

COUNTY OF WILSON, TEXAS



WILSON COUNTY INFRASTRUCTURE REQUIREMENTS FOR LODGING DEVELOPMENTS

**APPROVED BY COMMISSIONERS COURT
OCTOBER 8, 2012**

**WILSON COUNTY
INFRASTRUCTURE REQUIREMENTS FOR
LODGING DEVELOPMENTS**

PREAMBLE

The Commissioners Court of Wilson County, Texas, finds that a lodging development, as defined below, is a subdivision under Chapter 232, Texas Local Government Code. The Commissioners Court further finds that the rules and regulations herein are reasonable and necessary, to promote the health, safety, morals, or general welfare of the county and the safe, orderly, and healthful development of the unincorporated area of the county

I. DEFINITIONS:

CERTIFICATE OF COMPLIANCE: A certificate, from Wilson County, that the operator of a Lodging Development is in compliance with the Wilson County Infrastructure Requirements for Lodging Developments.

GRANDFATHERED LODGING DEVELOPMENT: A Lodging Development that was either in operation, before the adoption of these rules, or for which a written application for a permit was filed with Wilson County, before the adoption of these rules.

OPERATOR. The person in charge of managing a Lodging Development, either under written or verbal (oral) lease, or any other arrangement whereby he or she exercises control over the premises. The Owner of a Lodging Development may also be the Operator.

OWNER. The person who holds title to the land, on which a Lodging Development is constructed, or operated.

PERSON. Any natural individual, firm, trust, partnership, association, or corporation.

LODGING DEVELOPMENT. Any lot or tract of land subdivided into more than two lodging development units, as defined, and which exist as a privately owned and operated enterprise with or without charges, occupied or intended to be occupied for dwelling or sleeping purposes for any length of time. Hunting camps that are temporary are excluded. Recreational vehicle parks, regulated by the Recreational Vehicle Park Rules, are also excluded.

LODGING DEVELOPMENT SPACE. A plot of land within a Lodging Development designed for the accommodation of one lodging development unit.

LODGING DEVELOPMENT UNIT: Any structure, temporary or permanent, intended, or adapted, for use as one to four residential dwellings.

II. LODGING DEVELOPMENTS

- (A) The owner of land located in Wilson County outside the city limits of a municipality, who intends to use the land for a Lodging Development must have a lodging development plat prepared that complies with the minimum infrastructure standards that are set out below in Section 3.
- (B) Prior to beginning any construction, the owner must submit the 15 hard copies, and one digital copy in PDF format, of the plat along with the items required in “Attachment 1 Lodging Development Application Checklist” to the Wilson County Emergency Management Office by the close of business on the first (1st) business day of the month for review and consideration for placement on the following month’s scheduled Wilson County Development Review Committee meeting agenda. The Wilson County Development Review Committee will review, and provide a recommendation for, or against, approval. Final approval, or disapproval, is by Commissioners Court. Construction may not begin before the plan is approved.
- (C) Not later than the 60th day after the date the plat is submitted; the Wilson County Development Review Committee shall approve or reject the plat in writing. If the plat is approved, construction may begin immediately. If the plat is rejected, the written rejection shall specify the reasons for the rejection and the actions required for approval of the plat. The failure to reject a plat within the period prescribed by this subsection constitutes approval of the plat.
- (D) The Wilson County Development Review Committee, as well as any other person designated by either the County Development Review Committee, or the Commissioners' Court, may inspect the infrastructure at any reasonable time during construction, and the owner and his agents shall not hinder such inspections.
- (E) On completion of construction, the owner shall confirm in writing to the County Development Review Committee that the infrastructure is complete, and a final inspection must be completed no later than the second business day after the notice is received by the County's inspector. If the inspector determines that the infrastructure does not fully comply with the plat, the owner shall be given an opportunity to cure the defects. On completion of curative construction, the owner should request another inspection.
- (F) When the inspector determines that the infrastructure complies with the plat, the Commissioners' Court shall issue a Certificate of Compliance not later than the fifth business day after the final inspection is completed.
- (G) A utility may not provide utility services, including water, sewer, gas, and electric services, to a Lodging Development or to a recreational vehicle in the community covered by these rules, unless the owner provides the utility with a copy of the Certificate of Compliance.

