



# DEVELOPMENT GUIDE 2018

**CASTROVILLE, TEXAS – COMMUNITY DEVELOPMENT DEPARTMENT**

703 Paris Street, Castroville, TX 78009

Phone: 830-931-4090      Website: [www.castrovilletx.gov](http://www.castrovilletx.gov)

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# Chapter 1: Introduction

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The City of Castroville Community Development Department is proud to provide this Development Guide to assist you as you move forward with your development project with the City of Castroville. In this guide, you will find basic information on completing a development project in our city. We hope the information is presented in an easy-to-read, user-friendly package. However, we realize that every development project is different and encourage you to contact us by email, telephone or visit our office at 703 Paris Street at the intersection of Paris Street and Naples Street in downtown Castroville.

The Community Development Department works together with the Public Works Department and other vital City Departments to ensure that your project goes smoothly from start to finish. The Community Development Coordinator, your central point of contact for your development-related needs, is available to assist you Monday through Friday, by phone, email, or a face-to-face meeting by appointment.

The Development Guide is divided into chapters that explain the various processes related to development in the City of Castroville. Short summaries, flowcharts, checklists, and answers to frequently asked questions are included for easy navigation. The chapters of this guide are arranged to match the different steps involved to complete a development project, beginning with zoning approval and ending with a Certificate of Occupancy. In addition, issues that may not apply to most development projects, but may still be of interest to you (i.e. annexation and historic preservation), are also briefly discussed. In the Appendix, you will find development-related contact information, application submission deadlines and meeting calendars for the various City boards and commissions that may be involved in development processes.

Please keep in mind that the development process described in this Development Guide is the result of a continually improving process. It is the Community Development Department's mission to make the development process accessible and efficient for you, the user.

Likewise, this Development Guide is a living document and is updated periodically. Its usefulness depends on feedback from the development community. Please feel free to forward any comments or suggestions regarding the development process or this guide to the Community Development Department. Your input is greatly appreciated.

For more information about the City of Castroville, please visit the City's website at [www.castrovilletx.gov](http://www.castrovilletx.gov). Thank you for your interest in the City of Castroville!

**City of Castroville  
Community Development Department  
703 Paris Street  
Castroville, TX 78009  
Phone: 830.931.4090**

<http://www.castrovilletx.gov/2215/Community-Development>

# Chapter 2: Zoning

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## Zoning Process – Overview

The City of Castroville’s Zoning Ordinance was adopted in 1975 and has been updated over time. It provides for the division of land into different zoning districts, including various residential, commercial, and industrial districts. Land uses in each zoning district are regulated according to type, density, height, lot size, placement, building bulk, and other development standards.

When considering developing a property in the City of Castroville, your first step should be to find out if the land use you propose for that property is allowed in the zoning district in which the property is located. You can check the official zoning map online at [www.CastrovilleTX.gov](http://www.CastrovilleTX.gov) or contact City staff in the Community Development Department. Community Development staff serves as your point of contact throughout the zoning process.

If it is determined that your proposed use of a property is allowed in the zoning district in which the property is located, you can focus on platting, public infrastructure and building permit processes described in the following Chapters of this guide as they may apply to your development project. If it is determined that a use is potentially allowed but only with approval of a Special Use Permit, you should follow the procedure for Special Use Permit approval described below. If it is determined that your proposed use of a property is not allowed in the zoning district in which it is located, you may make an application to change that zoning designation to one that would allow the proposed use. Rezoning requests are amendments to the official zoning map and require approval of an ordinance by the City Council.

### Zoning Change Process

Your first step in the zoning change process will be to contact the Community Development Department at (830) 931-4090 to discuss the nature of your zoning request in a pre-development meeting. A pre-development meeting is required prior to application submittal. While complete plans will not be required until after the zoning change process is complete, if you have a particular development in mind, it would be beneficial for you to share your plans with staff to make sure that what you want to do on your property is possible when all applicable codes are applied. Staff will help you explore the feasibility of your request and identify possible alternatives as needed.

Rezoning requests are reviewed for compatibility with existing and anticipated land uses in a property’s vicinity in accordance with the City of Castroville Comprehensive Plan, *A Vision Plan for Castroville, Texas – Where History Shapes the Future*, a long-range master plan intended to guide policy decisions relating to the physical development of our community. Please refer to Chapter 6 of this Guide for more on the City of Castroville Comprehensive Plan and other planning documents.

If you wish to apply for a zoning change, you must submit a completed rezoning application form, a required processing fee, a boundary survey of the property, and a legal (metes-and-bounds) description of the property you wish to rezone, to the Community Development Department. No incomplete application (missing information, or fees) will be accepted for review. All rezoning

requests are first considered by the Planning and Zoning Commission during a public hearing. The Planning and Zoning Commission is a body made up of nine citizens (seven members and two alternates), appointed by the City Council to hear and make recommendations on zoning and other development-related matters. Property owners within 200 feet from the property for which a rezoning is requested will receive a letter informing them of the date and time of the public hearing. Planning staff will prepare a report summarizing the request and present this report with a staff recommendation to the Planning and Zoning Commission. The Commission will then hold a public hearing where interested citizens may come forward to speak for or against the request. Planning and Zoning Commission meetings are generally held on the 2nd Wednesday of the month at 6:30 p.m. in the Council Chambers on the first floor of City Hall at 1209 Fiorella Street. Following the public hearing, the Commission will make a recommendation concerning the rezoning request to the City Council.

City Council will then hold its own public hearing on the matter. City Council generally meets on the 2nd and 4th Tuesday of the month at 6:00 p.m. in the Council Chambers on the first floor of City Hall at 1209 Fiorella Street. Following that public hearing, City Council may approve, approve with modifications, or deny the proposed rezoning. It is recommended that the applicant or a representative attend all public hearings related to his or her request and be prepared to answer any questions from Planning and Zoning Commission and/or Council members.

### *Special Use Permits*

The approval process for Special Use Permits is almost identical to that for rezoning.

A 'special use' is one which may be appropriate at some but not all locations in the zoning district where potentially allowed. Consideration of a Special Use Permit allows the City Council to impose conditions on the conduct and appearance of a specific use at a particular location to help lessen any adverse effects such a use might have on the surrounding environment, if warranted.

If you wish to apply for a Special Use Permit, you must submit a completed Special Use Permit application form and the required processing fee to the Community Development Department. A Special Use Permit application must also be accompanied by a site plan showing existing and planned development features (for example, buildings, off-street parking areas, driveways and landscaping), a metes and bounds description of the property, and a boundary survey of the property. The application must be reviewed by the Community Development Department before your request can be considered by the Planning and Zoning Commission. The purpose of the staff review is to ensure that a proposed development complies with all applicable city codes and ordinances and can receive the required permits if the Special Use Permit is granted.

Property owners within 200 feet from the property for which a Special Use Permit is requested will receive a letter informing them of the date and time of the public hearing. Community Development staff will prepare a report summarizing the request and present this report with a staff recommendation to the Planning and Zoning Commission. The Commission will then hold a public hearing where interested citizens may come forward to speak for or against the request. Following the public hearing, the Commission will make a recommendation concerning the request to the City Council.

City Council will then hold its own public hearing on the matter. Following that public hearing, City Council may approve, approve with modifications, or deny the proposed Special Use Permit. It is recommended that the applicant or a representative attend all public hearings related to his or her request and be prepared to answer any questions from Planning and Zoning Commission and/or Council members.

### *Planned Development Districts*

A Planned Development (PD) zoning district is one in which the type of activities allowed there (as well as standards for their development) are tailor-made to meet the particular characteristics of a specific site. PD Districts may successfully be used to accommodate new or innovative concepts in land utilization not permitted in one of the City's standard zoning classifications. Rezoning applications for Planned Development Districts are processed generally the same way as other rezoning requests. Requests for PD zoning are first reviewed by the Community Development Department before they are forwarded to the Planning and Zoning Commission and City Council. As with any rezoning request, it is recommended that you contact staff to discuss the nature of your request before making a formal application. Staff will help you explore the feasibility of your request and identify possible alternatives, as needed.

### *Summary*

As soon as the property you wish to develop has the appropriate zoning, the next step in the development process is the platting process described in the following Chapter 3. Please contact the Community Development Department at (830) 931-4090 if you have any questions regarding the zoning process or your development project in general.

## Zoning Process – Frequently Asked Questions

### *What is the Zoning Ordinance?*

The Zoning Ordinance is an ordinance of the City of Castroville that provides for the division of land into different zoning districts and regulates the type, scale and intensity of development which may occur in those districts. Land uses in each district are regulated according to type, density, height, lot size, placement, building bulk, and other development standards.

### *How do I check the zoning of my property?*

The Community Development Department is your point of contact for information regarding the zoning process. You can check the zoning of a property online at <http://www.castrovilletx.gov/2349/Zoning>. You can also call us at (830) 931-4090 or visit our office at 703 Paris Street by appointment.

### *What if the zoning of a property does not allow my proposed use?*

You have two choices: (1.) request that the zoning be changed to a classification that allows your proposed use, or (2.) find another property with a zoning classification that allows the proposed use. Only Castroville's City Council can approve a change to the zoning classification on a property. Please be advised that there is no guarantee that the City Council will approve your rezoning request. Rezoning requests are reviewed for compatibility with existing and anticipated land uses in a property's vicinity in accordance with the City of Castroville Comprehensive Plan, a long-range master plan intended to guide policy decisions relating to the physical development of our community. Contact Community Development staff at (830) 931-4090 to discuss zoning as it relates to your development project.

### *What are my options regarding rezoning?*

Probably the most common type of rezoning request is a change from one standard zoning classification to another, for example, a residential zoning district to a commercial zoning district. In certain circumstances, depending on the characteristics and demands of a specific site, a rezoning to a Planned Development District may be appropriate.

### *How do I know what zoning designation is right for me?*

Contact the Community Development Department at (830) 931-4090 to discuss zoning as it relates to your development project. Staff will help you explore the feasibility of your request and identify possible alternatives.

### *How is a property rezoned?*

Rezoning requests are amendments to the official zoning map and require approval of an ordinance by City Council. Rezoning requests are first considered by the Planning and Zoning Commission during a public hearing at which interested citizens may come forward to speak for or against a request. The Commission makes a recommendation to the City Council. City Council then holds its own public hearing before it approves, approves with modifications, or denies a rezoning request.

### *How long will the rezoning process take? How much does it cost?*

On average, rezoning requests take approximately two months to process from the date a complete application is made until the City Council makes a final decision on the matter. Meeting dates, application deadlines and application fee amounts can be found on the Community Development Department website at <http://www.castrovilletx.gov/2215/Community-Development>. Please note that application fees are generally non-refundable.

### *How do I initiate a rezoning request?*

Rezoning application forms are available in the Community Development Department office or online on the City website. To initiate a rezoning request, complete the application form and return it to the Community Development Department with the required application fee and supplemental information. Please be advised that there is no guarantee that the City Council will approve your rezoning request. The City does require a pre-development meeting to discuss a rezoning request with staff before making a formal application. Staff will help you explore the feasibility of your request and identify possible alternatives.

### *When and where do the Planning and Zoning Commission and City Council meet?*

The Planning and Zoning Commission usually meets on the 2nd Wednesday of the month at 6:30p.m. in the Council Chambers on the first floor of City Hall at 1209 Fiorella Street. The City Council generally meets on the 2nd and 4th Tuesday of the month at 6:00p.m. also in the Council Chambers.

### *How do the Planning and Zoning Commission and City Council obtain public input?*

The public has opportunities to provide input during public hearings before the Planning and Zoning Commission and the City Council. Ten days prior to a public hearing with the Planning and Zoning Commission, the Community Development Department mails a public hearing notice to property owners within 200 feet of the property for which a rezoning/Special Use Permit is requested. Prior to a hearing before the City Council, a public hearing notice is published in the newspaper. Commission and Council meeting agendas are posted publicly in front of the City Hall and online at [www.Castrovilletx.gov](http://www.Castrovilletx.gov). The public may also mail or fax written comments in favor or against a request to the Community Development Department offices. Any comments received before a scheduled hearing will be shared with Commission and Council members.

### *What happens at the public hearings?*

At the public hearings, property owners and concerned citizens have an opportunity to voice their opinion on a rezoning/Special Use Permit request, usually following the presentation of a staff report. It is recommended that applicants or their representative attend the public hearings and are prepared to answer questions relating to their request from Commissioners or Council members.

### *What if the Planning and Zoning Commission recommends denying my request?*

Should the Planning and Zoning Commission recommend denying your rezoning request, you may ask that the item be forwarded to the City Council with that negative recommendation. Such a request must be made, in writing, to the Community Development Department within 10 days of the Planning and Zoning Commission's recommendation to deny your request. The matter will then be scheduled for a public hearing on the next available City Council meeting.

### *How should I prepare for the public hearings?*

You should plan to attend all public hearings concerning your request, to present your case and answer any questions from Commissioners or Council members. If you are unable to attend a meeting, you may send an authorized representative to speak on your behalf. Presentations to the Planning and Zoning Commission or the City Council should be brief and concise. While presentations are not generally required, they may help your case. If you desire to use visual aids, please notify the Community Development Department at least 24 hours prior to the meeting so that projectors, easels, etc. can be provided. Please note that there may be time restrictions regarding the length of presentations.

### *If City Council approves my rezoning request, what do I do next?*

Before a building permit can be issued, the following processes must be completed, if applicable:

- platting (see Chapter 4)
- installation of public infrastructure (see Chapter 5)
- building plan review (see Chapter 6)

### *Where can I find more information?*

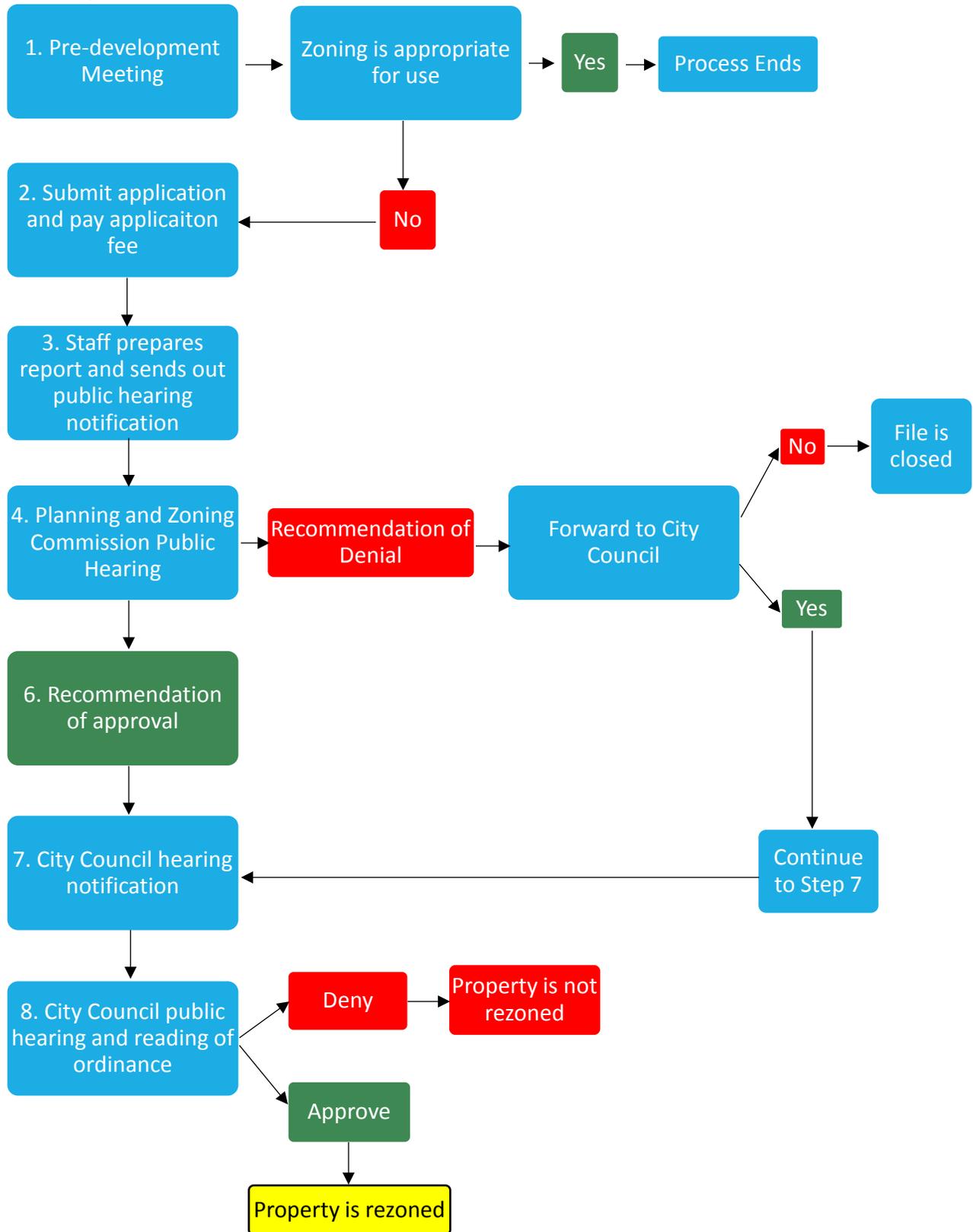
For more information on the zoning process, please refer to the Zoning Ordinance on the City website at [www.Castrovilletx.gov](http://www.Castrovilletx.gov). Please contact the Community Development Department at (830) 931-4090 if you have any questions regarding the zoning process and your development project.

## Zoning Process – Checklist

If a property's zoning designation allows the use you propose, you should proceed to the next chapter (platting). If the zoning designation of a property does not allow the use you propose, the following steps may be taken:

- Meet with City staff in the Community Development Department to discuss your development project;
- Submit the following items to the Community Development Department. The review process will not start until staff receives a complete application.
  - Rezoning application form bearing the property owner's signature;
  - Legal (metes-and-bounds) description of the property;
  - Boundary survey of the property; and
  - Nonrefundable application fee;
- Attend public hearing before the Planning and Zoning Commission (the Commission generally meets on the 2nd Wednesday of the month at 6:30 p.m. in the Council Chambers on the first floor of City Hall, at 1209 Fiorella Street); and
- Attend public hearing and ordinance readings before the City Council (City Council generally meets on the 2nd and 4th Tuesday of the month at 6:00 p.m. in the Council Chambers on the first floor of City Hall, at 1209 Fiorella Street).

