



**DEVELOPMENT PERMIT APPLICATION
ON-SITE SEWAGE FACILITY
AND/OR BUILDING PERMIT
CLASS "A" (Outside 100 year floodplain)
Environmental Health Department
Hays County, Texas
1251 Civic Center Loop, San Marcos, TX 78666
512-393-2150
Fax: 512-393-2190**

<i>For Office Use Only</i>	
Tracking Number:	_____
Date App. Received:	_____
Fee: \$	_____
Precinct # in which located:	_____
Lot Size Designation:	_____
A (surface water):	_____
B (community):	_____
C (private):	_____

NOTICE TO APPLICANT: *It is strongly recommended that you meet with County environmental staff PRIOR to beginning the process to subdivide and develop property. APPLICATIONS ARE DUE NO LATER THAN 4:45 P.M. ON REGULAR BUSINESS DAYS. STAFF CANNOT ACCEPT INCOMPLETE APPLICATIONS.*

COMPLETE ALL QUESTIONS IN THIS APPLICATION. IF AN ITEM DOES NOT APPLY, INDICATE BY PLACING "NA" IN THE BLANK.

OWNER INFORMATION:

Name in which the Development Authorization is requested to be issued: _____

Property Owner's Full Legal Name: _____

Property Owner's Mailing Address: _____

Property Owner's Hays Central Appraisal District Owner ID Number: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ e-Mail Address: _____

Driver's License Number: _____ State: _____

Date of Birth: _____

APPLICANT INFORMATION (if different from Owner):

Applicant's Full Legal Name: _____

Applicant's Mailing Address: _____

Applicant's Hays Central Appraisal District Owner ID Number: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ e-Mail Address: _____

Driver's License Number: _____ State: _____

Date of Birth: _____

DESIGNATED CONTACT:

Owner Applicant Other:

Contact's Name: _____

Contact's Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ e-Mail Address: _____

CONSULTANTS:

List all professionals involved in the preparation of this Application or any of the supplemental information provided herewith (attach additional sheets, if necessary):

BUILDER/AGENT:

Name: _____

Mailing Address: _____

Work Phone: _____ Cell Phone: _____

e-Mail Address: _____

REGISTERED SANITARIAN:

Name: _____

Mailing Address: _____

Work Phone: _____ Cell Phone: _____

e-Mail Address: _____

PROFESSIONAL ENGINEER:

Name: _____

Mailing Address: _____

Work Phone: _____ Cell Phone: _____

e-Mail Address: _____

OSSF SITE EVALUATOR:

Name: _____

Mailing Address: _____

Work Phone: _____ Cell Phone: _____

e-Mail Address: _____

OSSF INSTALLER:

Name: _____

Mailing Address: _____

Work Phone: _____ Cell Phone: _____

e-Mail Address: _____

License Number: _____

OTHER:

Name: _____

Mailing Address: _____

Work Phone: _____ Cell Phone: _____

e-Mail Address: _____

PROPERTY INFORMATION:

911 street address for the Subject Property, if established: _____

Legal description:

Lot _____, Block _____, Subdivision _____, Sec _____, Phase _____

If not located in a subdivision: Survey _____,

Abstract _____, Recorded (Vol/Page) _____

Hays Central Appraisal District Property ID Number: _____

Hays County Precinct in which the subject property is located: _____

List all roads by which the property can be accessed: _____

Total current land area: _____

Located in city: Yes No City Name: _____
If YES, Applicant is NOT required to submit Notice of New Residential Construction (pages 7-9)

Located in city ETJ: Yes No City Name: _____

Is the development over the Edwards Aquifer Recharge Zone? Yes No
Is the development over the Contributing Zone of the Edwards Aquifer Recharge Zone? Yes No

DEVELOPMENT INFORMATION:

SOURCE OF WATER:

Individual Wells Rainwater Collection System(s)
State Permitted System: From Groundwater From Surface Water

