

COUNTY OF WILSON, TEXAS



WILSON COUNTY INFRASTRUCTURE REQUIREMENTS FOR LODGING & RECREATIONAL VEHICLE PARK DEVELOPMENTS

**APPROVED BY COMMISSIONERS COURT
JULY 22, 2019**

**WILSON COUNTY INFRASTRUCTURE REQUIREMENTS FOR
LODGING & RECREATIONAL VEHICLE PARK DEVELOPMENTS**

PREAMBLE

In 2012, the Commissioners Court of Wilson County, Texas adopted the first Wilson County Infrastructure Requirements for Recreational Vehicle Parks, specifically June 11, 2012 and the first Wilson County Infrastructure Requirements for Lodging Development specifically October 8, 2012. The Commissioners Court of Wilson County finds in 2019, specifically July 22, 2019, that combining the aforementioned requirements into one regulatory document will avoid conflicting requirements for combined developments and provide a consistent regulatory document for separate developments.

The Commissioners Court of Wilson County, Texas, finds that lodging & recreational vehicle park developments, as defined below, are subdivisions under Chapter 232, Texas Local Government Code. The Commissioners Court further finds that the 2019 Wilson County Infrastructure Requirements for Lodging & Recreational Vehicle Park Developments 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.

This 2019 document super cedes both 2012 documents.

I. DEFINITIONS

CERTIFICATE OF COMPLIANCE. A certificate, from Wilson County, that the Development is in compliance with the Wilson County Infrastructure Requirements for Lodging & Recreational Vehicle Park Developments.

GRANDFATHERED LODGING DEVELOPMENT or RECREATIONAL VEHICLE PARK. A Lodging Development or Recreational Vehicle Park that was either in operation before the adoption of the 2012 rules or for which a written application for a permit was filed with Wilson County before the adoption of the 2012 rules.

OPERATOR. The person in charge of managing a Lodging or Recreational Vehicle Park Development, under written agreement with the Owner, whereby he or she exercises control over the Development. The Owner of a Lodging or Recreational Vehicle Park Development may also be the Operator.

OWNER. The person who holds title to the lot or tract of land on which a Lodging or Recreational Vehicle Park Development is constructed or operated, as shown in a Deed in the County Clerk's official records.

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

DEVELOPMENT – LODGING DEVELOPMENT, RECREATIONAL VEHICLE PARK , or COMBINED DEVELOPMENT. Any lot or tract of land designed to accommodate more than two

Lodging Development Units (as defined herein), Recreational Vehicles (as defined herein), Tiny Houses (as defined herein), or combination of Lodging Development Units, Recreational Vehicles, and Tiny Houses; and which exists 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.

LODGING DEVELOPMENT UNIT. Any structure, temporary or permanent, including a Tiny House (as defined herein), intended, or adapted, for use as residential dwellings.

RECREATIONAL VEHICLE. A vehicle which is (i) built on a single chassis; (ii) 400 square feet or less when measured at the largest horizontal projections; (iii) designed to be self-propelled or permanently towable by a light duty truck; and (iv) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. Includes any of the following:

1. **CAMPING TRAILER.** A folding structure mounted on wheels and designed for travel, recreation, and vacation use.
2. **MOTOR HOME.** A portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.
3. **PICKUP COACH.** A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, and vacation.
4. **TRAVEL TRAILER.** A vehicular structure built on a chassis with body width not to exceed eight feet (8') and body length less than forty-six feet (46'), that structure designed to be transported and intended for human occupancy as a dwelling for short periods of time and containing limited or no kitchen or bathroom facilities.
5. **TINY HOUSE.** (see definition below)

TINY HOUSE. Any residential structure under 500 square feet, whether on wheels or secured to a foundation. A Tiny House on wheels shall be treated as a Recreational Vehicle for purposes of these requirements. A Tiny House secured to a foundation shall be treated as a Lodging Development Unit for purposes of these requirements.

SPACE. A plot or tract of land within a Development designed for the accommodation of one Lodging Development Unit, Recreational Vehicle, or Tiny House.

II. ADMINISTRATION

A. The Commissioners Court of Wilson County shall administer these requirements and delegates the initial review process to the Wilson County Development Review Committee, as that Committee is defined in the *Wilson County Subdivision and Development Rules and Regulations*.