## Zoning Process - Flowchart



# Zoning Process – Forms

*Continued on next pages*



City of Castroville  
**Zoning Verification Request**

**Zoning Verification Letters** provide information about and verify the current zoning of a particular piece of property and the types of uses that are allowed in that zoning district. The letters **do not** include information related to building permits or Certificates of Occupancy, for that information contact:

City Secretary, Debra Howe, [debra.howe@castrovilletx.gov](mailto:debra.howe@castrovilletx.gov), 830-931-4090

To request a **Zoning Verification Letter** complete the form on page 2 of this document and submit it to:

City of Castroville  
Community Development Department  
703 Paris Street  
Castroville, Texas 78009

Most letters can be completed within a few working days. The letter will be emailed or faxed and a hard copy mailed (1<sup>st</sup> class) to the party the requestor asks it to be sent to.

If you do not require a signed letter, you can look up the current zoning of the property, using the Parcel Identification Number, from the City's Zoning Map on the City of Castroville's web page, [www.castrovilletx.gov](http://www.castrovilletx.gov).

**NOTE:**

The City of Castroville **Zoning Verification Letter** cannot verify compliance with the following; development regulations, legal non-conforming status, zoning or building violations.



City of Castroville  
**Zoning Verification Request**

**Project Location**

Parcel Identification Number: \_\_\_\_\_

Property Address/Location: \_\_\_\_\_

Property Legal Description:

Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_ Range: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

**Applicant/Recipient Information**

Applicant Name, Title: \_\_\_\_\_

Letter Recipient Name, Title (if different): \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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



# Zone Change Application

General Information	
<ul style="list-style-type: none"> <li>Prior to the submittal of an application, the applicant is encouraged to schedule a pre-application conference with City Staff.</li> <li>This application will not be scheduled for hearing until reviewed by the Director of Community Development or designee.</li> <li>Incomplete applications will not be reviewed.</li> <li>The application fee is \$75.00.</li> </ul>	
Applicant Information	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized Representative <i>(Notarized affidavit required including signature of legal owner(s))</i>	
Name:	Phone Number:
Mailing Address:	Email Address:
Subject Property Address and/or Location <i>(Use attachment, if necessary):</i>	
Legal Description <i>(Use attachment, if necessary):</i>	
Existing Use of Property:	
Proposed Use of Property:	
Current Zoning:	Comprehensive Plan Designation:
Proposed Zoning:	
Important Information Regarding Zone Change Requests	
<ol style="list-style-type: none"> <li>1. An application for a zone change on a property may only be made by the owner of that property and/or an authorized representative of the property owner. An authorized representative shall present a notarized affidavit from the property owner. If the subject property is owned by the City of Castroville, the City Administrator or designee may apply for the zone change on behalf of the City.</li> <li>2. No application will be processed if a zoning violation exists on the property, unless such processing is authorized by City Council. Use of the subject property for any new activity not allowed by present zoning cannot occur before City Council's final approval of the requested zone change. Any such unauthorized use of the subject property is subject to prosecution in Municipal Court. <b>(continued)</b></li> </ol>	



## Zone Change Application (cont.)

3. If approved, a zone change is applied to the property, not the property owner.
4. The Planning & Zoning Commission makes recommendations to City Council. If the Planning & Zoning Commission recommends approval of a zone change request, the case must still go before City Council for final action.
5. Certain minimum building setbacks from some or all property lines must be maintained, and room for a minimum number of off-street parking spaces must be reserved on a subject property, based on that property's zoning classification and the nature of its proposed use. A privacy fence may also be required between residential and non-residential zoning districts. These requirements are outlined in the City of Castroville's Zoning Ordinance. It is the applicant's benefit to ensure that any proposed development will fit onto the subject property, in compliance with these and other applicable requirements of the City's Code of Ordinances.
6. The Community Development Department will notify, in writing, owners of property within 200 feet of the subject property of the zone change request.
7. If a proposed zone change has been recommended for disapproval by the Planning & Zoning Commission, or if a protest against such proposed change has been filed with the City Secretary, duly signed and acknowledged by the owners of twenty (20) percent or more of the land area contained in the 200 foot notification boundary, then such amendment shall not become effective except by a 3/4ths vote of the City Council.
8. The applicant or an authorized representative should attend public hearings pertaining to the request and be prepared to present the case and answer any relevant questions from the Planning & Zoning Commission or City Council members.

I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

Case Number:	Date of Application:	Date Paid:
Affidavit attached?:	P&Z Meeting Date:	

# Chapter 3: Platting

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## Platting Process – Overview

Platting is the process through which land is divided into building lots (subdivision). In the platting process, the layout of streets and utilities is established; the streets identify blocks, and blocks are further subdivided to create lots for individual ownership. This process is also used to further divide or combine existing platted lots which may not involve extension of public improvements (resubdivision/replat/amending plat).

The manner in which land is subdivided, how streets are designed and how the lots are laid out have a lasting effect on the physical character of the City. Streets, water, sewage and drainage systems must be of a safe, effective design and construction. Streets must be adequately sized to accommodate the maneuvering of emergency vehicles, and the future property owner must be guaranteed a parcel with facilities suited to its intended use. The City of Castroville Subdivision Ordinance (City Code Chapter 100) regulates the subdivision of all property within the corporate limits of the City of Castroville and its extraterritorial jurisdiction (ETJ). Typically for a City the size of Castroville, the ETJ is a ½-mile wide area adjacent to and outside of the City of Castroville in which the City has authority to exercise its subdivision regulations. The City of Castroville has also extended its ETJ by petition of area property owners. If you are not sure whether your property is within the City Limits or the ETJ of Castroville, you can contact the Community Development Department. Staff can provide you with an up to date map of your area.

The owner of a tract of land located within the city limits or in the extraterritorial jurisdiction who divides the tract in two or more parts to lay out a subdivision of the tract, including an addition to a municipality, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts must have a plat of the subdivision prepared. A division of a tract includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method.

A division of land, according to the Texas Local Government Code, does not include a division of land into parts greater than five acres, where each part has access and no public improvement is being dedicated. Therefore, in that specific circumstance, a plat would not be required.

It is important to note that if the development project is required to plat in accordance with the above described regulations, no building permits can be issued, and no utility connections can be made until the plat is approved by the City and filed with the County Clerk.

Plat approval is divided into two distinct phases: preliminary plat, and final plat. Preliminary plats provide a detailed layout of the subdivision with existing and proposed features. A preliminary plat is mutually beneficial to both the developer and the City in that it provides an opportunity for the developer to explore the feasibility of the project while allowing the City to provide initial direction on the availability of City services. Final plats are the legal instruments that create lots,

block and streets. Final plats are filed with the Medina County Clerk. Following the filing of a final plat, newly created lots in a subdivision may be sold individually.

A replat represents the resubdivision of a parcel (or parcels) of property that have already been subdivided and for which a final plat has been previously filed with the County Clerk.

The approval process for preliminary plats, final plats and replats consists of six major steps:

1. Pre-development meeting with City staff. A pre-development meeting is required prior to application submittal. While complete plans will not be required until application submittal, if you have a particular development in mind, it would be beneficial for you to share your plans with staff to make sure that what you want to do on your property is possible when all applicable codes are applied. Staff will help you explore the feasibility of your request and identify possible alternatives as needed.
2. Submission of plat, plans, engineering documents, and review fees (e.g., engineering reports, drainage study, infrastructure plans) with completed application form and applicable fee;
3. Review by City staff and City Engineer, as applicable;
4. Approval by either City staff (Minor and Amending Plats) or the Planning and Zoning Commission and City Council (Preliminary and Final Plats);
5. Construction and acceptance of required infrastructure (if applicable); and
6. Filing of the final plat with the Medina County Clerk.

Plat approval applications can be made on any workday and require submission of a completed plat application form to the Community Development Department with the required application fee, 15 copies of the plat document and an electronic version of the approved plat in pdf format. If the application is not complete (missing information, required documents, plans, or fees), the application will not be accepted. The application is not deemed complete for the purposes of state law timeframe requirements until all required information and fees are submitted AND the city confirms that the application is complete in writing. If the application is not complete, it will be returned to the applicant with information regarding why the submittal is deficient, and the state law timeframe requirements will not begin.

Please note that only a licensed professional land surveyor can prepare subdivision plat documents. A licensed professional engineer will be needed if the installation of public infrastructure is required.

The Community Development Coordinator will be your primary contact throughout the platting process. The City Engineer will review submittals relating to public infrastructure, storm water management, and other applicable requirements.

Following Staff or City Council approval of a final plat or replat, any outstanding fees (e.g., consultant review fees, filing fees, etc.) must be paid and the following documents must be submitted to the Community Development Department:

- A Mylar copy of the approved plat;
- A certified tax certificate from the Medina County Tax Office showing no outstanding taxes being owed on subject acreage no more than 30 days prior to the filing of the plat.
- An executed copy of the utility and street construction contracts or a notarized statement certifying the final contracts (*for infrastructure projects*).

If no public infrastructure (roads, water, sewer, drainage facilities) is required to be installed in conjunction with the final plat or replat, staff will file the plat with the Medina County Clerk once all the aforementioned items are received. In that circumstance, you may then proceed to the building permit process described in Chapter 5.

Please note that final plats or replats requiring installation of public infrastructure are not filed with the County Clerk until the infrastructure is actually constructed and accepted, even when financially guaranteed. The public infrastructure process is described in the following Chapter 4. Please contact the Community Development Coordinator at (830) 931-4090 if you have any questions regarding the platting process.

### *Water Rights Dedication*

Prior to a final plat being approved, the subdivider must provide to the City of Castroville ample water supply for the subdivision (water rights from the Edwards Aquifer Authority). If water rights are unavailable for the subdivided property, subdivider shall pay an equivalent fee to be spent in accordance with the City's water acquisition policy. Ample water supply or the equivalent payment shall be determined by the City of Castroville. Funding provided to the City for the purchase of water rights shall be determined by the City of Castroville using the prevailing water rate at the time of the final plat.

For the purposes of determining ample water supply, the City will utilize living unit equivalents as set forth below. A living unit equivalent (LUE) means the typical flow that would be produced by a single-family residence.

For single family residential subdivisions resulting in lots of less than one acre, water rights dedication will be 0.612 acre-feet per lot. For single family residential subdivisions resulting in lots greater than or equal to one acre, water rights dedication will be one acre-foot per lot.

For subdivisions other than single-family residential subdivisions, the subdivider shall transfer water rights in accordance with the LUE chart in the City's Impact Fee Ordinance (City Code Chapter 34). Water rights dedication required for such subdivisions will be 0.612 acre-feet per LUE.

### *Financial Guarantees*

Prior to consideration of a final plat by the planning and zoning commission, the subdivider must file with City Staff either an irrevocable letter of credit, a cash deposit, a savings assignment, or a performance bond, in an amount equal to the estimated cost of the utility and street improvements to be made in the subdivision by the subdivider, including the cost of erosion control during construction. This required bond or financial guarantee is required to ensure the

performance, installation and completion of the infrastructure improvements for the development project.

As soon as possible after approval of the final plat, but prior to the start of construction, the subdivider must provide the City Staff an executed copy of the utility and street construction contracts or a notarized statement certifying the final contracts so that the city may substantiate the estimated cost of improvements. The performance bond/deposit shall be adjusted to reflect the actual construction costs.

The performance bond/deposit must bear an expiration date of at least one year and shall be retained by the city until all improvements have been completed and accepted by the city.

If all improvements have not been completed and accepted by the city 30 calendar days prior to the expiration of the performance bond/deposit, the City Administrator shall present the performance bond/deposit for payment.

### *Minor Plats*

The City of Castroville delegates responsibility to the City Administrator to approve:

1. Amending plats described by Texas Local Government Code § 212.016;
2. Minor plats involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities; or
3. A replat under Texas Local Government Code § 212.0145 that does not require the creation of any new street or the extension of municipal facilities.

The submittal requirements for a Minor Plat follow the requirements for a Final Plat and must comply with City Code Chapter 100. The only difference for a Minor Plat is an expedited review process. The City Administrator may, for any reason, choose to present the plat for approval to the Planning and Zoning Commission and City Council through the normal platting process. No application for approval of a plat shall be considered completed and filed for review until all the items required by State law and the City have been received and the application is certified as complete by the City.

## Platting Process – Frequently Asked Questions

### *What is the first step in the platting process?*

Prior to submission of an application, the city does require a pre-development meeting to discuss a platting project with staff before making a formal application to discuss procedures, policies, and standards required by the City for a development project. Such a pre-development meeting may save time and expenses during the approval process. To schedule a pre-development meeting, please contact the Community Development Coordinator at (830) 931-4090.

### *When is a master plan required?*

The City Code does not require master plan submittal. However, Staff strongly recommends that a master plan be submitted when large pieces of property are developed in phases or sections, or in areas under common ownership where comprehensive planning issues are identified. A master plan that accompanies or precedes a preliminary plat allows the developer and City Staff to dialogue about the project as a whole. That way, any changes that may be needed can be discussed at the beginning of the process which may save valuable time and money throughout each phase of the project.

If you are considering a Planned Unit Development (PUD), the City Code has unique requirements for land use planning and other similar processes. For more information regarding master planning, planned unit development, or any other planning issues, contact Community Development Department staff at (830) 931-4090.

### *Do all plats require approval by the Planning and Zoning Commission and City Council?*

No, Planning and Zoning Commission and City Council approval is not required for amending plats and minor plats (subdivisions involving less than four lots and where no public infrastructure is required to be installed). These plats are approved administratively by City staff.

### *How do I get a plat document prepared?*

You will need to enlist the services of a licensed professional land surveyor. A licensed professional engineer will be needed if the installation of public infrastructure is required. You can locate a professional engineer or land surveyor by contacting the Texas Society of Professional Engineers, the Texas Surveyor's Association or consulting a phone directory. Blue or black line prints and a digital copy of the graphics file should be prepared. Please refer to Chapter 100 of the City Code and this Development Guide for plat form and content regulations and plat application submission requirements.

### *What kind of development plans will I need to submit if public infrastructure improvements are involved?*

A final plat submittal must be accompanied by infrastructure design and construction documents. These documents must bear the seal and signature of a professional engineer licensed in the State of Texas. All plans must be prepared in accordance with Chapter 100 of the City Code as well as any requirements of the Public Works Department of the City of Castroville. Infrastructure

requirements will be discussed in greater detail in Chapter 4 of this Development Guide. Contact Community Development or Public Works staff at (830) 931-4090 to discuss required public infrastructure improvements as they relate to your development project.

#### *What if the City staff identifies unresolved issues?*

Applicants will receive a copy of staff's review comments. Drawings should be modified, or supplemental information submitted to satisfy any deficiencies. Plat applications will not be considered complete for the purposes of state law timeline requirements until all deficiencies are resolved.

#### *What is the next step after the staff or the City Council approve a final plat and no public infrastructure (roads and water, sewer, drainage facilities) is required?*

Following approval by City staff or the City Council, any outstanding fees, such as filing fees or consultant review fees, will need to be paid. In addition, the following documents must be submitted to the Community Development Department:

- Mylar copy of the approved plat;
- Certified tax certificate from the Medina County Tax Office showing no outstanding taxes being owed on subject acreage no more than 30 days prior to the filing of the plat.

Staff will then file the plat with the Medina County Clerk. Only when the plat is filed with the County Clerk will the platting process be considered complete.

#### *What is the next step after the staff or the City Council approve a final plat and installation of public infrastructure is required?*

In addition to payment of fees and submission of a Mylar copy and the tax certificate, final engineering construction plans for public infrastructure (roads and water, sewer, drainage facilities) must be submitted for review and approval by City staff. The engineering plans are required to be reviewed in conjunction with the final plat process. However, final "for construction" plans must be submitted and officially reviewed and approved prior to start of construction. Please see the following Chapter 4 for subsequent steps in the development process. Final plats or replats requiring installation of public infrastructure are not filed with the County Clerk until the infrastructure is actually constructed and accepted, even when financially guaranteed.

#### *Where can I find more information?*

For more information regarding the platting process, please refer to the Subdivision Ordinance (Chapter 100 of the City Code) online at [www.Castrovilletx.gov](http://www.Castrovilletx.gov). Please contact the Community Development Department at (830) 931-4090 if you have any questions regarding the platting process.

