufactured Home Park Development
- The construction of any new off-street parking, loading, or storage facility; the expansion of any existing off-street parking, loading, or storage facility; or the surfacing of any existing unpaved off-street parking, loading or storage facility.

**SITE PLAN CHECKLIST-PLEASE SHOW THE FOLLOWING INFORMATION ON YOUR SITE PLAN
MARK EACH BOX APPROPRIATE TO PROJECT
(For all applicable proposed development)**

<input type="checkbox"/>	GENERAL INFORMATION NEEDED One complete set of plans, boundary survey, topography information, north arrow, dimensions in feet and decimal fractions of a foot, a site plan prepared to an engineer’s scale, building restrictions lines and required setbacks, and development phasing plan if proposed.
<input type="checkbox"/>	EXISTING FEATURES Include information on existing buildings and structures, all existing streets, utilities, easements and watercourses. Include existing natural land features, trees, water features and all proposed changes to these features (IF ANY).
<input type="checkbox"/>	PROPOSED FEATURES The location and use of all proposed building and structures and their distances from property lines and each other must be shown on the site plan. Proposed building(s) height and square footage, rights of way including the name and width, proposed streets, utilities and easements including their names and widths, proposed finished grading by contours, and retaining walls. Written schedule or data to demonstrate that the site can accommodate the proposed use and sufficient information to show how the physical improvements associated with the proposed development are compatible with existing or proposed development of record on adjacent properties.
<input type="checkbox"/>	EROSION AND SEDIMENTATION CONTROL Indicate the acreage of disturbed area and proposed erosion control devices and their location. Provisions for the adequate control of erosion and sedimentation indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing and grading and construction.
<input type="checkbox"/>	RV OR MH PARK ROADS, SITES AND PARKING Location of all RV or MH site spaces, related driveways, existing and proposed vehicular access for the site, entrance types. Typical roadway and parking area pavement cross sections, and design support calculations. Location of adjacent roads (with names), site distances both horizontal and vertical at all proposed entrances and entrance grades in percent noted. Plans and profiles for all street improvements in public rights-of-way.
<input type="checkbox"/>	DRAINAGE Plans in accordance with the adopted stormwater management standards & practices for the State of Texas and/or County. Plans of contributing drainage area and the computed limits of the 100-year floodplain, with drainage cross sections and water surface elevations plotted on profile of the pre- and post-development conditions when required by the County Floodplain Administrator and/or Designee. Plans and profiles detailing the provision for the adequate disposition of natural and storm water in accordance with construction standards, indicating the location and size, type and grade of ditches, catch basins, inlet pipes, and connections to existing drainage systems; verification of receiving line or channel adequacy; Best Management Practices (BMP) water quality facilities; and on-site stormwater retention where deemed appropriate and necessary by the County Floodplain Administrator and/or Designee. Calculations for drainage and stormwater management, floodplain studies, 100-year floodplain limits, drainage divides and area management ponds, 2, 10 and 100 year elevations shown for stormwater management ponds (if applicable to property only)
<input type="checkbox"/>	UTILITIES Plans in accordance with adopted water and sewerage facilities plan for the property development. Plans and profiles for all existing and proposed public utilities, including elevations computed to the nearest one hundredth of a foot at 50 horizontal station intervals and at other locations of geometric importance. Location of all sanitary sewer lines and water lines verifying supply and receiving line adequacy and showing all pipe sizes, types and grades. Location of all existing and proposed fire hydrants.

If Applicable to the Site Development Project – Please Provide the Appropriate Information

- TXDOT Driveway Permit
- Screening Fence Waiver
- Variance Requests

SECTION 7: DOCUMENTATION CHECKLIST

Completed Application (any portion left unanswered or unchecked will result in the permit packet being rejected and returned)
County Permit Filing Fee (\$320.00)
Copies of all property deeds showing ownership under applicant’s name (no exceptions), all other legal documents as needed
Site Plan drawn to scale showing all drainage, layout of park, other structures being placed or built for project on property
Survey
If located in designated Flood Zone, Signed/Sealed Elevation Certificate (preliminary) must be included with packet
Location Map (Google Earth)
Drainage Plan (Engineered and Stamped) or can be forwarded to County Contracted Engineering Firm at Floodplain Administrators discretion.

SECTION 8: SUBMITTAL & PROCESSING PROCEDURES and SIGNATURE PAGE

- A. Once all documentation as listed on **Page 1(I)** has been received by the Jackson County Permitting Office (submit in person), a preliminary review of the submitted packet will be conducted and if any missing components of the required documents are found, the applicant will be notified within 10 business days. If all documentation and fees are correct, a formal review will begin.
- B. If no drainage plan was submitted with the commercial development packet, and the county floodplain administrator (FPA) cannot make a clear determination on drainage compliance, the FPA has the right to forward the documentation to the contracted county engineer for further review purposes and all costs associated with the engineering review will be the responsibility of the applicant. The applicant will be notified of the situation before submittal to the contracted county engineer. **(See Page 1(II) for list of documentation and initial review fee that will need to be forwarded to County Contracted Engineering Firm.**
- C. If a drainage analysis was submitted with the commercial development packet, the County Flood Plain Administrator (FPA) for Local, State and Federal compliance will conduct a preliminary review. If compliance is met, the permit for construction will be released. However, see (B) above if, the FPA cannot make a clear determination on drainage compliance.

The Jackson County Permitting Office will review and conduct the permit release in a timely manner; however, Commercial Project reviews can take up to 90 days to be reviewed and permitted. Please keep this period in mind when submitting your Commercial Permitting Packet.

SIGNATURE:

I affirm that I have read and agreed to all the Submittal Processing Procedures and will provide all documentation, information required for the proposed Commercial Development, and that this application constitutes a completed application. I understand that Jackson County will notify me within 10 business days of any missing documents or other information necessary to supplement this application.

Applicant Signature: _____ Date: _____

BELOW FOR OFFICAL USE ONLY

Date Received:			
Commercial Permit Number Assigned:			
Commercial Application Permit Submittal Fee \$320.00 received by:			
Cash:		Check#:	Money Order:
County Receipt Number Issued:			
Accounting Code: 10-321-3070	Permit Fee Schedule Number:	DP-1	

Date Forwarded to County Engineer for Review/Comments:	_____
Date Received Comments from Engineer for Release Purposes:	_____
Date Forwarded to Applicant for Final Review:	_____
Permit Release Date:	_____
Signature of County Floodplain Administrator:	_____

NOTES: