

**Code Enforcement Officer – Kayla Schnell, CFM**

200 S Main Ste. 203 Giddings, Texas 78942  
Office (979)212-8070 permitting@co.lee.tx.us

**Instructions for Application for Proposed Development**

Located in Unincorporated Areas of Lee County

**FEE & PENALTY SCHEDULE**

Residential Home Applications - \$50  
Residential Accessory Structure Applications - \$25  
Residential Add-On Applications - \$10  
Commercial Applications - \$100  
Penalty for not securing application - \$250  
Penalty (within floodplain) - \$1,000

**\*\*AN INDIVIDUAL BUILDING 100 SQ. FT. OR LESS DOES NOT REQUIRE A PERMIT\*\***

To comply with the Lee County Flood Damage Prevention Order, and to minimize potential flood damage, all future residential, commercial and oil and gas development located within unincorporated areas of Lee County must be:

(a) exempted from Floodplain Permitting by the issuance of a Floodplain Exemption Certificate or  
(b) the proper permitting of development within the FEMA-designated 1% Chance of Flood (100-year Floodplain.) When development is located within an identified flood hazard area, all construction must agree developed in accordance with the following provisions:

**Step 1:** Download a copy of the floodplain map of the property from the link on our website at [www.co.lee.tx.us](http://www.co.lee.tx.us); click on Other County Offices/Permitting/Floodplain Maps; or call Kayla Schnell at (979) 212-8070.

**Step 2:** The maps are an aerial of the property; **if the property is completely located out of the floodplain, complete Parts I and III of the form.** If any of the property shows to be located within the floodplain, complete Parts I, II and III of the form.

**If any portion of the property is located in the floodplain, please review the following:**

- For **RESIDENTIAL** structures, the lowest floor (including basement) must be elevated to or above the Base Flood Elevation (1% Chance flood elevation).
- For **NON-RESIDENTIAL** structures, the lowest floor must be elevated to or above the Base Flood Elevation, or flood-proofed to withstand the flood depths, pressures, velocities, impact, and uplift forces associated with the 1% Chance flood.
- For **ALL STRUCTURES**, the foundation and the materials used must be constructed to withstand the pressures, velocities, impact, and uplift forces associated with the 1% Chance flood.
- All **UTILITY** supply lines, outlets switches, and equipment must be installed and elevated so as to minimize damage from potential flooding. Water and sewer connections must have automatic back-flow devices installed.

You must submit **CERTIFICATION FROM A LICENSED ENGINEER OR LAND SURVEYOR** that the floor elevation and /or flood-proofing requirements have been met. Failure to provide the required certification is a violation of this permit.

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**Development Application**

- Residential Home Applications - \$50
- Residential Accessory Structure Applications - \$25
- Residential Add-On Applications - \$10
- Commercial Applications - \$100
- Penalty for not securing application - \$250
- Penalty (within floodplain) - \$1,000

State of Texas  
County of Lee

Application Number: \_\_\_\_\_

THIS PERMIT APPLICATION MUST BE *COMPLETELY* FILLED OUT (*NOTHING LEFT BLANK*) AND IS VALID FOR 1 YEAR.

**PART I**

1) Applicant Full Name: \_\_\_\_\_

2) Contact Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Mailing Address: \_\_\_\_\_  
*Number / Street or P O Box City Zip Code*

4) Email: \_\_\_\_\_ Cell: \_\_\_\_\_

5) Location of Property: \_\_\_\_\_  
*Street Address City Zip*

*Property Identification Number Abstract Information*

*Name / Number of Survey Acreage*

\*\*\*LAT. \_\_\_\_\_ LON. \_\_\_\_\_\*\*\*

**Applicant Requests To:**

- Construct     Remodel     Place Manufactured Housing
- Burial, Pipeline or Cable     Drill     Other

List Type and Purpose of Development: \_\_\_\_\_

**Please include with this application a copy of the survey.**

Is site to be located in an identified Special Flood Hazard Area (Regulatory Floodplain)?  Yes  
 No

*If no, proceed to Part III. If yes, complete Parts II and III.*

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**PART II**

Name of Community: \_\_\_\_\_

NFIP Community/Panel Number: \_\_\_\_\_

Flood Map Effective Date: April 2014 Flood Zone Type:  AE  A  X  Other

Engineer: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

BFE: \_\_\_\_\_ Natural Elevation of Site: \_\_\_\_\_ Proposed Built Pad Elevation: \_\_\_\_\_  
\_\_\_\_\_

Applicant **MUST** attach the following to the Permit Application **if any portion or all property** is located within 1% chance (100 year) Floodplain:

- One copy of Plans/Specifications of proposed construction;
- Latitude and Longitude included on Land Survey completed by Licensed Land Surveyor;
- Elevation Certificate completed by a licenses Professional Engineer (with PE stamp.)

Is site to be located in an identified floodway?  Yes  No **If yes**, it must be demonstrated through an engineering study that there will be no increase in flood heights during the discharge of the 1% Chance flood caused by your development.

Plans, specifications, and application for permit filed by the applicant shall constitute by reference a part of this permit.

**PART III**

**WARNING STATEMENT:** *Please read and acknowledge.*

The flood hazard boundary maps and other flood data used by the Lee County Floodplain Administrator in evaluating flood hazards to proposed building and/or developments are considered reasonable and accurate for regulatory purposes and are based on the best 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. \_\_\_\_\_ **Applicant Initials**

*I acknowledge that I have read and understand the above Warning Statement. I also hereby grant permission to the Lee County Flood Plain Administrator to enter upon the above-described property for the purpose of making all necessary inspections pertaining to the Building Permit.*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Lee County Floodplain Administrator Signature*

\_\_\_\_\_  
*Date*