## Platting Process – Checklist

- 1. Meet with staff in the Community Development Department to discuss development project (required);

### *Preliminary Plat*

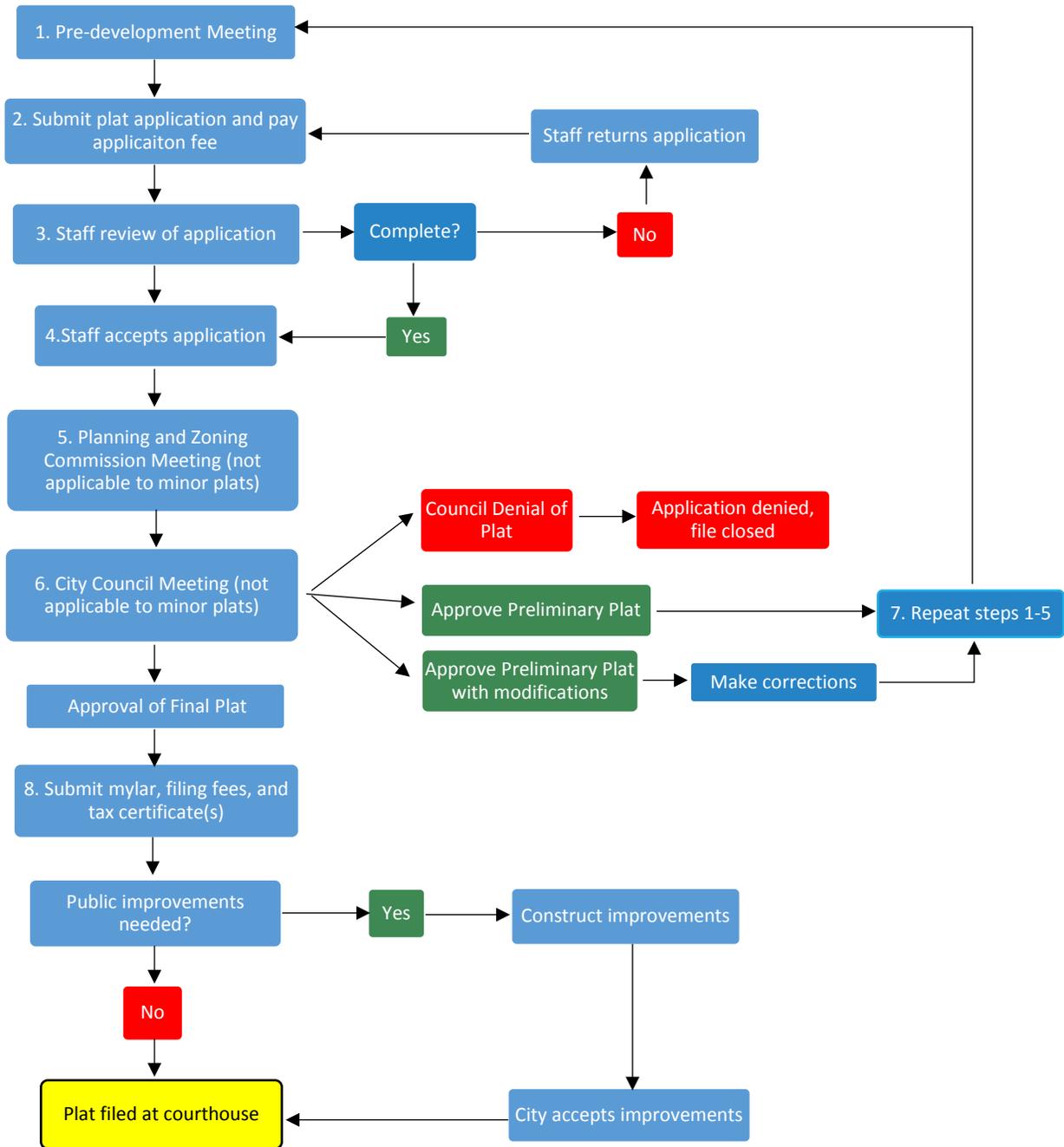
- 2. Submit the following items to the Community Development Department:
  - Application form bearing the property owner’s signature;
  - 15 hard copies of plat document (only one copy necessary for Minor Plats);
  - An electronic version of the plat in pdf format;
  - Infrastructure Plans (if applicable); and
  - Plat application fee (see Comprehensive Fee Schedule).
- 3. Staff will review the application and supplemental information. Staff will either accept the application as complete (in writing) or return the application with a list of deficiencies. The application is not deemed complete for the purposes of state law timeframe requirements until all required information and fees are submitted AND the City confirms that the application is complete in writing. If the application is not complete, it will be returned to the applicant with information regarding why the submittal is deficient, and the state law timeframe requirements will not begin;
- 4. Submit revised drawings to the Community Development Department for Staff review, if necessary;
- 5. Attend Planning and Zoning Commission meeting, if applicable (the Commission generally meets on the 2<sup>nd</sup> Wednesday of the month at 6:30 p.m. in the Council Chambers in City Hall at 1209 Fiorella);
- 6. Attend City Council meeting, if applicable (the City Council generally meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month at 6:00 p.m. in the Council Chambers in City Hall at 1209 Fiorella);

### *Final Plat*

- 7. Repeat steps 2 through 6. Final plat submittal must be accompanied by water rights dedication or payment of a fee in lieu of, and must include submittal of the required financial guarantee documentation;
- 8. Following Final Plat Approval, submit Mylar, tax certificate, filing fee and other required fees (the Mylar copy must contain the notarized signature of the property owner(s) as well as the signature and seal of an engineer/land surveyor licensed in the State of Texas). Also, for plats involving infrastructure improvements, an executed copy of the utility and street construction contracts or a notarized statement certifying the final contracts must be submitted so that the city may substantiate the estimated cost of improvements in relation to the required financial guarantees.

The final plat is then filed for record with the Medina County Clerk unless installation of public infrastructure required. If so, the plat will be held until the infrastructure is constructed and accepted.

# Platting Process – Flowchart



# Platting Process – Forms

*Continued on next pages*



# City of Castroville

## Subdivision Plat Application

<b>Proposed Subdivision Name</b>	
<b>Legal Description &amp; Acreage</b> <i>(Prior to Plat)</i>	
<b>Current Street Address(es)</b>	
<b>Development Type</b> <i>(Proposed Use)</i>	
<b>Type of Subdivision Plat</b> <i>(ex. Replat, Vacate, Amending)</i>	
<b>Number of Lots</b> <i>(Created or Altered)</i>	

### APPLICANT

### SURVEYOR

<b>Business Name</b>		
<b>Contact Name</b>		<i>RPLS#</i>
<b>Address</b>		
<b>Phone</b>		
<b>E-mail</b>		

**\*\*Include Property Owner(s) information on additional sheets.\*\***

- Is the property within the City Limits of Castroville? YES  NO
- Are utilities currently available to serve each proposed lot? YES  NO
- Does the property require a roadway, alley, or public right-of-way extension/addition? YES  NO
- In the past five years, has this property been restricted to residential use for not more than two residential units per lot? YES  NO
- Is this Plat associated with any Planned Unit Developments? YES  NO

### Submittal Requirements:

Form and content of plat submittal must be in accordance with the requirements found in Chapter 100 of the City Code.

***I hereby certify that this application is, to the best of my knowledge, complete and accurate. I also acknowledge that the approval procedure as set out in Texas Local Government Code Chapter § 212.009 shall not begin until (1) the City Administrator or the Council's designated employee has certified in writing that the plat application is completed in accordance with the City Code of Ordinances and State law; and, (2) a formal application for review and submission has been acknowledged in writing as received by the City Administrator or the Council's designated employee.***

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# City of Castroville

## Planned Unit Development Application

Proposed PUD Project Name	
Legal Description & Total Acreage	
Development Type(s) and Acreage of Each	
Number of Residential Dwelling Units (by type)	
Gross Square Footage of Non-Residential Development (by type)	

### APPLICANT

### SURVEYOR

Business Name		
Contact Name		RPLS#
Address		
Phone		
E-mail		

**\*\*Include Property Owner(s) information and any additional project contacts on additional sheets.\*\***

- Is the property within the City Limits of Castroville? YES  NO
- Are utilities currently available to serve each proposed lot? YES  NO
- Does the property require a roadway, alley, or public right-of-way extension/addition? YES  NO
- Will the applicant be requesting any financial incentives for public improvements? YES  NO

### Submittal Requirements:

Form and content of PUD submittal must be in accordance with the requirements found in Chapter 100 of the City Code.

*I hereby certify that this application is, to the best of my knowledge, complete and accurate. I also acknowledge that the approval procedure as set out in City Code Chapter 100, Section 100-79 shall not begin until the City Administrator or designated employee has certified in writing that the PUD application is completed in accordance with the City Code of Ordinances and State law, and all associated documents and fees has been acknowledged in writing as received.*

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Chapter 4: Public Infrastructure

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### Public Infrastructure – Overview

Public infrastructure (roads and water, sewer, drainage facilities) is generally the responsibility of the developer and must be physically constructed (and financially guaranteed) and accepted by the City before building permits for a development project can be issued and/or a plat filed with the County. During this process, the developer, contractor and City staff work together to achieve a quality and cost-effective project and provide a product that is beneficial to everyone.

The first step in the public infrastructure construction process is the submission of detailed engineering construction plans for a development project to City staff for review and comment. These plans provide a common reference base for all parties during the construction and inspection phase and ensure that improvements meet City standards.

Engineering construction plans for public infrastructure must be submitted in conjunction with the preliminary plat application. However, in some cases, it may be better to submit preliminary engineering plans for your infrastructure project prior to official application for preliminary plat to avoid possible delays in the platting process. This will allow staff to provide feedback early in the design process when possible issues can be identified to avoid costly setbacks later in the development process. In all instances, construction plans should address drainage, paving, and utility improvements by employing the requirements as outlined in the City Code. These plans will be reviewed by the City Engineer.

Once engineering construction plans are approved by the City Engineer, staff will confirm approval in writing. At this point, the City requires that the developer, the developer's contractor, the City Engineer, and City staff hold a pre-construction meeting to coordinate construction activities. During construction, regular inspections will be performed by the City Engineer and City staff to ensure that all City codes, policies, and procedures are followed. Please also see the public infrastructure process checklist below. The developer's contractor shall notify City staff at least 72 hours before construction work is planned to begin and at least 72 hours prior to any required inspections.

When construction is complete, a final field inspection will be conducted by the City Engineer and, if the project meets City requirements, a Letter of Acceptance will be issued. This is the formal acceptance of the public infrastructure by the City. Prior to final acceptance by the City of completed improvements for maintenance, the subdivider shall file the following with the City:

1. Either a two-year warranty bond conditioned that the improvements are free from defects in materials and workmanship, or an irrevocable letter of credit, cash deposit or savings assignment, committing funds for the correction and repair of any defects in materials or workmanship. The bond, letter of credit, cash deposit or savings assignment shall be in the amount of ten percent (10%) of the contract price for the improvements.
2. Two sets of certified "as built" record drawing plans for each subdivision improvement.
3. A digital file of the "as built" record drawing plans for each subdivision improvement in a format specified by the City.

4. Two certified copies of all improvement costs, itemized as follows:
  - a. Streets, alleys, curbs, sidewalks and drainage features.
  - b. Water mains, valves, hydrants and services.
  - c. Sewer mains, lift stations, force mains, manholes and services.
  - d. Other (electric, gas, etc.)
5. Certified release of lien stating that all contractors, subcontractors and suppliers have been paid and that no liens exist and that no liens will be filed on the subdivision.

No applications shall be accepted for building permits or utility connections, and no building permits shall be issued, or utility connections made until such time as the entire subdivision is accepted by the City.

When all required infrastructure is constructed and accepted, any outstanding fees must be paid, and the following documents must be submitted to the Community Development Department:

- A Mylar copy of the approved plat;
- An electronic version of the approved plat in pdf format AND dwg, dxf, or dgn format; and
- A certified tax certificate from the Medina County Tax Office showing no outstanding taxes being owed on subject acreage no more than 30 days prior to the filing of the plat.

Staff will file the final plat or replat with the Medina County Clerk once all the aforementioned items are received. Once the plat is filed, you can proceed to the building permit process described in the following Chapter 5. Please contact City staff at (830) 931-4090 if you have any questions concerning the subjects discussed in this chapter.

### *Upsizing and Cost Sharing*

In some instances, the City may participate in extra width paving and/or oversizing of utility facilities. A developer may request the City's oversize participation by submitting a letter outlining utility facility requirements and the public benefit that would be derived from the City's participation in the project. This request should be submitted prior to the City's approval of engineering construction drawings. All oversize participation requests and related agreements will require City Council approval.

### *TxDOT Permits*

A permit from the Texas Department of Transportation (TxDOT Permit) is required for any work within a TxDOT right-of-way. Examples of such work include driveways, sidewalks, utilities (water, sewer, drainage, etc.) and street construction. TxDOT Permits must be submitted to the Public Works Department for review prior to submittal to TxDOT. Public Works can assist the developer with coordination with TxDOT, but because these items take an additional coordination external to the City of Castroville, it is recommended to submit these early on in the process.

### *Drainage*

A Drainage Report is required for all developments in order to evaluate the impacts to the existing drainage system and determine compliance with the Subdivision Ordinance (Chapter 100 of the City Code). Mitigation measures such as storm water detention facilities are typically required. The requirement to build a detention pond is determined by a number of factors, including the

amount of increased runoff, the location of the development as it relates to its drainage basin and the effects of detention (both upstream and downstream) from a proposed development. Please refer to the Subdivision Ordinance for additional information regarding drainage requirements.

### *Floodplain Development*

A Floodplain Development Permit is required when a developer wishes to build in property that is located in a potential flood hazard area, for example the 100-year floodplain. Proposed developments in the 100-year floodplain are prohibited unless an engineer, licensed in the State of Texas, can demonstrate through hydrologic and hydraulic analyses in accordance with standard engineering protocol that proposed encroachments would not result in any increase in flood levels through the community. The engineer will need to submit the study and supporting hydraulic data to the City's Community Development Department. A detailed study may also be required for development in areas that do not yet have a mapped floodway but have been identified as floodplain. If the proposed grading or improvements only involve property in the floodplain fringe, a development plan and floodplain development permit application (with the appropriate certifications) will need to be submitted for City review and approval. After construction, Elevation and/or Floodproofing Certificates will be required as applicable to the project.

## Public Infrastructure Process – Frequently Asked Questions

### *What is public infrastructure?*

Public infrastructure includes water, sanitary sewer and storm sewer lines, as well as streets, sidewalks, natural gas and electric that are built by the developer and then dedicated to be owned and maintained by the City of Castroville. Other infrastructure such as cable and telephone are handled by outside providers. Please see the Appendix for utility provider contact information.

### *How do I know when public infrastructure is required?*

Public infrastructure needs are usually identified during pre-development meetings with City staff and site inspections. More specific requirements are identified by your engineer during the design of your project.

### *Who can prepare construction plans for my project?*

You will need to enlist the services of a professional engineer licensed in the State of Texas to design and prepare construction plans associated with new infrastructure. You can locate a professional engineer by contacting the Texas Society of Professional Engineers or by consulting a phone or online directory.

### *Once my plans are approved, what's next?*

Notify City staff at (830) 931-4090 when you are ready to have a pre-construction meeting (required) and at least 72 hours prior to beginning work. City staff and the City Engineer will conduct inspections throughout your project to monitor compliance with City codes, policies and procedures.

### *How far do I need to extend public utilities to serve my development?*

Public water and sewer mains as well as streets need to be extended “to and through” the property your development is occurring on so that adjacent property owners can tie into these utilities and extend them to the boundaries of their property as development occurs. Typically, the extension of public utilities occurs in public rights-of-way or public utility easements. Contact City staff at (830) 931-4090 if you have questions about utility extensions.

### *When do I have to construct a detention pond?*

Storm water detention requirements depend on the type of development and its location and impact on the drainage system. Contact City staff at (830) 931-4090 if you have questions about drainage requirements.

### *When does the City accept the public infrastructure that I build?*

Official acceptance of developer-constructed public infrastructure occurs through issuance of a Letter of Acceptance. A Letter of Acceptance is issued at the completion of all public infrastructure construction once a final inspection has been completed and passed.

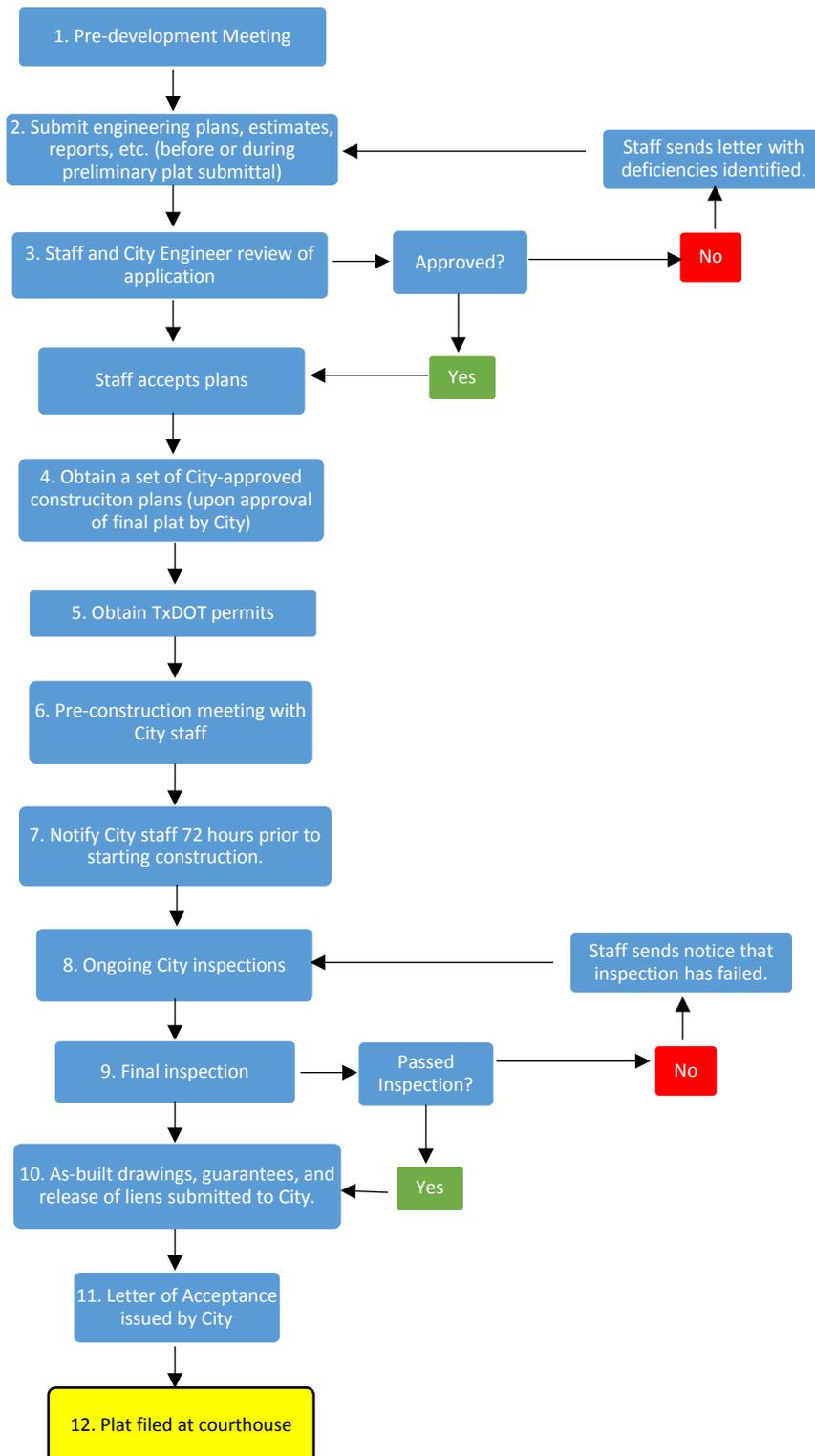
### *Where can I find more information?*

Please contact City staff at (830) 931-4090 if you have any questions concerning the subjects discussed in this chapter.

