

# APPLICATION FOR DEVELOPMENT PERMIT (RESIDENTIAL)

Denton County Flood Damage Prevention Ordinance  
Planning Department, Denton County, Texas

Please use Black Ink Only

## PART A – APPLICANT INFORMATION

**RESIDENTIAL PERMIT**

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Company: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## PART B – PROPERTY INFORMATION

DC AD 'R' #: \_\_\_\_\_ Land Area (Acres): \_\_\_\_\_  
Owner's First Name: \_\_\_\_\_ Owner's Address: \_\_\_\_\_  
Owner's Last Name: \_\_\_\_\_ Owner's City, State, Zip: \_\_\_\_\_

Property is part of a Subdivision: **-- or --**  
Name: \_\_\_\_\_  
Phase: \_\_\_\_\_  
Block: \_\_\_\_\_  
Lot: \_\_\_\_\_

Property is part of an Abstract:  
Number: \_\_\_\_\_  
Name: \_\_\_\_\_  
DCAD Tract: \_\_\_\_\_  
County Tract: \_\_\_\_\_

## PART C – DEVELOPMENT INFORMATION

Application is for:  House  Manufactured House  Excavation/Fill  
 Other (if "Other", describe the proposed improvement on the line below)  
**Building Square Footage:** \_\_\_\_\_  
Address or Road Name: \_\_\_\_\_  Address Requested: (Y) (N)  Precinct # \_\_\_\_\_

**APPLICANT MUST ATTACH A SITE PLAN SHOWING LOCATION OF PROPOSED AND EXISTING IMPROVEMENTS, THEIR DISTANCE TO AT LEAST TWO PROPERTY LINES, DISTANCE FROM THE ENTRY ROAD, NORTH ARROW SHOWING ORIENTATION OF PROPERTY, PERMIT APPLICATION FROM THE FIRE MARSHAL AND ANY OTHER REQUIRED DOCUMENTATION.**

**Acknowledgment:** The Flood Insurance Rate Maps (FIRM) and other flood data used by Denton County in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. Issuance of a Development Permit in accordance with the Denton County Flood Damage Prevention Ordinance does not imply that development outside the areas of special flood hazard will be free from flooding or flood damage. Issuance of a permit shall not create liability on the part of Denton County or any officer or employee of Denton County in the event flooding or flood damage does occur.

Construction of improvements should not be commenced at the above location until the Owner/Applicant is in compliance with all applicable regulations regarding floodplain management, subdivision platting, and zoning for the government of Denton County. This permit does not waive any other restrictions or regulations imposed privately or by law.

Applicant verifies that she/he has signed this application in the capacity designated, if any, and further attests that she/he has read this document, and that the statement contained herein and any attachments are true, accurate and factual.

**Violation of this verification may result in Applicant being prosecuted under Texas Penal Code §37.10 (a) (1).**

## PART D – SIGNATURE

**THIS PERMIT EXPIRES 2 YEARS FROM APPROVAL DATE.**

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

## PART E – DENTON COUNTY USE ONLY

***For Office Use Only!***

Permit Number: \_\_\_\_\_ Fees Paid: (Y) (N)  
Cash: \_\_\_\_\_  
FIRM Panel #: \_\_\_\_\_ Check #: \_\_\_\_\_  
In SFHA: (Y) (N)  
Reviewer: \_\_\_\_\_ Zone: \_\_\_\_\_  
Engineering Review: (Y) (N) NORC - \_\_\_\_\_  
NORCIC - \_\_\_\_\_  
Fire Marshal Permit: # \_\_\_\_\_  
Culvert Permit: # \_\_\_\_\_



**Denton County Planning Department**  
1505 E. McKinney St, Ste 175, Denton, TX 76209-4887

(940) 349-2990: Main • (940) 349-2991: Fax  
(972) 434-8868: Metro • [www.dentoncounty.com](http://www.dentoncounty.com)

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Denton County Flood Damage Prevention Ordinance  
Planning Department, Denton County, Texas

## PURPOSE:

To receive a Development Permit as set forth in the Denton County Flood Damage Prevention Ordinance, the **Application for Development Permit (ADP)** form, a Development Site Plan, and any Additional Required Supplemental Materials must be completed, submitted to the Denton County Planning Division for review in accordance to the current fee schedule, and **MUST** be approved by the Denton County Flood Plain Administrator.

## REQUIRED MATERIALS:

- The Application for Development Permit (ADP) form for each structure and each parcel
- A Development Site Plan, drawn to scale, showing the **location, dimensions, and elevation** of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, the location of the foregoing in relation to Special Flood Hazard Areas (SFHA), their distance to at least two property lines, distance from the entrance road, north arrow showing orientation of the property, showing any exiting septic systems and any or all other required documentation
- Additionally the following information is required of all development requested in the SFHA
  - Elevation (above mean sea level), of the lowest floor (including basement) of all new and substantially improved structures
  - Elevation (above mean sea level) to which any nonresidential structure shall be flood proofed
  - A certificate from a registered professional engineer or architect that the nonresidential flood proofed structure shall meet the flood proofing criteria of Article 5§(B)(2) of the Denton County Flood Damage Prevention Ordinance
  - Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development
  - When base flood elevation information is available for the building site, a completed elevation certificate with the necessary base flood elevations, hydrological and hydraulic data as needed

## INSTRUCTIONS:

- 1) Complete Part A – Applicant Information contained on the ADP form
  - a. First Name is required
  - b. Last Name is required
  - c. Address is required
  - d. City, State, Zip is required
  - e. Company is optional
  - f. Phone is required
  - g. Fax is optional
  - h. Email is optional
- 2) Complete Part B – Property Information contained on the ADP form as it is shown on the Denton County Tax Assessor/Collector Property Tax Statement/Certificate\* or on the Denton Central Appraisal District (DCAD) Property Detail Sheet form\*\*
  - a. The 'R' Number is required and is the DCAD Property Number typically starting with 'R'
  - b. Owner first name is required
  - c. Owner last name is required
  - d. Land Area (Acres) is required
  - e. Owner Address is required
  - f. Owner City, State, Zip is required
  - g. If the property is platted in a subdivision, check the box and complete the information about the subdivision
  - OR**
  - h. If the property is NOT platted in a subdivision, check the box and complete the information about the abstract
- 3) Complete Part C – Development Information contained on the ADP form
  - a. Check the type of development and show any other pertinent structure information
- 4) Complete the Development Site Plan and include it with the ADP form
  - a. The Development Site Plan should be drawn to scale, showing the **location, dimensions, and elevation** of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the location of the foregoing in relation to Special Flood Hazard Areas (SFHA) and their distance to at least two property lines, distance from the road, showing any exiting septic systems and all other required documentation
- 5) Read the Acknowledgment and complete Part D – Signature by signing and dating the ADP form
- 6) Submit to the Denton County Planning Division the following items:
  - a. The Denton County ADP form
  - b. The Development Site Plan
  - c. Any additional Required Supplemental Materials

\* For information contact the Tax Assessor/Collector Office  
940-349-3500 or 972-434-8835  
<http://taxweb.dentoncounty.com/tax>

\*\* For information contact the DCAD office  
940-349-3800 or 972-434-2602  
[www.dentoncad.com](http://www.dentoncad.com)