III. INFRASTRUCTURE REQUIREMENTS:

The lodging development plat for a Lodging Development must include each of the following:

(A) **SURVEY:** A survey identifying the proposed community's boundaries and any significant feature of the community, including the proposed location of:

- (1) lodging development units, which shall be numbered sequentially,
- (2) utility easements,
- (3) roads,
- (4) set back lines,
- (5) parking spaces,
- (6) dumpsters,
- (7) public or common areas,
- (8) buildings,
- (9) septic dump stations,
- (10) septic systems, including drain fields (if applicable)
- (11) water wells (if applicable)
- (12) water supply lines,
- (13) the location, in Wilson County, of the proposed Lodging Development,
- (14) a window insert, depicting, to scale, the average lodging development space, with its hard surface,
- (15) the special flood hazard area, if any,
- (16) drainage features, if any,
- (17) the survey may also contain features to help provide the additional information required by this order.

(B) **DRAINAGE:** Reasonable specified plans to provide adequate drainage in accordance with standard engineering practices, including specifying necessary drainage culverts and identifying areas included in the special flood hazard area. The placement of any structure within the regulatory floodplain shall be in accordance with the Wilson County Floodplain regulations

(C) **WATER:** Either:

(1) **Public Water.** Reasonable specified plans to provide an adequate public or community water supply, including specifying the location of supply lines, in accordance with Subchapter C, Chapter 341, Texas Health and Safety Code. If water is to be provided by a utility, a certification by the utility that water is available for each of the platted spaces or lots must be attached to the plat; or,

(2) **Private Water:** Certification that adequate groundwater is available for the development. If groundwater is the source of water supply for the development, the developer is required to obtain certification, by a licensed professional engineer (or other professionals designated by State law) registered to practice in Texas, that adequate groundwater is available for the development, according to the certificate form and content as promulgated by the Texas Commission On Environmental Quality (Lack of certification that suitable and adequate groundwater is available is grounds for denial of plat approval, if groundwater is the proposed source of water). The certification document shall be recorded as part of the dedication instrument and a note shall be placed on the plat that groundwater is to be the source of water.

(D) **POWER:** A letter from the local electrical utility, and natural gas utility, if natural gas connections will be furnished, that sufficient service for all lodging development units is available.

(E) **SEWAGE:** Either:

(1) **PUBLIC SEWAGE:** Reasonably specified plans to provide access to sanitary sewer lines, including specifying the location of sanitary sewer lines. If sewage treatment is to be provided by a utility, a certification by the utility that service for each of the planned spaces or lots is available must be attached to the plat. If the sewage is to be treated in some other way, approval by the relevant government agency that is to license or inspect the treatment facilities must be attached; or

(2) **PRIVATE SEWAGE:** Reasonably specified plans for providing on-site sewage facilities in accordance with Chapter 366, Texas Health and Safety Code if estimated sewage flow does not exceed 5,000 gallons per day (gpd). These plans must meet minimum standards established under Chapter 285.4 of the OSSF rules and Wilson County Public Health District local order. Approval by the Wilson County Public Health District-Environmental Health Division must be attached to the plat.

(3) **TCEO APPROVAL:** Reasonably specified plans for providing sewage treatment and disposal under Chapter 26 of the Texas Water Code if estimated flow exceeds 5,000 gallons per day, at an estimated minimum of 50 gallons per day per lodging development unit, plus 20 gallons per day for each additional bedroom, or additional sleeping quarter, and 20 gallons per day for each clothes washer connection in a lodging development unit, and 100 gallons per day for each clothes washer provided for the tenants of the park. Approval by Texas Commission on Environmental Quality, or its designated agent for Wilson County, must be attached to the plat.

(F) **ROADS:** Reasonably specified plans for streets or roads in the Lodging Development to provide ingress and egress for fire and emergency vehicles, providing, at a minimum, that:

(1) Roads shall be designated, and signed, as either one-way, or two-way.

- (2) The improved surface of one-way roads shall be at least 15 feet wide.
- (3) The improved surface of two-way roads shall be at least 22 feet wide.
- (4) Roads shall either be looped, or end in a cul de sac of 90' diameter.
- (5) Roads shall be not less than 9" of base material compacted to 6",
- (6) Roads shall be designed, constructed and maintained so as to be passable to recreational vehicles, or emergency vehicles, at all times, in all weather.
- (7) The entrance to the park shall be designed to minimize congestion and hazards and allow free movement of traffic on adjacent streets.
- (8) If the Lodging Development is located off of a County Road, an application for a Driveway Permit, with the proper fee, must be included.
- (9) If the Lodging Development is located off of a State Highway or Road, a letter from TXDOT, approving the proposed driveway, must be included.
- (G) **SET BACKS:** Building Set Backs, including any part of a Lodging Development Unit on a lodging development space, shall be:

- (1) Not less than 25 feet from a public right of way,
- (2) Not less than 15 feet from a property line,
- (3) Not less than 15 feet from an internal road,
- (4) Not less than 10 feet between each lodging development unit.

(H) LODGING DEVELOPMENT UNITS: Each lodging development space shall:

- (1) Afford parking and maneuvering space sufficient so that the parking, loading, and the like, of vehicles shall not necessitate the use of any public right-of-way, any interior road, or privately owned property which may abut the park.

(I) SERVICE BUILDINGS; LAUNDRY AND SANITATION FACILITIES: Each lodging development, which has lodging development units not equipped with integral toilet and bathing facilities, shall provide one or more service buildings for the use of park patrons.

- (1) The service buildings shall provide for:
 - a. One flush toilet for women;
 - b. One flush toilet for men;
 - c. One lavatory for each sex;

d. One shower and dressing accommodation for each sex, provided in an individual compartment or stall;

(2) The aforementioned amenities shall accommodate not more than 10 lodging development units. For each additional 10 lodging development units, or fraction thereof, one flush toilet, one shower with individual dressing accommodations, and one lavatory shall be provided for each sex, along with laundry and slop sink facilities as described above. For the purposes of this section, only lodging development units not equipped with self-contained toilet and bathing facilities are allowed shall be counted.

(3) All facilities shall comply with the Americans with Disabilities Act. (ADA).

(4) Service buildings housing sanitation or laundry facilities shall be permanent structures which comply with all applicable laws and ordinances regulating buildings, electrical installation, plumbing and sanitation systems, and if not otherwise covered by electrical, plumbing and fire codes, shall comply with the electrical, plumbing and fire codes of the City of Floresville, Texas, which are adopted for this limited purpose.

(J) GARBAGE:

(1) Each Lodging Development shall provide fly tight, watertight, rodent proof dumpsters, with the capacity to accept 100% of the solid municipal waste of the tenants of the park, with a minimum of not less than 110 pounds, per lodging development unit.

(2) The Operator shall keep the dumpster(s) regularly emptied.

(3) If the minimum dumpster capacity is insufficient to accept 100% of the solid municipal waste of the tenants of the park, the Operator shall either have the dumpsters emptied more frequently, or increase the number of dumpsters, to insure that that the tenant's solid municipal waste is never not accommodated by the dumpster(s).

(K) UTILITIES:

(1) All water, sewage, and gas lines servicing lodging development units, or services buildings, shall be buried.

(2) All electrical lines servicing lodging development units, or services buildings, shall be installed in compliance with the National Electrical Code of 2008, or at the option of the owner, any later version of the National Electrical Code.

(L) EMERGENCY SERVICES DISTRICT: If located in an Emergency Services District, a letter from the Emergency Services District stating that the proposed Lodging Development meets its regulations (if any) must be attached.

(M) IDENTITY OF OPERATOR: The Operator will identify its self by name, address and telephone number. The Operator has a continuing obligation to keep the Wilson County Development Review Committee informed, in writing, of any changes in this information.

(N) FIRE SUPPRESSION:

(1) Where a water line of six inch (6") diameter or greater is along the roadway adjacent to or across from the proposed lodging development, and is available for service to the proposed Lodging Development, the Operator shall place fire hydrants to the specifications of the State Board of Insurance Standards or to the standard of any city with extraterritorial jurisdiction. Fire hydrants placed in the Lodging Development shall have at least two (2) two and one-half inch (2.5") outlets with National Standard Treads (N.S.T.) and one (1) larger outlet for local fire department. (Wilson County Fire Departments utilize a four and one-half inch (4.5") steamer connection).

(2) In a lodging development that is served by fire hydrants as part of a centralized water system certified by TCEQ as meeting minimum standards for water utility services, fire hydrants shall be located on, or within 10 feet of a road, not more than 1,000 feet apart, along a road, and no road frontage of any lodging development space shall be more than 500 feet from an approved fire hydrant. The fire hydrants shall be on a minimum 6" main and flow at 250 GPM for 2 hours sustained. The fire protection system shall be designed, and certified by a professional engineer certifying that these requirements have been met. The design and certification shall be provided as part of the application for the Lodging Development. A signed statement by a registered professional engineer certifying that these requirements have been met shall be on the plat.

(3) In a lodging development that IS NOT SERVED BY FIRE HYDRANTS, and IS NOT PART OF a CENTRALIZED WATER SYSTEM certified by TCEQ as meeting minimum standards for water utility services, the developer shall provide water storage as follows:

a. For a lodging development of fewer than 50 lodging development units, 2,500 gallons of storage; or

b. For a lodging development of 50 or more lodging development units 5,000 gallons of storage.

(4) The water storage tank shall:

a. Hold the minimum amount of water storage as required

b. Be vented

c. Be made of non-metallic materials

d. Be on a foundation that will support the tank at full storage capacity

e. Be adjacent to a public road in the Lodging Development, and the land on which it rests must be burdened with an easement allowing Wilson County, or its agents, access to the water storage tank for purposes of maintaining it, repairing it, replacing it, filling it, or draining it.

f. Be secured to prevent unauthorized access

g. Have a common 4" coupling of the type used for fire hoses.

h. Have signage displayed, on its side visible to the roadway, indicating that it contains non-potable water to be used for official use only.

(5) The location(s) of the water storage tank must be approved by the Wilson County Fire Marshal prior to submission of plat application. The location(s) of the water storage tank and access easement shall be shown on the plat.

(6) The operator will, upon installing the water storage tank, fill it with water to demonstrate that it will hold water. The developer may not remove the water, and has to keep the water storage tank filled.

(7) The operator shall submit a written request to the Wilson County Fire Marshal for inspection and approval of the water storage tank as meeting the requirements of these regulations. Inspection shall be conducted within 15 business days of receipt of the request.

(8) Wilson County has no obligation to maintain, repair, replace or fill the water storage tank.

(9) The water storage tank must be installed, filled and pass inspection prior any housing units being occupied.

(O) VARIANCES: Commissioners' Court may grant a variance when strict application of these standards would work an unusual hardship.

(1) A written request for a variance, setting out exactly what variance is sought, and in what way complying with these rules would be a an unusual hardship, must be submitted to the Wilson County Development Review Committee **before** the lodging development plat application is filed. An application for a variance request shall be deemed to be complete when Attachment 7 and all of the materials required on Attachment 6 along with the required fee are delivered to the Wilson County Emergency Management Office by the fifteenth (15th) day of the month for review and consideration for placement on the following month's scheduled Wilson County Development Review Committee meeting agenda.

(2) The Wilson County Development Review Committee will consider the request, and make a recommendation to Commissioners Court.

(3) Commissioners Court will make the final decision about the variance.

(4) After Commissioners Court makes its decision, the Operator may, within one year after the date the variance is allowed by Commissioners Court, file an application, and lodging development plat, that includes the variance allowed by Commissioners Court.

(5) The Operator will not file an application, and lodging development plat, that is contingent upon the allowance of a variance that has not already been before Commissioners Court.

(6) When a variance is approved by the Commissioners Court, the land owner must complete the action for which a variance was granted within one calendar year from the date it is granted, or it will expire.

(P) RECCOMENDATION FOR APPROVAL, OR DISAPPROVAL, AND ISSUANCE OF A CERTICIATE OF COMPLIANCE: The Wilson County Development Review Committee will review the materials submitted by the Operator, and make a recommendation to the Commissioners Court that a Certificate of Compliance by issued, or not issued, to the Operator.

(Q) ISSUANCE, OR REFUSAL, OF CERTIFICATE OF COMPLIANCE: Commissioners Court will consider the recommendation, and anything else it considers relevant, and make the final decision to issue, or not issue, a certificate of compliance.