## Public Infrastructure Process – Checklist

- Submit all applicable engineering construction documents (2 hard-copy sets and 1 electronic copy at minimum for review):
  - Construction Drawings;
  - Water or Sewer Engineering Reports;
  - Drainage Reports and Grading Plans;
  - Engineering Cost estimates;
  - Floodplain Development Permits; and
  - TxDOT Permit Information
- Submit any revisions, if required per City Engineer and City Staff review comments and pay the required review fee.
- Obtain a set of City-approved construction plans (at least one copy must be kept at job site).
- Obtain necessary TxDOT permits for work in state rights-of-way, if applicable (keep a signed copy of permit at job site).
- Arrange a pre-construction meeting with City staff and representatives from all utility providers (required).
- Notify City staff at least 72 hours in advance of beginning infrastructure construction.
- Ongoing City inspections.
- Final inspection.
- Submittal of required final documents to City including As-Built Drawings (hard-copy and electronic copy).
- Letter of Acceptance issued by City.
- Plat filed.

# Public Infrastructure Process – Flowchart



# Public Infrastructure Process – Forms

*Continued on next pages*

# Floodplain Development Permit Application City of Castroville

## **\*\*Construction/Development may require other permits\*\***

This is an application packet for a Floodplain Development Permit. Certain sections are to be completed by the Applicant, and certain sections are to be completed by the local Floodplain Administrator (FPA).

The National Flood Insurance Program (NFIP) provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers, and makes certain federal monies available to local communities. In order for citizens to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal monies, the community must agree to meet minimum floodplain standards. This application packet is a tool to ensure that the minimum standards are met.

In a participating NFIP community, flood insurance policies can be purchased from any local insurance agent at the national rate. Even though the policy may be issued as if it were coming from the insurance company you deal with, it is actually a Federal NFIP policy printed on the insurance agency's letterhead. The rates are determined by the flood risk zone in which you live and by the elevation of the lowest floor of your home, not by the insurance company, and should be the same regardless of which agent or agency sells you the insurance.

You may buy flood insurance for your own peace of mind, you may be required to buy it before a lending institution will make or refinance a loan, or you may not be buying flood insurance at all. Whatever the case, if the property which you propose to develop is located within a "Special Flood Hazard Area" on a flood map issued by the Federal Emergency Management Agency (FEMA), you **MUST** obtain a Floodplain Development Permit prior to beginning the project. This is a requirement of the local Flood Damage Prevention Ordinance of your community, and there are penalties for failing to do so. Floodplain Development Permits are **ONLY** required for developments in areas designated as "Special Flood Hazard Areas" of FEMA-issued flood maps. Flood maps can be reviewed at the office of your local FPA, or online at the FEMA website ([www.FEMA.gov](http://www.FEMA.gov)).

If you are proposing a development of any kind (constructing a new building, adding on to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc...) in a floodplain, you **MUST** submit Section I of this application for a Floodplain Development Permit to the Building Division. Depending upon the type of development you are proposing, additional forms **may** be required. For example, all new buildings in a Special Flood Hazard Area require an Elevation Certificate to document that the lowest floor of the building is elevated to a certain height relative to the anticipated flood crest of the "base flood" event. The Elevation Certificate and other forms are provided on line and at the Building Division, **but should only be completed if they are required for the proposed development.**

Typically, the Applicant completes Section I of this packet and submits the information to the local FPA. The FPA reviews the submission and determines whether or not additional information is needed. If it is, the FPA will request the additional information from the Applicant. Once all required materials have been submitted, the FPA will make a permitting decision and either issue or deny the requested Floodplain Development Permit. (Denied permits may be appealed per the provisions of the local Flood Damage Prevention Ordinance.)

The Applicant should understand that a Floodplain development Permit is only a permit to complete the proposed development. It is not a permit to, for example, build a house, construct a baseball field, install a drainage ditch or septic system or grade a parcel of land. Before the house can actually be constructed and occupied, or the developed land used, a Building Permit must be obtained for the actual construction. The FPA will perform an inspection after the project is completed, or perhaps several inspections throughout the progress of the project, to make sure that the development is compliant with the requirements of the local Flood Damage Prevention Ordinance. Once the Compliance Certificate has been issued, the process has been completed.

# INSTRUCTIONS FOR COMPLETION

## SECTION I

### General Information

Self-explanatory. Note the last two items under this heading.

### Owner Information

List the contact information for the owner(s) of the property where development is proposed. All owners of the property must sign the application.

### Applicant Information

If you are applying for this development permit, but are not the owner of the property, list your contact information here. If you are the property owner, leave this section blank.

### Project Information

Enter the address where the development will take place and the legal description of the property. (Note if the property is unplatted, provide the Original Texas Land Survey description of the property.) Check the box(es) beside the type of development that is being proposed. Note that some types of activity require the estimated cost of the proposed project to be disclosed so the Floodplain Administrator (FPA) can determine whether or not the improvement is a "substantial improvement."

### Submitted Documents

Dependent on the proposed development, different documents will need to be submitted with the application, which may include state or federal permits. At a minimum, a FIRMette (8.5" X 11" Scaled Flood Map), and plans indicating the location and specifications of the proposed development should be included with the application. Other documents that may be required include, but are not limited to: Elevation Certificates (for all new primary use structures or additions to these structures; must be completed by a Registered Professional Land Surveyor or Professional Engineer); Floodproofing Certificates (for non-residential structures ONLY and must be prepared by a Professional Engineer); No-Rise/No-Impact Certificates (required for any development in the Floodway; must be prepared by a Professional Engineer and be accompanied by supporting documents such as a H&H Study). If you have questions regarding what documents need to be submitted for your project, contact the Floodplain Administrator.

### Signature

Print your name, sign your name, and date the application.

## SECTION II

### Floodplain Information

The FPA will determine – for the sole purpose of administering the local Flood Damage Prevention Ordinance – the position of the proposed development relative to community floodplains and floodways. This determination is not binding at any lending institution or with any insurance agency, but is used to determine whether or not a Floodplain Development Permit and/or any other forms are required prior to commencing the proposed project.

Section II requires a map and panel number(s), a listing of the flood source for the proposed development, and contains a checklist of additional documents required for the FPA to make an informed permitting decision.

If any of the additional documentation is required, the FPA is to notify the applicant, allow a reasonable length of time for submission of the documents, and then review all submissions to determine whether or not the permit will be issued.

### Permit Determination

The FPA will indicate whether or not the proposed development is conformant with the requirements of the local Flood Damage prevention ordinance, and whether or not the requested permit is issued. If the decision is to NOT issue the permit, the FPA will provide an explanation of the perceived deficiencies to the Applicant.

**SECTION I: Applicant and Project Information** (To be completed by Applicant)

**GENERAL INFORMATION**

1. No work of any kind may begin in a floodplain area designated as A, A1-30, AE, AO, or AH until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made in this application.
3. If revoked, all work must cease until a permit is re-issued.
4. The development may not be used or occupied until a **Certificate of Compliance** is issued.
5. The permit will expire if no work is commenced within 6 months of the date of issue.
6. The permit will not be issued until any other necessary local, state or federal permits have been obtained.
7. By signing and submitting this application, the Applicant gives consent to the local Floodplain Administrator or his/her representative to make reasonable inspections prior to the issuance of a **Certificate of Compliance**.
8. By signing and submitting this application, the Applicant certifies that all statements contained in SECTION I of the application, and in any additional attachments submitted by the Applicant, are true and accurate.

**OWNER INFORMATION**

Property owner(s): \_\_\_\_\_ Mailing address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Fax number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Signature(s) of property owner(s) listed above<sup>1</sup>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup>Attach additional forms if there are additional property owners. This permit application will not be accepted without the signature of all property owners. The signature is an acknowledgement and consent to this floodplain development permit application.

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Notes: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Fax number: \_\_\_\_\_

Signature of applicant listed above and date:

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROJECT INFORMATION**

Project _____	Subdivision: _____
Address _____	Block: _____ Lot: _____
_____	OTLS: _____ Acres: _____

**A. Structural development (Check all that apply.)**

- Type of Structure
- Residential (1 to 2 dwelling units)
  - Residential (More than 2 dwelling units)
  - Non-Residential
    - Elevated
    - Floodproofed
  - Combined Use (Residential and Non-Residential)
  - Manufactured (mobile) Home
    - Located within a Manufactured Home Park
    - Located outside a Manufactured Home Park
  - Residential Accessory
  - Non-Residential Accessory
- Type of Structural Activity
- New Structure
  - Addition to Existing Structure<sup>2</sup>
  - Alteration of Existing Structure<sup>2</sup>
  - Repair of Existing Structure<sup>2</sup>
  - Relocation of Existing Structure<sup>2</sup>
  - Demolition of Existing Structure

**SUBMITTED DOCUMENTS**

- Construction Plans
  - With Elevations
  - Without Elevations
- Elevation Certificate (Surveyor or Engineer)
- Floodproofing Certificate (Engineer)
- No-Rise/No-Impact Certificate
- H&H Study (Engineered)
- CLOMA or CLOMR
- LOMA or LOMR
- Wetlands Permit - 404 (USACE)
- National Highway Admin Permit
- NRCS Permit
- EPA Permit
- US Fish & Wildlife Permit
- Sand & Gravel Operations (TPWD)
- Dam Safety Program Permit (TCEQ)
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**B. Other Development Activities**

- Excavation (not related to a Structural Development listed in Part A.)
- Land Clearing
- Placement of fill material
- Grading
- Subdivision / Plat (Lots: \_\_\_\_\_ | Acres: \_\_\_\_\_)
- Drilling
- Dredging
- Watercourse alteration
- Drainage improvement (including culvert work)
- Individual water or sewer system
- Roadway or bridge construction
- Other development not listed above (specify): \_\_\_\_\_

<sup>2</sup>If the value of an addition, alteration, or repair to a structure equals or exceeds 50% of the value of the structure before the addition, alteration, or repair the entire structure must be treated as a substantially improved structure. A relocated structure must be treated as new construction.

C. Project Description: \_\_\_\_\_  
\_\_\_\_\_

D. <sup>3</sup>Project Valuation: \$ \_\_\_\_\_

**SIGNATURE**

*I certify that, to the best of my knowledge, the information contained in this application is true and accurate.*

_____	_____	_____
(PRINTED Name)	(SIGNED Name)	Date

**SECTION II: To be completed by Floodplain Administrator (FPA)**

**FLOOD INFORMATION**

- 1. The proposed development is located on FIRM Map No.:  48325C0510C |  48325C0530C
- 2. The effective date of the FIRM is April 3, 2012.
- 3. The property is located in Zone(s): *(Mark all that apply.)*  
 A |  AE |  AE-FW |  X-Shaded |  X-Unshaded
- 4. The proposed development is located in Zone(s): *(Mark all that apply.)*  
 A |  AE |  AE-FW |  X-Shaded |  X-Unshaded
- 5. Is any portion of the proposed development located within the Floodway (AE-FW).  
 YES |  NO |  FLOODWAY NOT DESIGNATED (Zone A ONLY)
- 6. If YES, has a No Rise Certificate been submitted?  YES |  NO

7. Does development involve a structure?  YES |  NO  
*For structures, the provisions of the ordinance specify that the lowest floor, including equipment, be elevated a minimum of 1 foot above the base flood elevation. Therefore, it is necessary that the following information be provided:*

- 8. Base flood elevation at the site: \_\_\_\_\_ feet above mean sea level (MSL)
- 9. Vertical datum used in the Flood Insurance Study, on flood maps and in surveys is \_\_\_\_\_
- 10. Source of the base flood elevation (BFE):  
 FIRM (flood map) |  Flood Insurance Study Profile # \_\_\_\_\_  
 Other sources of the BFE (specify): \_\_\_\_\_

- 11. Proposed lowest floor elevation (including equipment): \_\_\_\_\_ ft. above MSL
- 12. Engineered Floodproofing Certification submitted (Non-residential ONLY):  YES |  NO  
*For non-residential structures, floodproofing may be used for protection in the floodplain areas, but not in the floodways.*
- 13. Flood Openings: Total Number: \_\_\_\_\_ Total Sq. Inches of All Openings: \_\_\_\_\_  
*For non-habitable structures not in a floodway, and used solely for storage or parking, flood openings may be provided if the structure is anchored, has utilities 1-foot above BFE.*

12. All required forms, documents, and Federal and State Permits have been submitted?  YES |  NO

**PERMIT DETERMINATION**

I have determined that the proposed development  IS |  IS NOT in conformance with local Flood Damage Prevention Ordinance Number 2012-006, dated March 6, 2012.

The Floodplain Development Permit  IS |  IS NOT issued, subject to any conditions attached to and made part of this permit.

\_\_\_\_\_  
FLOODPLAIN ADMINISTRATOR

\_\_\_\_\_  
DATE

# Chapter 5: Building Permits

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## Commercial Permit Process – Overview

Building permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites to safeguard the public health, safety, and general welfare. The process includes submittal of building plans, issuance of a building permit, inspections, and the issuance of a Certificate of Occupancy upon successful completion of construction. This process is the same for all developments in the City of Castroville.

New construction of, as well as additions and alterations to, structures used for nonresidential purposes require a commercial building permit. Multi-family residential projects, including duplexes, are also required to go through the commercial building permitting process.

Once a plat for a commercial or multi-family residential development project has been approved by the City, a building permit may be sought. In some circumstances, the release of building permits may require prior installation of public infrastructure (see preceding Chapter 4).

A complete building permit application must include two sets of printed building plans and one electronic version, as well as a completed building permit application form and the required plan review fee. Building permit applications can be made on any workday in the Community Development Department office. Application forms are available on the Community Development Department website at [www.castrovilletx.gov/2367/Permits-and-Development](http://www.castrovilletx.gov/2367/Permits-and-Development). If a property is located in a floodplain, a Floodplain Development Permit and Elevation Certificate must also be submitted with the building permit application to ensure that the structure is built at least one foot above the base flood elevation. See Chapter 4 for more information on Floodplain Development Permits.

Commercial building plan review is ordinarily completed by the City's third-party plan reviewer within two to four weeks from the date of a submission, provided that plans are complete, and no problems arise that might require a resubmission. Upon review and approval of the building plans and payment of the required building permit fee and any associated utility fees, a building permit is issued. Construction must begin within 180 days following the issuance of a building permit. At least one building inspection must occur during each 180-day period following the issuance of a building permit or the work will be considered abandoned. If the work is considered abandoned, a new permit must be issued before work on a project can continue. Once all final building inspections and approvals have been obtained from the City, the owner or tenant must apply for and receive a Certificate of Occupancy before a new structure can be occupied.

The Community Development Department is your central point of contact during the building permitting process. Contact Community Development at (830) 931-4090 to discuss building permit requirements as they relate to your development project.

## Commercial Permit Process – Frequently Asked Questions

### *Under what conditions must I apply for a commercial building permit?*

New construction of, as well as additions and alterations to, structures used for nonresidential purposes require a commercial building permit. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the City of Castroville's codes, or to cause any such work to be done, shall first make application for a building permit. Multi-family residential projects are also required to go through the commercial building permitting process. Contact the Community Development Department at (830) 931-4090 to discuss building permit requirements as they relate to your development project.

### *What building codes has the City of Castroville adopted?*

The City of Castroville has adopted the following building codes:

- 2012 International Building Code
- 2012 International Plumbing Code
- 2012 International Property Maintenance Code
- 2014 National Electric Code
- 2012 International Existing Building Code
- 2012 Fuel and Gas Code
- 2012 Mechanical Code
- 2012 International Residential Code
- 2012 International Energy Conservation Code
- 2012 International Fire Code

Additional standards can be found in Chapter 22 of the City of Castroville Code of Ordinances (Buildings and Building Regulation), available online at [www.castrovilletx.gov](http://www.castrovilletx.gov).

### *What are the preliminary requirements for pursuing a commercial building permit?*

Before applying for a commercial building permit, check to ensure that a development project complies with all zoning and platting requirements discussed in Chapters 2 and 3 of this Guide.

### *What are building plan review submittal requirements?*

Submit at least two hard copy complete sets of building plans, one electronic set of the building plans, a permit application, and any applicable plan review fees. Contact Community Development at (830) 931-4090 to discuss building permit requirements as they relate to your development project.

### *Now that I have met all the zoning and platting requirements and I have submitted the required paperwork for a building permit, what is my next step?*

The Community Development Department will notify you whether your application has been approved or denied, usually within two weeks following the submission of a complete

application. You may call Community Development at (830) 931-4090 for a status update at any stage of the review process (during business hours).

### *When are fees required and how much are they?*

Payment of the plan review fee is due at the time of building permit application submittal. Building permit fees as well as any other associated utility fees are normally collected upon issuance of the building permit. The fee amount is contingent on the valuation (cost of construction) of the project that is being proposed. Contact the Community Development Department at (830) 931-4090 to inquire about building permit fees.

### *When can I start building construction?*

Building construction must begin within 180 days following of the issuance of a building permit. The approved (signed) building permit, or a copy thereof, must be prominently displayed on the job site throughout the building process until all final inspections have been approved. At least one building inspection must occur during each 180-day period following the issuance of a building permit or the work will be considered abandoned. If the work is considered abandoned, a new permit must be issued (with new review and fees paid) before work on a project can continue.

### *How do I request an inspection?*

The City utilizes a third-party contracted inspection company, Bureau Veritas, to inspect construction projects. Inspections related to building construction (building, plumbing, mechanical, fire protection, and/or electrical) can be requested by contacting Bureau Veritas directly at any of the following:

Phone: (817) 335-8111 or (Toll-Free) (877) 837-8775  
Fax: (817) 335-8110 or (Toll-Free) (877) 837-8859  
Email: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

The request must include the following information:

- Project address
- Inspection type requested
- Permit number
- Contractor's name and contact information
- Date inspection is to be performed
- Any special instructions or requests for the inspector

Inspections received by Bureau Veritas by 5:00pm Monday-Friday (excluding Holidays) will be scheduled for the next business day following the request. Fire protection inspections usually take longer to schedule, so you should allow for three business days for those inspection requests to be coordinated.

