



# ENVIRONMENTAL HEALTH

## GUADALUPE COUNTY

310 IH 10 W  
SEGUIN, TEXAS 78155  
OFFICE: (830) 303-8858  
MON-FRI 7:30AM – 4:00PM  
[flood-permits@co.guadalupe.tx.us](mailto:flood-permits@co.guadalupe.tx.us)

### FLOODPLAIN DEVELOPMENT APPLICATION CHECKLIST

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

**Instructions:** Place a check mark in the box for documents included with this checklist and application. This Floodplain Development Application Checklist **must** accompany the completed application.

- Application for Floodplain Development Permit.
- Base Flood Elevation Certificate by a certified Surveyor or a Professional Engineer.
- Design or rendering of the project.
- Copy of Guadalupe Appraisal District Appraisal Card.
- Copy of Recorded Deed & Deed Restrictions.
- Copy of Recorded Subdivision Plat.
- Copy of Non-Residential Building Permit (Issued by Fire marshal).
- Copy of Issued Driveway Permit.
- Copy of Address Assignment Verification Letter.
- Required Permit Fee.
- Septic Design by Registered Sanitarian or Approved Sewer Main Connection Letter from Utility Provider.
- No-Rise Certificate (required for development located in the floodway).
- Hydrologic & Hydraulic Analyses (required for development located in the floodway per Section E (1) in GCFDPO).
- Copy of City Building Permit (if in city limits).
- Cost Estimate of Reconstruction Affidavit.
- Cost Estimate of Reconstruction Form.
- Non-Conservation Agreement.
- Floodproofing Certificate (for non-residential projects).
- Manufactured Home Anchoring Design shown.
- Completed GBRA Shoreline Application.
- Certificate of Engineered Flood Openings.

**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 permit.**

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 Property Owner

\_\_\_\_\_  
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

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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](http://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.

#### Contractor 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 (*Office Only*)

#### 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 (*Office Only*)

#### 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 IV (*Office Only*)

#### 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

Contractor Name \_\_\_\_\_

Home/Work# (\_\_\_\_) \_\_\_\_\_ / Cell# (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

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) : \$ \_\_\_\_\_

(Land value is not included)

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:

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- 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:

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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: |

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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



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### SHORELINE / FLOODPLAIN DEVELOPMENT INSPECTION SCHEDULE

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**A site visit is conducted by the Floodplain Manager before a permit is issued.**

All Inspection are scheduled by the contractor or property owner between hours 9:00am - 3:00pm

Contractor and/or property owner must be present at time of all scheduled inspections.

***By not scheduling inspections, the Floodplain Manager may issue a stop work order or revoke the permit.***

If the project is not complete by the expiration date of the permit a new permit will be required.

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#### **SHORELINE (Appointments on Wednesday & Thursday)**

##### **1<sup>st</sup> INSPECTION**

Beginning stage of project for example;

- Foundation is poured
- Start of new construction/addition

##### **PROJECT ACTIVITY INSPECTIONS (4 – 12+ inspections)**

- Monthly inspections to insure project is in compliance with approved permitted plans

##### **FINAL INSPECTION**

- Project completion
- 

#### **DEVELOPMENT (Appointments on Monday & Tuesday)**

##### **1<sup>st</sup> INSPECTION**

Beginning stage of project for example;

- Foundation is poured
- Mobile home is elevated to required height
- Start of remodel
- Start of new construction/addition

##### **PROJECT ACTIVITY INSPECTIONS (4 – 12+ inspections)**

- Monthly inspections to insure project is in compliance with approved permitted plans

##### **FINAL INSPECTION**

- Project completion

*\*A final elevation certificate is required once final inspection is approved. If a final elevation certificate is not received by the expiration date of the permit a new permit will be required until a final elevation certificate is received.*

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**Request a Shoreline/Development inspection at least 24 hours before the requested time.**

**Cancel a Shoreline/Development at least 1 hour before the scheduled inspection.**



# HYDROLOGIC AND HYDRAULIC (H&H) STUDY QUICK GUIDE

## DEFINITION

A Hydrologic and Hydraulic (H&H) Study is the study of movement of water, including the volume and rate of flow as it moves through a watershed, basin, channel, or man-made structure.

