

MONTGOMERY COUNTY

DEVELOPMENT PERMIT - NON-STRUCTURE

Development Permits apply to all land development and are cumulative of all other rules, regulations, and requirements of Montgomery County.

- A. The application will reflect the name of and be signed by the applicant and if the applicant be other than a natural person, the applicant will designate an agent or attorney who will be responsible to Commissioners Court to see that the provisions of the permit, if issued, will be strictly complied with.
- B. For excavation or fill in the floodplain a certificate from a registered professional engineer will be required indicating that the proposed excavation or fill will cause no increase to the base flood elevation. The engineer must also certify that the proposed excavation or fill will have no adverse impact to the drainage on, from, or through adjacent properties. A development permit must be obtained prior to excavation or fill activities.
- C. The engineer's certifications will not be required for fill or landscape alterations in the floodplain with an affected area of less than or equal to 15,000 square feet, or where all of the excavated material is completely removed from the floodplain. The property owner will still be required to obtain a development permit. This exemption does not apply to commercial mining or dredging operations.
- D. Permittee will provide maintenance within the altered or relocated portion of the watercourse or flood plain boundary, to assure that the flood carrying capacity is not diminished.
- E. **Attach site plan no larger than 8 1/2 x 11 showing entire property and proposed development (This is in addition to required roll plans & digital plans).**
- F. **Commercial development non-structure submittal must include guidelines for commercial permit form in addition to the non-structure application.**
(Apartments, Rental Homes, RV Parks, Cell Towers etc... are considered a commercial development. If you have questions please contact the commercial permit department.)
- G. All records pertaining to Development Permits will be filed in the Permit Office as public record.
- H. The fee for a Development Permit Non-Structure will be \$200.00.

MONTGOMERY COUNTY
DEVELOPMENT PERMIT APPLICATION - NON-STRUCTURE

If Commercial, **must** attach **Guidelines for Commercial Permits form**

*** Attach site plan no larger than 8 1/2 x 11 showing entire property and proposed development.***

(This is in addition to required roll plans & digital plans)

TO BE FILLED OUT BY COUNTY OFFICIAL

Permit #: _____ Permit Fee: \$200.00
Application Date: _____ F.I.R.M. Panel #: _____
Commissioner Precinct: _____ HM#: _____ Clerk: _____

Applicant's Name: _____ Phone #: _____
Mailing Address: _____ Email: _____
City: _____ State: _____ Zip: _____

Property Owner: _____ Phone #: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____

Project Name: _____

Property Address: _____ State: TX Zip: _____

Survey Name: 1) _____ Abstract No.: 1) _____
2) _____ 2) _____
3) _____ 3) _____

Subdivision: _____ Section: _____ Block: _____ Lot # / Reserve: _____

Defined Location (Metes & Bounds)

(Attach written Metes & Bounds description or Survey no larger than 8 1/2" x 14" if property is not located in a recorded subdivision.)

Development is Residential _____ Development is Commercial _____

***Please Note* Apartments, Rental Homes, RV Parks, Cell Towers, etc. are considered Commercial**

Area of Property (Square Footage/Acreage/Lot Size) _____ Property ID R# _____

Total Area of Development on Entire Property (Square Footage) _____

Total Area of Development in Floodplain/Floodway (Square Footage) _____

Is Property located in Floodplain / Floodway / No Development will be located in: Floodplain / Floodway / No

Watershed: 1) _____ 2) _____

Development Type:

_____ Channel _____ Grading _____ Detention _____ Fill
_____ Bulkhead _____ Dredging _____ Retention _____ Impervious Cover

Purpose: _____

(Explain what work is being done at this location, for example: paving, dirt work, detention, utilities, site work for future development)

NOTICE

* Any person securing a permit does so on the representation to Commissioner's Court that he/she will comply with all requirements and county regulations, and obtain all necessary permits required for this property.

Applicant Signature _____

Date _____

Guideline for Commercial Permits

Permit # _____

In Montgomery County

Name of project being permitted: _____

Address of property being permitted: _____

Suite _____ City _____ State _____ Zip _____

Type of business _____ Property ID R # _____

Open to public use? _____ Hours open _____ # of employees _____

| | |
|--|-----------|
| <u>Is this an Existing Development?</u> | YES OR NO |
| Sq. ft. of build out/lease space/remodel space for existing structure | _____ |
| Sq. ft. of all existing structures on property | _____ |
| Sq. ft. of all existing impervious cover. (Concrete, asphalt, crushed rock, limestone, driveways, etc.) | _____ |
| <u>Is this a New Development?</u> | YES OR NO |
| Sq. ft. of this new structure or addition | _____ |
| Sq. ft. of all new impervious cover. (Concrete, asphalt, crushed rock, limestone, driveways, etc.) | _____ |
| <u>Total Development</u> | |
| Total sq. ft. of <u>all</u> structures and <u>all</u> impervious cover on <u>entire property</u> | _____ |

Will there be any proposed work in the County Road Right Of Way? YES or NO

*If yes to above, have plans been submitted to Engineering? YES or NO

If not, must provide separate plans on thumb drive with this submittal

Will there be new or modified driveway access on TXDOT road? _____

Septic system on property? _____ How many? _____

If different addresses, please list _____

Water well to be used? _____ If yes, for public consumption? _____ Future expansion planned? _____

Food preparation? Y or N Foods to be served _____

****OTHER PERMITS MAY BE REQUIRED****

SEE - Dev Structure Permit, Fire Code Permit, Septic Permit, Food Permit or Non-Structure Permit

I understand that this department is relying on information provided by me at the time of permitting to satisfy the Montgomery County Permit Requirements. I also understand that failure to provide correct information will result in this permits immediately becoming null and void. If there are any changes in these plans, I will contact this department immediately.

Signature

Date



MONTGOMERY COUNTY

PERMIT DEPARTMENT
501 N. THOMPSON, SUITE 100
CONROE, TEXAS 77301

(936) 539-7836 • (281) 364-4200 EXT 7836 • FAX (936) 538-8155

**Montgomery County Stormwater Management Program
Compliance Certification**

If area of development is 1 acre (43,560 sf) or more you must file a Long-Term Maintenance Plan of Post-Construction Stormwater Control Measures in the real property records of Montgomery County.
TPDES General Permit 4(b)3

Is your area of development 1 acre or more? (*circle one*) Yes or No

If yes, provide filed document # _____

***Development** - means any man-made change to improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.*

Erosion and/or sediment controls to be implemented during construction.

Property Address: _____

- Silt Fence
- Berm
- Hay Bales
- Other _____

Signature verifies that the above referenced controls will be used.

Printed Name

Signature

Date