RESIDENTIAL APPLICATION PACKET

This application packet applies to construction of residential (single-family use), non-commercial structures, including normal appurtenances such as fish cleaning tables, watercraft storage facilities, stairways, and finger piers, etc.

OBTAINING AUTHORIZATION

Contact Field Office

The property owner who desires to construct, rebuild, or replace structures on State Land should contact the Texas General Land Office (GLO) Field Office nearest their project site.

For new structures please contact the **Permit Service Center** (PSC) for your region or email project questions and details to: Permitting.Assistance@glo.texas.gov

Lower Coast (Colorado River south to Rio Grande River):

Texas General Land Office
Corpus Christi Field Office & Permit Service Center
602 N. Staples St., Suite 240
Corpus Christi, TX 78401
(361) 886-1630

Upper Coast (Louisiana border south to Live Oak Bayou):

Texas General Land Office
La Porte Field Office
11811 North D Street
La Porte, TX 77571
(281) 470-1191

Permit Service Center - Texas A&M University - Galveston
Building #3025, Room 123
P.O. Box 1675
Galveston, TX 77553
Toll Free: (866) 894-7664

Prepare and Submit Application Packet

Based upon guidance provided by the PSC or Field Office, the applicant must prepare and submit an application packet for the structure(s) to the GLO. The application packet must include:

A. A completed application signed by property owner (required) and agent (if applicable).
B. Proof of ownership to the littoral property (i.e. copy of warranty deed or current tax statement).
C. Drawing of all existing and/or proposed structures at the property which extend onto State-owned land such as rip rap, groins, etc., in accordance with the **Preparation of Maps, Plats, and Project Plans** section of this packet.
D. Dimensions of all structures must be included on all project plans.
E. Approximate line of mean high tide must be included on all project plans.
F. Any other information requested by the PSC or Field Office.

Field Office Response

GLO staff will review the application materials and approve or deny - in writing - the request for use of State-owned land. Your project will also be reviewed to determine if the GLO may administer the U.S. Army Corps of Engineers (COE) General Permit. If not, a copy of this application will be forwarded to the COE office for processing.

No work may be performed on State-owned land until the applicant receives written authorization from the General Land Office. Unauthorized work on State-owned land may subject the responsible party to fines and penalties (Texas Natural Resources Code Chapters 33 and 51).

RETAIN THIS PAGE FOR YOUR INFORMATION

State of Texas
Texas General Land Office
Residential Pier Requirements

Additional regulations may apply to Clear Lake in Harris and Galveston Counties, Texas. Please contact the Upper Coast Field Office or Permit Service Center for additional information.

Structures will be designed and constructed to avoid impacting, to the greatest extent possible, coastal natural resource areas (CNRAs), which include existing marshes, oyster reefs, or seagrass vegetation. If avoidance is not possible, the structures will be constructed in a manner to minimize impacts to CNRAs. Mitigation and/or compensation may be required for impacts to CNRAs.

Additional boat lifts, boat houses, and oversized personal watercraft slips require additional rent and may be subject to approval by the School Land Board.

- Only one (1) pier with normal appurtenances will be allowed to extend from any given parcel of littoral property.
- Piers, docks, and watercraft storage facilities shall extend perpendicular from a point on the shoreline which is not less than ten (10) feet from the adjacent littoral owner's property line.
- Walkways may not exceed 4' in width unless supporting documents are submitted showing a demonstrated need.
- Terminal Structures (i.e. T-head/L-head) are limited to a maximum of 300 square feet over unvegetated areas, and 160 square feet over vegetated areas.
- Watercraft Storage Facilities (lifts, slips, hoists, shelters, etc.) are limited to a maximum width of 20’ including accessory walkways; double lifts, slips, hoists, etc. are limited to a width of 40’ including accessory walkways. Additional rent may apply for multiple watercraft storage facilities extending from any given parcel of littoral property.
- Personal Watercraft Slips (including ramps or platforms) cannot exceed a combined area of 120 square feet.
- Watercraft Storage Facilities must have a water depth of at least 3' HWM.
- Living quarters, toilets, fuel dispensing, enclosed buildings, or sanitary pump facilities are not allowed.
- Non-water dependent objects may not be permanently located on structures over State land.