B. The Owner of a lot or tract of land located in Wilson County outside the city limits of a municipality who intends to use the land for a Lodging or Recreational Vehicle Park Development must prepare an Infrastructure Development Plan (IDP) that complies with the minimum infrastructure requirements that are set out below in Section III.

C. Prior to beginning any construction, the owner must submit five (5) hard copies and one (1) digital copy, in PDF format, of the IDP along with the items required in “Attachment 1 – 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 (WCDRC) meeting agenda. The WCDRC will review and provide a recommendation for, or against, approval to Commissioners Court. Final approval, or disapproval, is by Commissioners Court. Construction may not begin before the IDP is approved by Commissioners Court.

D. Not later than the sixtieth (60th) day after the date a complete IDP and application is submitted, the Wilson County Commissioners Court shall approve or reject the IDP in writing. If the IDP is approved, construction may begin immediately. If the IDP is rejected, the written rejection shall specify the reasons for the rejection and the actions required for approval of the IDP. The failure to reject an IDP within the period prescribed by this subsection constitutes approval of the IDP.

Within ten (10) business days of the approval of the IDP by Commissioners Court, the Owner shall provide fifteen (15) copies of the final IDP and one (1) digital copy (PDF format) to the Wilson County Emergency Management Office.

E. The Wilson County Development Review Committee, as well as any other person designated by either the WCDRC or the Commissioners Court, may, with prior notice to owner if possible, inspect the infrastructure at any reasonable time during construction. The Owner and his agents shall not hinder such inspections.

F. On completion of construction, the Owner shall confirm in writing to the County that the infrastructure is complete, and a final inspection must be completed no later than the second (2nd) 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 IDP, the Owner shall be given an opportunity to cure the defects. On completion of curative construction, the Owner must request another inspection.

G. When the County inspector determines that the infrastructure complies with the IDP, a Certificate of Compliance will be issued.

H. A utility may not provide utility services, including water, sewer, gas, and electric services, to a Development or to a Lodging Unit, Recreational Vehicle, or Tiny House in the community covered by these rules unless the Owner provides the utility with a copy of the Certificate of Compliance.

III. REQUIREMENTS FOR INFRASTRUCTURE DEVELOPMENT PLAN

The Infrastructure Development Plan (IDP) for a Lodging & Recreational Vehicle Park Development must include each of the following:

A. ROAD FRONTAGE. The real property on which the development is being constructed must have a minimum forty feet (40') of deeded frontage onto a public road.

B. SURVEY. A survey identifying the proposed Development's boundaries including any significant features and the proposed location of:

1. Lodging Development Units and Recreational Vehicle Spaces, 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. location of water supply lines,
13. location of natural gas supply lines (if applicable),
14. location of electric supply lines,
15. the location, in Wilson County, of the proposed Development,
16. a window insert depicting, to scale, the average Space, with its hard surface
17. the special flood hazard area, if any, and
18. drainage features, if any.

19. The survey may also contain features to help provide additional information required by these requirements.

C. DRAINAGE. Reasonably specific 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 Flood Damage Prevention Order. As per the Wilson County Flood Damage Prevention Order, any Development of three (3) acres or more, within or outside of the Special Flood Hazard Area, is required to conduct and file, as part of the application, the drainage study required of subdivisions under the Wilson County Subdivision and Development Rules and Regulations.

D. WATER. Either:

1. **Public Water:** Reasonably specific 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 Units/Spaces must be submitted with the IDP; or
2. **Private Water:** Provide certification that adequate groundwater is available for the Development. If groundwater is the source of water supply for the Development, the Operator is required to obtain certification, by a licensed professional engineer (or other professional 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 (TCEQ). (Lack of certification that suitable and adequate groundwater is available is grounds for denial of IDP approval, if groundwater is the proposed source of water). A note shall be placed on the IDP that groundwater is to be the source of water.

E. POWER. A letter from the local electrical utility, and natural gas utility if natural gas connections will be furnished, stating that sufficient service for all Units/Spaces is available must be submitted with the IDP.