### *What inspections are required of my construction project and when are these inspections being done?*

The inspections required for your construction project varies with the complexity of a job. Ordinarily, the City of Castroville performs its construction inspections in the following order:

- Electrical Temporary Pole
- Water Service
- Yard Sewer
- Gas Underground
- Plumbing Rough in
- Form Board Survey
- Building Foundation Pre-Pour Inspection
- Electrical Rough in
- Mechanical Rough in
- Plumbing Top Out
- Gas Rough in
- Building Frame Inspection
- Insulation Inspection
- Electric Meter Inspection
- Plumbing Final
- Gas Final/Release
- Electrical Final
- Energy Final
- Mechanical Final
- Building Final/Certificate of Occupancy Inspection
- If Fire Alarms or Fire Sprinklers are required, those inspections must be completed prior to the issuance of a Certificate of Occupancy.

Contact Community Development at (830) 931-4090 to discuss building permit requirements as they relate to your development project.

### *When can I use and occupy my building?*

Once all final inspections and approvals have been obtained from the City, the City will issue a Certificate of Occupancy. Only after a Certificate of Occupancy has been issued can a building be occupied.

### *If I am not at the site at the time the inspections are made, how will I know if the work has been approved?*

An inspection report will be left onsite of the work inspected. If you receive a partial pass or failing inspection, contact the issuing inspector for information on what work needs to be done to receive a passing inspection. After the work has been corrected, you must schedule a reinspection.

### *Where can I find more information?*

For more information on building permits, please refer to Community Development Department's webpage on the City's website at [www.castrovilletx.gov](http://www.castrovilletx.gov). Please contact the Community Development Department at (830) 931-4090 if you have any questions concerning the subjects discussed in this chapter.

## Commercial Permit Process – Checklist

### *Procedural*

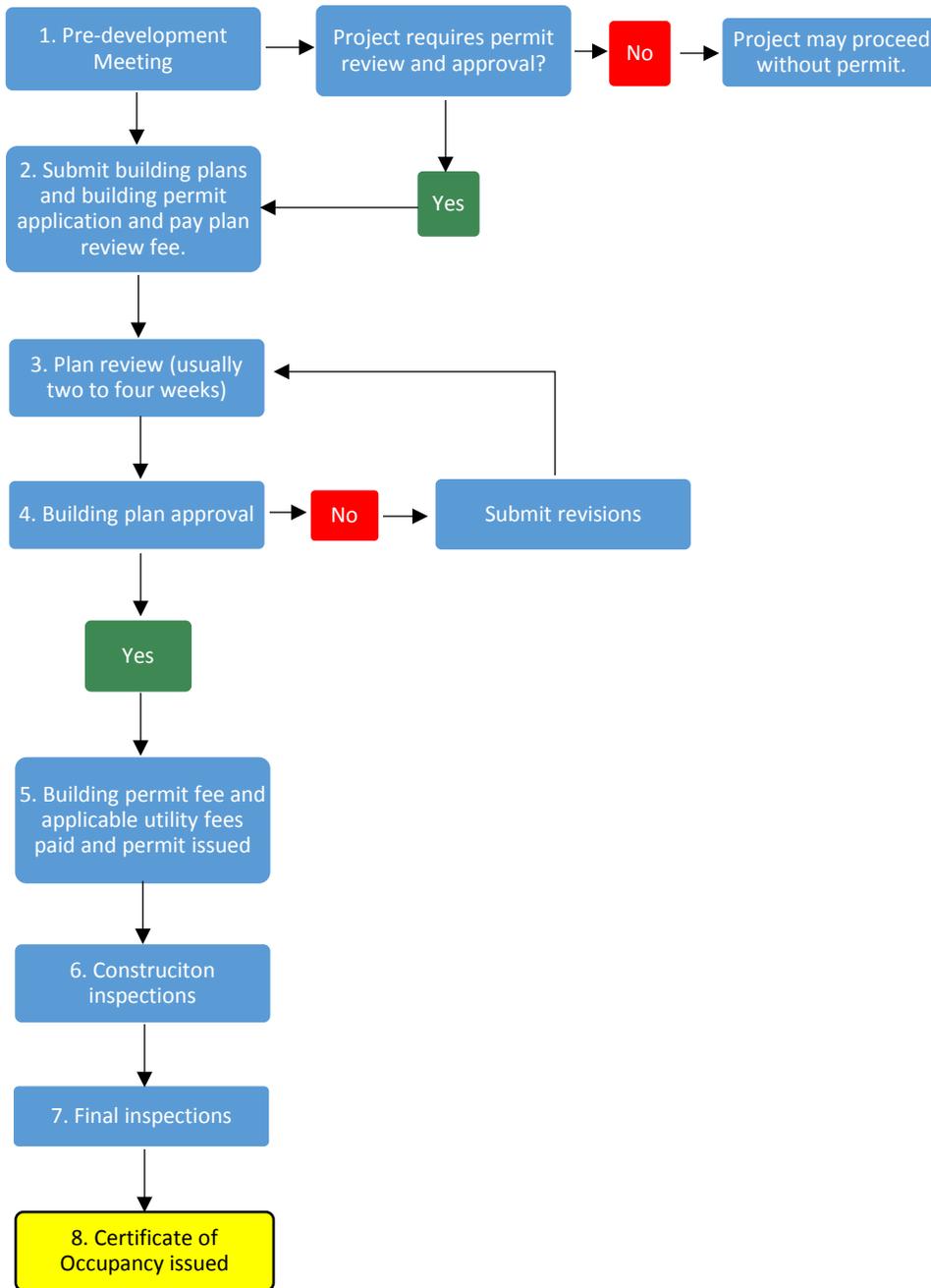
- Have you met all the zoning and platting requirements?
- Have you met with the Community Development Department about general requirements for the building permit(s) you are seeking?

### *Submittal*

- Submit two hard copy sets and one electronic set of building plans for review by the Community Development Department. Be sure your plans include the following:
  1. Site Plan (property lines must be based on an accurate boundary survey)
    - a. The site plan must indicate the size and location of new construction and existing structures on the site with distances from the construction to property lines, easements, existing and proposed grades, and existing and proposed utilities to include water, wastewater, electric and gas.
  2. Parking lot Layout indicating size and number of parking spaces, ADA designated spaces, aisle width(s), fire lanes, lighting, trees, and landscaping
  3. Floor plans indicating means of egress, room sizes, intended use and design occupant load calculations
  4. Exterior elevations (must show exterior materials, proposed height above adjacent grade, windows and doors, roof slopes, chimneys, and overhangs)
  5. Door schedules, window schedules, hardware schedules
  6. Construction details; interior elevations and interior finish schedules
  7. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
  8. Plumbing plans (including site plan, schedules, details)
  9. Mechanical plans (including site plan, schedules, details)
  10. Electrical plans (including site plan, schedules, details)
  11. Certified Energy Compliance Report (IC3, ComCheck, etc.)
    - a. U.S. Department of Energy, [www.energycodes.org](http://www.energycodes.org)
  12. Asbestos Survey (for projects involving renovation, addition, demolition)
    - a. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos)]
  13. Texas Department of Licensing and Regulation architectural barriers project registration information
    - a. Texas Department of Licensing and Regulation [1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us)]
  14. When fire rated assemblies are required, provide construction details, specifications, or other pertinent information as applicable.
  15. Signs and Fire Protection Systems require a separate permit.

- Upon review and approval of the building plans, obtain building permit and begin construction within 180 days.
- Call in all inspections at (830) 931-4090; obtain passing inspection report prior to proceeding to each phase of work.
- Upon successful completion of construction (approval of all final inspections), obtain Certificate of Occupancy from the City.

## Commercial Permit Process - Flowchart



# Commercial Permit Process – Forms

*Continued on next pages*



# CITY OF CASTROVILLE

*Little Alsace of Texas*

Phone: (830) 931-4090 703 PARIS STREET  
 Fax: (830) 931-9186 CASTROVILLE, TEXAS 78009

For Multi-Family, Commercial, & Industrial Buildings

## Commercial Construction Permit Application

Building Permit # \_\_\_\_\_ Valuation: \$ \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Zoning: \_\_\_\_\_  
 IBC Construction Type: \_\_\_\_\_ IBC Use Group: \_\_\_\_\_ Design Occ. Load: \_\_\_\_\_  
 Project Description:  New Construction |  Remodel/Addition |  Demolition |  Signs/Signage  
 Plumbing |  Mechanical |  Electrical |  Lawn Irrigation  
 Swimming Pool/Spa |  Accessory Building |  Other: \_\_\_\_\_  
 Description of Work: \_\_\_\_\_  
 Utilities Needed:  Water |  Sewer |  Electric |  Gas |  None  
 Project in Floodplain:  No |  Yes If Yes, a Floodplain Development Permit is required.  
 Asbestos Detected:  No |  Yes If Yes, removal of asbestos material requires a licensed abatement contractor.  
 TDLR-AB Registration:  No |  Yes If Yes, provide Registration Number: \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

**BUSINESS OWNER**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Architect / Designer</b>	Contact Person	Phone Number	Registration Number
<b>Engineer - <input type="checkbox"/> CIV   <input type="checkbox"/> STR   <input type="checkbox"/> MEC   <input type="checkbox"/> ELE   <input type="checkbox"/> Other</b>	Contact Person	Phone Number	Engineer License Number
<b>General Contractor</b>	Contact Person	Phone Number	
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Plumber/Irrigator</b>	Contact Person	Phone Number	Contractor License Number

City of Castroville Highway 90 Design Criteria may apply. A permit becomes null and void if work or construction authorized is not commenced within 180 days of the date of permit issuance, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require one or more inspections.

***A certificate of occupancy must be issued before any building is occupied.***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. No work may begin until proper permits are approved and all associated fees have been paid.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**City of Castroville**  
**CONTRACTOR REGISTRATION FORM**

**TYPE OF CONTRACTOR**

MARK ALL THAT APPLY

<input type="checkbox"/> Electrical Contractor	<input type="checkbox"/> A/C and Refrigeration Contractor
<input type="checkbox"/> Master Electrician	<input type="checkbox"/> TCEQ Licensed Irrigator
<input type="checkbox"/> Master Sign Electrician	<input type="checkbox"/> Energy Testing Contractor
<input type="checkbox"/> Electrical Sign Contractor	<input type="checkbox"/> Backflow Prevention Assembly Tester**
<input type="checkbox"/> Responsible Master Plumber	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Fire Alarm Contractor	<input type="checkbox"/> General Contractor
<input type="checkbox"/> Fire Extinguisher Contractor	<input type="checkbox"/> Residential: <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Accessory
<input type="checkbox"/> Fire Sprinkler Contractor	<input type="checkbox"/> Commercial: <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Accessory

**CONTRACTOR INFORMATION**

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_  
COMPANY ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
REGISTERED AGENT: \_\_\_\_\_  
LICENSE/REGISTRATION #: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ CELL: \_\_\_\_\_  
ADDRESS (MAILING): \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***PROVIDE COPY OF DRIVER'S LICENSE, STATE LICENSE/REGISTRATION, AND LIABILITY INSURANCE***

**\*\* As of 11/10/2015 Backflow Prevention Assembly Tester Contractor Registration requires a fee of \$40.00**



## Castroville Community Development Department Commercial Construction Permit Submittal Requirements

**“Commercial Construction”** means any construction for which a permit is required by City Ordinance that takes place on a property that is not used for a One- or Two-Family residence. This includes, but is not limited to properties used for multi-family residential (3 or more dwelling units), places of religious worship, educational, retail, commercial, and industrial uses.

**CONSTRUCTION DOCUMENT SUBMITTALS:** THREE (3) hard-copies of the Required Drawings and Documents, as indicated below, are required for plan review. An Electronic Copy (in .pdf format) may be substituted for one of the required hard copies. Construction documents must be submitted along with a completed Commercial Construction Permit Application. At the time of permit issuance, one set of construction documents will be returned to the applicant as part of the permit packet (which must remain on the jobsite until all final inspections are approved).

**Note:** Drawings containing a label such as "not for construction", "for pricing only", or otherwise indicating that the plans are not an official final set, will not be accepted for permit application.

**PROFESSIONAL LICENSE:** Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

**REQUIRED DRAWINGS AND DOCUMENTS:** (The Castroville Community Development Department may require additional information if necessary.)

Drawings must be drawn to scale, dimensioned and of sufficient clarity containing the following (as applicable):

1. Site Plan (property lines must be based on an accurate boundary survey) <sup>[a]</sup>
2. Parking lot Layout indicating size and number of parking spaces, ADA designated spaces, Aisle width(s), Fire Lanes, any lighting, trees, and landscaping
3. Floor plans indicating means of egress, room sizes and intended use and design occupant load calculations
4. Exterior elevations (must show exterior materials, proposed height above adjacent grade, windows and doors, roof slopes, chimneys, and overhangs).
5. Door schedules, window schedules, hardware schedules
6. Construction details; interior elevations and interior finish schedules
7. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
8. Plumbing plans (including site plan, schedules, details).
9. Mechanical plans (including site plan, schedules, details)
10. Electrical plans (including site plan, schedules, details)
11. Certified Energy Compliance Report (IC3, ComCheck, etc.) <sup>[b]</sup>
12. Asbestos Survey (for projects involving renovation, addition, demolition) <sup>[c]</sup>
13. Texas Department of Licensing and Regulation architectural barriers project registration information <sup>[d]</sup>
14. When fire rated assemblies are required, provide construction details, specifications, or other pertinent information as applicable.
15. Signs and Fire Protection Systems require a separate permit. See [Sign Permit Submittal Requirements](#) and [Fire Detection/Suppression System Permit Submittal Requirements](#) information sheet.

### NOTES:

- a. The property must be platted in accordance with City Ordinance before a permit will be issued. The site plan must indicate the size and location of new construction and existing structures on the site with distances from the construction from lot lines and existing structures, easements, existing and proposed grades, and existing and

proposed utilities to include water, wastewater, electric and gas as applicable. Parking lot layout indicating number and size of parking spaces, ADA parking designation, aisle width(s), approaches, and fire lanes must be included as applicable to ensure compliance with off-street parking requirements & access.

- b. U.S. Department of Energy, [www.energycodes.org](http://www.energycodes.org)
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos)]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us)]



# CITY OF CASTROVILLE

*Little Alsace of Texas*

Phone: (830) 931-4090

Fax: (830) 931-9186

703 PARIS STREET

CASTROVILLE, TEXAS 78009

## Fire Protection System Permit Application

Permit Number: _____	Valuation: _____
Project Name: _____	Zoning District: _____
Project Address: _____	Square Foot: _____
Project Description: FIRE DETECTION <input type="checkbox"/> FIRE SUPPRESSION <input type="checkbox"/>	
KITCHEN HOOD SUPPRESSION <input type="checkbox"/>	

Owner Information: _____		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Cell Number: _____	Email: _____

Applicant Information: _____		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Cell Number: _____	Email: _____

Fire Alarm Contractor	Contact Person	Phone Number	Contractor License Number
Fire Sprinkler Contractor	Contact Person	Phone Number	Contractor License Number

***It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Approved by: _____	Date Approved: _____
--------------------	----------------------

## Residential Permit Process – Overview

A residential building permit is required for all new construction, additions and alterations of single-family and two-family structures. All other types of construction, additions and alterations, including multi-family residential projects, are required to go through the commercial building permit process described above.

The residential building permit process is similar to the commercial building permit process. Residential building plan review is ordinarily completed by the City's third-party plan reviewer within two weeks of plan submission, provided that plans are complete, and no problems arise that might require a resubmission. Upon review and approval of the building plans and payment of the required fee, a building permit is issued. Construction must begin within 180 days following the issuance of a building permit. At least one building inspection must occur during each 180-day period following the issuance of a building permit or the work will be considered abandoned. If the work is considered abandoned, a new permit must be issued (and new fees paid) before work on a project can continue.

Once all final building inspections and approvals have been obtained from the City, the owner must apply for and receive a Certificate of Occupancy before a new structure can be occupied.

The Community Development Department is your central point of contact during the building permitting process. Contact Community Development at (830) 931-4090 to discuss building permit requirements as they relate to your development project.

## Residential Permit Process – Frequently Asked Questions

### *Under what conditions must I apply for a residential building permit?*

A residential building permit is required for all new construction, additions and alterations of single-family, duplex or townhouse structures. All other types of construction, additions and alterations, including multi-family residential projects, are required to go through the commercial building permit process described above. Please contact the Community Development Department at (830) 931-4090 to discuss building permit requirements as they relate to your project.

### *What should I do before applying for a residential building permit?*

Before you apply for a residential building permit, you need to determine whether the property is zoned appropriately for the proposed residential use. A zoning map can be found on the Community Development page of the City website at [www.castrovilletx.gov](http://www.castrovilletx.gov), or you may contact the Community Development Department at (830) 931-4090 to inquire about zoning issues. Please also refer to Chapter 2 of this Guide.

### *What do I need to do to obtain a residential building permit?*

To obtain a residential building permit, submit the required building plans, application, and fees to the Community Development Department and follow the process set forth later in this chapter. If the property is located in the regulatory floodplain, a Floodplain Development Permit and Elevation Certificate will be needed to ensure that the structure is built according to the City's adopted standards. More information regarding floodplain development can be found in Chapter 4 of this guide. Contact the Community Development Department at (830) 931-4090 to discuss building permit and floodplain requirements as they relate to your project.

### *Do I need a permit to install, replace, alter or enlarge a residential driveway?*

Yes. All new driveways for need to be reviewed by the City and require submission of a site plan and permit application. City inspections are required prior to placing concrete or asphalt for any new, altered, or enlarged driveways. Routine maintenance of an existing driveway does not require a permit.

### *What building codes has the City of Castroville adopted?*

The City of Castroville has adopted the following building codes:

- 2012 International Building Code
- 2012 International Plumbing Code
- 2012 International Property Maintenance Code
- 2014 National Electric Code
- 2012 International Existing Building Code
- 2012 Fuel and Gas Code
- 2012 Mechanical Code
- 2012 International Residential Code
- 2012 International Energy Conservation Code
- 2012 International Fire Code

Additional standards can be found in Chapter 22 of the City of Castroville Code of Ordinances (Buildings and Building Regulation), available online at [www.castrovilletx.gov](http://www.castrovilletx.gov).