IV. LODGING DEVELOPMENT REGULATIONS

The regulations described herein govern the development, operation, and maintenance of Lodging Development, as previously defined.

(A) DEVELOPMENT AND OPERATION OF LODGING DEVELOPMENTS:

Lodging Developments shall be developed, and operated, to conform to those requirements:

- (1) The Operator shall mark with a sign each lodging development space, with its number, taken from the Survey, described at III(A), above.
- (2) The characters on each lodging development space sign shall be: reflective, at least 3 inches high, and plainly visible from the road.
- (3) The Operator shall maintain each lodging development space sign, and shall not allow it to be obscured by weeds, vehicles, or anything else.
- (4) The Operator shall display the name of the Lodging Development with a sign.
- (5) The characters on the Lodging Development sign shall be: reflective, at least 24 inches high, and plainly visible from the public road.
- (6) The Operator shall maintain the Lodging Development sign, each lodging development space sign, and shall not allow them to be obscured by weeds, vehicles, or anything else.
- (7) The Operator shall keep all internal roadways clear of obstructions, including parked vehicles, at all times.
- (8) The Operator shall keep all service buildings required under III(I), above, (if any), clean, and in good repair, at all times.
- (9) The Operator shall require that water discharged in the Lodging Development, by a recreational vehicle, except air conditioning condensation, flow into the sewage system.

(10) The Operator shall not allow the waste tanks of a recreational vehicle to be flushed in the Lodging Development, unless the flush water flows into the sewage system, or into a holding tank the contents of which are removed in compliance with State law and regulations.

(11) The Operator shall keep the area around the dumpsters, and garbage receptacles, clean at all times.

(12) The Operator shall have the dumpsters, and garbage receptacles emptied when full, or when they become a nuisance.

(13) The Operator shall not allow, or engage in, any burning of garbage, or other disposal of garbage, except into the dumpsters. For the purposes of this section, dry materials that have been segregated, and stored in a sanitary manner, for recycling, shall not be considered garbage.

(B) GARBAGE RECIPTICALS

(1) Refuse collection stands shall be provided for all refuse containers. Such container stands shall be so designed as to prevent containers from being tipped, to minimize spillage and container deterioration, and to allow for easy cleaning around them.

(2) The storage, collection and disposal of refuse in the Lodging Development shall be so conducted as to create no health hazards.

(C) BOTTLED GAS

(1) Bottled gas for cooking purposes shall not be used at individual lodging development units unless the containers are properly connected by copper or other suitable metallic tubing.

(2) Bottled gas cylinder shall be securely fastened in place.

(3) No cylinders containing bottled gas shall be located in a lodging development unit or within five (5) feet of a door thereof.

(4) State and local regulations applicable to the handling of bottled gas and fuel oil shall apply.

(D) FIRE PROECTION

(1) No open fires shall be permitted, except that this shall not be construed to prevent barbecuing with charcoal in a covered pit or grill.

(E) DRY VEGETATION

The park licensee or agent shall be responsible for maintaining the entire area of the park free of dry brush, leaves, grass and weeds.

V. OTHER REGULATIONS:

Persons developing Lodging Developments should be aware that this order is not the exclusive law or regulation controlling development in Wilson County. The following is only a partial list of regulations that may apply.

(A) Lodging Developments are subject to Wilson County Subdivision Regulations. All subdivisions within the Extra Territorial Jurisdiction (E.T.J.) of an incorporated city may also be subject to city subdivision regulations, or as per any mutually (County-City) agreed upon regulations as approved and accepted under an interlocal cooperation agreement.

(B) All Lodging Developments are subject to regulations of general applicability, including public health nuisances under Chapter 341 and 343 of the Texas Health and Safety Code. The developer must address solid waste disposal, rodent/insect harboring, fly breeding and improper water disposal in accordance with these Chapters.

(C) Other agencies with regulatory authority that may apply to a Lodging Developments include, but are not limited to, several Emergency Services Districts, the Texas Commission on Environmental Quality, the Public Utilities Commission, the United States Parks and Wildlife Service. The Environmental Protection Agency and the U.S. Army Corp. of Engineers. Issuance of a Certificate of Compliance under this order does not indicate compliance with any of these requirements.