F. SEWAGE. One of the following:

1. **Public Sewage:** Reasonably specific 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 Units/Spaces is available must be submitted with the IDP. 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 submitted with the IDP; or
2. **Private Sewage:** Reasonably specific 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 Title 30,

Texas Administrative Code, Chapter 285.4 of the OSSF rules and Wilson County Rules for On-Site Sewage Facilities. Approval by the Wilson County Health & Public Safety Office must be submitted with the IDP; or

3. **TCEQ Approval:** Reasonably specific 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 Recreational Vehicle Space and 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 Development. Approval by Texas Commission on Environmental Quality, or its designated agent for Wilson County, must be submitted with the IDP.

G. ROADS. Reasonably specific plans for streets or roads in the 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 fifteen feet (15') wide.
3. The improved surface of two-way roads shall be at least twenty-two feet (22') wide.
4. Roads shall either be looped or end in a cul-de-sac of ninety feet (90') diameter.
5. Roads shall be not less than nine inches (9") of base material compacted to six inches (6").
6. Roads shall be designed, constructed and maintained so as to be passable to recreational and emergency vehicles at all times, in all weather.
7. The entrance to the Development shall be designed to minimize congestion and hazards and allow free movement of traffic on adjacent streets.
8. If the Development is located off of a County Road, an application for a Driveway Permit, with the proper fee, must be submitted with the IDP.
9. If the Development is located off of a State Highway or Road, a letter from Texas Department of Transportation (TxDOT) approving the proposed driveway must be submitted with the IDP.

H. SET BACKS. Building Set Backs, including any part of a Lodging Development Unit, Recreational Vehicle, or Tiny House on a Space, shall be:

1. Not less than twenty-five feet (25') from a public right-of-way,
2. Not less than fifteen feet (15') from a property line,
3. Not less than fifteen feet (15') from an internal road,

4. Not less than ten feet (10') between each Lodging Development Unit or Recreational Vehicle, with slide-outs extended.

I. LODGING DEVELOPMENT SPACES. 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 Development.
2. For purposes of this subsection, a Tiny House which is secured to a foundation shall be considered to lie within a Lodging Development Space.

J. RECREATIONAL VEHICLE SPACES. Each recreational vehicle space shall:

1. Afford parking and maneuvering space sufficient so that the parking, loading, and the like, of Recreational Vehicles shall not necessitate the use of any public right-of-way, any interior road, or privately owned property which may abut the Development.
2. If provided with electrical service, be so served through an underground distribution system.
3. Include a hardened area of not less than 12 feet by 40 feet (12' x 40'), improved with compacted crushed road base material, adequate to support the weight of the Recreational Vehicle, so as to not heave, shift, or settle unevenly under the weight of the Recreational Vehicle due to frost action, inadequate drainage, vibration or other forces.
4. For purposes of this subsection, a Tiny House on wheels shall be treated as a Recreational Vehicle.

K. SERVICE BUILDINGS, LAUNDRY AND SANITATION FACILITIES. Each Development which has Lodging Development Units not equipped with integral toilet and bathing facilities or which allows Recreational Vehicles not equipped with integral toilet and bathing facilities shall provide one or more service buildings for the use of tenants.

1. The service buildings shall provide for:
 - a. One flush toilet for women;
 - b. One flush toilet for men;
 - c. One lavatory for women;
 - d. One lavatory for men;
 - e. One shower and dressing accommodation for women, provided in an individual compartment or stall;
 - f. One shower and dressing accommodation for men, provided in an individual compartment or stall;

- g. One clothes washing machine;
 - h. One clothes dryer; and
 - i. One slop sink, not less than fourteen by fourteen inches square (14" x 14") and fourteen inches (14") deep.
2. These amenities shall accommodate not more than ten (10) Lodging Development Units. For each additional ten (10) Lodging Development Units, or fraction thereof, one flush toilet, one lavatory, and one shower with individual dressing accommodations shall be provided for each sex, along with laundry and slop sink facilities as described above.
3. These amenities shall accommodate not more than fifty (50) Recreational Vehicle Spaces. For each additional thirty (30) Recreational Vehicle Spaces, or fraction thereof, one flush toilet, one lavatory, and one shower with individual dressing accommodations shall be provided for each sex, along with laundry and slop sink facilities as described above.
4. For the purposes of this section, only Lodging Development Units not equipped with self-contained toilet and bathing facilities shall be counted, and only Recreational Vehicle Spaces allowing Recreational Vehicles not equipped with self-contained toilet and bathing facilities shall be counted.
5. All facilities shall comply with the Americans with Disabilities Act (ADA).
6. 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 shall comply with State and Federal Regulatory Requirements.

