



DEVELOPMENT PERMIT APPLICATION CHECKLIST

*The following documents **MUST** be submitted as part of the application.*

*****Incomplete applications WILL NOT be accepted.*****

- A complete copy of the recorded **deed** indicating applicant's ownership of the property
- A site plan, drawn **TO SCALE**, with measurements.
- If the development is on a lot in a subdivision, a copy from the recorded plat identifying the lot and it's proximity to the closest intersection.
- If the development is not in a subdivision, an area map showing the general location of the property in relation to major roads
- Permit Requirements page
- Attachment 1 - Development Permit Application Form
- Attachment 3 – Development Permit Exemption Certificate (If it is determined that the development is within a Special Flood Hazard Area, this page will be voided at time of review.)
- Signatures **MUST BE DATED**
- Drainage study – *if the development footprint is three (3) acres or more.*
- Elevation Certificate – *if a structure is being built in a Special Flood Hazard Area (SFHA).*
- The methodology for determining the Base Flood Elevation (BFE). - *If construction is in "Zone A" of a SFHA, the BFE will have to be determined by a surveyor or engineer licensed in the State of Texas.*

- Commercial structures must schedule Fire Safety meeting prior to permit approval.**

*****Incomplete applications WILL NOT be accepted.*****

\$100 Fee per development permit application

**COUNTY OF WILSON
DEVELOPMENT PERMIT APPLICATION FORM**

**STATE OF TEXAS)
COUNTY OF WILSON)**

APPLICATION NO. _____

Name of Applicant: _____

Mailing Address: _____

Phone # : _____ Email: _____

2. Location of property (Complete as appropriate) If located in a subdivision:

Name of Subdivision	Section No.	Block No.	Lot No.
IF NOT located in a subdivision:			
Name of Survey/Abstract		Acreage	
Location Description (Physical address or attach a vicinity map)			

3. Nature of Proposed Construction (Check and complete as appropriate)

- Residential Non-Residential Other
 Alteration of a Natural Waterway or Drainage Course Placement of Fill

4. Description of Proposed Construction (Check and complete as appropriate)

- New Construction Substantial Improvement to Existing Structure
 House Mobile Home
 Non-Residential (Specify) _____
 Commercial (Name and Type of Business) _____
 Other _____

5. APPLICANT WILL PROVIDE ONE COPY OF PLANS AND SPECIFICATIONS OF THE PROPOSED CONSTRUCTION. (Describe)

Applicants Signature

Date

FOR USE BY COUNTY

LEAVE THIS AREA BLANK

IS THE PROPERTY LOCATED IN AN IDENTIFIED FLOOD HAZARD AREA? YES NO

DOES THE 3 ACRE RULE APPLY? YES NO

IS ADDITIONAL INFORMATION REQUIRED? YES NO

ARE OTHER FEDERAL, STATE OR LOCAL PERMITS REQUIRED? YES NO

(Driveway Permit and Septic Tank Permit)

ARE OTHER COUNTY REGULATIONS APPLICABLE? YES NO

- Exemption Certificate Issued
 Permit Application Approved
 Permit Application Rejected

Date of Issuance: _____

Luz Serrato, Wilson County Permit and
Development Director

**WILSON COUNTY
DEVELOPMENT PERMIT EXEMPTION CERTIFICATE**

STATE OF TEXAS)
COUNTY OF WILSON)

**WILSON COUNTY COMMUNITY - PANEL
NUMBER 48493C**

APPLICATION NUMBER _____ NUMBER 48493C _____

NAME OF APPLICANT _____

THE ABOVE NAMED APPLICANT APPLIED FOR A DEVELOPMENT PERMIT ON _____.
THE COUNTY ADMINISTRATOR HAS REVIEWED THE APPLICATION AND IT IS HIS/HER DETERMINATION THAT THE
PROPOSED DEVELOPMENT IS NOT WITHIN AN IDENTIFIED FLOOD PLAIN OF WILSON COUNTY.

THIS CERTIFICATE EXEMPTS THE APPLICANT FROM DEVELOPMENT STANDARDS REQUIRED BY WILSON
COUNTY FLOODPLAIN MANAGEMENT REGULATIONS. WORK IS HEREBY AUTHORIZED TO PROCEED ON THE
FOLLOWING DESCRIBED PROPERTY:

THE COUNTY ADMINISTRATOR HAS REVIEWED THE PLANS AND SPECIFICATIONS OF THE
PROPOSED DEVELOPMENT AND DESIRES TO MAKE THE FOLLOWING RECOMMENDATIONS
FOR DEVELOPMENT OR DESIGN ALTERATIONS:

**ADVISE THAT NO STRUCTURE BE BUILT AND/OR PLACED IN ANY DRAINAGE OR CREEK
AREA. DUE TO THE POTENTIAL SHEET WATER FLOODING CONDITIONS, IT IS RECOMMENDED
THAT FLOOR ELEVATION BE A MINIMUM OF TWO (2) FEET ABOVE NATURAL GROUND WHERE
A CLEARLY DEFINED CHANNEL DOES NOT EXIST.**

WARNING:

The flood hazard boundary maps and other flood data used by the County Administrator in evaluating
flood hazards to proposed developments are considered reasonable and accurate for regulatory
purposes and are based on the best available scientific and engineering data. On rare occasions
greater floods can and will occur and flood heights may be increased by man-made or natural causes.
This exemption certificate does not imply that developments outside the identified areas of special flood
hazard will be free from flooding or flood damage. Issuance of this exemption certificate shall not create
liability on the part of Wilson County, the County Administrator or any officer or employee of Wilson
County in the event flooding or flood damage does occur.

(x) _____
Acknowledgment of Warning by Applicant

Date

Luz Serrato, Wilson County Permit and
Development Director

Date