Name of Public Water System: _____

TYPE OF DEVELOPMENT:

On-Site Sewage Facility Habitable Structure Non-habitable Structure
 Single Family Residence: House Manufactured Home Other _____

Living Area: _____ sq. ft. # of Bedrooms: _____

Multi-Unit Residential: Type _____

Commercial/Non-SFR: Type: _____ Days occupied per week: _____

Estimated daily water usage: _____ GPD

Size of Building: _____ sq. ft. # of Employees: _____

Intended use of the Subject Property (in detail): _____

FLOOD HAZARD AREA/BUILDING PERMIT:

By submitting this Application, Owner/Applicant has determined that this development WILL NOT be in a Special Flood Hazard Area (100 year floodplain). **NOTE:** This will be confirmed by County Staff prior to issuance of a permit.

DISCLAIMER: The Flood Insurance Rate Maps and other flood data used by the County in evaluating potential flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes. Flood plain determinations are based solely on the property owner's indication of the proposed home-site. On occasion, greater floods can and will occur and flood heights may be increased by man-made and natural causes. The County cannot guarantee the property will not flood. Exempting the property owner from the Flood Plain Management Regulations does not create any liability on the part of the County or any officer or employee of the County in the event that flooding and/or flood damage does occur. Ultimate responsibility for locating the home/structure outside of the flood plain rests with the property owner. The County recommends the property owner contact a surveyor prior to construction for precise determination.

PRE-SUBMITTAL CHECKLIST

- Current Tax Certificate(s) from the Hays County Tax Assessor/Collector – Showing all Hays County taxes and fees due on the subject property have been paid prior to submission of the Application
Affidavit by Owner of Taxes Paid – Swearing that all Hays County taxes and fees due on all property in Hays County owned in part or full by the Property Owner have been paid prior to submission of the Application (page 10 of this Application)
Affidavit by Applicant of Taxes Paid –Swearing that all Hays County taxes and fees due on all property in Hays County owned in part or full by the Applicant have been paid prior to submission of the Application (page 11 of this Application)
Property location map(s), which utilizes at least one of the following base maps:
A County Roadway map as published by the Texas Department of Transportation indicating the location of the Subject Property.
A County Roadway map from another source that accurately depicts the location of the Subject Property.
Notice of New Residential Construction (pages 7-9 of this Application). Not required if Applicant is building inside the limits of an incorporated area.
Floor Plan
A scaled Site Plan for on-site sewage facility or building permits showing all property lines and the location of all existing and proposed structures and other improvements, including wells, rainwater cisterns, septic systems, streams, roads, water lines, floodplains, proposed easements, any facilities on adjacent properties which may affect the development, and all items required by Texas Commission on Environmental Quality relating to site evaluations. A licensed Site Evaluator or a Professional Engineer must perform site evaluations.
If you are proposing a standard On-Site Sewage Facility, make an appointment with one of our Designated Representatives to visit the site and confirm the findings of the site evaluator. Soil profile holes should not be backfilled until our staff has confirmed the findings of the evaluator. Precautions should be used to protect the holes from hazards. If the site conditions will allow the installation of a standard On-Site Sewage Facility and the planning material is sufficient, the Authorization to Construct will be issued. If it is determined that a standard subsurface absorption system cannot be used, planning materials for a proprietary or a non-standard system must be submitted with the application. These planning materials must be prepared and submitted by a Registered Sanitarian or Professional Engineer.
Maintenance contract for on-site sewage facilities, if required
Affidavit for on-site sewage facilities requiring a maintenance contract
Permission to Proceed Letter from the Village of Wimberley, if applicable
Gate Combination: (NOTE: It is important that you conspicuously post your address at the location in order to assist staff in locating the Subject Property.)
Review fees or other applicable fees. Make checks payable to the "Hays County Treasurer" and write your Driver's License Number on the check. (page 12 of this Application)
Other – List any other supplemental information submitted with this Application:

ADDITIONAL INFORMATION REQUIRED OF BUSINESS ENTITIES ONLY:

- A certified copy of a resolution or other documentation approved by the entity's governing body authorizing the entity to file documents pursuant to the Hays County Development Regulations and designating the natural person(s) authorized to execute documents on behalf of the entity.
A date-stamped copy of the entity's enabling documents filed with the Texas Secretary of State, or as otherwise existing.
Applicants using an assumed name shall submit a date-stamped copy of the Certificate of Assumed Name.