L. GARBAGE.

1. Each Development shall provide fly-tight, watertight, rodent-proof dumpsters, with the capacity to accept 100% of the solid waste of the tenants of the Development.
2. The Operator shall keep the dumpster(s) regularly emptied.
3. If the minimum dumpster capacity is insufficient to accept 100% of the solid waste of the tenants of the Development, the Operator shall either have the dumpsters emptied more frequently or increase the number of dumpsters to ensure that that the tenants' solid waste is always accommodated by the dumpster(s).

M. UTILITIES.

1. All water, sewage, and gas lines servicing Lodging Development Units, Recreational Vehicle Spaces, and service buildings shall be buried.

2. All electrical lines servicing Recreational Vehicle Spaces shall be buried in accordance with the latest edition of the National Electrical Code.
3. All electrical lines servicing Lodging Development Units or service buildings shall be installed in accordance with the latest edition of the National Electrical Code.

N. EMERGENCY SERVICES DISTRICT. If located in an Emergency Services District, a letter from the Emergency Services District stating that the proposed Development meets its regulations (if any) must be submitted with the IDP.

O. IDENTITY OF OPERATOR. The Operator will identify itself by name, address, telephone number, and e-mail address. The Operator has a continuing obligation to keep the County informed, in writing, of any changes in this information.

P. FIRE SUPPRESSION.

1. Where a water line of six inch (6”) diameter or greater is along the road adjacent to or across from the proposed Development, and is available for service to the proposed Development, the Operator shall place fire hydrants to the specifications of the State Board of Insurance Standards, or local standards as applicable. Fire hydrants placed in the 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. (Fire Departments in Wilson County utilize a four and one-half inch (4.5”) steamer connection).
2. In a 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 ten feet (10’) of a road, not more than 1,000 feet (1000’) apart, and no road frontage of any Lodging Development Unit or Recreational Vehicle Space shall be more than 500 feet (500’) from an approved fire hydrant. The fire hydrants shall be on a minimum six inch (6”) main and flow at 250 GPM for two (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 Development. A signed statement by a registered professional engineer certifying that these requirements have been met shall be on the IDP.
3. In a 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 Operator shall provide water storage as follows:
 - a. For a Development of fewer than 50 Units, Spaces, or combination thereof: 2,500 gallons of storage; or
 - b. For a Development of 50 or more Units, Spaces, or combination thereof: 5,000 gallons of storage.
4. The water storage tank shall:

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- 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 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, repairing, replacing, filling, or draining it;
 - f. Be secured to prevent unauthorized access;
 - g. Have a minimum two and one-half inch (2 ½”) coupling of the type used for fire hoses;
and
 - h. Have signage displayed, on its side visible to the road, indicating that it contains non-potable water.
5. The location(s) of the water storage tank(s) must be approved in writing by the Wilson County Fire Marshal prior to submission of an application. The location(s) of the water storage tank(s) and access easement(s) shall be shown on the IDP.
 6. The Operator will, upon installing the water storage tank(s), fill it with water to demonstrate that it will hold water. The Operator may not remove the water, and has to keep the water storage tank(s) filled.
 7. The Operator shall submit a written request to the Wilson County Fire Marshal for inspection and approval of the water storage tank(s) as meeting these requirements. Inspection shall be conducted within fifteen (15) business days of receipt of the request.
 8. Wilson County has no obligation to maintain, repair, replace or fill the water storage tank(s).
 9. The water storage tank(s) must be installed, filled and pass inspection prior to any Lodging Development Units or Recreational Vehicle Spaces being occupied.

Q. VARIANCES. Commissioners Court may grant a variance when strict application of these requirements would work an unusual hardship.

1. A developer may, prior to submitting an IDP, request in writing that Wilson County grant a variance as to any rule, except for fees. The variance request must be resolved prior to submission of the IDP application. Wilson County will not approve a variance request that is in opposition to any covenants or deed restrictions.
2. An application for a variance shall be deemed to be complete when Attachment 7 and all of the materials required on Attachment 6 and 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.