VI. FEES

Fees for permits, license and transfers, as established by Wilson County, are payable to "Wilson County."

The fees are:

\$500.00, plus \$10.00 per lot/space, for initial application for a Certificate of Compliance.

\$250.00 for application for reinstatement of a Certificate of Compliance.

\$100.00 for application for Variance Request

VII. SUSPENSION OF CERTIFICATE OF COMPLIANCE

(A) **SUSPENSION FOR NONCOMPLIANCE** The operator of a Lodging Development that is not in compliance with the Wilson County Infrastructure Requirements for Lodging Developments, may have its Certificate of Compliance suspended.

(B) NOTICE OF NONCOMPLIANCE

(1) The Wilson County Development Review Committee shall send written notice, by hand delivery, or certified mail, to the operator at the address on file, or to the on-site office of the Lodging Development, informing the operator of the non-compliance.

(2) The operator shall have three business days, after receipt of the notice, if hand delivered, or six business days after mailing of the notice, if mailed, to either bring the Lodging Development into compliance with these rules, or present a written plan to the Wilson County Development Review Committee, to bring the Lodging Development into compliance with these rules.

(3) If the operator neither brings the Lodging Development into compliance with these rules, within three business days, nor presents a written plan to the Wilson County Development Review Committee, to bring the Lodging Development into compliance with these rules, the Certificate of Compliance of the Lodging Development is suspended.

(C) APPROVAL OR REJECTION OF WRITTEN COMPLIANCE PLAN

(1) If the operator presents a written plan to the Wilson County Development Review Committee, within the time period specified above, that office may approve it, with or without changes made by operator, or refuse to approve it.

(2) If the Wilson County Development Review Committee does not approve the written plan, the Wilson County Commissioners Court may, at a meeting, suspend the Certificate of Compliance of the Lodging Development.

(D) REINSTATEMENT OF CERTIFICATE OF COMPLIANCE

(1) If a Certificate of Compliance has been suspended for less than 90 days, the Operator may file with the Wilson County Development Review Committee a written plan to bring the Lodging Development into compliance with all applicable rules.

(2) The Wilson County Development Review Committee will consider the plan, and make a recommendation to Commissioners Court, which will make the final decision to reinstate, or not reinstate, the Certificate of Compliance.

(3) If a Certificate of Compliance has been suspended for more than 90 days, the Operator must file a new lodging development plan, with the Wilson County Development Review Committee.

VII. PENALTIES:

(A) Violations of this order will result in the denial of utility services, as provided by Chapter 232 of the Texas Local Government Code.

(B) The requirements of this order have been established by and adopted by the Wilson County Commissioners' Court under Chapter 232 of the Texas Local Government Code and all the civil and criminal penalties applicable under that chapter shall apply to violations of this order.

VIII. SEVERABILITY

Should any portion of these rules be found, or held, to be illegal, unenforceable, or void, the remainder of these rules shall remain in full force and effect.

ATTACHMENT 1

LODGING DEVELOPMENT APPLICATION CHECKLIST

The following items **MUST BE** included as part of your application:

- 15 copies (18x24) and 1 electronic copy of the Leased Housing Development Infrastructure Development Plan
- Copy of deed indicating ownership of property
- Original Authorization Form from Owner, if Applicant is Owner's Agent. N/A
- Copy of Assumed Name Certificate, Certificate of Incorporation, or other legal authorization for the use of the name of the proposed Leased Housing Development.
- Letter from public water utility company
- Letter from electric utility company
- Letter from TXDOT – *if applicable* N/A
- Driveway Permit Application– *if applicable* N/A
– include a separate check in the amount of the current fee
- Letter from Emergency Services District (ESD) – *if applicable* N/A
- Copy of Restrictions for proposed leased housing development
- Floodplain Development application – include a separate check in the amount of the current fee
- Septic permit application(s) – include a separate check in the amount of the current fee (each conventional system or aerobic treatment unit requires a separate application)
- Soil Evaluation of site for proposed Leased Housing Development
- Master Plan– *if applicable* N/A
- Attachment 1 – Leased Housing Development Application Checklist
- Attachment 2 – Application for Leased Housing Development Consideration
- Attachment 3 – Infrastructure Development Plan Physical Characteristics and Appearance

CAUTION! Texas Law requires a landlord to charge sales tax for short rental periods. It is the Operator's responsibility to contact the Comptroller's Office regarding sales tax collection requirements.