OWNER'S/APPLICANT'S AGREEMENT:

By submitting this Application, the Applicant and the designated Permittee agree to be bound by the Regulations in effect at the time the Application was submitted, including any representations, covenants, restrictions, or agreements included in the Application and any special provisions incorporated by the County.

Once the Development Authorization has been issued, the Permittee shall be responsible to the County for complying with the terms of the Development Authorization, including any representations, covenants, restrictions, or agreements included in the Application and any special provisions incorporated by the County. Failure to comply with the terms of an issued Development Authorization may subject the Permittee to enforcement.

To maintain compliance with the development standards of the County Flood Plain Management Regulations and to eliminate or minimize flood damage potential to the proposed development, the Permittee agrees to construct the proposed development in accordance with the Class A permit that will hereafter be issued. Owner/Applicant understands that construction MAY NOT commence on the proposed development until the permit has been issued. Applicant further understands that any permit issued hereafter to construct an on-site sewage facility will expire one (1) year from the date of this Application.

Once approved and constructed, the Permittee holds title to and is responsible for all improvements associated with the Development Authorization except those specifically dedicated to the public in the Application as authorized under these Regulations. The Permittee is responsible for all costs associated with the installation of said improvements, including operation, maintenance, upkeep, repair, and replacement, to ensure compliance with the terms of the Development Authorization. With the Agreement of the Permittee, the County may assign responsibility for publicly dedicated improvements to the Permittee through the Development Authorization.

Once approved, the Permittee, Applicant, and the Owner of the Subject Property shall hold harmless the County and its duly appointed departments, agents, and employees against any action for personal injury or property damage sustained by reason of the exercise of the activities authorized in the Development Authorization.

OWNER'S CERTIFICATION (If applicable):

I hereby certify that I have given permission for the Applicant named herein to submit this Application on my behalf and to represent me in all matters affecting said Application.

Print Name: _____

STATE OF TEXAS §
COUNTY OF HAYS §

Subscribed and sworn to before me this ____ day of _____, 20____.

(seal)

Notary Public, State of Texas
My Commission expires: _____

OWNER'S/APPLICANT'S CERTIFICATION:

I hereby certify that I have carefully read the complete application and know the same is true and correct. I hereby agree to comply with all provisions of local, State, and Federal Laws whether they are herein specified or not. As the Owner of the above property or a duly authorized Applicant, I hereby grant permission to the County to enter the premises and make all necessary inspections and to take all other actions necessary to review and act upon this Application. I understand that the address must be posted and the gate combination provided to County staff so that staff can find and have access to property. I further understand that if staff cannot find the property or gain access due to a failure on my part to provide sufficient information regarding the location of the property or the method of access thereto, there will be an extra charge assessed of \$50.00 per trip until property access has been successfully attained.

Print Name: _____

STATE OF TEXAS §
COUNTY OF HAYS §

Subscribed and sworn to before me this _____ day of _____, 20_____.

(seal)

Notary Public, State of Texas
My Commission expires: _____

NOTE: After review of on-site sewage facility planning materials, an Authorization to Construct will be issued within 30 days. If there are deficiencies found in the planning materials, Health Department staff will contact the agent you hired to prepare the materials. If you have not received your permit during this time period, contact your agent to find out what the deficiencies are and how they are being addressed.