3. The Wilson County Development Review Committee will consider the application for variance and make a recommendation to Commissioners Court.
4. Commissioners Court will make the final decision about the variance application.
5. After Commissioners Court makes its decision, the Operator may, within one (1) year after the date the variance is allowed by Commissioners Court, file an application and IDP that includes the variance allowed by Commissioners Court.
6. The Operator may not file an application and IDP that is contingent upon the allowance of a variance that has not already been before Commissioners Court.
7. When a variance is approved by Commissioners Court, the Operator must complete the action for which a variance was granted within one (1) calendar year from the date it is granted, or the variance will expire.

R. RECOMMENDATION FOR APPROVAL OR DISAPPROVAL. The Wilson County Development Review Committee will review the materials submitted by the Operator and make a recommendation to Commissioners Court for approval or disapproval.

IV. LODGING & RECREATIONAL VEHICLE PARK DEVELOPMENT REQUIREMENTS

The requirements described herein govern the development, operation, and maintenance of Lodging & Recreational Vehicle Park Developments, as previously defined.

A. DEVELOPMENT AND OPERATION.

1. The Operator shall mark with a sign each Unit and Space, with its number taken from the Survey described at III.A.1 above.
2. The characters on each Space sign shall be: reflective, at least three inches (3") high, and plainly visible from the road.
3. The Operator shall maintain each 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 Development with a sign.
5. The Development sign shall be at least twenty-four inches (24") high and plainly visible from the public road. The characters on the Development sign shall be: reflective, at least three inches (3") high, and plainly visible from the public road.

6. The Operator shall maintain the Development sign and shall not allow it to be obscured by weeds, vehicles, or anything else.
7. The Operator shall keep all internal roads clear of obstructions, including parked vehicles, at all times.
8. The Operator shall keep all service buildings required under III.J above (if any) clean and in good repair at all times.
9. The Operator shall require that water discharged in the Development by a Recreational Vehicle, Lodging Development Unit, or Tiny House, 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 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.
13. The Operator shall not allow 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 RECEPTACLES.

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 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 or Recreational Vehicles unless the containers are properly connected by copper or other suitable metallic tubing.
2. Bottled gas cylinders shall be securely fastened in place.
3. No cylinders containing bottled gas shall be located in a Lodging Development Unit or Recreational Vehicle or within five feet (5') of a door thereof.
4. State and local regulations applicable to the handling of bottled gas and fuel oil apply.

D. FIRE PROTECTION.

1. No open fires shall be permitted, except barbecuing in a covered pit or grill.
2. No part of a Lodging Development Unit or Recreational Vehicle Space shall exceed one hundred fifty feet (150') from the improved surface of an interior road.
3. No "flag tract" Space shall be allowed.

E. DRY VEGETATION. The Operator shall be responsible for maintaining the entire area of the Development free of dry brush, leaves, grass and weeds.

V. OTHER REGULATIONS

These requirements are not the exclusive law or regulation controlling development in Wilson County. The following is only a partial list of other regulations that may apply.

A. Lodging & Recreational Vehicle Park Developments are subject to the Wilson County Subdivision and Development Rules and Regulations. All subdivisions within the Extra Territorial Jurisdiction (E.T.J.) of an incorporated city may also be subject to city subdivision regulations or County-City Interlocal Cooperation Agreement.

B. Developments are subject to laws and regulations of general applicability, including public health nuisances under Chapters 341 and 343 of the Texas Health and Safety Code. The Operator 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 Developments include, but are not limited to: Emergency Services Districts, Texas Commission on Environmental Quality, Public Utilities Commission, United States Parks and Wildlife Service, Environmental Protection Agency, and U.S. Army Corp of Engineers.

Issuance of a Certificate of Compliance under these requirements does not indicate compliance with regulations or requirements of other agencies or entities.

VI. FEES

Fees, as established by Wilson County, are payable to "Wilson County."

The fees are:

- \$500.00 plus \$10.00 per Unit or 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 a Variance Request

VII. SUSPENSION OF CERTIFICATE OF COMPLIANCE

A. SUSPENSION FOR NON-COMPLIANCE.

The Operator of a Development that is not in compliance with the Wilson County Infrastructure Requirements for Lodging & Recreational Vehicle Park Developments may have its Certificate of Compliance suspended.

