



# ENVIRONMENTAL HEALTH

## GUADALUPE COUNTY

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

### 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. *(All)*
- Base Flood Elevation Certificate by a certified Surveyor or a Professional Engineer. *(All new remodel & additions)*
- Design or rendering of the project. *(All)*
- Copy of Guadalupe Appraisal District Appraisal Card. *(All)*
- Copy of Recorded Deed & Deed Restrictions. *(All)*
- Floodproofing Certificate *(for non-residential projects).*
- Copy of Non-Residential Building Permit *(Issued by Fire marshal).*
- Copy of Issued Driveway Permit. *(New only)*
- Copy of Address Assignment Verification Letter. *(New only)*
- Required Permit Fee. *(All)*
- Septic Design by Registered Sanitarian or Approved Sewer Main Connection Letter from Utility Provider. *(All)*
- No-Rise Certificate *(Required for all shoreline)*
- Hydrologic & Hydraulic Analyses. *(All NEW development in floodway)*
- Cost Estimate of Reconstruction Affidavit.
- Cost Estimate of Reconstruction Form.
- Non-Conversion Agreement. *(New)*
- Copy of Abstract Card. *(All)*
- Manufactured Home Anchoring Design shown.
- Complete GBRA Shoreline Application.
- Certificate of Engineered Flood Openings.
- Copy of outside agency permits.

**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.

**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 \_\_\_\_\_

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

Contractor Information

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

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

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

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

Project Information

Project Address \_\_\_\_\_

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 (*proof of how much*)
- Outdoor Entertainment (kitchen, etc.)
- Excavation (not related to a structural development)
- Grading / Clearing

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: |

\* 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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**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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### COST ESTIMATE OF RECONSTRUCTION / IMPROVEMENTS AFFIDAVIT

Property ID Number: \_\_\_\_\_  
Property Owners Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company Name / Contractor: \_\_\_\_\_  
Contractor's License #: \_\_\_\_\_ Date of Contractor's Estimate: \_\_\_\_\_  
Cost of Reconstruction / Improvements: \_\_\_\_\_

I hereby certify that the description and Cost of Estimate Improvements Form included in the permit application for work located at the property identified above is all of the work that will be done, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement are true and accurate. I further certify that I requested the above identified contractor to prepare a cost estimate for all of the work. I acknowledge that if, during the course of construction, I described to add more work or modify the work described, that Guadalupe County Floodplain Administrator will re-evaluate its comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and may subject the property to additional requirements.

I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made or authorized repairs or improvements that were not included in the description of work and the cost estimate for that work that were the basis for issuance of a permit.

Please present this affidavit at the Guadalupe County Environmental Health Department for notarization.

.....  
Property Owners Name: \_\_\_\_\_  
Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SWORN TO AND SUBSCRIBED BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BY**

\_\_\_\_\_  
Owner/Agent name (Print)

\_\_\_\_\_  
Notary Public, State of Texas  
Commission Expires: \_\_\_\_\_

.....  
Contractors Name: \_\_\_\_\_  
Contractors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SWORN TO AND SUBSCRIBED BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BY**

\_\_\_\_\_  
Contractors name (Print)

\_\_\_\_\_  
Notary Public, State of Texas  
Commission Expires: \_\_\_\_\_

## COST ESTIMATE OF RECONSTRUCTION / IMPROVEMENTS FORM

Property Address \_\_\_\_\_

This cost estimate of reconstruction/improvement must be prepared by and signed by the contractor or by the owner if the owner acts as the contractor. Owners who act as their own contractors must estimate their labor cost at the current market value for any work they intend to perform, including construction supervision costs.

	Sub-Contractor Bids	Contractor or Owner Estimate	
	Bid Amount	Material Costs	Labor Costs
Masonry			
Carpentry Material (rough)			
Carpentry Labor (rough)			
Roofing			
Insulation and Weather –strip			
Exterior Finish (Stucco)			
Door, Windows, & Shutters			
Lumber Finish			
Hardware			
Drywall			
Cabinets ( Built-in)			
Floor Covering			
Plumbing			
Shower / Tub/ Toilet			
Electrical & Light Fixtures			
Concrete			
Built-in Appliances			
HVAC			
Paint			
Demolition & Removal			
Overhead & Profit			
Construction Supervision Costs			
<b>Subtotals</b>			

**Total Estimate Cost** (all three subtotals added together)

**If any amounts appear in the "Sub-Contractor" column, a copy of each signed and dated bid must accompany this form.**

By signing this form, I certify that the information listed above and additional information submitted does not contain any false information and does not conceal any material facts. I certify that I am the contractor and have permission from the property owner necessary to make the permitted improvements on said property.

