



Engineering Division  
City of Kerrville  
200 Sidney Baker · Kerrville, Texas 78028  
Ph: 830-257-1528 · Fax 830-896-0517

**THIS IS NOT A PERMIT**  
**Application Fee \$200**  
CODE 860.10  
01-6258

## APPLICATION FOR DEVELOPMENT IN A SPECIAL FLOOD HAZARD AREA

### Applicant Information

Are you the Owner of the property described in this application? Yes ☐ No ☐ *(If the applicant is not the owner of the property described in the application, a sworn, notarized statement from the owner or legal representative of the owner that the applicant has been authorized to make an application for a floodplain development permit with respect to the property is required).*

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

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

**Property Owner Information according to Real Property Records of Kerr County, TX** *(if applicant and/or owner are not individuals then use name, address and phone number of person or people authorized to act on behalf of the applicant and/or owner in all matters relating to this application)*

☐ Check box if same as Applicant Information above

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

### Property Information Description

☐ For Un-platted Property: Survey Name \_\_\_\_\_ Abstract \_\_\_\_\_ and acreage \_\_\_\_\_ or attach a Metes and Bounds description)

☐ For Platted Property: Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

Physical Street Address (if available): \_\_\_\_\_

*A Metes and Bounds description may be attached to the permit if the Lot and Block information is not available.*

**Description of Existing and/or Proposed use of Property (check all that apply)**

Residential ☐ Residential Manufactured Home ☐ Non-Residential ☐ Valid Agricultural ☐  
Other ☐ \_\_\_\_\_

**Description of Proposed Construction (check all that apply)**

New Construction of a structure ☐ Improvement or Addition to existing structure ☐  
Landscaping ☐ Alteration of natural waterway or drainage course ☐ Placement of fill ☐  
Other ☐ \_\_\_\_\_

**Description of Proposed Structure (check all that apply)**

Habitable ☐ Non-Habitable (Shed, Barn, etc.) ☐ Other ☐ \_\_\_\_\_

**REQUIREMENTS FOR PLACEMENT OF FILL**

- ☐ A grading plan drawn to scale and signed and sealed by a Licensed Professional Engineer or Registered Professional Land Surveyor, which shows the floodplain and floodway boundaries, and shows the limits of fill to be outside the floodway is attached to this permit application.  
*Approved (Floodplain Administrator signs and dates)* \_\_\_\_\_
- ☐ The floodway boundary, as shown on the grading plan, has been staked on the ground by a Licensed Professional Engineer or Registered Professional Land Surveyor  
*Verified & Approved (Floodplain Administrator signs and dates)* \_\_\_\_\_
- ☐ For fill in the Floodway: a 100-year storm “no rise” hydraulic analysis, prepared and certified by a Licensed Professional Engineer; or cut and fill calculations that demonstrates that a volume of material will be removed that is equal to or greater than the volume of proposed fill, prepared and certified by a Licensed Professional Engineer is attached to this permit application.  
*Approved (Floodplain Administrator signs and dates)* \_\_\_\_\_
- ☐ A description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development is attached to this permit application (or a statement that the watercourse or natural drainage will not be altered or relocated).  
*Approved (Floodplain Administrator signs and dates)* \_\_\_\_\_

**REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION**

- ☐ Plans are attached in duplicate drawn to scale and signed and sealed by a Licensed Professional Engineer or Registered Professional Land Surveyor showing: (1) The location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, floodplain and floodway boundaries; and, (2) The location of the items listed above, in relation to areas of special flood hazard; and, (3) Elevation (in relation to mean sea level) of the lowest floor (including basement) of all new and substantially improved structures.  
*Approved (Floodplain Administrator signs and dates)* \_\_\_\_\_
- ☐ If fill within the floodplain is required, have all items associated with “REQUIREMENTS FOR PLACEMENT OF FILL” been completed including applicant signature?
- ☐ A FEMA elevation certificate, sealed and signed by a Registered Professional Land Surveyor that shows the base flood elevation and shows that the structure will be constructed with the lowest floor elevated to at least one foot above the base flood elevation is attached to this permit application.  
*Approved (Floodplain Administrator signs and dates)* \_\_\_\_\_

## REQUIREMENTS FOR RESIDENTIAL MANUFACTURED HOME CONSTRUCTION

☐ Plans are attached in duplicate drawn to scale and signed and sealed by a Licensed Professional Engineer or Registered Professional Land Surveyor showing: (1) The location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, floodplain and floodway boundaries; and, (2) The location of the items listed above, in relation to areas of special flood hazard; and, (3) Elevation (in relation to mean sea level) of the lowest floor (including basement) of all new and substantially improved structures.

*Approved (Floodplain Administrator signs and dates)* \_\_\_\_\_

☐ If fill within the floodplain is required, have all items associated with "REQUIREMENTS FOR PLACEMENT OF FILL" been completed including applicant signature?

☐ A FEMA elevation certificate, sealed and signed by a Registered Professional Land Surveyor that shows the base flood elevation and shows that the structure will be constructed with the lowest floor elevated to at least one foot above the base flood elevation is attached to this permit application.

*Approved (Floodplain Administrator signs and dates)* \_\_\_\_\_

☐ Plans show the manufactured home to be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.

*Approved (Floodplain Administrator signs and dates)* \_\_\_\_\_

## REQUIREMENTS FOR NON-RESIDENTIAL CONSTRUCTION

☐ Plans are attached in duplicate drawn to scale and signed and sealed by a Licensed Professional Engineer or Registered Professional Land Surveyor showing: (1) The location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, floodplain and floodway boundaries; and, (2) The location of the items listed above, in relation to areas of special flood hazard; and, (3) Elevation (in relation to mean sea level) of the lowest floor (including basement) of all new and substantially improved structures.

*Approved (Floodplain Administrator signs and dates)* \_\_\_\_\_

### If Elevating Lowest Floor Above Base Flood Elevation

☐ If fill within the floodplain is required, have all items associated with "REQUIREMENTS FOR PLACEMENT OF FILL" been completed including applicant signature?

☐ A FEMA elevation certificate, sealed and signed by a Registered Professional Land Surveyor that shows the base flood elevation and shows that the structure will be constructed with the lowest floor elevated to at least one foot above the base flood elevation is attached to this permit application.

*Approved (Floodplain Administrator signs and dates)* \_\_\_\_\_

### If Flood Proofing Above Base Flood Elevation

☐ Structure is to be flood proofed, plans are attached in duplicate drawn to scale and signed and sealed by a Licensed Professional Engineer which include all of the following: (1) Base flood elevation, (2) New construction and substantial improvements of any commercial, industrial, or other non-residential structure designed so that the portion of the structure below one foot above the base flood elevation, together with attendant utility and sanitary sewer facilities, is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy, (3) Certification by a Licensed Professional Engineer that methods of construction are in accordance with the conditions of this permit, which includes the specific elevation in relation to mean sea level to which structures are flood proofed.

*Approved (Floodplain Administrator signs and dates)* \_\_\_\_\_

*No application for a Floodplain Development Permit shall be deemed to be complete until all information and documentation has been delivered to the Floodplain Administrator and the required application fee paid. Not later than sixty (60) days after an application for a Floodplain Development Permit is received and deemed complete by the Floodplain Administrator, the Floodplain Administrator shall grant or deny the issuance of a Floodplain Development Permit.*