B. NOTICE OF NON-COMPLIANCE.

1. The Wilson County Development Review Committee shall send written notice, by hand delivery or certified mail, to the Owner and Operator at the address on file, or to the on-site office of the Development, informing them of the non-compliance.
2. The Owner or Operator shall have three (3) business days after receipt of the notice, if hand delivered, or six (6) business days after mailing of the notice, if mailed, to either bring the Development into compliance with these requirements or present a written plan to the Wilson County Development Review Committee to bring the Development into compliance with these requirements.
3. If the Owner or Operator fails to bring the Development into compliance with these requirements or present a written plan to the Wilson County Development Review Committee to bring the Development into compliance with these requirements, within the time period specified above, the Certificate of Compliance of the Development is suspended.

C. APPROVAL OR REJECTION OF WRITTEN COMPLIANCE PLAN.

1. If the Owner or Operator presents a written plan to the Wilson County Development Review Committee within the time period specified above, the Wilson County Development Review Committee may approve it, with or without changes made by the Owner or 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 Development.

D. REINSTATEMENT OF CERTIFICATE OF COMPLIANCE.

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

3. If a Certificate of Compliance has been suspended for more than ninety (90) days, the Owner or Operator must file a new Development application and IDP with the Wilson County Development Review Committee.

VIII. PENALTIES

A. The requirements of the Wilson County Infrastructure Requirements for Lodging & Recreational Vehicle Park Developments 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 these requirements.

IX. SEVERABILITY

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

ATTACHMENT 1

**LODGING & RECREATIONAL VEHICLE PARK DEVELOPMENT
APPLICATION CHECKLIST**

The following items MUST BE included as part of the application:

- 5 copies (18" x 24") and 1 electronic copy (PDF) of the Lodging & Recreational Vehicle Park Development Infrastructure Development Plan (IDP)
- Copy of recorded deed indicating ownership of property
- Original Authorization Form from Owner, if Applicant is Owner's Agent N/A
- Copy of Assumed Name Certificate
- Copy of Texas Secretary of State Certificate showing corporate status, if applicable
- Letter from public water utility company
- Letter from electric utility company
- Letter from natural gas utility company – *if applicable* N/A
- Letter from TxDOT – *if applicable* N/A
- Driveway Permit Application and fee – *if applicable* N/A
- Letter from Emergency Services District (ESD) – *if applicable* N/A
- Copy of Restrictions for proposed Development
- Floodplain Development application and fee,
- Drainage study for developments of 3 acres or more as per Wilson County Flood Damage Prevention Order.
- Septic permit application(s) and fee (each conventional system or aerobic treatment unit requires a separate application)
- Letter from sewer utility provider – *if applicable* N/A
- TCEQ approval for sewage treatment and disposal – *if applicable* N/A
- Engineer certification letter regarding fire protection system – *if applicable* N/A
- Certification that adequate groundwater is available – *if applicable* N/A
- Master Plan– *if applicable* N/A
- Attachment 1 – Lodging & Recreational Vehicle Park Development Application Checklist
- Attachment 2 – Application for Lodging & Recreational Vehicle Park Development Consideration and fee

- Attachment 3 – Infrastructure Development Plan (IDP) Physical Characteristics and Appearance
- Attachment 8 – Water Storage Tank Approval & Inspection – *if applicable* N/A

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: <https://comptroller.texas.gov>.

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

ATTACHMENT 2

APPLICATION FOR LODGING & RECREATIONAL VEHICLE PARK DEVELOPMENT

Date Received: _____ Commissioner Precinct #: _____

Check #: _____ Receipt #: _____

Property Owner (as shown on deed):

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Signature: _____

Operator:

Name: _____

Individual Corporation LLC

(If not an individual, must provide copy of incorporation papers and assumed name certificate.)

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Signature: _____

ATTACHMENT 2 (cont.)

Name of Proposed Development: _____

Size and Location of Original Tract: _____

Size of Development: _____

Name of Nearest Public Road/Street to Development: _____

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

Water Service Provider: _____

Electric Utility Provider: _____

Natural Gas Provider: _____

Engineer

Name: _____

Company: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Surveyor

Name: _____

Company: _____

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 at 50% photocopy reduction.

