



DEVELOPMENT AUTHORIZATION APPLICATION

HAYS COUNTY DEVELOPMENT SERVICES

2171 YARRINGTON RD, SUITE 100

KYLE, TEXAS 78640

(P) 512-393-2150

permits@co.hays.tx.us

Development Authorization Application

1. Owner Information (The holder(s) of a legal or equitable interest in the subject property as shown by the deed records of Hays County)

Owner Full Legal Name: _____

Owner Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Date of Birth: _____ Driver's License Number: _____ State Issued: _____

2. Applicant Information (A person seeking approval of an application; can be the owner or a designated representative of the owner)

Applicant Name: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

3. Designated Contact (The individual who the owner or applicant has chosen to receive all communications of the application)

Designated Contact Name: _____

Designated Contact Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

4. Builder Information (The individual who the owner or applicant has chosen to construct the structure(s))

Builder / Company Name: _____

Builder / Company Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Development Authorization Questionnaire

1. Property Information: (The property or tract for which an application has been submitted under the Hays County Development Regulations)

9-1-1 street address for the subject property: _____

City: _____ State: _____ Zip Code: _____

Legal Description of property

Subdivision: _____

Phase: _____ Section: _____ Block: _____ Lot: _____

If not located in a subdivision: Survey Information:

Abstract: _____

Acreage: _____

Recorded (Vol/Page/Instrument): _____

Parcel Tax ID Number: _____

Is the subject property located in a City's ETJ: Yes No City Name: _____

If yes, has an application been submitted to city? Yes No

Have you contacted the Hays County Fire Marshal's Office? Yes No

If "No", please contact the Hays County Fire Marshal at 512-393-7300 or firemarshal@co.hays.tx.us

Have you contacted the Hays County Transportation Department about your project? Yes No

If "No", please contact the Hays County Transportation Department at 512-393-7385

Have you applied for a Driveway Permit? Yes No N/A

Does your property have a gate?

No: Yes: Gate Code: _____

2. Project Description: (Summarize the work being applied for)

Project Description:

3. Development Information: (All land modification activity, including the construction of buildings, roadways, paved storage areas, parking lots, storm water management facilities and other impervious structures or surfaces.)

Development Type:

Habitable Structure Non-Habitable Structure Land Use

Foundation Only Other Use: _____

Habitable Structure: (A structure which primary use is living)

Single Family Residence (1 Family) Multi-Family (2-4 Families)
Multi-Family (4+ Families) Mobile / Manufactured Home

Other: _____

Habitable Structure Details:

Square Footage: _____ # of Bedrooms: _____ # of Bathrooms: _____

Non-Habitable Structure: (A structure which primary use is not living)

Pool Garage Shed Barn Cell Phone Tower
Office Retail Warehouse Storage Facility Food Establishment

Other Use: _____

Non-Habitable Structure Details:

Building Square Footage: _____ Number of Employees: _____

Estimated Daily Water Usage: _____

Source of Water:

Private Well Rainwater Collection System(s) Public Water Supply

Source of Wastewater:

City Sewer On-Site Sewage Facility(s) Other Source: _____

Land Use:

Clearing Fill Drilling Grading Excavation Mining

Other Use: _____

Foundation Only:

Pouring New / Replacement Slab Addition to Slab Repair / Filling Cracks

Other Use:

Please describe other use:

4. New Construction Information: (Only required if a new structure is being constructed)

- a) Hays County requires three inspections on residential construction of a single-family house or duplex or an addition to an existing single-family house or duplex (including detached garage, guest house, etc.), if the addition will increase the square footage or value of the existing residential building by more than 50 percent.
- b) For new residential construction, inspections must be performed at the following stages of construction: (1) the foundation stage, before the placement of concrete; (2) the framing and mechanical systems stage, before covering with drywall or other interior wall covering; and (3) on completion of construction of the residence. For construction of an addition to existing single-family

house or duplex that will increase the square footage or value of the existing residential building by more than 50 percent, inspections must be performed as necessary based on the scope of work on the construction project.

c) Version of the international residential code to be used in construction **(Check One)**.

a. Version Published, May 1, 2008 (2006 IRC)

b. Version adopted by the City of San Marcos, Texas (county seat of Hays County), as amended.

d) Approximate date of start of construction: _____. Not later than the 10th day after the date of the final inspection, the owner/builder must submit copies of all three inspection reports to (1) the Hays County Development Services and (2) the person for whom the new residential construction is being built, if different from the builder.