## PURPOSE

H&H studies are completed to ensure structures are sized correctly to handle floodwaters, while not inadvertently increasing flooding up or down stream. The studies are performed to quantify the volume flow rate of water draining from watershed (i.e., drainage area), and determine the depth and velocity of flow and forces from flowing water on a surface or at hydraulic structures. H&H studies are essential to mitigate against flood losses in the future.

## AN H&H STUDY IS REQUIRED

- Projects occurring in watercourses<sup>1</sup> with year-round or seasonal base flows<sup>2</sup>
- New construction including changes to the length, diameter, material.
- Channel modification or realignment
- Significant re-grading

## WHEN AN H&H STUDY IS NOT REQUIRED

- Return back to exact pre-disaster condition (length, diameter, material, number of culverts, exit and entrance conditions, and stream morphology has not changed, etc.)



*An H&H study may be only one of several requirements to ensure FEMA reimbursement. Permits may be required under the Clean Water Act or other regulations. Additional requirements may exist if state or federally listed threatened or endangered species, critical habitat, or cultural resources are present in the project area. Always coordinate with your community floodplain manager prior to making modifications in a mapped floodplain.*

## HOW TO OBTAIN AN H&H STUDY

For assistance, contact an agency or company that has licensed, professional civil, environmental, or hydrologic engineers.

## CONTENTS OF A H&H STUDY (Minimum requirements)

All H&H studies shall include

- Identification of up upstream and downstream impacts (e.g. stage, velocity, duration) of alterations to the floodplain, including change to the extent of depth of the Special Flood Hazard Area (SFHA) or changes to the Base Flood Elevation (BFE)
- General site description, including location, latitude, longitude, drainage basin, FIRM, regulatory mapped flood zone (if applicable)
- Existing Condition
- Proposed condition
- Will the proposed condition satisfy the local floodplain ordinance and local and state storm water management requirements?
- Stamped certification by a professional engineer in the state of Texas and certification that the calculations and drawings comply with 44 CFR 60.3

<sup>1</sup>Watercourse definition: a natural or artificial channel through which water flows

<sup>2</sup>Base flow definition: natural or human-induced sustained flow of watercourse in the absence of direct runoff



## GUADALUPE COUNTY ENVIRONMENTAL HEALTH FEE SCHEDULE

<b>Subdivision / Planning Fees</b>		
Subdivision Plat or IDP Application with New Streets *		\$3,000
	plus per lot/space	\$100
Subdivision Plat or IDP Application without New Streets *		\$1,000
	plus per lot/space	\$100
Revised / Amended Plat Application *		\$500
	plus per lot/space	\$100
Cancellation of Plat Application		\$100
	plus publication costs	\$
Request for Variance (Requesting Commissioners Court Approval)		\$100
OSSF Plan Review (Requested by other than Guadalupe County) <i>For plats/plans proposing 5 lots or more</i>		\$100
	plus per lot/space	\$5
Stormwater Management Plan Review (Requested by other than Guadalupe County)		\$500
Road Construction Plan Review (Requested by other than Guadalupe County)		\$500
Hard Copy of Guadalupe County Subdivision Regulations		\$10
Public Notice for Newspaper		\$100
	plus publication costs	\$
<b>On-Site Sewage Facilities (OSSF) Fees</b>		
Residential Conventional OSSF Application		\$400
Residential Advanced Treatment OSSF Application		\$500
Multi-Unit / Rental Communities / Condo / Commerical OSSF Application		\$600
TCEQ State Research Council Fee (Included in OSSF fees above)		\$10
Other OSSF Applications <i>(Including tank or lid replacement, disposal system relocation, connection to existing OSSF, repairs.....)</i>		\$200
OSSF Re-Inspection Fee		\$200
Hard Copy of Guadalupe County On-Site Sewage Facilities Order		\$5
<b>Floodplain Development Permit Fee</b>		
Floodplain Development Application		\$300
Hard Copy of Guadalupe County Flood Damage Prevention Order		\$5
<b>Open Records Fee</b>		
Open Records Fee	cost per page	\$1
<b>No Permit Fine</b>		
No Permit Issued	equal to permit fee	\$

\* At County's discretion, a \$500 one time review fee plus pass-through consultant review fee may apply in lieu of base + per lot/space fee.