******Incomplete applications will not be accepted. * * ****

ATTACHMENT 2

APPLICATION FOR LODGING DEVELOPMENT CONSIDERATION

Date Received: _____

Check #: _____

Receipt #: _____

Property Owner:

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Operator:

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Name of Proposed Leased Housing Development: _____

Size and Location of Original Tract: _____

Name of Nearest Public Road/Street to Subdivision: _____

Commissioner Precinct No: _____ School District(s): _____

Water Service Provider: _____

Electric Utility Provider: _____

Engineer

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Surveyor

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

ATTACHMENT 3

INFRASTRUCTURE DEVELOPMENT PLAN (IDP) PHYSICAL CHARACTERISTICS AND APPEARANCE

All writing and drawings on the IDP must be large enough to be easily legible following recording, and legible at 50% photocopy reduction.

The following information must be indicated on the IDP

- 1. The original patented survey(s);
- 2. The number of acres in each survey with the abstract number of same; and
- 3. The volume and page of the current deed, as filed in the Official Public Records of Wilson County, of the tract being subdivided;
- 4. Boundary lines and total acreage of the Original Tract and the Lodging Development;
- 5. Total number of lodging development spaces;
- 6. Location of lodging development spaces, which shall be numbered sequentially;
- 7. Utility easements;
- 8. Roads;
- 9. Set back lines;
- 10. Parking spaces;
- 11. Location of dumpster(s);
- 12. Location of septic dump stations;
- 13. Septic systems, including drain fields (if applicable);
- 14. Water wells (if applicable);
- 15. Water supply lines;
- 16. Names of adjoining subdivisions or owners of property contiguous to the proposed Subdivision;
- 17. Area map showing general location of Lodging Development in relation to major roads, towns, cities or topographic features;
- 18. North arrow, scale and date. The scale shall not exceed 1" = 200';
- 19. Boundary lines of any incorporated city and the limit of the extraterritorial jurisdiction (ETJ) of any city;
- 20. Indicate location of any existing structures (wells, cemeteries, etc.) in the subdivision, on the IDP;
- 21. All special Flood Hazard Areas identified by the most current Flood Insurance Rate Maps published by the Federal Emergency Management Agency;

- 22. The location and size of all proposed drainage structures and features, including on-site retention or detention ponds and easements and the impact of lot and street layouts on drainage;
- 23. Depiction of all streams, rivers, ponds, lakes, other surface water features or any Sensitive Features (as defined by the Texas Commission On Environmental Quality in CFR 30 Texas Administrative Code 213.3);
- 24. A window insert, depicting, to scale, the average recreational vehicle space, with its hard surface.

ATTACHMENT 4

**WILSON COUNTY PERMITTING AND DEVELOPMENT
APPROVAL**

WILSON COUNTY PERMIT & DEVELOPMENT DEPARTMENT
Courthouse Annex II
800 Tenth St., Bldg. B
Floresville, Texas 78114
830.393.8503

NAME OF LODGING DEVELOPMENT:

DATE OF REVIEW:

The above stated Lodging Development has met the requirements of Wilson County for On Site Sewage Facilities.

WILSON COUNTY OSSF
DESIGNATED REPRESENTATIVE

DATE

ATTACHMENT 5

LODGING DEVELOPMENT INSPECTION CHECKLIST

(To be completed by Wilson County representative conducting the inspection)

- Lodging Development sign is plainly visible from public road and characters are reflective and at least 24" high

ROADS

- Road is looped *OR* Road ends in a culdesac of 90' diameter
- Designated and signed as either one-way or two-way
- If one-way: N/A
 - Improved surface at least 15 ft. wide
- If two-way: N/A
 - Improved surface at least 22 ft. wide
- 9" of base compacted to 6"

SET BACKS

- Not less than 25' from public ROW
- Not less than 15' from property line
- Not less than 15' from an internal road
- Not less than 10' between each RV, with slideouts extended

