



RESIDENTIAL APPLICATION PACKET

This application packet applies to construction of residential (single-family use) noncommercial 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 Field Office (GLO) nearest their project site. For new structures please contact the Permit Service Center for your region.

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

Texas General Land Office	Permit Service Center - Texas A&M University Galveston
La Porte Field Office	PMEC Building #3027, Room 135
11811 North D Street	P.O. Box 1675
La Porte, Texas 77571-9135	Galveston, Texas 77553
(281) 470-1191	Toll Free: (866) 894-7664

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

Texas General Land Office	Permit Service Center - Texas A&M University Corpus Christi
Corpus Christi Field Office	Natural Resource Center, Suite 2800
6300 Ocean Drive, Unit 5848	6300 Ocean Drive
Corpus Christi, Texas 78412-5848	Corpus Christi, Texas 78412
(361) 825-3030	Toll Free: (866) 894-3578

Prepare and Submit Application Packet

Based upon guidance provided by the Permit Service Center 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 or proposed structures at the property which extend onto State land such as rip-rap, groins, etc., in accordance with **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 high tide must be included on all project plans.
- F. Any other information requested verbally by the Field Office or in written instructions which they may provide.

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 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
GENERAL LAND OFFICE
RESIDENTIAL APPLICATION**

FOR GLO USE

Working File #

Initials

APPLICANT

Applicant Name:

Entity Contact:

Cell Phone:

Email Address:

Fax:

Home Phone:

Work Phone:

Street Address:

City, State, Zip:

AGENT (only complete if authorizing agent to obtain authorization on your behalf)

Agent Name:

Mailing Address:

Email Address:

Business Phone:

Cell Phone:

LAND/PROJECT

I currently own this property

Date of Purchase:

Name(s) of previous owner(s):

Please indicate if an owner of the property is 65 or older

Real Estate Agent/Contractor acting on behalf of the owner or purchaser

Name/Address of adjacent property owner(s):

Commercial construction or activity

Homeowners Association

Property is leased as a vacation rental (daily/weekly/monthly)

Name/Address of adjacent property owner(s):

Structure is existing, I am proposing modifications at this time

Structure is existing, I am not proposing modifications at this time

Current COE Permit # (if known):

Current GLO ID (if known):

Physical Address:

Legal Description and/or Parcel ID:

Waterbody:

County:

Type(s) of Structure(s)

Proposed Existing Pier Dock Boat Lift Walkway Rip Rap Other

Description of Structure:

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

Signed By (Property Owner - required)

Date

Signed By (Agent - if applicable)

Date

**U.S. ARMY CORPS OF ENGINEERS
APPLICATION FOR DEPARTMENT OF THE ARMY PERMIT**

33 CFR 325. The proponent agency is CECW-CO-R.

OMB APPROVAL NO. 0710-0003
EXPIRES: 28 FEBRUARY 2013

Public reporting for this collection of information 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 this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters, Executive Services and Communications Directorate, Information Management Division and to the Office of Management and Budget, Paperwork Reduction Project (0710-0003). 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 form to either of those addresses. Completed applications must be submitted to the District Engineer having jurisdiction over the location of the proposed activity.

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.

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

1. APPLICATION NO.	2. FIELD OFFICE CODE	3. DATE RECEIVED	4. DATE APPLICATION COMPLETE
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(ITEMS BELOW TO BE FILLED BY APPLICANT)

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

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 to be incomplete.

I. FORMATTING REQUIREMENTS

Two 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 at least 8½" 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 the application, the General Land Office may require 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 General Land Office if required.

III. VICINITY MAPS

A map showing the location of the proposed work is required. The map may be drawn on a separate sheet, or may be drawn as an inset map on a corner of the sheet showing the details of the project or work. The map should show pertinent access roads (by name and number) and geographical features and the site should be shown by an arrow so that the 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.

Top view drawings must also include:

- 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

Cross-section drawings must also include:

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

Typical Structures:

- 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.



**STATE OF 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 further information.

Structures will be designed and constructed to avoid locating them over existing marshes, oyster reefs, or seagrass vegetation to the greatest extent possible. If avoidance is not possible, the structures will be constructed in a manner to minimally impact vegetation and reef habitat. Mitigation and/or compensation may be required for impacts to natural resources.

Additional boatlifts, boathouses, and oversized personal watercraft slips will require additional rent and may be subject to approval by the School Land Board.

- Only one 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 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 (ex. 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 feet including accessory walkways; double lifts, slips, hoists, etc. are limited to a width of 40 feet 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/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 permanently be located on structures over State Land.

** Revised March 2013*