

## **ARTICLE XII**

# **Standards for Manufactured Home Rental Communities**

**SECTION I**  
**INFRASTRUCTURE DEVELOPMENT PLAN**

**A. In accordance with Texas Local Government Code §232.007, an Infrastructure Development Plan (IDP) is required for all rental communities.**

1. The development shall have a minimum of 200 feet fronting a street or roadway that has been previously dedicated to the public for the public's use and benefit as a street or roadway. Access roads to the individual rental spaces must be constructed according to the standards defined in the Subdivision Rules for Guadalupe County, Section VIII.
2. No space may contain more than one single-family residential unit. No common driveways shall be allowed. Each space shall have separate and individual access.
3. A survey of the property shall be submitted to the County Environmental Health Department prior to the request by the owner or occupier of the lot for any permit and/or utility services.
4. The owner shall submit a letter of intent, signed by the owner that stipulates the intention of the owner; name, address, phone number of the owner; names of water and electricity providers; and name of wastewater provider or type and usage of on-site sewage facilities.
5. The IDP shall be approved by the Guadalupe County Commissioners' Court and filed in the minutes of the records of Commissioners' Court of Guadalupe County, Texas.

**B. The Rental Community Infrastructure Development Plan (IDP) shall show at minimum the following:**

1. Only 18" x 24" sheets will be acceptable and at a maximum scale of 1" = 200' (1" = 100' preferred), or as approved by the County. An index on the first sheet is required when one or more than two sheets are required for the IDP.
2. Names, locations, dimensions (bearings and distances), and layouts of existing and proposed streets, alleys, easements, and other public rights-of-way and public/private encumbrances (deed restrictions, etc.) on the property and any proposed street right-of-way, easement, alley, park, or other public dedication.
3. Dimensions, bearings and distances, and rental lot identification numbers of the proposed rental spaces shall be shown on the plat.
4. Legal description, acreage, and name of the proposed Development. The Development's name shall not be spelled or pronounced similarly to the name of any existing Development or Subdivision located within the County.
5. The boundary of the Development indicated by a heavy line and described by bearings and distances.
6. Scale, legend, north arrow, spot elevations on 100 foot or an appropriate grid, with 10 foot contour lines. Alternate contour intervals may be submitted based on terrain, with approval from the County.

7. Deed record, name of owner, volume and page number of adjoining properties.
8. Right-of-ways to the County. Dates of survey and preparation of IDP.
9. Identification code, description, and elevation of the USGS or appropriate benchmark used in the survey.
10. Twenty-five foot building setback on defined and numbered rental lots is required and shall be marked on the development plan.
11. Locations of any City's corporate limit line or extra territorial jurisdiction line.
12. Vicinity map with streets, ditches, general drainage flow directions to the ultimate outfall, city limits and ETJ's, and other major land features.
13. Net area (gross area less utility, drainage and road easements) of rental spaces to the nearest .01 of an acre for lots using on-site sewage facilities and/or well water.
14. Limits of flood hazard areas as defined by the appropriate FEMA firm panel and the proposed finished floor elevation of buildings with these flood hazard areas on each space.
15. A certification by a Surveyor or Engineer describing any area of the Development that is in a flood plain or stating that no area is in a flood zone, as delineated by the appropriate FEMA firm panel and date.
16. A surveyor's signature and seal on the IDP for certification.
17. The IDP must detail the manner in which water, sewer, electricity and gas utilities, as well as telephone or cable services, are to be provided to the Development. The IDP must show location of all of the foregoing utilities or services and any easements or other dedications of property to deliver those utilities or services to the Development. The IDP, or a separate document, must include an Engineer's Certification relative to the date or dates by which utilities or services will be fully functional and that the construction of any water and sewer facilities have been constructed in conformity with these Regulations and any other applicable state law.
18. Approvals by other regulatory and governing bodies, as required.

**C. The IDP submittal shall also include the following documents:**

1. Letters signed and dated from the water, wastewater, and electric utilities of service commitment and availability and statement of approval of existing and proposed utility easements, or letter of certification as required.
2. A tax certificate showing that all taxes currently due with respect to the original tract have been paid.
3. On-site Septic Facility Soil Analysis.
4. Engineering Design Construction Plans for roadway access to each rental space for fire and emergency vehicles.