RETAIN THIS PAGE FOR YOUR INFORMATION

State of Texas
Texas General Land Office
Residential Application

FOR GLO USE ONLY	
Working File #	
Lease #	
Staff Initials	

APPLICANT INFORMATION

Applicant Name: _____

Entity Contact: _____ Cell Phone: _____

Email Address: _____ Work Phone: _____

Mailing Address: _____

☐ I currently own this property. Date of Purchase: _____ ☐ Property Owner is 65 or Older ☐ Homeowners Association

AGENT INFORMATION (only complete if authorizing GLO to speak to your agent on your behalf regarding your project)

Company Name: _____ Agent Name: _____

Mailing Address: _____ Cell Phone: _____

Email Address: _____ Work Phone: _____

PROJECT SITE INFORMATION

☐ Commercial Construction or Activity ☐ Property is a Vacation Rental (Daily/Weekly/Monthly)

Project Name: _____ Current Corps Permit #: _____

Project Site Address: _____ Current GLO ID: _____

Legal Description and/or Parcel ID: _____

Waterbody: _____ County: _____ Latitude: North _____ Longitude: West _____

Name of Previous Property Owner(s): _____

Name/Address of Adjacent Property Owner(s): _____

Name/Address of Adjacent Property Owner(s): _____

PROJECT INFORMATION

☐ Proposed ☐ Pier ☐ Dock ☐ Boat Lift ☐ Rip Rap ☐ Other (Describe Below)

☐ Existing

Project Description:

Project Purpose:

I HEREBY ATTEST THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

Signed by (Property Owner – REQUIRED) Date Signed by (Agent – If Applicable) Date

RESIDENTIAL APPLICATION PACKET INSTRUCTIONS

GENERAL LAND OFFICE – RESIDENTIAL APPLICATION

Applicant

- Applicant Name: Name of owner(s) of property where project will be/is located
- Entity Contact: Name of person to contact if Applicant is a company/organization
- Email Address: Applicant's email address
- Cell/ Work Phone numbers: Applicant's phone numbers
- Mailing Address: Street address/PO Box where mail is received and where paperwork will be mailed
- Date of Purchase: Date project site was purchased/acquired
- Check Boxes (check all that apply)
    - I currently own this property
    - Please indicate if an owner of the property is 65 or older
    - Homeowners Association (HOA) – Check if the applicant is a HOA

Agent (not required)

- Company Name: Name of the Company the Agent works for
- Agent Name: Name of person to be contacted other than Owner regarding project
- Mailing Address: Agent's street address or PO Box
- Email Address: Agent's email address
- Cell/Work Phone: Agent's cell or work phone number

Project Site Information

- Check Boxes (check all that apply)
    - Commercial construction or activity – *Check if project will be used for commercial purposes*
    - Property is leased as a vacation rental
- Project Name: Name of the project
- Current COE Permit #: Corps of Engineers permit number for project at site, if known
- Project Site Address: Address of project site (may be different than mailing address)
- Current GLO ID: General Land Office ID # for project at site, if known
  Legal Description or Parcel ID: Information may be obtained from warranty deed or appraisal district
- Waterbody: Bay, river, creek, lake, etc. where project is/will be located
- County: County where project is/will be located
- Coordinates - Latitude and Longitude
- Name of previous owners: Owners prior to applicant
- Name/Address of adjacent property owners: Name and mailing address of two neighbors on either side of project site. Information can be obtained from the project site county appraisal district website.

Project Information

- Check only one box
    - Structure is existing, I am proposing modifications at this time
    - Structure is existing, I am not proposing modifications at this time
- Types of Structures:
    - Check if project includes a pier, dock, boat lift, rip rap, and/or other
    - Description of Structure: Length and width of all project components. (i.e. 4' x 25' walkway, 10' x 25' T- head, 10' x 50' rip rap)
    - Project Purpose: Brief statement for the purpose of this project

Signatures

- Property owner must sign application
- Agent should sign if applicable

PREPARATION OF MAPS, PLATS, AND PROJECT PLANS

Applications must be prepared according to the following requirements for maps, plats and project plans. Any deviation from the preparation requirements listed below may delay the application or deem it incomplete.

