

## **Texas General Land Office Construction Certificate and Dune Protection Permit Requirements Checklist**

The Texas General Land Office has created this checklist to ensure beachfront construction certificate and dune protection permit applications are administratively complete prior to submittal to our office for review. Submitting the required information listed below will allow GLO staff to expedite the review of your permit application and may prevent a request for additional information. Some local governments may require additional information. A list of contacts can be found here <http://www.glo.texas.gov/what-we-do/caring-for-the-coast/coastal-construction/local-permitting-authorities.html>

### **Applicant Information**

- Name
- Address
- Phone number
- Fax (if applicable)

### **Property Information**

- Name of property owner
- Complete legal description of tract
- Situs address (if available)

### **Site Information**

- Approximate percentage of existing open spaces (areas completely free of structures)
- Dated photographs of the site that clearly show the current location of the vegetation line and the existing dunes on the tract and the adjacent property from directions south, north, east, and west
- Copy of FEMA elevation requirements
- Most recent local erosion rate data (based on published data from the Bureau of Economic Geology, University of Texas, Austin)
- Activity's potential impact on coastal erosion

### **Proposed Project**

- Approximate duration of the construction
- Approximate percentage of finished open spaces (areas completely free of structures)
- Number of proposed structures (specify whether proposed structures are habitable structures or amenities)
- Number of parking spaces
- Description (including location) of any existing or proposed walkways or dune walkovers on the tract
- Floor plan and elevation view of the proposed structure to be constructed or expanded showing all plumbing plans
- Description including type and location of proposed impervious and pervious surface(s)
- Depiction of extent of proposed impervious and pervious surface(s)
- Description of any existing concrete or fibercrete on tract
- Statement written by applicant affirming that the construction, the completed structure, and use of or access to and from the structure will not adversely affect the public beach or public beach access ways or exacerbate erosion
- Proof of financial assurance for proposed structures **in eroding areas** to fund eventual relocation or demolition of proposed structure (e.g. Upton-Jones coverage in the National Flood Insurance Program)

### **Dune Mitigation Information (if dunes or dune vegetation are disturbed)**

- Comprehensive mitigation plan that includes a detailed description of the methods that will be used to avoid, minimize, mitigate, and/or compensate for any adverse effects on dunes or dune vegetation
- Effects of the proposed activity on the beach/dune system, which cannot be avoided (including damage to dune vegetation, alteration of dune size and shape, and changes to dune hydrology)
- Proof of applicant's financial capability to mitigate or compensate for adverse effects on dunes and dune vegetation (e.g. an irrevocable letter of credit or a performance bond)

### **Maps and Surveys**

**Please submit applicable information on one or more map, site plan, or plat as needed.**

- Survey by a licensed surveyor
- Accurate map, site plan, or plat of the site identifying the following:
  - Legal description of the site, including, where applicable, the subdivision, block, and lot
  - Location of property lines and a notation of the legal description of adjoining tracts
  - Size of the tract in acres or square feet
  - Location of proposed and existing structures
  - Location of the project area of the proposed construction on the tract
  - Size of proposed project area in acres or square feet
  - Location of footprint or perimeter of the proposed construction on the tract (specify whether proposed structures are habitable structures or amenities)
  - Location of proposed or existing roadways, driveways, and parking areas on the tract
  - Location of proposed or existing dune walkovers on the tract
  - Location of proposed landscaping activities on the tract
  - Location of dune protection line and the distance between the proposed construction and the dune protection line
  - Location of line of vegetation and the distance between the proposed construction and the line of vegetation
  - Distance between the proposed construction and mean high tide
  - Distance between the proposed construction and landward limit of beachfront construction area
  - Location of any retaining walls, seawalls, or erosion response structures on the tract and on properties immediately adjacent to the tract and within 100 feet of the common property line
  - Location and extent of any man-made vegetated mounds, restored dunes, fill activities, or other pre-existing human modifications on the tract (if known)
  - Location of any proposed impervious or pervious surfaces
  - Distance between any proposed impervious or pervious surfaces and the north toe of the dune
  - Distance between any proposed impervious or pervious surfaces and the line of vegetation
- A grading and layout plan identifying all elevations (in reference to the National Oceanic and Atmospheric Administration datum), existing contours of the project area (including the location of dunes and swales), wetlands, and proposed contours for the final grade
- Current topographic map, provided by a licensed surveyor, depicting any and all proposed changes to the terrain (topographic map should indicate any and all changes to the natural or man-made environment within the Critical Dune Area)

### **Information to be Submitted if Available**

- Rate of erosion
- Copy of the FEMA Elevation Certificate

### **Additional Requirements for Large-scale Construction**

- Plat or survey if tract is located in a subdivision and the applicant is the owner or developer of the subdivision (only one will apply)
  - Certified copy of the recorded plat of the subdivision
  - Plat of unrecorded subdivision certified by a licensed surveyor
  - Survey of un-platted tract
- Total area of subdivision in acres or square feet if tract is located in a subdivision and the applicant is the owner or developer of the subdivision
- Number of units proposed (for multi-unit dwellings)
- Alternatives to the proposed location of construction or to the proposed methods of construction which would have fewer or no adverse effects on dunes and dune vegetation or less impairment of beach access
- Proposed activity's impact on natural drainage patterns of the site and adjacent lots