5. Drainage design plans to ensure adequate drainage from the rental spaces to drainage channels and out of the Development, including the design of drainage structures, culverts, and/or systems using a 10 year flood event, such that the drainage out of the Development does not have a negative drainage impact on neighboring properties.
  6. A Facility report, as described in the TCEQ Environmental Quality, Texas Administrative Code, Title 30, Chapter 285.
  7. A letter or other written documentation from the Texas Department of Transportation showing the Developer's/Applicant's compliance with Article III (K).
- D. Inspection of Improvements:** Construction of a proposed Manufactured Home Rental Community may not begin before the date the County approves the IDP. Periodic inspection of improvements may be required, as directed by the County. If the County directs that a final inspection is required, it must be completed not later than the second business day after the date the County received a written confirmation from the owner that construction of the infrastructure is complete. If the inspector determines that the infrastructure improvements comply with the IDP, then the County shall issue a Certificate of Compliance not later than the fifth business day after the date the County receives written confirmation from the owner that the infrastructure has been completed and in compliance with the IDP.
- E. Utilities:** A utility may not provide utility services, including water, sewage, gas, and electric services, to a Manufactured Home Rental Community subject to an IDP or to a manufactured home in the community unless the owner provides the utility with a copy of the Certificate of Compliance issued by the County. This requirement applies to:
1. A municipality that provides utility services;
  2. A municipality owned or municipally operated utility that provides utility services;
  3. A public utility that provides utility services;
  4. A non-profit water supply or sewer service corporation organized and operating under Texas Water Code Chapter 67, that provides utility services;
  5. A county that provides utility services; and
  6. A Special district or authority created by state law that provides utility services.
- F. Lot Size Determination:**
1. Lots served with Public Water:

<u>Wastewater Application</u>	<u>Minimum Lot Size</u>
a. Public Sewer	None
b. Septic	1.0 Acres
  2. Lots served by other than a Public Water Supply System:

<u>Wastewater Application</u>	<u>Minimum Lot Size</u>
a. Public Sewer	1.0 Acres
b. Septic	1.0 Acres

**3. Lots located within the Edwards Aquifer Recharge Zone:**

- a. The Texas Commissioner on Environmental Quality rules for on-site sewage facilities shall apply.**

**G. Utilities**

- 1. All underground water, telephone, gas, cable, and electric lines shall be buried to a minimum depth of 24 inches. All sewer lines shall be buried to a minimum depth of 24 inches, except as is necessary to provide for adequate variations in elevations so as to be functional.**
- 2. If a developer contracts with a Public Water Provider to provide water, the development's water distribution system will be engineered to meet TCEQ requirements in Texas Health and Safety Code Chapter 290.**
- 3. Where a water line of 6 inch diameter or greater is along the roadway adjacent to or across from the proposed subdivision, and is available for service to the proposed subdivision, the Developer shall place fire hydrants to the specification of the State Board of Insurance Standards or the standard of any city with extraterritorial jurisdiction. Fire hydrants placed in the development shall have at least two 2.5-inch outlets with National Standard Threads (NTS) and one larger outlet for the local fire department. (Fire Departments operating in Guadalupe County utilize a 4.5 inch steamer connection.)**

## **SECTION II**

### **ENGINEERING REPORT FOR RENTAL COMMUNITIES**

This report, which shall be signed, dated and sealed by a licensed professional engineer registered in Texas, shall contain detailed and definitive information on the following:

#### **A. Water Supply Facilities**

##### **1. Public Water Systems**

- a. If the water supplier is a political subdivision of the State: a county, a city, municipality, utility district, water control and improvement district, non-profit water supply corporation, etc., the Developer shall furnish a signed letter of service availability from the water supplier to provide the state's minimum requirements of quality and quantity to the proposed Development.
  - b. In the event the Developer must seek the creation of either an Investor Owned Utility Provider or a Municipal Utility District in order to provide water to the Development, the Commissioners' Court of Guadalupe County will not approve an IDP until such time as any such entities have been legally created and all necessary permits/certifications are obtained from TCEQ, inclusive of any required Certificate of Convenience and Necessity.
  - c. If water lines exist within 300 feet of any exterior boundary line of the proposed Development, the Developer must first seek extension of the service provided by those water lines from the water service provider owning/operating said water lines. If such water lines exist and the water service provider refuses to extend the water lines to serve the Development, the Developer shall provide a letter to that effect from the water service provider.
2. In the event that water is to be supplied to the Development through the use of water wells, then water derived from each well is to be tested, shall meet minimum TCEQ standards for portability and a copy of the results of such tests be provided to each prospective owner or renter for whom water will be derived from such well or wells.
  3. Prior to IDP approval, plans and specifications for the proposed water facilities system shall have been approved by all entities having jurisdiction over the proposed project, including TCEQ. Evidence of all the approvals shall be included in the Engineering Report.

#### **B. Wastewater Disposal Facilities**

##### **1. Centralized Sewerage Facilities**

- a. If wastewater treatment is provided by a political subdivision of the state (city, municipality, utility district, water control and improvement district, non-profit water supply corporate or an existing investor-owned water supply corporation, etc.), the Developer shall furnish a signed letter of service availability to provide the state's minimum wastewater treatment standard for the proposed Development from the utility.

- b. Where there is no existing entity or owner to build or maintain the proposed wastewater treatment and collection facilities, the Developer may establish an investor-owned utility or a municipal utility district by obtaining a Certificate of Convenience and Necessity from TCEQ.
- c. Prior to IDP approval, an appropriate permit to treat and/or dispose of wastes for the ultimate build-out of the Development shall have been obtained from the TCEQ and plans and specifications for the proposed wastewater collection and treatment facilities shall have been approved by all entities having jurisdiction over the proposed project, including TCEQ. Evidence of the approvals shall be included in the Engineering Report.
- d. If waste water disposal services exist within 300 feet of any exterior boundary line of the proposed Development, the Developer must first seek extension of the service provided by those waste water lines from the waste water service provider owning/operating said lines. If such waste water lines exist and the waste water service provider refuses to extend the said lines to serve the Development, the Developer shall provide a letter to that effect from the waste water service provider.