**NOTICE OF NEW RESIDENTIAL CONSTRUCTION
IN HAYS COUNTY, TEXAS**

EFFECTIVE OCTOBER 1, 2009

For Office Use Only

Tracking Number: _____
Date Ntc Received: _____
Date Final Ntcs Received: _____
Precinct: _____

DEAR OWNER/APPLICANT: THIS INFORMATION MUST BE PROVIDED BY YOU OR YOUR BUILDER PRIOR TO COMMENCING CONSTRUCTION OF A NEW RESIDENTIAL STRUCTURE. IT MUST BE SUBMITTED WITH YOUR APPLICATION FOR A DEVELOPMENT PERMIT.

OWNER INFORMATION:

Property Owner's Full Legal Name: _____

Property Owner's Mailing Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ e-Mail Address: _____

PROPERTY INFORMATION:

911 street address for the Subject Property, if established: _____

Legal description:

Lot _____, Block _____, Subdivision _____, Sec _____, Phase _____

If not located in a subdivision: Survey _____,

Abstract _____, Recorded (Vol/Page) _____

Hays Central Appraisal District Property ID Number: _____

Hays County Precinct in which the subject property is located: _____

BUILDER INFORMATION:

Builder's Name: _____

Builder's Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ e-Mail Address: _____

NEW CONSTRUCTION INFORMATION:

Effective October 1, 2009, Hays County requires three inspections on (1) residential construction of a single-family house or duplex on a vacant lot; and (2) construction of an addition to an existing single-family house or duplex, if the addition will increase the square footage or value of the existing residential building by more than 50 percent. For new residential construction, inspections must be performed at the following stages of construction: (1) the foundation stage, before the placement of concrete; (2) the framing and mechanical systems stage, before covering with drywall or other interior wall covering; and (3) on completion of construction of the residence. For construction of an addition to an existing single-family house or duplex that will increase the square footage or value of the existing residential building by more than 50 percent, inspections must be performed as necessary based on the scope of work of the construction project.

TYPE OF CONSTRUCTION (check one):

- New Residential Construction on a vacant lot
- Addition to existing residential building (50 percent or more square footage or value increase)
- Addition to existing residential building (less than 50 percent square footage or value increase)

If checked, skip to Owner's/Builder's Exemption Certification (Option 1) below

VERSION OF THE INTERNATIONAL RESIDENTIAL CODE TO BE USED IN CONSTRUCTION (check one):

- Version published as of May 1, 2008
- Version adopted by San Marcos, Texas (county seat of Hays County)

Approximate Date of Start of Construction: _____

Not later than the 10th day after the date of the final inspection, the builder must submit copies of all three inspection reports to (1) the Hays County Environmental Health Division and (2) the person for whom the new residential construction is being built, if different from the builder. Include the Application Tracking Number. Failure to provide advance notice of construction and notice after final inspection is a Class C Misdemeanor.

SIGN OPTION 1, 2, OR 3 BELOW.

OPTION 1:

OWNER'S/BUILDER'S EXEMPTION CERTIFICATION (If applicable):

I hereby certify that I am not subject to the notice requirements herein, or the related penalty, because the addition to an existing residential building WILL NOT increase the square footage or value of the building by more than 50 percent.

Print Name: _____

STATE OF TEXAS §
COUNTY OF HAYS §

Subscribed and sworn to before me this ____ day of _____, 20____.

(seal)
Notary Public, State of Texas

My Commission expires: _____

OPTION 2:

OWNER'S CERTIFICATION (If applicable):

I hereby certify that I am not subject to the notice requirements herein, or the related penalty, because the new residential construction is being built by me or I am acting as my own contractor AND I intend to use the residence as my primary residence.

Print Name: _____

STATE OF TEXAS §
COUNTY OF HAYS §

Subscribed and sworn to before me this ____ day of _____, 20____.

(seal)

Notary Public, State of Texas
My Commission expires: _____

OPTION 3:

BUILDER'S CERTIFICATION:

I hereby certify that I have carefully read the Notice of New Residential Construction and know the same is true and correct. I hereby agree to comply with all provisions of local, State, and Federal Laws whether they are herein specified or not.