\_\_\_\_\_  
Signature of Contractor/Owner

Date \_\_\_\_\_

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

Phone # \_\_\_\_\_



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### NON-CONVERSION AGREEMENT FOR STRUCTURES IN THE FLOODPLAIN

Whereas, Floodplain Development Permit # \_\_\_\_\_ has been issued to construct, improve, or repair the property located at \_\_\_\_\_ in Guadalupe County, Texas.

Whereas, the permitted building has the lowest floor elevated two (2) foot of freeboard above base flood elevation and the design and construction of the building meets the Guadalupe County Flood Damage Prevention Court Order requirements, and

Whereas, as a condition of a letter of compliance, the owner must agree to not alter the building at a later date so as to violate the Guadalupe County Flood Damage Prevention Court Order requirements,

Now, therefore, the undersigned owner of said property hereby agrees to the following:

1. That the enclosed area below the lowest floor shall be used solely for parking of vehicles, limited storage, or access to the building and will never be used for human habitation without first becoming fully compliant with the Guadalupe County Flood Damage Prevention Court Order in effect at the time of conversion.
2. That all interior walls, ceilings, and floors below the base flood elevation constructed of flood-resistant materials.
3. That mechanical, electrical, or plumbing devices that service the building shall be elevated at flood protection elevation.
4. That the flood openings in the walls of the enclosed area below the lowest floor shall not be blocked, obstructed, or otherwise altered to reduce the size of the openings or restrict the automatic entry and exit of floodwater.
5. That any variation in construction beyond what is permitted shall constitute a violation of this agreement and the Guadalupe County Flood Damage Prevention Court Order.
6. That the owner and subsequent owners agree to allow a representative of Guadalupe County on the premises to verify compliance with this agreement at least once each year. The County representative will provide at least 48 hours' notice of such visit.
7. That this Agreement shall be recorded with the deed to the above property so that subsequent owners are made aware of these restrictions.

WITNESS MY HAND ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BY

\_\_\_\_\_  
Owner/Agent name (Signature)

\_\_\_\_\_  
Owner/Agent name (Print)

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BY

\_\_\_\_\_  
Owner/Agent name (Print)

\_\_\_\_\_  
Notary Public, State of Texas

Stamp Required

\_\_\_\_\_  
Notary Name (Print)

\_\_\_\_\_  
Commission Expires:

# 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	\$150
Subdivision Plat or IDP Application without New Streets		\$1,000
	plus per lot/space	\$150
Revised / Amended Plat Application		\$500
	plus per lot/space	\$150
Cancellation of Plat Application		\$100
	plus publication costs	TBD
Request for Variance (Requesting Commissioners Court Approval)		\$175
Third-Party Review (If required)		TBD
Exception to Plat Request-(LGC 232.010)		TBD
OSSF Plan Review (When Platting Authority is not Guadalupe County)		\$100
<i>For plats/plans proposing 5 lots or more</i>	plus per lot/space	\$5
Stormwater Management Plan Review (When Platting Authority is not Guadalupe County)		\$1800
Road Construction Plan Review (When Platting Authority is not Guadalupe County)		\$1800
Hard Copy of Guadalupe County Subdivision Regulations		\$10
Third Party Review (Drainage Analysis (SWMP), TIA, Plat, Other)	Defined in County Subdivision Regulations	TBD
Public Notice Mailings		\$175
	plus actual cost of mailings	TBD
Public Notice for Newspaper		\$100
	plus publication costs	TBD
<b>On-Site Sewage Facilities (OSSF) Fees</b>		
Residential Conventional OSSF Application		\$400
Residential Advanced Treatment OSSF Application		\$500
Multi-Unit / Rental Communities / Condo / Commercial OSSF Application		\$600
TCEQ State Research Council Fee (Included in OSSF fees above)		\$10
Other OSSF Applications <i>(includes but not limited to tank or lid replacement, disposal system relocation, connection to 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>No Permit Fine</b>		
No Permit Issued (Construction without an issued permit)	Double permit fee	\$

**\*- See open records request fee schedule on the Guadalupe County Website**