### *What do I submit to the Community Development Department for a residential building permit?*

Submit at least two hard copy complete sets of building plans, one electronic set of the building plans, and a permit application. Contact Community Development at (830) 931-4090 to discuss building permit requirements as they relate to your project.

### *When will I know if I have approval to begin construction?*

Provided that your application is complete, and no technical problems are identified, you should expect the plan review process to take approximately two weeks from the date of your plan submission. Upon building plan approval, a building permit will be issued once the applicable fees are paid. The signed permit must be displayed on the job site throughout the building process (until final inspections have been approved).

### *When can I begin construction?*

You can begin construction upon your payment of fees and receipt of your approved building permit. You must begin construction within 180 days and receive at least one inspection for each 180-day period following issuance of your permit.

### *How do I request an inspection?*

The City utilizes a third-party contracted inspection company, Bureau Veritas, to inspect construction projects. Inspections related to building construction (building, plumbing, mechanical, fire protection, and/or electrical) can be requested by contacting Bureau Veritas directly at any of the following:

Phone: (817) 335-8111 or (Toll-Free) (877) 837-8775  
Fax: (817) 335-8110 or (Toll-Free) (877) 837-8859  
Email: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

The request must include the following information:

- Project address
- Inspection type requested
- Permit number
- Contractor's name and contact information
- Date inspection is to be performed
- Any special instructions or requests for the inspector

Inspections received by Bureau Veritas by 5:00pm Monday-Friday (excluding Holidays) will be scheduled for the next business day following the request. Fire protection inspections usually take longer to schedule, so you should allow for three business days for those inspection requests to be coordinated.

### *What inspections will be required?*

The inspections required for your construction project varies with the complexity of a job. Ordinarily, the City of Castroville performs its construction inspections in the following order:

- Electrical T-Pole
- Plumbing Rough
- Water Service
- Yard Sewer
- Form Board Survey
- Gas Wrap (Underground)
- Foundation
- Electric Rough
- Mechanical Rough
- Gas Rough Piping/Test
- Plumbing Top-Out
- Framing
- Energy Insulation
- Construction Electric
- Gas Final
- Electrical Final
- Mechanical Final
- Plumbing Final
- Energy Final
- Customer Service Inspection
- Flatwork
- Building Final

You must receive a passing inspection report prior to proceeding to the next stage.

### *If I am not at the site at the time the inspections are made, how will I know if the work has been approved?*

An inspection report will be left onsite of the work inspected or emailed to the main permit contact. If you receive a partial pass or failing inspection, contact the issuing inspector for information on what work needs to be done to receive a passing inspection. After the work has been corrected, you must schedule a reinspection.

### *What about add-ons and remodeling?*

The process is basically the same as for new construction. The construction plans will only reflect those portions of the structure affected. Similarly, permits may be sought for the specific type of work being performed (for example, plumbing, electrical, or mechanical permit). The Community Development Department at (830) 931-4090 to discuss building permit requirements as they relate to your project.

### *When can I use and occupy my building?*

Once all final inspections and approvals have been obtained from the City, the City will issue a Certificate of Occupancy. Only after a Certificate of Occupancy has been issued can a building be occupied.

### *Where can I find more information?*

For more information on building permits, please refer to Community Development Department's webpage on the City's website at [www.castrovilletx.gov](http://www.castrovilletx.gov). Please contact the Community Development Department at (830) 931-4090 if you have any questions concerning the subjects discussed in this chapter.

## Residential Permit Process – Checklist

### *Procedural*

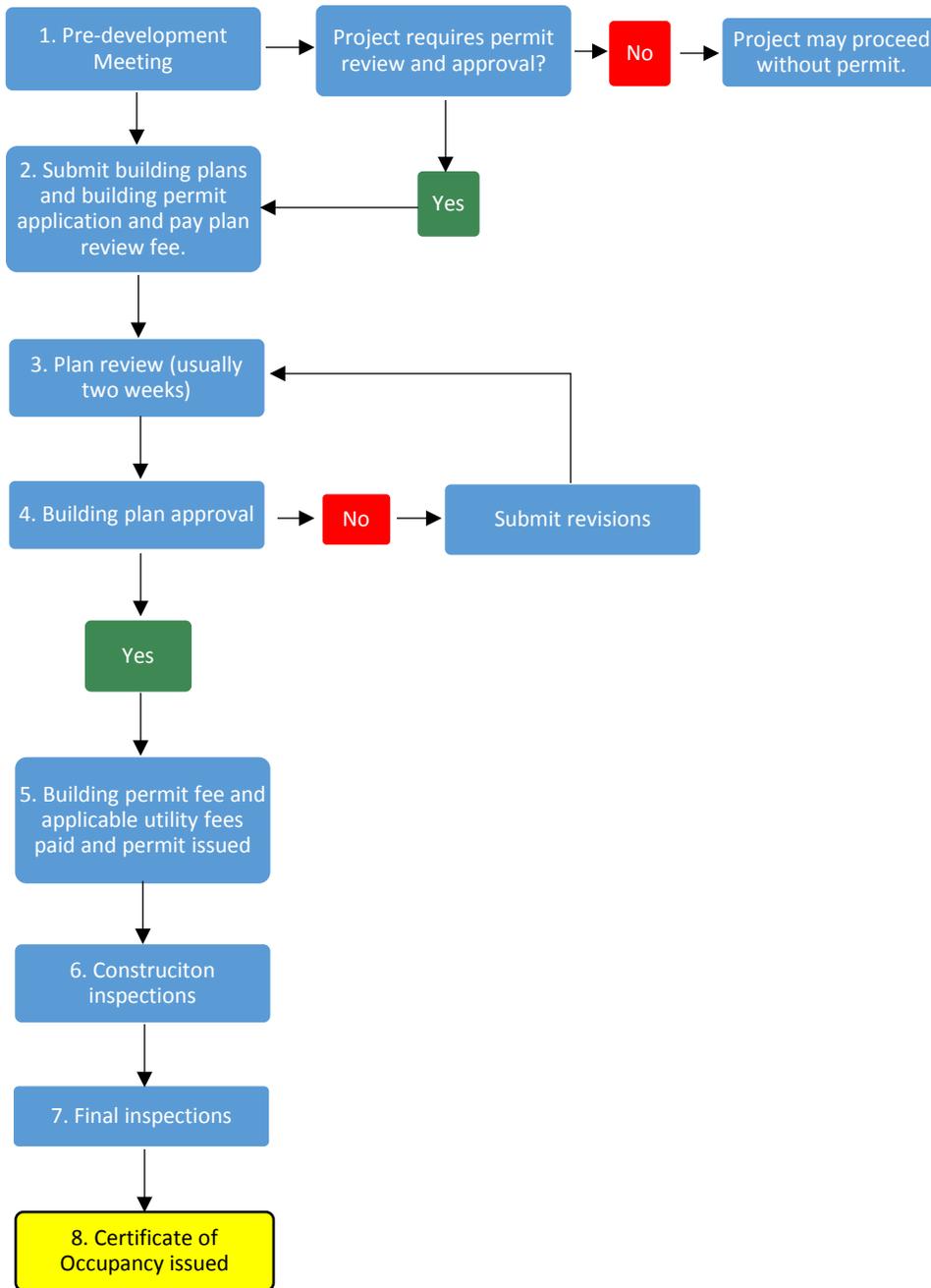
- Have you met all the zoning and platting requirements?
- Have you met with the Community Development Department about general requirements for the building permit(s) you are seeking?

### *Submittal*

- Submit two hard copy sets and one electronic set of building plans for review by the Community Development Department. Be sure your plans include the following:
  1. Site Plan (property lines must be based on an accurate boundary survey)
    - a. The site plan must indicate the size and location of new construction and existing structures on the site with distances from the construction to property lines, easements, existing and proposed grades, and existing and proposed utilities to include water, wastewater, electric and gas.
  2. Floor plans (must indicate room names describing their intended use, size and type of windows and doors, cabinets and fixtures, and ceiling heights, and indication of fire resistance separations as required)
  3. Exterior elevations (must show exterior materials, proposed height above adjacent grade, windows and doors, roof slopes, chimneys, and overhangs)
  4. Structural Plans (must show, as applicable, foundation plans, wall sections and details, floor framing, second floor framing, ceiling framing, roof framing, headers, and beams)
    - a. Foundations must be designed and sealed by a Professional Engineer or accompanied by a sealed engineer's approval letter. The foundation plans must indicate the address and legal description of the lot.
  5. Plumbing plans (may be combined with the floor plan; must indicate location of the building's water, sewer, and gas piping, and fixtures, water heaters, and gas outlets)
  6. Electrical plans (may be combined with the floor plan; must indicate the location of receptacles and other outlets, exhaust fans, smoke detectors, carbon monoxide detectors (if applicable), light fixtures, service equipment and panels)
  7. Mechanical plans (may be combined with the floor plan; must indicate equipment details and location)
  8. Certified (Signed) Energy Compliance Report
    - a. Most commonly, this is a ResCheck or IC3 compliance report. ResCheck Software Program which can be downloaded or used online at: <https://www.energycodes.gov/rescheck>. IC3 Compliance Reports can be created at: <http://ic3.tamu.edu/>.

- Upon review and approval of the building plans, obtain building permit and begin construction within 180 days.
- Call in all inspections; obtain passing inspection report prior to proceeding to each phase of work.
- Upon successful completion of construction (approval of all final inspections), obtain Certificate of Occupancy from the City.

## Residential Permit Process - Flowchart



# Residential Permit Process – Forms

*Continued on next pages*



# CITY OF CASTROVILLE

*Little Alsace of Texas*

Phone: (830) 931-4090

703 PARIS STREET

Fax: (830) 931-9186

CASTROVILLE, TEXAS 78009

For One- & Two-Family Residential Buildings

## Residential Construction Permit Application

Building Permit # _____	Valuation: \$ _____
Project Address: _____	Zoning: _____
Project Description: <input type="checkbox"/> New Construction             <input type="checkbox"/> Remodel/Addition             <input type="checkbox"/> Demolition             <input type="checkbox"/> Accessory Building <input type="checkbox"/> Plumbing             <input type="checkbox"/> Mechanical             <input type="checkbox"/> Electrical             <input type="checkbox"/> Lawn Irrigation <input type="checkbox"/> Swimming Pool/Spa             <input type="checkbox"/> Other: _____	
Description of Work: _____	
Utilities Needed: <input type="checkbox"/> Water             <input type="checkbox"/> Sewer             <input type="checkbox"/> Electric             <input type="checkbox"/> Gas             <input type="checkbox"/> None	
Project in Floodplain: <input type="checkbox"/> No             <input type="checkbox"/> Yes           If Yes, a Floodplain Development Permit is required.	

APPLICANT		
Name: _____		Contact Person: _____
Address: _____		
Phone Number: _____	Fax Number: _____	Email: _____

PROPERTY OWNER		
Name: _____		Contact Person: _____
Address: _____		
Phone Number: _____	Fax Number: _____	Email: _____

<b>Architect / Designer (if applicable)</b>	Contact Person	Phone Number	Registration Number
<b>Engineer (if applicable)</b>	Contact Person	Phone Number	Engineer License Number
<b>General Contractor</b>	Contact Person	Phone Number	
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Plumber/Irrigator</b>	Contact Person	Phone Number	Contractor License Number

City of Castroville Highway 90 Design Criteria may apply. A permit becomes null and void if work or construction authorized is not commenced within 180 days of the date of permit issuance, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require one or more inspections.

***A certificate of occupancy must be issued before any building is occupied.***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. No work may begin until proper permits are approved and all associated fees have been paid.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



**City of Castroville**  
**CONTRACTOR REGISTRATION FORM**

**TYPE OF CONTRACTOR**

MARK ALL THAT APPLY

<input type="checkbox"/> Electrical Contractor	<input type="checkbox"/> A/C and Refrigeration Contractor
<input type="checkbox"/> Master Electrician	<input type="checkbox"/> TCEQ Licensed Irrigator
<input type="checkbox"/> Master Sign Electrician	<input type="checkbox"/> Energy Testing Contractor
<input type="checkbox"/> Electrical Sign Contractor	<input type="checkbox"/> Backflow Prevention Assembly Tester**
<input type="checkbox"/> Responsible Master Plumber	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Fire Alarm Contractor	<input type="checkbox"/> General Contractor
<input type="checkbox"/> Fire Extinguisher Contractor	<input type="checkbox"/> Residential: <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Accessory
<input type="checkbox"/> Fire Sprinkler Contractor	<input type="checkbox"/> Commercial: <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Accessory

**CONTRACTOR INFORMATION**

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

REGISTERED AGENT: \_\_\_\_\_

LICENSE/REGISTRATION #: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***PROVIDE COPY OF DRIVER'S LICENSE, STATE LICENSE/REGISTRATION, AND LIABILITY INSURANCE***

**\*\* As of 11/10/2015 Backflow Prevention Assembly Tester Contractor Registration requires a fee of \$40.00**



## Castroville Community Development Department Residential Construction Permit Submittal Requirements For New One- & Two-Family Construction Projects

**“One- & Two Family Buildings” means any building used as a One- or Two-Family residence only.**

**CONSTRUCTION DOCUMENT SUBMITTALS:** Three (3) hard-copies of complete set of construction documents are required for plan review. An Electronic Copy (in .pdf format) may be substituted for one of the required hard copies. Construction documents must be submitted along with a completed Residential Construction Permit Application.

**Note:** Drawings containing a label such as “not for construction”, “for pricing only”, or otherwise indicating that the plans are not an official final set, will not be accepted for permit application.

**REQUIRED DRAWINGS AND DOCUMENTS:** (The Castroville Community Development Department may require additional information if necessary.)

Drawings must be drawn to scale, dimensioned and of sufficient clarity containing the following (as applicable):

1. Site Plan<sup>[a]</sup> (property lines must be based on an accurate boundary survey)
2. Floor plans (must indicate room names describing their intended use, size and type of windows and doors, cabinets and fixtures, and ceiling heights, and indication of fire resistance separations as required)
3. Exterior elevations (must show exterior materials, proposed height above adjacent grade, windows and doors, roof slopes, chimneys, and overhangs)
4. Structural Plans (must show, as applicable, foundation plans<sup>[b]</sup>, wall sections and details, floor framing, second floor framing, ceiling framing, roof framing, headers, and beams)
5. Plumbing plans (may be combined with the floor plan; must indicate location of the building’s water, sewer, and gas piping, and fixtures, water heaters, and gas outlets)
6. Electrical plans (may be combined with the floor plan; must indicate the location of receptacles and other outlets, exhaust fans, smoke detectors, carbon monoxide detectors (if applicable), light fixtures, service equipment and panels)
7. Mechanical plans (may be combined with the floor plan; must indicate equipment details and location)
8. Certified (Signed) Energy Compliance Report<sup>[c]</sup>

### NOTES:

- a. The property must be platted in accordance with City Ordinance before a permit will be issued. The site plan must indicate the size and location of new construction and existing structures on the site with distances from the construction from lot lines and existing structures, easements, existing and proposed grades, and existing and proposed utilities to include water, wastewater, electric and gas. A Form Survey or Pier Survey indicating the location of the building in relation to all property lines and easements that is sealed by a State of Texas Registered Professional Land Surveyor will be required to be on site for the Plumbing Rough Inspection or Foundation inspection approval as applicable. Visit <http://txls.texas.gov/education/> and follow the instructions to search for Texas Registered Land Surveyors.
- b. It is recommended that foundations be designed by a Professional Engineer. If the foundation is designed by a Professional Engineer, the design must be in accordance with the 2012 International Residential Code, and must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and indicate the address and legal description of the lot. Concrete Foundation plans must show concrete specifications, slab thickness, and all dimensions, locations, and details of beams, rebar (if applicable), post-tensioning cables (if applicable), other notes and requirements by the Engineer (if applicable), and the address and legal description of the lot. Pier & Beam Foundation plans must show all locations, dimensions, and spacing of piers, beams, and floor joists, details, notes, and/or requirements by the Engineer (if applicable), and the address and legal description of the lot.
- c. Most commonly, this is a ResCheck or IC3 compliance report. ResCheck Software Program which can be downloaded or used online at: <https://www.energycodes.gov/rescheck>. IC3 Compliance Reports can be created at: <http://ic3.tamu.edu/>. Please note that Energy Testing Reports for the required Duct Leakage Test and Blower Door Test are required to be prepared by a 3<sup>rd</sup> Party Energy Testing Company that is registered with the City of Castroville and be on-site prior to final inspection. These Energy Testing Companies can also prepare the Energy Compliance Report for permit submittal.

## CONGRATULATIONS!

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The issuance of a Certificate of Occupancy concludes your development project. We hope that your experience in developing property in the City of Castroville was a pleasant one.

The following chapter highlights miscellaneous development-related issues that may not be applicable to all development projects but may still be of interest to you.

## Chapter 6: Miscellaneous Development Issues

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### Planning Documents

#### *A Vision Plan for Castroville, Texas – Where History Shapes the Future*

The City of Castroville Comprehensive Plan, *A Vision Plan for Castroville, Texas – Where History Shapes the Future*, was most-recently updated in December of 2016. The plan was prepared as a guide for Castroville’s future physical growth expressed through goals, objectives and policies. It is a decision-making tool whereby proposals for land use and infrastructure extension can be evaluated in the context of the City’s long-term vision. The plan is also a development strategy that provides a framework for identifying and scheduling essential capital projects constructed by both the private and public sectors. It is a flexible instrument able to be adjusted and amended as future conditions warrant that is readily comprehensible by residents and decision-makers. It is the framework for the establishment of zoning and other land regulatory tools.

A Vision Plan for Castroville, Texas includes policies and recommendations related to the various physical aspects of the community. These aspects are supported by goals and objectives drawn from the desires and aspirations of the citizens. These goals and objectives are intended to maintain Castroville as an attractive place to live, work and raise a family. Each objective can be implemented by a specific set of action statements set forth in the plan.

#### *Castroville Downtown Conservation and Revitalization Study*

The plan, completed by Texas A&M University, makes recommendations regarding urban design, enhancement of public transportation as well as infrastructure improvement and repair. The ultimate goal of the plan is to transform Highway 90 into a viable thoroughfare and destination point for the Castroville community.