2. **On-site Sewage Facilities:** The engineering report shall include soil analysis results as required under the Guadalupe County Regulations for On-site Sewage Facilities.

**C. Roadways:** The Engineering Report shall include a description of the roadways within the community, and include information of the roadway cross section, pavement width and thickness, base thickness, sub grade treatment, material specifications, and other information as required in these Regulations. Plans and specifications for these improvements shall also be submitted to the County for approval prior to construction.

#### **D. Signage Plan:**

##### **1. Traffic Signs and Guard Posts**

- a. Signs and guard posts shall be installed by the Developer in accordance with the manual on Uniform Traffic Control Devices for Streets and Highways.
- b. The Developer shall consult with the County Road Administrator prior to the placement of any traffic signs or guardrails.

##### **2. Traffic Sign Requirements**

a. Engineer Grade Reflective Sheeting on .080 Aluminum as follows:

1. Octagon	(Stop)	30" x 30"
2. Triangle	(Yield)	30" x 30"
3. Square	(Regulatory Signs)	24" x 24"
4. Rectangle	(Speed Limit)	24" x 18"
5. Rectangle	(Large Arrows)	48" x 24"
6. Chevrons		18" x 24"

### **3. Street Name Signs**

#### **a. Engineer Grade Reflective Sheeting on Flat Blade Aluminum**

- 1. White lettering on Green Background for County Roads**
- 2. White lettering on Red Background for Private Roads**
- 3. Use 4" Series C or B upper-case Letters on 6" Street Name Sign Blank (Flat Blade)**
- 4. Use 2" Series C or B upper-case Letters for Street, Lane, Road, etc.**

### **4. Street Sign Requirements**

- a. Reflecting street signs shall be installed by the Developer at all intersections and at other points where appropriate within or abutting the subdivision.**
- b. Street signs shall be placed in a uniform manner throughout the subdivision.**
- c. Signs shall be placed on approved metal posts 7 feet above the pavement in accordance with the TXDOT Standards and at the expense of the developer.**

### **5. Speed Limit Signs**

- a. Speed limits shall be posted as needed throughout subdivision.**
  - 1. Normal speed limits in subdivision will range from 25 to 35 M.P.H. Prior to placing speed limit signs contact with the road department shall be made to ascertain proper speed. NOTE: Unless agreed to by the Guadalupe County Sheriff or other appropriate law enforcement agency, speed limits are not enforced by law enforcement on private streets.**
  - 2. Speed limit signs shall be 18" x 24" engineering grade reflective sheeting on aluminum; installed on "U" channel posts or other TXDOT approved posts.**

### **6. "U" Channel Posts**

- a. Length: 10' - 2 pounds per foot weight**
- b. Color: Green**

### **7. Guard Post Requirements**

- a. 4" square reflective yellow delineator on "U" channel post**
- b. 6' - 1.12 pounds per foot, galvanized**

**Drainage:** Must be in accordance with the requirements set forth in Article V (B).





# APPLICATION FOR RENTAL COMMUNITIES

GUADALUPE COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

P: 830-303-8858 / F: 830-372-3961

Please allow fifteen (15) business days for review

**NOTE: The County's time frame for approval/disapproval of an Infrastructure Development Plan does not begin until submission of a preliminary Infrastructure Development Plan.**

Date: \_\_\_\_\_

Attached Proof of 4'x 6' Billboard? Yes No

Precinct #: \_\_\_\_\_

School District: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

Day Phone (\_\_\_\_) \_\_\_\_\_ / Email: \_\_\_\_\_

Name of Rental Community: \_\_\_\_\_

Size & Location of Original Track: \_\_\_\_\_

Name of Nearest Public Road/Street to Rental Community: \_\_\_\_\_

Name of Surveyor/Engineer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

Day Phone (\_\_\_\_) \_\_\_\_\_ / Fax (\_\_\_\_) \_\_\_\_\_

Utility Service Providers: \_\_\_\_\_ Septic or Sewer: \_\_\_\_\_

Water: \_\_\_\_\_ Electric: \_\_\_\_\_

Have you filed Notice of Intent (NOI) for Stormwater Discharges Associated with Construction Activity Permit and the associated fees with Texas Commission on Environmental Quality (TCEQ)? Yes No N/A

Water Code Chapter 11 Water Rights Sec. 11.086 Overflow Caused by Diversion of Water. (a) No person may divert or impound the natural flow of surface waters in this state, or permit a diversion or impounding by him to continue, in a matter that damages the property of another by the overflow of the water diverted or impounded. \_\_\_\_\_

Initial

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

Approval by Director of Environmental Health \_\_\_\_\_

Date: \_\_\_\_\_