LODGING DEVELOPMENT SPACES

- Hardened area not less than 12' by 40 ft'
- Hardened area improved with adequate compacted crushed road base material to support weight of the structure
- Each space marked with lot/space number that is reflective; at least 3" high; and plainly visible from road

DUMPSTERS

- 100 Lodging Development spaces or less – 2 dumpsters
- More than 100 Lodging Development spaces – 2 + 1 additional dumpster/50 additional Lodging Development spaces or fraction of. # of Lodging Development spaces: _____ # of dumpsters on site: _____

SERVICE BUILDINGS: LAUNDRY & SANITATION FACILITIES

- Not applicable. Lodging development units without integral toilet and bathing facilities are not allowed in this development.
- 50 Lodging Development spaces or less:
 - 1 flush toilet for women
 - 1 flush toilet for men
 - 1 lavatory for each sex
 - 1 shower and dressing accommodation for each sex in individual compartment or stall
 - 1 clothes washing machine
 - 1 clothes dryer
 - 1 slop sink, not less than 14" x 14" sq. and 14" deep
- More than 50 Lodging Development spaces – for each additional 30 Lodging Development spaces, or fraction of, 1 additional of each toilet, lavatory, etc. as listed above shall be provided.

Total # of Lodging Development spaces: _____

of each required item listed above provided: _____

ATTACHMENT 6

LODGING DEVELOPMENT VARIANCE APPLICATION CHECKLIST

The following items **MUST BE** included as part of your application for a request for a variance:

- 10 copies of the proposed Lodging Development site plan**
- 10 copies of location map**
- A complete copy of the filed deed indicating applicant's ownership of the property**
- Attachment 6 – Lodging Development Variance Application Checklist**
- Attachment 7 – Lodging Development Variance Application**

******Incomplete applications will not be accepted. * * ****

ATTACHMENT 7

LODGING DEVELOPMENT VARIANCE APPLICATION

Date Received: _____

Check #: _____

Receipt #: _____

Property Owner:

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Operator:

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Name of Proposed Lodging Development: _____

1. Relief Requested (Reference the specific Section/Paragraph of the current Wilson County Infrastructure Requirements for Lodging Developments):

2. Reason for Requesting Relief:

a. What special circumstances or conditions affecting the land involved such that the strict interpretation of the provisions of these regulations would deprive you of the reasonable use of this land.

b. Why is relief necessary for the preservation and enjoyment of a substantial property right of yours?

c. Will the granting of relief not be detrimental to the public's health, safety, and welfare? Please explain.

d. Will the granting of relief not have the effect of preventing the orderly subdivisions of other land in the area? Please explain.

Applicant Signature: _____ Date: _____

(For office use only. Do not write below this line)

Wilson County Development Review Committee

Review Date: _____ Committee Recommendation: Favorable
 Unfavorable

This Variance Request was heard as Agenda Item No. _____ by the Wilson County Development Review Committee on _____, _____, _____. The minutes reflect the following:

(INSERT THE MINUTES FROM THE MEETING)

Tammi Burleson, Chairman

Wilson County Commissioners Court

Review Date: _____ Commissioners Court: Approved
 Rejected

Henry L. Whitman Jr., County Judge

Attest:

Genevieve Martinez, County Clerk

WILSON COUNTY, TEXAS
DEVELOPMENT REVIEW COMMITTEE
Lodging Development Authorization Form
Authorization Form to ACT on Behalf of Owner

TO WILSON COUNTY, TEXAS:

This certifies that I, _____

(Print name of individual owner, general partner, of corporate officer.)

am the true Owner of the land containing the following proposed, or existing, Lodging Development:

Name of Lodging Development _____

Address of Lodging Development _____

I appoint the following persons(s) to be the Operators of the Lodging Development, and as such the Operator is authorized to act on my behalf in (initial one, or both):

_____ applying for a Lodging Development Certificate of Compliance.

_____ operating the Lodging Development.

Operator _____

Address of Operator _____

I further agree that this appointment remains effective, until revoked by me, in a writing delivered to the Wilson County Development Review Committee.

Date _____

(Signature of Owner)

S T A T E O F T E X A S §

COUNTY OF _____§

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing document and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN under my hand and seal of office this the _____ day of _____, 20____.

Notary Public in and for The State of Texas