The following information must be indicated on the IDP

- Name and address of proposed Development
- Name and address of Owner
- Name and address of Operator, if different than Owner
- The original patented survey(s)
- The number of acres in each survey with the abstract number of same
- The volume and page of the current deed, as filed in the Official Public Records of Wilson County, of the tract being developed
- Boundary lines and total acreage of the Original Tract and the Development
- Total number of Lodging Development Units and Recreational Vehicle Spaces
- Location of Lodging Development Units and Recreational Vehicle Spaces, which shall be numbered sequentially
- Utility easements
- Roads
- Set back lines
- Parking spaces
- Fire hydrants
- Location of dumpster(s)
- Public or common areas
- Buildings (laundry, sanitation, office, etc.)
- Location of septic dump stations
- Septic systems, including drain fields (if applicable)
- Sanitary sewer lines (if applicable)
- Water wells (if applicable)
- Water supply lines
- Water storage tank (s) and access easement(s) (if applicable)
- Electric supply lines

ATTACHMENT 3 (cont.)

- Natural gas supply lines (if applicable)
- Names of adjoining subdivisions or owners of property contiguous to the proposed Development
- Area map showing general location of Development in relation to major roads, towns, cities or topographic features
- North arrow, scale and date. The scale shall not exceed 1" = 200'
- Boundary lines of any incorporated city and the limit of the extraterritorial jurisdiction (ETJ) of any city
- Location of any existing structures (wells, cemeteries, etc.)
- All special Flood Hazard Areas identified by the most current Flood Insurance Rate Maps published by the Federal Emergency Management Agency
- The location and size of all proposed drainage structures and features, including on-site retention or detention ponds and easements, and the impact of the Development on drainage
- 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 Title 30 Texas Administrative Code 213.3);
- A window insert depicting, to scale, the average Lodging Development Unit and the average Recreational Vehicle Space, as applicable
- Statement indicating that groundwater is to be the source of water, per Section III.C.2. (if applicable)
- Signed statement by a registered professional engineer certifying that fire suppression requirements in Section III.O.2 of these requirements have been met (if applicable)

ATTACHMENT 4

WILSON COUNTY HEALTH DEPARTMENT APPROVAL

WILSON COUNTY HEALTH & PUBLIC SAFETY DEPARTMENT
Courthouse Annex II
800 Tenth St., Bldg. B
Floresville, Texas 78114
830.393.8503

Edwin Baker
Health & Public Safety Officer

NAME OF LODGING & RECREATIONAL VEHICLE PARK DEVELOPMENT:

DATE OF REVIEW: _____

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

EDWIN BAKER
TCEQ DESIGNATED REPRESENTATIVE
WILSON COUNTY HEALTH & PUBLIC SAFETY OFFICER

DATE

ATTACHMENT 5

**LODGING & RECREATIONAL VEHICLE PARK DEVELOPMENT
INSPECTION CHECKLIST**

(To be completed by Wilson County representative(s) upon inspection)

Name of Development: _____

- Development sign is plainly visible from public road and at least 24" high
- Characters on Development sign are reflective, at least 3" high, and plainly visible from the public road

ROADS

- Road is looped **OR** Road ends in a cul-de-sac of 90' diameter (check one)
- Road is designated and signed as either one-way or two-way
- If one-way: Improved surface at least 15' wide
- If two-way: Improved surface at least 22' 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 Lodging Development Unit or Recreational Vehicle, with slide-outs extended

LODGING DEVELOPMENT SPACES

- Each space marked with lot/space number that is reflective, at least 3" high, and plainly visible from road

RV SPACES

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

DUMPSTERS

- Location for dumpster(s)

SERVICE BUILDINGS, LAUNDRY & SANITATION FACILITIES

- Not applicable. Lodging Development Units and Recreational Vehicles without integral toilet and bathing facilities are not present/allowed in this Development.
- 10 Lodging Development Units/ 50 Recreational Vehicles or less:
 - 1 flush toilet for women
 - 1 flush toilet for men
 - 1 lavatory for women
 - 1 lavatory for men
 - 1 shower and dressing accommodation for women in individual compartment or stall
 - 1 shower and dressing accommodation for men 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 above – for each additional 10 Lodging Development Units, or fraction thereof, or 30 Recreational Vehicle Spaces, or fraction thereof, 1 additional of each toilet, lavatory, etc. as listed above shall be provided.