Like most historic downtowns, Castroville’s downtown area has been impacted in past decades by changing market demands. Our downtown is unique; therefore, it is critical that extraordinary measures be focused towards reviving the greatness of Downtown Castroville that citizens once enjoyed. The Downtown Revitalization Study, 2011, was a major planning effort built extensively on public input. The plan makes recommendations regarding the following aspects of downtown Castroville: intersection and gateway enhancements, streetscape improvements, restoration and infill opportunities, parking and transit initiatives, economic and marketing strategies and land use. The plan also contains street by street recommendations for downtown infrastructure and parkland improvements.

#### *Castroville Vision Plan – A vision for the revitalization and economic development of a historic town*

In order to restore the prominence of the historic downtown of the City of Castroville, the City initiated a comprehensive effort that resulted in the adoption of the Castroville Vision Plan in 2013. The Highway 90 corridor is one of the major gateways into the city, as well a historic link between downtown Castroville and the greater San Antonio area. The plan, created by UTSA, which was developed with extensive collaboration from the Castroville Area Economic

Development Council, local citizens, area professionals, and consultants, set the vision for redevelopment of properties in downtown Castroville.

### *Helpful Ordinances*

The following ordinances are particularly relevant to development projects. Please review these codes prior to submittal of any development project. However, please keep in mind that this is not an all-inclusive list, and all ordinances of the City of Castroville, whether listed herein or not, may be applicable to your project.

- Subdivision Ordinance.....City Code Chapter 100
- Comprehensive Zoning Ordinance..... Not Yet Codified, Stand Alone Ordinance
- Signs and Signage.....City Code Chapter 24
- Tree Preservation.....City Code Chapter 99
- Impact Fees.....City Code Chapter 34
- Floods.....City Code Chapter 54

### *Conclusion*

All of the aforementioned plans, as well as other documents that may be useful to you throughout the development process, may be accessed online at [www.castrovilletx.gov](http://www.castrovilletx.gov). Please contact the Community Development Department at (830) 931-4090 if you have any questions regarding any long-range plans.

## Overlay Design Criteria and Guidelines

### *Highway 90 Corridor Overlay District*

The City of Castroville has established a Highway 90 corridor overlay district intended to allow greater control over the aesthetic and functional characteristics of development along this major thoroughfare, which serves as the major entry and exit way for traffic to and from the community. This overlay district is intended to supplement development standards for existing zoning district classifications assigned to land adjacent to this thoroughfare, with additional and/or more restrictive standards, to enhance the City’s image as a desirable place to live, work, and shop.

The regulations for the Highway 90 Overlay District can be found in the Comprehensive Zoning Ordinance, Article IV, Section 3.

Please contact the Community Development Department at (830) 931-4090 if you have any questions regarding the Highway 90 Overlay District.

### *Historic Preservation*

The City of Castroville is proud to be a Certified Local Government, the location of a National Register Historic District, as well as the recipient of the First Lady’s Texas Treasures Award and Visionaries in Preservation Award.

The City of Castroville does not currently have a locally designated Historic Overlay District. However, the City does have nearly 100 Historic Landmark Properties that are regulated by the

Castroville Design Guidelines for Historic Properties as found in the Comprehensive Zoning Ordinance, Article IV, Section 2.

Locally designated Historic Landmark Properties, as well as any future Historic Overlay Districts, have special rules to protect their historic value and integrity. These properties must have approval of a Certificate of Appropriateness in the following circumstances:

1. Demolition or relocation of a site or structure designated or pending designation as a historic landmark or district;
2. Repair (other than routine maintenance), reconstruction, alteration, addition, stabilization, restoration or rehabilitation of a structure or property designated or pending designation as a historic landmark or located in an area designated or pending designation as a historic district;
3. New construction on real property which is located in an area designated or pending designation as a historic landmark or district or on land necessary for access to and use of a structure designated or pending designation as a historic landmark or district; or
4. Material changes in any doors, roofs, windows, stonework, woodwork, light fixtures, signs, sidewalks, fences, steps, paving and/or other exterior elements visible from a public right-of-way which affect the appearance and compatibility of any structure or property designated or pending designation as a historic landmark or district.

A Certificate of Appropriateness may be required for work not otherwise requiring a building permit. The certificate of appropriateness shall be required in addition to, and not in lieu of, any required building permit.

The Historic Landmark Commission is a body of seven citizens appointed by City Council to protect the historic resources of the City. It is important to remember that even minor alterations, for example, building a fence or painting a structure, may require approval of a Certificate of Appropriateness from the Historic Preservation Officer or Historic Landmark Commission. Some properties, even if not locally designated or outside of historic districts, may have state or federal historic designations which require design review from a designated state or federal official before alterations are allowed. All Certificate of Appropriateness applications should follow the City of Castroville's Design Guidelines for Historic Properties found at [www.castrovilletx.gov](http://www.castrovilletx.gov).

If your property is a designated historic landmark or has state or federal protection, or for more information regarding historic preservation in general, please contact the Historic Preservation Officer in the Community Development Department at (830) 931-4090. Please also contact the Community Development Department to inquire about building permit requirements as they may pertain to your development project.

## Annexation

Annexation is the process of incorporating new land into the City limits. Annexation is necessary to bring areas on the edges of urban development into the City so that there can be an orderly extension of City services such as roads, water and sewer. Additionally, the City has limited authority to regulate development unless property is annexed before a project is initiated. Because land uses are not regulated in the county (per state law), if such properties remain outside the City limits, there are no land use requirements, design standards, or building permits required to protect neighboring properties.

There are many benefits to annexing into the City of Castroville.

1. Police Protection - The Castroville Police Department will provide protection and law enforcement services in the annexation area upon the effective date of annexation. These services are provided on a city-wide basis. These services include normal patrols and responses to call for services, handling of complaints and incident reports, special units, including traffic enforcement, criminal investigations, narcotics, and gang suppression, as required.
2. Fire Protection - The Medina County Emergency Service District No. 1 provides fire protection services. Fire protection services are contracted through a service provider. The current service provider is the Castroville Volunteer Fire Department located at 807 Paris St.
3. Emergency Medical Service (EMS) – The Medina County Emergency Service District No. 1 provides emergency medical service. EMS is contracted through a service provider. The current service provider is American Medical Response (AMR).
4. Solid Waste Services – The City will provide solid waste collection services upon the effective date of annexation by solid waste service providers under contract with the City. Waste Management Inc. currently is the contracted provider. Fees for services will be assessed on utility bills. The rates are set by City Council and can be amended in the future.
5. Operation and Maintenance of Water and Wastewater Facilities - The City will maintain and operate the public water and wastewater facilities that are within its Certificate of Convenience and Necessity service area. The facilities will be maintained and operated in accordance with the City’s Utilities Code (Chapter 110) and other City procedures. Routine standard maintenance of the facilities is performed on a scheduled basis. Emergency maintenance and repairs receive immediate attention, and are available 24 hours a day, 7 days a week. Fees for services will be assessed on utility bills. The rates are set by City Council and can be amended in the future.  
As of the last revision of this Development Guide, utility rates are lower for customers inside the City Limits of Castroville compared to those outside the City Limits. The rates are set by City Council and can be amended in the future.
6. Operation and Maintenance of Roads and Streets, including Road and Street Lighting - The City will maintain public streets and street lighting over which the City has jurisdiction.
7. Maintenance of Parks, Playgrounds, and Swimming Pools – The City of Castroville operates and maintains several parks that serve the region. Maintenance responsibilities

for publicly owned parks in annexed areas are the responsibility of the City. Any proposed or existing privately-owned parks, playgrounds, swimming pools, recreational facilities and common spaces in the annexation area are the responsibility of the property owner(s).

8. Maintenance of Any Other Publicly Owned Facility, Building, or Service.

- a. Electric Facilities. Most of the properties within the City Limits of Castroville are served by the City's electrical grid. However, electric provider may vary depending on the location of the annexed area and would be determined at the time of petition for annexation.
- b. Gas Facilities. Within the City's designated service area, the City provides gas services in accordance with the City's utility policy. The natural gas utility is contracted with a service provider. CPS Energy is the current service provider for the natural gas utility. Routine standard maintenance of the facilities is performed on a scheduled basis. Emergency maintenance and repairs receive immediate attention, and are available 24 hours a day, 7 days a week. Fees for services will be assessed on utility bills. The rates are set by City Council and can be amended in the future.
- c. Should the City acquire any other facilities, buildings, or services necessary for municipal services located within the annexation area, an appropriate City department will provide maintenance services for them.

9. Additional Services:

- a. Community Development - Included below are some of the services provided by the City. Additional information regarding these services can be referenced by visiting [www.castrovilletx.gov](http://www.castrovilletx.gov).
  - i. Zoning - Upon the effective date of annexation, zoning will be established for the property. For more information regarding zoning, refer to Chapter 2 of this Development Guide.
  - ii. Code Enforcement - The City codes provide regulations to protect the health, safety and general welfare of the community. Current enforcement is provided for the following and is not limited to vacant dangerous premises and structures, junked vehicles, weeded and littered vacant lots, zoning, minimum housing, including unsanitary premises, and right-of-way violations.
  - iii. Building Permits – The City provides plan review and inspection services and issues permits as required by the adopted International Codes for the construction, alteration or renovation of buildings, and electrical, mechanical, plumbing and fire protection systems to ensure compliance with the City codes and ordinances. Inspection of construction projects allows the City to ensure public safety through the effective enforcement of construction codes and standards for the construction, repair, demolition, occupancy and maintenance of buildings, structures and properties. Although most inspection coordination takes place with the Community Development Department, the City does utilize a third-party contracted inspection company, Bureau Veritas, to inspect most projects.

Commercial and residential construction and alterations must obtain building permits and comply with adopted International Building Codes and other City codes. The City provides customer service related to development projects to ensure that buildings and mechanical, electrical, plumbing and fire protection systems comply with City codes. Permit fees are set by City Council and can be amended in the future. For more information regarding permitting, refer to Chapter 5 and Chapter 6 of this Development Guide.

- iv. Certificate of Occupancy - New and existing businesses must obtain a Certificate of Occupancy and related licenses required by City code from the Community Development Department. In accordance with the current adopted International Codes and all other State and local codes, no person may occupy a building or a space without first obtaining a Certificate of Occupancy from the Building Official.
- v. Subdivision Platting - Applicants will need to comply with the rules and regulations of Chapter 100 of the City Code pertaining to subdivision platting. In addition, as part of the permitting process, applicant(s) will be required to adhere to the City's Tree Preservation requirements and permitting process. Platting fees are set by City Council and can be amended in the future.
- b. Library Services - The Castroville Public Library provides open and equal access to resources and services to meet the informational, educational, and cultural needs of our community. The library seeks to encourage reading and the use of current technology for life-long learning and the enhancement of the individual's quality of life. More information about library services is available at <http://castrovilletx.gov/library>.
- c. Animal Control Services - Newly annexed areas would receive new and additional services such as Animal Control. Once annexed, they would receive enhanced enforcement of animal related laws and services to assist residents.
- d. Other Services - All other City Departments with jurisdiction in the area will provide services according to City policy and procedure.

You may request voluntary annexation into the city limits by completing the process and forms in the City of Castroville Annexation Packet included in this Guide.

# Miscellaneous Development Issues – Forms

*Continued on next pages*



# CITY OF CASTROVILLE

*Little Alsace of Texas*

Phone: (830) 931-4090 703 PARIS STREET  
Fax: (830) 931-9186 CASTROVILLE, TEXAS 78009

## Sign Permit Application

Building Permit # \_\_\_\_\_ Valuation: \$ \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Sign Location:  On-Premise |  Off-Premise: Business Site Address: \_\_\_\_\_  
 Sign Illumination:  Internal |  External |  Not Illuminated  
 Sign Type: \_\_\_\_\_  
 Height & Area: Overall Height: \_\_\_\_\_ Total Sign Face Area: \_\_\_\_\_  
 Materials & Installation Description: \_\_\_\_\_  
 Project in Floodplain (*Flood Zone A, AE, AE-FW*)?  Yes |  No If "Yes", a Floodplain Development Permit is required.

**Applicant Information**  
 Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Building/Property Owner**  
 Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Business Owner Information**  
 Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Designer / Manufacturer</b>	Contact Person	Phone Number	
<b>Engineer - <input type="checkbox"/> CIV   <input type="checkbox"/> STR   <input type="checkbox"/> MEC   <input type="checkbox"/> ELE   <input type="checkbox"/> Other</b>	Contact Person	Phone Number	Engineer License Number
<b>General Contractor</b>	Contact Person	Phone Number	
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

### ***A certificate of occupancy must be issued before any building is occupied.***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. No work may begin until proper permits are approved and all associated fees have been paid.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



CITY OF CASTROVILLE

*Little Alsace of Texas*

Phone: (830) 931-4090

703 PARIS STREET

Fax: (830) 931-9186

CASTROVILLE, TEXAS 78009

## Certificate of Appropriateness Application

Property Information				
Project Address:			Zoning:	
Legal Description:	Lot	Block	Range	Subdivision
Landmark Name:				

Owner Information		
Owner Name:		
Mailing Address:		
Phone:	Fax:	Email:

Project Description

### Application Requirements

To apply for a Certificate of Appropriateness please submit the following regarding your project:

1. Site plan showing the location of the structure of property on its lot;
2. Photographs of all elevations of the structure or property and details pertaining to the proposed work;
3. Detailed description of the proposed work;
4. Elevation drawings of the proposed changes, if applicable;
5. Samples of, or appropriate information concerning materials to be used;
6. Rationale for why the proposed change is compatible with designation as a historic landmark or property within a historic district;
7. Any other information which the Historic Landmark Commission or staff deems reasonably necessary to visualize and evaluate the proposed work;

*I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of project will be complied with whether specified or not. I certify that I have read Article IV, Section 2 (entitled "Special Historic District and Landmark Regulations") of the Comprehensive Zoning Ordinance of the City of Castroville and will comply with all regulations found therein. The granting of a Certificate of Appropriateness does not take the place of any required building permit and does not presume to give authority to violate or cancel the provisions of any other state or local law.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



City of Castroville  
**Application for Variance**  
 Community Development Department  
 703 Paris Street,  
 Castroville, TX 78009  
 (830) 931-4090

Date \_\_\_\_\_

I (we) the undersigned, having an interest in the property located at \_\_\_\_\_

and more particularly described as:

do respectfully request that I (we) be granted the following variance(s) to the regulations established by the Code of Ordinances of the City of Castroville, Texas.

The variance(s) requested being more particularly the board's consideration for relief from: Ordinance Number \_\_\_\_\_, Article \_\_\_\_\_, Section \_\_\_\_\_ to permit

The following shall be furnished by the applicant:

- (1) Building plan, sketch, plat, and/or survey as may be required for the purpose of clearly and accurately depicting the type and extent of relief being sought.
- (2) Explanation of hardship, based upon the criteria for granting such a variance. Such criteria is found within the City Code. A letter clearly addressing each of the criteria is required for review of a variance request and must be attached to this application.

\_\_\_\_\_  
 Property Owner(s) of Record or Authorized Agent Signature

\_\_\_\_\_  
 Property Owner(s) of Record or Authorized Agent Printed Name(s)

\_\_\_\_\_  
 Address and Telephone Number



City of Castroville  
**Application for Appeal**  
 Community Development Department  
 703 Paris Street,  
 Castroville, TX 78009  
 (830) 931-4090

Date \_\_\_\_\_

I (we) the undersigned, having an interest in the property located at \_\_\_\_\_

and more particularly described as:

do respectfully request that I (we) be granted the following appeal(s) to the decision of the Building Official in his interpretation of the Code of Ordinances of the City of Castroville, Texas.

The appeal(s) requested being more particularly the board's consideration for relief from the interpretation of: Ordinance Number \_\_\_\_\_, Article \_\_\_\_\_, Section \_\_\_\_\_ to permit

The following shall be furnished by the applicant:

- (1) Supporting material and documentation as may be required for the purpose of clearly and accurately depicting the type and extent of relief being sought.
- (2) Explanation of why appeal is being sought and why, in the appellant's opinion, the order, requirement, decision or determination of the building official should be reversed.

NOTE: The concurring vote of 75% of the members of the Board is necessary to reverse any order, requirement, decision or determination of the Building Official.

\_\_\_\_\_  
 Property Owner(s) of Record or Authorized Agent Signature

\_\_\_\_\_  
 Property Owner(s) of Record or Authorized Agent Printed Name(s)

\_\_\_\_\_  
 Address and Telephone Number



City of Castroville  
 Community Development Department  
 703 Paris Street  
 Castroville, TX 78009

## TREE AFFIDAVIT APPLICATION

*(No Protected Trees to be Harmed or Removed)*

### (Office Use Only)

Inspector's initials: \_\_\_\_\_ Date: \_\_\_\_\_  Pass  Fail Comments: \_\_\_\_\_  
 Reviewer's initials: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied Comments: \_\_\_\_\_

### Applicant Information

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Owner's information (if different than applicant)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Project Information

Project Name: \_\_\_\_\_ Unit: \_\_\_\_\_ Plat: \_\_\_\_\_  
 Project Address/Location: \_\_\_\_\_ Outside City Limits: \_\_ Yes \_\_ No  
 Project Type:  Residential # \_\_\_\_\_ lots  Non-Residential # \_\_\_\_\_ acres Public Funds: \_\_ Yes \_\_ No  
 Class of Work:  Site Work  Platting  New Structure  Addition(≥2500 ft<sup>2</sup>)  
 Parcel Number: ([www.medinacad.org](http://www.medinacad.org)) \_\_\_\_\_

### Please mark the appropriate box for review (ONLY MARK ONE BOX):

1. Site has no Protected Trees (Significant Trees, Heritage Trees, Floodplain Trees, or Legacy Trees) as defined in the City Code, Chapter 99 (**Aerial photo required**); or
2. Site has Protected Trees, but this work will in no way cause damage to or the destruction of said trees; I understand such is a direct violation of the provisions of City Code, Chapter 99 (**Aerial photo or Tree Survey required and site plan showing limits of construction/ building footprint, if available**).

### Affidavit

I, \_\_\_\_\_ (agent/owner), certify that I am aware of Chapter 99 of the City of Castroville's Code of Ordinances and all related regulations regarding Tree Preservation and agree to adhere to the requirements including any additional fees determined to be owed to complete this permit.

