



# ENVIRONMENTAL HEALTH

## GUADALUPE COUNTY

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### FLOODPLAIN DEVELOPMENT PERMIT PROCESS

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Before new construction, remodeling, building an addition to an existing structure, or any activity to property located within the regulated floodplain, a person must have a permit issued by the Guadalupe County Environmental Health Department's Floodplain Manager.

The permitting process is comprised of five steps that need to be followed when permitting property located within the regulated floodplain. These steps are required to ensure that the property meets federal, state, and the Guadalupe County Flood Damage Prevention Order regulations.

- **STEP 1: APPLICATION SUBMITTAL**

The floodplain manager will review the application for floodplain development, floodplain development checklist and all required documents as needed for submittal. If the application is considered complete the floodplain manager will begin the permit process.

- **STEP 2: SITE INSPECTION**

The floodplain manager will visit the property listed on the floodplain development application to determine the floodplain requirements, property boundaries, assess any existing structures, and approve or disapprove the engineered design of the proposed project. If approved, a permit will be issued to construct and the start of construction must start within 180 days. If not approved, the floodplain manager will make contact with owner and listed contractor of needed revisions.

- **STEP 3: FIELD INSPECTIONS**

During the construction of the permitted project, the floodplain manager will visit the site to inspect the construction for compliance and record each visit with documentation and photos. The visits will continue through the stages of development until the project is considered complete.

At any time the project is found in violation, the floodplain manager will issue a stop work order in writing and give to the property owner and contractor on site and all work shall be immediately stopped. If work commences while the stop work order is still in place a ticket will be issued to the property owner and contractor for violating the Guadalupe County Flood Damage Prevention Order which is a Class C Misdemeanor. The stop work order will be lifted when all violations have been corrected and the floodplain manager re-issues the floodplain development permit.

At any time the floodplain manager may revoke a permit issued in case where there has been a false statement or misrepresentation as to a material fact in the application or plans upon which the permit was based.

- **STEP 4: FINAL FIELD INSPECTION**

The floodplain manager will inspect the completed project and determine that it has met all regulations governed by federal, state, and the Guadalupe County Flood Damage Prevention Order.

- **STEP 5: CERTIFICATE OF COMPLIANCE**

A certificate of compliance will be issued after the final field inspection is approved by the floodplain manager.