I. FORMATTING REQUIREMENTS

Two (2) copies of the following information should be submitted with all new applications. Each map or plat should be prepared to the following specifications:

A. Maps and plats should be a paper size of at least 8 ½" X 11".
B. A 1-inch margin should be left at the top edge of each sheet for binding purposes.
C. Since drawings may be reproduced photographically, color shading cannot be used.
D. Drawings may show work as dot shading, hatching, cross-hatching, or similar graphic symbols.
E. Each map, drawing, or plat should have a simple title to identify the project or work and must include the name of the applicant.
F. The scale for all project plan maps must be indicated.

II. PLAT OF SURVEY MAPS

Upon receipt of application, the General Land Office may require a plat of survey maps showing the location of the proposed work on State-owned lands. Plat of survey maps must be prepared as directed by the GLO.

III. VICINITY MAPS

A map showing the location of proposed work is required. The map may be drawn on a separate sheet or drawn as an inset map on a corner of the street showing the details of the project or work. The map should show pertinent access roads (by name and number) and geographical features. The site should be shown by an arrow so project site can be located by field representatives. The vicinity map must have a meridian arrow showing North. Examples of acceptable maps include U.S.G. & G.S. Navigational Charts, U.S.G.S. Quadrangle Maps, or State Highway Maps.

IV. PROJECT MAPS

Top view and cross-sectional drawings and descriptions of all existing and proposed structures on state-owned lands are required. The dimensions of all structures on state-owned lands and registration, easement, or lease numbers for existing structures issued by the General Land Office must be shown on all drawings.

<u>Top view drawings must also include:</u>

A. The shoreline
B. The ebb and flow in tidal waters and direction of flow in rivers
C. A meridian arrow showing North
D. The location of property lines (if applicable)
E. The location of any marshes, submerged grass flats or oyster reefs in the project area

<u>Cross-section drawings must also include:</u>

A. The bottom profile of state-owned land
B. The mean high water and mean low water line (if applicable)

<u>Typical Structures:</u>

A. Pier
B. Dredged Area
C. Watercraft storage facility
D. Bulkhead

V. FEES AND RENT

Application fees and rent vary by project type, please contact the Field Office or Permit Service Center for your area for details. You do not need to send any money at this time, you will be invoiced accordingly.

RETAIN THIS PAGE FOR YOUR INFORMATION

U.S. Army Corps of Engineers (USACE)

APPLICATION FOR DEPARTMENT OF THE ARMY PERMIT

For use of this form, see 33 CFR 325. The proponent agency is CECW-CO-R.

Form Approved - OMB No. 0710-0003 Expires: 08-31-2023

The public reporting burden for this collection of information, OMB Control Number 0710-0003, is estimated to average 11 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR APPLICATION TO THE ABOVE EMAIL.

PRIVACY ACT STATEMENT

Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers; Final Rule 33 CFR 320-332. Principal Purpose: Information provided on this form will be used in evaluating the application for a permit. Routine Uses: This information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public and may be made available as part of a public notice as required by Federal law. Submission of requested information is voluntary, however, if information is not provided the permit application cannot be evaluated nor can a permit be issued. One set of original drawings or good reproducible copies which show the location and character of the proposed activity must be attached to this application (see sample drawings and/or instructions) and be submitted to the District Engineer having jurisdiction over the location of the proposed activity. An application that is not completed in full will be returned. System of Record Notice (SORN). The information received is entered into our permit tracking database and a SORN has been completed (SORN #A1145b) and may be accessed at the following website: http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570115/a1145b-ce.aspx

(ITEMS 1 THRU 4 TO BE FILLED BY THE CORPS)

1. APPLICATION NO.	2. FIELD OFFICE CODE	3. DATE RECEIVED	4. DATE APPLICATION COMPLETE

(ITEMS BELOW TO BE FILLED BY APPLICANT)

5. APPLICANT'S NAME	8. AUTHORIZED AGENT'S NAME AND TITLE (agent is not required)
First - Middle - Last -	First - Middle - Last -
Company -	Company -
E-mail Address -	E-mail Address -
6. APPLICANT'S ADDRESS:	9. AGENT'S ADDRESS:
Address-	Address-
City - State - Zip - Country -	City - State - Zip - Country -
7. APPLICANT'S PHONE NOs. w/AREA CODE	10. AGENTS PHONE NOs. w/AREA CODE
a. Residence b. Business c. Fax	a. Residence b. Business c. Fax