Total # of Lodging Development Units: _____

Total # of Recreational Vehicle Spaces: _____

of each required item listed above provided: _____

To be completed by County upon inspection of the roads

The roads have been inspected and they meet the requirements of the Wilson County Infrastructure Requirements for Lodging & Recreational Vehicle Park Developments.

Commissioner Pct. No. _____

Date

To be completed by County upon inspection of requirements, other than roads, listed on checklist

The Wilson County Infrastructure Requirements for Lodging & Recreational Vehicle Park Developments for signs, setbacks, Lodging Development Units, Recreational Vehicle Spaces, dumpsters and service buildings have been inspected and have been satisfied.

Edwin Baker
Wilson County Fire Marshal

Date

ATTACHMENT 6

<p>LODGING & RECREATIONAL VEHICLE PARK DEVELOPMENT VARIANCE APPLICATION CHECKLIST</p>
--

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

- 10 copies of the proposed Lodging & Recreational Vehicle Park Development site plan
- 10 copies of location map
- A complete copy of the Deed recorded in the County Clerk's Office indicating applicant's ownership of the property
- Attachment 6 – Lodging & Recreational Vehicle Park Development Variance Application Checklist
- Attachment 7 – Lodging & Recreational Vehicle Park Development Variance Application
- Proposed/existing covenants/restrictions

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

ATTACHMENT 7

**LODGING & RECREATIONAL VEHICLE PARK DEVELOPMENT
VARIANCE APPLICATION**

Date Received: _____ Commissioner Precinct #: _____

Check #: _____ Receipt #: _____

Property Owner (as shown on deed):

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Operator:

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Name of Proposed Lodging & Recreational Vehicle Park Development:

(ATTACHMENT 7 cont.)

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

2. Reason for Requesting Relief:

a. What special circumstances or conditions affect the land involved such that the strict interpretation of the provisions of these requirements 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 development 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)

Edwin Baker, Chairman

Wilson County Commissioners Court

Review Date: _____ Commissioners Court: Approved
 Rejected

Richard L. Jackson, County Judge

Attest:

Eva S. Martinez, County Clerk

STATE OF TEXAS §
COUNTY OF WILSON §

This instrument was acknowledged before me on this the _____ day of _____, _____, by Richard L. Jackson, County Judge of the County of Wilson, Texas.

Notary Public in and for the State of Texas
My commission expires: _____

ATTACHMENT 8

WATER STORAGE TANK APPROVAL AND INSPECTION

Date Received: _____

Name of Development: _____

Owner/Operator: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

1. Total No. of Lodging Development Units: _____
2. Total No. of Recreational Vehicle Spaces: _____
3. Centralized Water System **OR** Private Water Wells
4. Water storage required: 2,500 gallons 5,000 gallons
5. If 5,000 gallons water storage required, no. of water storage tanks: _____

To be completed and submitted along with Infrastructure Development Plan

The location(s) of the water storage tank(s) has been reviewed and approved. The location(s) of the water storage tank(s) and its access easement(s) are shown on the IDP.

Edwin Baker
Wilson County Fire Marshal

Date

To be completed after installation is complete

The installed water storage tank(s) meets the requirements of the Wilson County Infrastructure Requirements for Lodging & Recreational Vehicle Park Developments.

Edwin Baker
Wilson County Fire Marshal

Date

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

TO WILSON COUNTY, TEXAS:

This certifies that I, _____,
(print name as shown on deed)

am the true Owner of the land containing the following proposed, or existing, Lodging & Recreational Vehicle Park Development:

Name of Development _____

Address of Development _____

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

_____ applying for a Certificate of Compliance
_____ operating the Development

Nevertheless, I will be responsible for the content and action taken by the Operator on my behalf.

Name of Operator _____

Address of Operator _____

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

Signature: _____
Address: _____

Date: _____
Phone: _____
Email: _____

STATE OF TEXAS §
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