e) Failure to provide advance notice of construction and notice after final inspection is a Class C Misdemeanor. If the new residential construction is being built by the Owner or the Owner is acting as his own contractor AND intends to use the residence as his primary residence, the Owner is still required to perform the required inspections and provide the required notices, but he is not subject to the related penalty.

f) Owner's Builders Certification **(Check One)**.

a. Owner's Builders Exemption Certification (if applicable). I hereby certify that I am not subject to the notice and inspection requirements herein, or the related penalty, because (1) the new residential construction or addition to an existing residential building was commenced PRIOR TO October 1, 2009 or (2) the addition to an existing residential building commenced AFTER October 1, 2009, WILL NOT increase the square footage or value of the building by more than 50 percent.

b. Owner's / Builders Certification. I hereby certify that I have carefully read the Notice of New Residential Construction and know the same is true and correct. I hereby agree to comply with all provisions of local, State, and Federal Laws whether they are herein specified or not.

5. Additional Documents:

The Application will not be processed until all documents have been received.

a) Account Summary from the Hays County Tax Assessor/Collector – Showing there are no delinquent taxes and fees on the subject property.

b) Property Location Map – Accurately depicts the location of the subject property in sufficient detail to allow County staff to easily find the property to conduct necessary inspections.

c) Floor Plan – A detailed plan of the building(s), indicating the dimensions of the structure and the proposed use of each room.

d) Site Plan – A detailed plan of the property showing locations of all existing/proposed construction.

6. Payment Information: (How do you intend to make payment?)

The Application will not be processed until all documents have been received.

- a) Online Payment (Credit Card) – Visit www.certifiedpayments.net – Use Bureau Code: 4963827 for (Hays County Development Services)
- b) Checks – Please make check out to Hays County Treasurer. Check may be mailed to or dropped off at our physical office location.
- c) Cash – Cash payments are accepted in person. Only EXACT amounts will be accepted.

7. Owner's / Applicant's Certification:

- a) I have carefully read the complete application and know all statements herein and in the attachments hereto are true and correct to the best of my knowledge.
- b) There is no outstanding tax liability to Hays County on the subject property.
- c) The owner of the subject property, if different from the applicant, has authorized the submittal of this application.
- d) No work of any kind may start until the Development Authorization is issued by the County.
- e) The Development Authorization may be revoked if any false statements are made herein.
- f) If the Development Authorization expires or is revoked for any reason, all work must cease until a new authorization is issued. The Applicant will be required to submit a new application with accompanying fees.
- g) It shall be unlawful to use, occupy, or permit any development, hereafter created, erected, changed, converted, altered, or enlarged in its use. All new development must follow the provisions of Chapter 735 of the Hays County Development Regulations.
- h) Applicant is hereby informed that other permits may be required to fulfill local, State, and Federal regulatory requirements and it is the responsibility of the Applicant to obtain any such additional permits and to comply with all such provisions thereof, whether herein specified or not.
- i) Applicant is responsible for all costs associated with any construction undertaken in accordance with this Application and agrees that (s)he will not erect any permanent structure or sign on or extending over any portion of County right-of-way.
- j) Any improvements made in accordance with this Application must be constructed in strict conformance with the plans and specifications submitted with this Application and as approved by the County. Failure to do so could result in Applicant being required to modify or re-construct the improvements at his/her own cost.
- k) Maintenance of improvements constructed hereafter shall be the Applicant's responsibility, and the County shall have the right to require any changes, maintenance, or repairs as may be necessary to provide protection of life or property.

- l) As the owner of the above property or a duly authorized Applicant, I hereby grant permission to the County to enter the premises and make all necessary inspections and to take all other actions necessary to review and act upon this Application.
- m) I further understand that if staff cannot find the property or gain access due to a failure on my part to provide sufficient information regarding the location of the property or the method of access thereto, there will be an extra charge assessed of \$50.00 per trip until property access has been successfully attained.
- n) I have spoken with the Hays County Fire Marshal and Hays County Transportation Department about my project. I have applied for any accompanying permits and reviews as requested by their offices.
- o) I acknowledge that Hays County and its staff do not research and/or enforce Deed Restrictions to any property in the unincorporated areas of Hays County.
- p) As the owner of the above property or a duly authorized Applicant, I understand, Hays County does not have zoning or building ordinances.

By signing, I hereby certify all the information is true and accurate and will follow all Hays County Rules & Regulations.

Signature: _____

Date: _____