

**HIDALGO COUNTY, TEXAS
COMMISSIONERS' COURT ORDER**

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Date Authorized: 02/23/2010
Supersedes: N/A

PERMITTING PROCEDURES

I. PERMITTING FOR CONSTRUCTION, MOVE-INS AND UTILITY REQUESTS

A. Platted Lot Properties

Applicant fills out and submits application to the Planning Department in accordance with Texas Local Government Code (LGC) Chapter 232 *County Regulation of Subdivisions*. The application must include the following items, namely:

1. Copy of warranty deed, or contract for deed
2. Site plan with dimensions of structure and proposed setbacks

B. Metes & Bounds Properties

Applicant fills out and submits application to the Planning Department in accordance with Texas Local Government Code (LGC) Chapter 232 *County Regulation of Subdivisions*. The application must include the following items, namely:

1. Copy of warranty deed, or contract deed
2. Metes & Bounds description with a copy of survey of property
3. Planning Department will make determination if property needs to be subdivided and/or if it is located within county jurisdiction or city ETJ.
4. After determination is made by Planning Department, then applicant must comply with all city or county regulations in relation to subdivision enforcement and permits need to be obtained from the city or county, as applicable.

C. County Permitting Procedures

The following **permitting procedures** shall be followed for both **Platted Properties and Metes & Bounds Properties** for properties that fall under county jurisdiction:

1. The Planning Department reviews application using the following criteria, namely:
 - a. Planning Department must conduct on-site inspection to determine existing use of property.
 - b. All properties located within a designated flood zone shall require approval from the Flood Plain Administrator.

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- c. All On-Site Sewage Facility (OSSF) applications shall contain proper planning materials and shall require Environmental Health Department approval; however, if lot is less than 1/2 acre and lacks sanitary sewer, then an OSSF Design System Plan prepared by a licensed engineer shall be required.
2. If application **is approved** by Planning Department, the following procedures are followed:
 - a. Planning Department issues permit and provides applicant with utility service for construction or permanent service for move-in of structure from Environmental Health Department.
 - b. The Environmental Health Department will inspect and confirm the status of the On-Site Sewage Facility (OSSF-Septic Tank). The OSSF has to be adequate in size for proposed structure size.
 - c. After inspection and confirmation is conducted by the Environmental Health Department of the OSSF, the Environmental Health Department will approve application.
 - d. If the OSSF is **not adequate**, then applicant must provide a design plan showing compliance with the OSSF order to obtain approval by Environmental Health Department of the OSSF.
 3. At the time the **Temporary Utility Permit for Construction or Move-In Structure Permit** is issued to the applicant by the Planning Department, then the following procedures are followed:
 - a. Environmental Health Department routes *Utility Certificate with Temporary Approval* authorization to the Planning Department.
 - b. If property is located in a designated flood zone a Certificate of Compliance is required from the Flood Plain Administrator, prior to approving a final utility clearance.
 - c. Planning Department routes *Utility Certificate* to Commissioners Court for approval.
 - d. After Commissioners Court approval is obtained, then Planning Department conducts field inspection to confirm compliance with all requirements.
 - e. After all requirements are verified & confirmed by the Planning Department, then application is given final approval and utility clearance for temporary service for construction or final service for move-in of structure is provided to the corresponding utility company.
 - f. If all requirements are **not met** as set forth above, then applicant must request variance for setbacks.

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- g. **No final light or water clearances shall be issued unless residence has been connected to OSSF and all county requirements have been met.**