STATEMENT OF AUTHORIZATION

11. I hereby authorize, _____ to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application.

_____ _____
SIGNATURE OF APPLICANT DATE

NAME, LOCATION, AND DESCRIPTION OF PROJECT OR ACTIVITY

12. PROJECT NAME OR TITLE (see instructions)

13. NAME OF WATERBODY, IF KNOWN (if applicable)	14. PROJECT STREET ADDRESS (if applicable)
	Address
15. LOCATION OF PROJECT	City - State- Zip-
Latitude: ◦N Longitude: ◦W	

16. OTHER LOCATION DESCRIPTIONS, IF KNOWN (see instructions)

State Tax Parcel ID Municipality

Section - Township - Range -

17. DIRECTIONS TO THE SITE

18. Nature of Activity (Description of project, include all features)

19. Project Purpose (Describe the reason or purpose of the project, see instructions)

USE BLOCKS 20-23 IF DREDGED AND/OR FILL MATERIAL IS TO BE DISCHARGED

20. Reason(s) for Discharge

21. Type(s) of Material Being Discharged and the Amount of Each Type in Cubic Yards:

Type Amount in Cubic Yards	Type Amount in Cubic Yards	Type Amount in Cubic Yards

22. Surface Area in Acres of Wetlands or Other Waters Filled (see instructions)

Acres

or

Linear Feet

23. Description of Avoidance, Minimization, and Compensation (see instructions)

24. Is Any Portion of the Work Already Complete? ☐ Yes ☐ No IF YES, DESCRIBE THE COMPLETED WORK

25. Addresses of Adjoining Property Owners, Lessees, Etc., Whose Property Adjoins the Waterbody (if more than can be entered here, please attach a supplemental list).

a. Address-

City - State - Zip -

b. Address-

City - State - Zip -

c. Address-

City - State - Zip -

d. Address-

City - State - Zip -

e. Address-

City - State - Zip -

26. List of Other Certificates or Approvals/Denials received from other Federal, State, or Local Agencies for Work Described in This Application.

AGENCY	TYPE APPROVAL*	IDENTIFICATION NUMBER	DATE APPLIED	DATE APPROVED	DATE DENIED

* Would include but is not restricted to zoning, building, and flood plain permits

27. Application is hereby made for permit or permits to authorize the work described in this application. I certify that this information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

SIGNATURE OF APPLICANT DATE SIGNATURE OF AGENT DATE

The Application must be signed by the person who desires to undertake the proposed activity (applicant) or it may be signed by a duly authorized agent if the statement in block 11 has been filled out and signed.

18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than $10,000 or imprisoned not more than five years or both.

RESIDENTIAL APPLICATION PACKET INSTRUCTIONS

U.S. ARMY CORPS OF ENGINEERS APPLICATION (FORM 4345)

Page 1 of 3

- **Blocks 1 through 4.** To be completed by Corps of Engineers.
- **Block 5. Applicant's Name:** Enter name and E-mail address of the responsible party or parties. If responsible party is an agency/company/corporation/other organization, indicate the name of the organization and responsible officer and title. If more than one party is associated with the application, please attach a sheet with the necessary information marked Block 5.
- **Block 6. Address of Applicant:** Full mailing address of responsible party for the application. If more space is needed, please attach an extra sheet of paper marked Block 6.
- **Block 7. Applicant Telephone Number(s):** Phone number where applicant can be reached during normal business hours.
- **Blocks 8 through 11:** Complete if applicant chooses to have an agent.
    - **Block 8. Authorized Agent's Name & Title:** Name of individual or agency to represent you in this process. Agent can be an attorney, builder, contractor, engineer, or any other person or organization. Note: An agent is not required.
    - **Blocks 9 and 10. Agent's Address and Telephone Number:** Complete mailing address of agent, along with telephone number where agent can be reached during normal business hours.
    - **Block 11. Statement of Authorization:** To be signed by applicant if an agent is to be employed.
- **Block 12. Proposed Project Name or Title:** Name identifying the proposed project, such as Smith Pier or Jones Boat lift.
- **Block 13. Name of Waterbody:** Name of any stream, lake, marsh, or other waterway to be directly impacted by activity. If it is a minor (no name) stream, identify the waterbody the minor stream enters.
- **Block 14. Project Street Address:** If the proposed project is located at a site having a street address (not a box number), please enter it here.
- **Block 15. Location of Project:** Enter latitude and longitude of where proposed project will be located. If more space is needed, attach a sheet with necessary information marked Block 15. (Decimal Degrees preferred)
- **Block 16. Other Location Descriptions:** If available, provide Tax Parcel ID number of site, Section, Township, and Range of site (if known), and/or local Municipality that site is located in.

