

# 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: <u>  \$200.00  </u>
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 \_\_\_\_\_



## 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