

JACKSON COUNTY, TEXAS
COMMERCIAL DEVELOPMENT PERMIT APPLICATION



Office of Permitting, Inspection and Floodplain Administration
411 N. Wells, Room 130 – Edna Texas 77957
361-782-7552
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SECTION 1: COMMERCIAL DEVELOPMENT APPLICATION

1. CONTACT/APPLICANT INFORMATION:

Company Name: _____
Contact Name: _____
Contact Number: _____ Cell#: _____
Business Address: _____
Email Address: _____

2. SITE INFORMATION:

Property Owner(s) Name(s): _____
Contact Number: _____
911 Property Address: _____
Legal Description of Property: _____
(Submit "Recorded" Property Deed or Lease Agreement for Detailed Legal Description)
GPS Coordinates: _____

3. NATURE OF PROPOSED COMMERCIAL DEVELOPMENT:

Project Name: _____

New Construction: _____ Improvement of Existing Structure: _____ Square Footage: _____
Road Type: _____ Public _____ Private _____ No Roads
Parking Access: _____ Public _____ Private _____ Gravel/Paved (circle one)
Drainage System: _____ Open Ditch _____ Curb/Gutter _____ No Roads

ALTERATION OF A NATURAL WATERWAY OR DRAINAGE CHANNEL: Engineered Drainage Study Required

Excavation: _____ Fill _____ Road or Bridge Construction
Wastewater System: _____ Public _____ Individual On-Site Sewage Facilities
Water System: _____ Public _____ Well

SECTION 2: **SITE PLANS**

Site plans are required for:

Any new Commercial, Industrial, other Non-Residential Structures, Multiple Family Units, Townhouses, or Recreational/Manufactured Home Park Development, Loading or Storage Facility.

Site Plans must address the following concerns:

Required Easements
Parking
Landscaping
Sidewalks
Topography
Fences (where applicable)
Dumpster Enclosures
Storm Water Drainage
Any further documentation required by County Engineer

If Applicable – Please provide the appropriate information:

TXDOT Driveway Permit
Screening Fence Waiver
Variance Request

SECTION 3: **FEE REQUIREMENTS**

Fee Schedule:

Jackson County Court of Commissioners did hereby adopt and enforces the Jackson County Flood Damage Prevention Ordinance. Part of the procedure for enforcing the JCFDPO, is the filing of a Development Permit Application for drainage review purposes. The cost to file this application is \$320.00. If the county Floodplain Administrator finds that the drainage cannot be determined by the local floodplain office, the project will be forwarded to the contracted county engineer for further review.

Commercial/Industrial development:

Improvements in this category are defined as any proposed improvement to a property including structures paving driveways, drainage features and other miscellaneous new construction that is associated with a commercial or industrial development. *This fee does not include construction inspections of work in ROW, review of submittals for work in ROW, and final walk-through at completion of construction in ROW.*

- a. \$3,500 for drainage review of commercial/industrial improvements on land up to 10-acres in size and additional \$100 shall be paid for each additional acre in excess of 10 acres. For very large projects (including Solar Farms or similar large-scale industrial projects, then an initial fee of \$17,000 shall be required).
- b. The initial review fee includes up to two (2) rounds of reviews. The same fees for the initial review may apply for major modifications to the original submittal.
- c. \$1,500 for the third (3rd), and each subsequent review of plans and submittals.
- d. Apartment complex developments are considered “commercial” property for purposes of this ordinance.
- e. Note: An additional review fee will be levied in the event reviews of the following are required with any Commercial/Industrial projects: Minor Creek Crossing, Major Creek Crossing, and/or Conditional Letters of Map Revision (CLOMRs). The review fee for these additional activities will be added to the fee for commercial/Industrial projects.

SECTION 4: SUBMITTAL & PROCESSING PROCEDURES AND SIGNATURE PAGE

- A. Once all documentation as listed in this packet has been received by the Jackson County Permitting Office, 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. If all documentation and fees are correct, a formal review will begin.
- B. If no drainage analysis 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.
- C. If a drainage analysis was submitted with the commercial development packet, a preliminary review will be conducted by the County Flood Plain Administrator (FPA) for Local, State and Federal compliance. If compliance is met, the permit for construction will be released. However, if the 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.

The Jackson County Permitting Office will review and conduct the permit release in a timely manner; however, State and Federal Statutes do allow 30 days' time for the issuance of permits, based on correct submission of documents, and no further review of drainage is needed. If further review is needed, permissible time is allowed for such further reviews.

SIGNATURE:

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 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 Fee \$ 320.00		\$	Receipt #:
Cash:	Check#:	Money Order:	
Accounting Code: 10-321-3070		Permit Fee Schedule Number:	DP-1

Date Rec. Comments from Engineer for Release Purposes:	_____
Permit Release Date:	_____
Signature of County Floodplain Administrator:	_____