Page 2 of 3

- **Block 17. Directions to the Site:** Provide directions to the project site from a known location or landmark. Include highway and street numbers as well as names. Also provide distances from known locations and any other information that would assist in locating the site. You may also provide description of the proposed project location, such as lot numbers, tract numbers, or you may choose to locate the proposed project site from a known point (such as the right descending bank of Smith Creek, one mile downstream from the Highway 14 bridge). If a large river or stream, include the river mile of the proposed project site if known.
- **Block 18. Nature of Activity:** Describe the overall activity or project. Give appropriate dimensions of structures such as wing walls, dikes (identify the materials to be used in construction, as well as methods by which work is to be done), or excavations (length, width, and height). Indicate whether discharge of dredged or fill material is involved. Also, identify any structure to be constructed on fill, piles, or float-supported platforms. *The written descriptions and illustrations are an important part of the application.* Please describe, in detail, what you wish to do. If more space is needed, attach an extra sheet of paper marked Block 18.
- **Block 19. Proposed Project Purpose:** Describe the purpose and need for the proposed project. What will it be used for and why? Also include a brief description of any related activities to be developed as the result of the proposed project. Give approximate dates you plan to both begin and complete all work.

- **Blocks 20 through 23.** Only fill out if dredge or fill material will be used.
    - **Block 20. Reasons for Discharge:** If activity involves the discharge of dredged and/or fill material into a wetland or other waterbody, including the temporary placement of material, explain the specific purpose of the placement of the material (such as erosion control).
    - **Block 21. Type(s) of Material Being Discharged and the Amount of Each Type in Cubic Yards.** Describe the material to be discharged and amount of each material to be discharged within Corps' jurisdiction. Please be sure this description will agree with your illustrations. Discharge material includes rock, sand, clay, concrete, etc.
    - **Block 22. Surface Area in Acres of Wetlands or Other Waters Filled:** Describe the area to be filled at each location. Specifically identify the surface areas, or part thereof, to be filled. Also include the means by which the discharge is to be done (backhoe, dragline, etc.). If dredged material is to be discharged on an upland site, identify the site and the steps to be taken (if necessary) to prevent runoff from the dredged material back into a waterbody. If more space is needed, attach an extra sheet of paper marked Block 22.
    - **Block 23. Description of Avoidance, Minimization, and Compensation:** Provide a brief explanation describing how impacts to waters of the United States are being avoided and minimized on the project site. Also provide a brief description of how impacts to waters of the United States will be compensated for, or a brief statement explaining why compensatory mitigation should not be required for those impacts.

Page 3 of 3

- **Block 24. Is Any Portion of the Work Already Complete?** Provide any background on any part of the proposed project already completed. Describe the area already developed, structures completed, any dredged or fill material already discharged, the type of material, volume in cubic yards, acres filled, if a wetland or other waterbody (in acres or square feet). If the work was done under an existing Corps permit, identity the authorization, if possible.
- **Block 25. Names and Addresses of Adjoining Property Owners Whose Property Adjoins the Waterbody:** List complete names and full mailing addresses of the adjacent property owners (public and private), lessees, etc., whose property adjoins the waterbody or aquatic site where the work is being proposed so that they may be notified of the proposed activity (usually by public notice). If more space is needed, attach an extra sheet of paper marked Block 24. Information regarding adjacent landowners is usually available through the office of the tax assessor in the county or counties where the project is to be developed.
- **Block 26. Information about Approvals or Denials by Other Agencies:** You may need the approval of other federal, state, or local agencies for your project. Identify any applications you have submitted and the status, if any (approved or denied) of each application. You need not have obtained all other permits before applying for a Corps permit.
- **Block 27. Signature of Applicant or Agent:** The application must be signed by the owner or other authorized party (agent). This signature shall be an affirmation that the party applying for the permit possesses the requisite property rights to undertake the activity applied for (including compliance with special conditions, mitigation, etc.).