

**JACKSON COUNTY, TEXAS**  
**DEVELOPMENT PERMIT APPLICATION NON-RESIDENTIAL/COMMERCIAL PROPERTIES**



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

*Instructions: Complete or indicate as Not Applicable (NA) all items*

**SECTION 1: COMMERCIAL DEVELOPMENT APPLICATION**

**1. CONTACT/APPLICANT INFORMATION:**

Developer/Survey Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number:	Main Contact #:	Cell#:	
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Business Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. SITE INFORMATION**

Property Owner(s) Name(s): \_\_\_\_\_

Contact Number: \_\_\_\_\_

911 Property Address: \_\_\_\_\_

Legal Description of Property: **(Submit Property Deed for Detailed Legal Description)**

Location of Property (Prop. ID#)	R#: _____ Total Acreage: _____
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GPS Coordinates

Lat: _____	Long: _____
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**3. NATURE OF PROPOSED NON-RESIDENTIAL/COMMERCIAL DEVELOPMENT (CHECK ALL THAT APPLY)**

**Project Name:** \_\_\_\_\_  
 (Detailed) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

New Construction:       Substantial Improvement of Existing Structure:       Square Footage:

ROAD TYPE:	<input type="checkbox"/> Public	<input type="checkbox"/> Private	<input type="checkbox"/> No Roads
PARKING ACCESS:	<input type="checkbox"/> Public	<input type="checkbox"/> Private	<input type="checkbox"/> Gravel / Paved (Circle One)
DRAINAGE SYSTEM:	<input type="checkbox"/> Open Ditch	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> No Roads
<b>ALTERATION OF A NATURAL WATERWAY OR DRAINAGE CHANNEL: Engineered Drainage Study Required to be Submitted</b>			
EXCAVATION:	<input type="checkbox"/> FILL:	ROAD OR BRIDGE CONSTRUCTION:	<input type="checkbox"/>
WASTEWATER SYSTEM:	<input type="checkbox"/> Public	<input type="checkbox"/> Individual On Site Sewage Facilities	
WATER SYSTEM:	<input type="checkbox"/> Public (TCEQ Certified Public Water Supply System)		<input type="checkbox"/> Individual Well(s): <input type="checkbox"/>

## SECTION 2: SITE PLANS

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### ***Site 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.

### ***Generally, Site Plans must address the following concerns: (See Site Plan Checklist on Page 4)***

- Required Easements
- Parking
- Landscaping
- Sidewalks
- Topography
- Fences (where applicable)
- Dumpster Enclosures
- Storm Water Drainage

### ***If Applicable – Please Provide the Appropriate Information***

- TXDOT Driveway Permit
- Screening Fence Waiver
- Variance Requests

NOTE: 90% complete plans including all proposed features must be on a format no larger 8x14 (legal paper size), or by electronic format (preferable).

## SECTION 3: FEE REQUIREMENTS

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### ***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. According to the Jackson County Drainage Review Ordinance and Fees adopted June 23<sup>rd</sup>, 2014, the following fee will apply if any commercial project is forwarded to the contract engineer for further review, with the engineering review not to exceed \$2500.00. This only applies if the county floodplain administrator cannot make a clear determination on proper drainage. If the applicant provides a drainage analysis that is stamped and signed by a Texas licensed engineer or surveyor, that will be accepted and expedite the permitting process.

### **Commercial/Industrial development:**

Improvements in this category are defined as any proposed improvement to the property including Structures, Paving, Driveways, Drainage Features and any other Miscellaneous New Construction.

- a) \$100 for drainage review of improvements up to 12,000 square feet to determine if further engineering studies are required.
- b) \$250 for drainage review of improvements from 12,001 square feet up to 43,560 square feet
- c) \$500 for drainage review of improvements from 43,561 square feet to 120,000 square feet.
- d) \$1,500 for drainage review of improvements 400,001 square feet and larger, and less than 20 acres.
- e) \$2,000 for drainage review of improvements 400,001 square feet and larger, and less than 20 acres
- f) The initial review includes up to two rounds of reviews. The same fees for the initial review may apply for major modifications to the original submittal.
- g) \$500 for the third, and each subsequent review of plans and submittals

**SECTION 4: SUBMITTAL & PROCESSING PROCEDURES and SIGNATURE PAGE**

- A. Once all documentation as listed in this packet along with the correct permit fee 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 within 10 business days. 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 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:	
<b>Commercial Application Fee \$ 320.00=</b>		\$	Receipt #:
Cash:	Check#:	Money Order:	
Accounting Code: <b>10-321-3070</b>		Permit Fee Schedule Number:	<b>DP-1</b>

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:	_____

**SITE PLAN CHECKLIST**  
**PLEASE SHOW THE FOLLOWING INFORMATION ON YOUR SITE PLAN**  
***(For all applicable proposed development)***

	<p><b><u>FINAL SITE PLAN TITLE SHEET</u></b></p> <p>This sheet must include a title block, vicinity map and map scale, zoning, total site acreage, index and number of sheets and seal and signature (on each sheet) by a Texas registered professional engineer, land surveyor, landscape architect or architect responsible for its preparation. A blank space four (4) inches by six (6) inches in the lower right-hand corner must be reserved for the use of the County.</p>
	<p><b><u>GENERAL INFORMATION NEEDED</u></b></p> <p>One complete sets of folded 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.</p>
	<p><b><u>EXISTING FEATURES</u></b></p> <p>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.</p>
	<p><b><u>PROPOSED FEATURES</u></b></p> <p>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.</p>
	<p><b><u>EROSION AND SEDIMENTATION CONTROL</u></b></p> <p>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.</p>
	<p><b><u>STREETS/PARKING</u></b></p> <p>Location of all off-street parking and loading 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. The design, location, height, type of fixture, wattage and type of illumination proposed (i.e. high-pressure sodium, metal halide etc.). An illumination plan indicating the footcandles and methods to eliminate the glare onto adjoining properties must be included with the site plan.</p>
	<p><b><u>DRAINAGE</u></b></p> <p>Plans in accordance with the adopted stormwater management standards &amp; 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)</p>
	<p><b><u>UTILITIES</u></b></p> <p>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.</p>