Print Name: _____

STATE OF TEXAS §
COUNTY OF HAYS §

Subscribed and sworn to before me this _____ day of _____, 20_____.

(seal)

Notary Public, State of Texas

My Commission expires: _____

NOTE: ALL NOTICES REQUIRED HEREIN SHOULD BE SUBMITTED TO THE HAYS COUNTY ENVIRONMENTAL HEALTH DEPARTMENT, 1251 CIVIC CENTER LOOP, SAN MARCOS, TX 78666.

AFFIDAVIT BY OWNER OF TAXES PAID

STATE OF TEXAS §
COUNTY OF HAYS §

The undersigned, _____, being the owner of property the subject of an Application for a Development Permit with Hays County, Texas, and being duly sworn, deposes and says as follows:

1. That (s)he is the owner, in whole or in part, of all those certain properties located in Hays County and listed below (complete additional affidavits if the space provided below is not adequate to list all properties owned):

Legal Description:

HCAD Property
ID Number:

2. That all taxes and fees on all of the above property have been fully and completely paid and discharged in good and lawful money of the United States of America; and
3. That (s)he does not own any other properties in Hays County which have not been listed in this Affidavit.

IN WITNESS WHEREOF (s)he has hereto set his/her hand.

Name: _____

STATE OF TEXAS §
COUNTY OF HAYS §

I hereby certify that _____, known to me to be the affiant in the foregoing affidavit, personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct.

WITNESS my hand and official seal this the ____ day of _____, 20____.

(SEAL)

Notary Public, State of Texas
My Commission expires: _____

AFFIDAVIT BY APPLICANT OF TAXES PAID

STATE OF TEXAS §
COUNTY OF HAYS §

The undersigned, _____, being the applicant in an Application for a Development Permit with Hays County, Texas, and being duly sworn, deposes and says as follows:

1. That (s)he is the owner, in whole or in part, of all those certain properties located in Hays County and listed below (complete additional affidavits if the space provided below is not adequate to list all properties owned):

Legal Description:

HCAD Property ID Number:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. That all taxes and fees on all of the above property have been fully and completely paid and discharged in good and lawful money of the United States of America; and
3. That (s)he does not own any other properties in Hays County which have not been listed in this Affidavit.

IN WITNESS WHEREOF (s)he has hereto set his/her hand.

Name: _____

STATE OF TEXAS §
COUNTY OF HAYS §

I hereby certify that _____, known to me to be the affiant in the foregoing affidavit, personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct.

WITNESS my hand and official seal this the _____ day of _____, 20____.

(SEAL)

Notary Public, State of Texas
My Commission expires: _____



FEE SCHEDULE

Environmental Health Department
 Hays County, Texas
 1251 Civic Center Loop, San Marcos, TX 78666
 512-393-2150
 Fax: 512-393-2190

SERVICE DESCRIPTION	\$ COST
DEVELOPMENT PERMIT APPLICATION	
Single Family Residence (SFR)	\$ 275
Commercial Non – SFR	\$ 500
FLOODPLAIN DEVELOPMENT PERMIT (SFR)	
Class “A”	\$ 35
Class “B” or “C”	\$ 150
FLOODPLAIN DEVELOPMENT PERMIT (NON - SFR)	
Class “A”	\$ 35
Class “B”	\$ 150 + \$.10/sf of Building Space
DESIGN REVIEW FEE	
Single Family Residence	\$ 100
Commercial Non – SFR	\$ 150
CERTIFICATION	
Well Only	\$ 125 + \$ 16 Lab fee for water well cert \$ 50 + \$ 16
SITE VISIT (PERC TEST/ SOIL PROFILE ANALYSIS)	\$ 75
REINSPECTION FEE	\$ 50
DAY CARE INSPECTION	\$ 25
FOOD HANDLER CERTIFICATION	\$ 10