State of Texas )  
 )  
 County of Medina )

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

Before me, the undersigned authority on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is signed to the foregoing affidavit and sworn by me, state under oath that all of the facts therein set forth are true and correct.

Sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
 Notary Public in and for the State of Texas



City of Castroville  
 Community Development Department  
 703 Paris Street  
 Castroville, TX 78009

# TREE REMOVAL PERMIT APPLICATION

*(Protected Trees to be Removed)*

**(Office Use Only)**

Inspector's initials: \_\_\_\_\_ Date: \_\_\_\_\_  Pass  Fail Comments: \_\_\_\_\_  
 Reviewer's initials: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied Comments: \_\_\_\_\_

**Applicant Information**

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Owner's information (if different than applicant)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Project Information**

Project Name: \_\_\_\_\_ Unit: \_\_\_\_\_ Plat: \_\_\_\_\_  
 Project Address/Location: \_\_\_\_\_ Outside City Limits:  Yes  No  
 Project Type:  Residential # \_\_\_\_\_ lots  Non-Residential # \_\_\_\_\_ acres Public Funds:  Yes  No  
 Class of Work:  Site Work  Platting  New Structure  Addition(≥2500 ft<sup>2</sup>)  
 Parcel Number: ([www.medinacad.org](http://www.medinacad.org)) \_\_\_\_\_

**Please mark the appropriate box for review (ONLY MARK ONE BOX):**

1. Site has no Protected Trees (Significant Trees, Heritage Trees, Floodplain Trees, or Legacy Trees) as defined in the City Code, Chapter 99; OR this work will in no way cause damage to or the destruction of said trees (**Tree Affidavit Required**); or
2. Site has Protected Trees, and this work will require removal or damage to a certain number of said trees; **Tree Removal Permit is required** by City Code, Chapter 99 prior to removal of any Protected Trees. Application must include a Tree Survey with chart and map and a Tree Mitigation Plan.

**Certification**

I, \_\_\_\_\_ (agent/owner), certify that I am aware of Chapter 99 of the City of Castroville's Code of Ordinances and all related regulations regarding Tree Preservation and agree to adhere to the requirements including any additional fees determined to be owed to complete this permit.

State of Texas )  
 )  
 County of Medina )

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

Before me, the undersigned authority on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is signed to the foregoing affidavit and sworn by me, state under oath that all of the facts therein set forth are true and correct.

Sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
 Notary Public in and for the State of Texas



# CITY OF CASTROVILLE

*Little Alsace of Texas*

Phone: (830) 931-4090

703 PARIS STREET

Fax: (830) 931-9186

CASTROVILLE, TEXAS 78009

For Manufacture Home Placement.

## Manufactured Home Permit Application

Permit # _____	Valuation: \$ _____
Project Address: _____	Zoning: _____
Project Description: _____	
Utilities Needed: <input type="checkbox"/> Water   <input type="checkbox"/> Sewer   <input type="checkbox"/> Electric   <input type="checkbox"/> Gas   <input type="checkbox"/> None	
Project in Floodplain: <input type="checkbox"/> No   <input type="checkbox"/> Yes    If Yes, a Floodplain Development Permit is required.	

APPLICANT		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Email: _____

PROPERTY OWNER		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Email: _____

I, the undersigned am the owner of the above mentioned property and I hereby authorize the placement of this Manufactured Home on said property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MANUFACTURED HOME INFORMATION			
Manufacturer's Name: _____	Model Name/No.: _____		
Label / Decal # _____	Serial # _____	Year of Manufacture: _____	
Weight: _____ lbs.	Size _____ ft. X _____ ft.	Number of Sections: _____	Value of Man. Home \$ _____

<b>Man. Home. Installer</b>	Contact Person	Phone Number	Contractor License Number
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Resp. Master Plumber</b>	Contact Person	Phone Number	Contractor License Number

City of Castroville Highway 90 Design Criteria may apply. A permit becomes null and void if work or construction authorized is not commenced within 180 days of the date of permit issuance, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All work is subject to inspections and approvals.

***A certificate of occupancy must be issued before any building is occupied.***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. No work may begin until proper permits are approved and all associated fees have been paid.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



CITY OF CASTROVILLE

*Little Alsace of Texas*

Phone: (830) 931-4070

Fax: (830) 931-6373

1209 FIORELLA STREET  
CASTROVILLE, TEXAS 78009

### Certificate of Occupancy Application

<b>Project Information</b>			Permit # _____
Name/Description: _____			Zoning: _____
Project Address: _____			Sq. Ft. _____
Lot: _____	Block: _____	Subdivision: _____	
<b>INTENDED USE OF SPACE:</b>			
Total Occupancy of Building: _____		Construction Type: _____	Variance: Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Owner Information</b>		
Company Name: _____	Contact Person: _____	
Street Address: _____		
Emergency Phone Number: _____	Fax Number: _____	Email: _____

<b>Tenant Information</b>		
Company Name: _____	Contact Person: _____	
Street Address: _____		
Emergency Phone Number: _____	Fax Number: _____	Email: _____

**Does your business involve the storage, sale or use of the following: (Check all that apply)**

*This list is not all inclusive. If your business uses other materials that may be notable, please specify as "Other"*

- |   |   |   |                                       |
|---|---|---|---------------------------------------|
| <input type="checkbox"/> Painting with flammables | <input type="checkbox"/> Dry Cleaning Solvents  | <input type="checkbox"/> Flammable/combustible liquids (10 gallons or more) | <input type="checkbox"/> Alcohol      |
| <input type="checkbox"/> Combustible Fibers       | <input type="checkbox"/> Dust producing process | <input type="checkbox"/> Floor drains in building                           | <input type="checkbox"/> Smoking      |
| <input type="checkbox"/> Cellulose Nitrate Film   | <input type="checkbox"/> Explosives/Ammunition  | <input type="checkbox"/> Food and/or beverage processing, storage or sales  | <input type="checkbox"/> Fireworks    |
| <input type="checkbox"/> Compressed Gas           | <input type="checkbox"/> Recycling Waste        | <input type="checkbox"/> Food products                                      | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Liquid Propane Gas       | <input type="checkbox"/> Magnesium              | <input type="checkbox"/> High piled stock (over 12' in height)              |                                       |
| <input type="checkbox"/> Vehicle Repair Garage    | <input type="checkbox"/> Vehicles in Building   | <input type="checkbox"/> Poisonous or hazardous chemicals/acids             |                                       |
| <input type="checkbox"/> Welding or Cutting       | <input type="checkbox"/> Woodworking            | <input type="checkbox"/> X-ray Development                                  |                                       |

**\*\*Provide chemical data sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials.\*\***

List any material discharged into the drainage system, ground, or atmosphere: \_\_\_\_\_

***It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.***

***Prospective tenant/applicant must be present during inspection. All tenants/owners are responsible for compliance with the Building and Fire Codes. If you have any questions about the codes, please inquire before you move. If there are violations, you will be required to correct them prior to move-in.***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



# CITY OF CASTROVILLE

*Little Alsace of Texas*

Phone: (830) 931-4070

Fax: (830) 931-6373

1209 FIORELLA STREET  
CASTROVILLE, TEXAS 78009

## Burn Permit Application

<b>Applicant Name:</b> _____	<b>Zoning District:</b> _____
<b>Property Address:</b> _____	<b>Square Foot:</b> _____
<b>Burn Description:</b> Fire Training <input type="checkbox"/> Land Clearing <input type="checkbox"/> Flood Debris <input type="checkbox"/>	

<b>Owner Information:</b>			
<b>Name:</b> _____	<b>Contact Person:</b> _____		
<b>Address:</b> _____			
<b>Phone Number:</b> _____	<b>Mobile Number:</b> _____	<b>License Number:</b> _____	

<b>Person Conducting Burn:</b>			
<b>Name:</b> _____	<b>Contact Person:</b> _____		
<b>Address:</b> _____			
<b>Phone Number:</b> _____	<b>Mobile Number:</b> _____	<b>License Number:</b> _____	

<b>Required Contact Numbers:</b>	
<input type="checkbox"/> Castroville Police Department	830-931-2222
<input type="checkbox"/> Sherriff's Department	830-741-6153
<input type="checkbox"/> Volunteer Fire Department	830-931-0300
<input type="checkbox"/> Medina County www.medinacountytexas.org	830-741-6000

*The burning of household trash, garbage of any form, or municipal solid waste, the burning of furniture, construction/demolition materials, heavy oils, asphaltic materials, potentially explosive materials, chemical wastes, and items containing natural or sythetic rubber, or any material which may produce unreasonable amounts of smoke, and the lighting of any fire in any street, alley, thoroughfare or public property is prohibited within the city limits.*

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of burn will be complied with whether specified or not. I certify that I have read Chapter 94-31 of the City Code and will comply with all regulations found therein. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application must include a site plan/sketch showing location of structures within 250 feet of burn location, above ground utilities, adjacent streets, property lines, fire hydrants locations, and source of water for extinguishing the fire.**

### OFFICE USE ONLY:

<b>Approved by:</b> _____	<b>Date Approved:</b> _____
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# Annexation Application

## Applicant Information

<input type="checkbox"/> Property Owner	<input type="checkbox"/> Authorized Representative <i>(Notarized affidavit required including signature of legal owner(s))</i>
Name:	Phone Number:
Mailing Address:	Email Address:

## Annexation Packet

- This Annexation Packet consists of useful information and the required Annexation Petition form which is presented to the Castroville City Council.
- Requests for annexation are considered solely by the City Council, who has full discretion in granting or denying the Petition. Their decision to grant the petition shall be based, in part, on staff recommendation.
- A letter of intent from the property owner (or agent) requesting annexation may include a City of Castroville “Zoning Change Application” requesting zoning for the property. Zoning proceedings will take place only after the property is annexed. Until permanent zoning is established by City Council, the property will be temporarily zoned R-A (One-Family Dwelling District) in accordance with the Castroville Comprehensive Zoning Ordinance, Article 1, Section 20.
- Prior to submitting an application, the applicant shall schedule a pre-application/petition meeting with the Community Development Department to discuss the proposed annexation and/or development. Contact the Community Development Department at 830-931-4090.

## Annexation Requirements

<input type="checkbox"/> <b>Annexation Letter of Intent</b> - There is no official form for this letter. It may be submitted by the property owner or agent. This letter merely indicates that the property owner will petition City Council for annexation.	_____ Date Received
<input type="checkbox"/> <b>Zoning Change Request</b> - May be submitted in conjunction with the annexation request (Form Included)	_____ Date Received
<input type="checkbox"/> <b>Annexation Petition</b> - To be signed and notarized by the property owner submitted no earlier than 30 calendar days before the request is presented to the City Council. The Council date will be determined and established by staff following the pre-application/petition meeting. The City Council normally meets on the 2nd and 4th Tuesdays of each month at 6:00 p.m., in the City Council Chambers of City Hall, 1209 Fiorella Street. (Template Included)	_____ Date Received
<input type="checkbox"/> <b>Exhibit A</b> - Legal description if a legally recorded lot or a metes and bounds description if unplatted acreage. The description shall be typed, include acreage information, the name of the original or patent survey, be printed on 8 ½” x 11” paper and include a legible sketch or survey plot of the property. This exhibit shall be entitled “EXHIBIT A”. (Two original copies required)	_____ Date Received
<input type="checkbox"/> <b>Ownership Document(s)</b> - Clean copy of recorded warranty deed or other document(s) conveying ownership of all the property to be annexed. If the property is owned by a partnership, corporation, trust or other entity, documents demonstrating signatory’s authority to sign Petition on behalf of entity must be included.	_____ Date Received
<input type="checkbox"/> <b>Utility Provision Statement</b> - A statement by the property owner stating the property is within the City of Castroville’s CCN (service area) for water and wastewater service and an estimation of how the property will be connected by the owner to that existing water and wastewater system.	_____ Date Received



## *Annexation Application*

### Application Process (Voluntary)

- Pre-Application/Petition meeting with staff to determine if the annexation being proposed is legal and supportable by staff.
- Staff reviews the annexation process with the owner(s) and preliminarily schedules a date for owner(s) to petition the City Council for annexation.
- City Council shall conduct a public hearing whereat it shall receive testimony and comments from members of the public on the merits of the annexation petition; and thereafter City Council may grant or deny the annexation. In the event City Council grants the petition, City Council shall, at the meeting the petition was granted or at a subsequent meeting, consider and take action on an annexation ordinance.
- If the City Council adopts the annexation ordinance, the property can then go through the zoning change process if applicable. If the property is not re-zoned, the property will be zoned R-A (One-Family Dwelling District) in accordance with the Castroville Comprehensive Zoning Ordinance, Article 1, Section 20.



# Annexation Application

## Annexation or City Limits Extension

TO THE MAYOR AND CITY COUNCIL OF THE CITY OF CASTROVILLE, TEXAS.

The undersigned owners of the hereinafter described tract of land, which is (1) one-half mile or less in width, (2) contiguous to the city limits, and (3) vacant and without residents or on which less than three (3) qualified voters reside, hereby petition that you extend the present city limits so as to include as a part of the City of Castroville, Texas, the property described in "Exhibit A", attached hereto and made a part hereof.

We hereby certify, under oath, that:

WE ARE THE TRUE AND ONLY OWNERS OF THE ABOVE DESCRIBED TRACT OF LAND, as conveyed to us in Deed(s) recorded as \_\_\_\_\_, in the Official Public Records of Medina County, or in Volume \_\_\_\_ Page \_\_\_\_, Deed Records of Medina County.

Signature: \_\_\_\_\_  
(Property Owner/Authorized Representative)

Date: \_\_\_\_\_

Subscribed and sworn to before me, by the said \_\_\_\_\_, on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, which witness by my hand and seal of office.

Signature: \_\_\_\_\_  
(Notary Public, Medina County, Texas)

OFFICE USE ONLY	
Date of Application:	Affidavit attached?:
City Council Meeting Date:	

# Appendix

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## Boards and Commissions

### *Historic Landmark Commission*

#### Purpose

The Historic Landmark Commission was originally established in July 2003 and reestablished March 2009 to protect, enhance, and perpetuate the city's history, culture, and architecture by promoting the value and importance in establishing historic landmarks and districts; to help educate the public on the benefits of historic preservation, insure harmonious, orderly, and managed growth and development within the city. The board consists of seven members with an interest, competence, or knowledge in historic preservation within the City of Castroville.

#### Meetings

The Historic Landmark Commission meets the 3rd Tuesday of the month at 6:30 p.m. unless otherwise noted on the City calendar.

### *Planning & Zoning Commission*

#### Purpose

The Planning and Zoning Commission was originally established in July 1975 and reestablished March 2009 to prepare and recommend to the city council the comprehensive plan of public improvement and to look at the present and future development and growth of the city. The Commission reviews zoning matters, subdivision regulations, plats, and conducts public hearing for said matters when appropriate. This board may make recommendations to the city council. Specific authority and functions of the Commission are outlined in Sections 211.007 and 211.0075 of the Texas Local Government Code. Additional authority and functions are outlined in the City of Castroville Code of Ordinance, Comprehensive Zoning Ordinance, and Subdivision Regulations. The board consists of five members with two alternates.

#### Meetings

The Planning and Zoning Commission meets the 2nd Wednesday of the month at 6:30 p.m. unless otherwise noted on the City calendar.

### *Zoning Board of Adjustment*

#### Purpose

The Zoning Board of Adjustments was originally established before 1970 and reestablished March 2009 to consider requests for special exceptions to the terms of the zoning ordinance. The specific authority and functions of the Board of Adjustments and Appeals are outlined in Sections 211.008 through 211.013 of the Texas Local Government Code. Additional authority may be found in the Castroville Code of Ordinances, Comprehensive Zoning Ordinance, and the Subdivision Regulations. The board consists of five members, two alternate positions.

#### Meetings

The Zoning Board of Adjustment generally meets on the 2nd Monday of the month at 6:30 p.m. on an as needed basis unless otherwise noted on the City calendar.

## Development Fee Schedule

Please refer to the City of Castroville's Comprehensive Fee Schedule at the time of your development. A copy of the fee schedule can be found on the City website at [www.castrovilletx.gov](http://www.castrovilletx.gov). The document is also available in the Community Development Department and with the City Secretary.

## Contact Information

### *City of Castroville*

#### Community Development

703 Paris St.

Castroville, TX 78009

Phone: (830) 931-4090

#### **Community Development Coordinator**

Lora Chontal

[Lora.Chontal@castrovilletx.gov](mailto:Lora.Chontal@castrovilletx.gov)

#### Public Works

703 Paris St.

Castroville, TX 78009

Phone: (830) 931-4090

#### **Interim Public Works Director**

Linda Coones

[Linda.Coones@castrovilletx.gov](mailto:Linda.Coones@castrovilletx.gov)

#### **Operations Manager**

Roy Clayton

[Roy.Clayton@castrovilletx.gov](mailto:Roy.Clayton@castrovilletx.gov)

## Utility Providers

### Gas

City of Castroville.....	830-931-4090
CPS.....	210-353-4493

### Electric

City of Castroville.....	830-931-4090
CPS.....	210-353-4493
Medina Electric Co-op.....	1-866-632-3532

### Water and Wastewater

City of Castroville.....	830-931-4090
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### Cable and Internet Providers

commZoom.....	210-736-3376
AT&T.....	1-800-331-0500 or 210-536-4572

## Medina County

Appraisal District.....	830-741-3035
County Commissioner, Larry Sittre.....	830-931-4000
Emergency Service District #1.....	830-931-6000
Emergency Management.....	830-741-6150
Medina County Clerk.....	830-741-6040
Medina County 911 Addressing Office.....	830-741-8997
Medina County Environmental Health Office.....	830-741-6195

## Medina Valley Independent School District

Phone.....	830-931-2243
Fax.....	830-931-4050

## Bureau Veritas

Phone.....	1-817-335-8111
Fax.....	1-817-335-8110
Email.....	inspectionstx@us.bureauveritas.com

## Thank you for developing in the City of Castroville!

---

We hope that your experience in developing property in the City of Castroville was a pleasant one. As we aim to make developing in the City of Castroville user-friendly, straight-forward and efficient for you, please feel free to forward your comments or suggestions regarding the development process or this guide to the Community Development Department. Your feedback is greatly appreciated.

- *Community Development Department  
City of Castroville*