

# Memorandum

## WALLER COUNTY ENGINEER'S OFFICE

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**TO:** TO ALL CURRENT AND PROSPECTIVE PROPERTY AND BUSINESS OWNERS, REAL ESTATES PROFESSIONALS, ENGINEERS, SURVEYORS, DEVELOPERS, BUILDING CONTRACTORS, AND INSTALLERS

**FROM:** ORVAL RHOADS, P.E., COUNTY ENGINEER *OR*

**DATE:** 1/16/2015

**RE:** SUBDIVISION AND DEVELOPMENT REQUIREMENTS IN UNINCORPORATED AREAS OF WALLER COUNTY

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Whether you are a long-time resident or business owner or new to the area, I hope the following information will be helpful to you. Every official in Waller County genuinely desires that the investment you have or are considering will be enjoyable for years to come.

Please be aware of the following procedural and permitting requirements within our jurisdiction:

### Single-Family Residential/Agricultural

- ❖ Platting/Plat Exemption
- ❖ Floodplain Development Permit/Exemption
- ❖ 911 Rural Addressing
- ❖ Driveway/Culvert Permit
  
- ❖ On-Site Septic System Permit

### Multi-Family Residential/Commercial

- ❖ Platting/Plat Exemption
- ❖ Floodplain Development Permit/Exemption
- ❖ Civil Site Plans
- ❖ Infrastructure Development Plan & Engineering Report (Rental Communities and RV Parks)
- ❖ 911 Rural Addressing
- ❖ Fire Code Permit
- ❖ Driveway/Culvert Permit
- ❖ On-Site Septic Facility Permit

Provided below are descriptions of each of the items noted above. Please visit the County Engineer page on the official Waller County website at [http://www.co.waller.tx.us/default.aspx?Waller\\_County/CountyEngineer](http://www.co.waller.tx.us/default.aspx?Waller_County/CountyEngineer) to download the appropriate regulations, applications and other forms. *Proof of proper platting is required before any of the above permits or approvals will be granted to begin construction.*

The Subdivision and Development Regulations are available on our website. Failure to abide by the subdivision rules and regulations could result in both civil and criminal sanctions.

**Platting/Plat Exemption** – If you divide your property into two or more parcels to convey to others, such “subdividing” is regulated by state law in Texas Local Government Code Chapter 232. All of the necessary regulations, applications and forms are available on our website to view and download.

**Floodplain Development Permit** – ALL new construction (including earthwork) in the unincorporated areas of the County must obtain a permit or permit exemption prior to beginning any construction activities. A development permit application must be completed in order to get a floodplain determination from the County Engineer’s Office and further information on permit requirements if development is in the 1% annual chance (fka, 100-yr) floodplain. FEMA Flood Insurance Rate Maps are also located on our website. *Failure to abide by the Flood Damage Prevention Ordinance regulations could result in both civil and criminal sanctions.*

*Development* (per FEMA) means any man-made change to improved or unimproved real estate including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

**911 Rural Addressing** – A 911 address must be issued prior to issuance of any permits within the County. A properly issued 911 address will help to ensure that emergency services personnel can quickly locate your home or business, if necessary.

**Civil Site Plans** – For mutli-family residential, commercial and other public developments a full set of civil site plans (i.e. site grading, drainage, erosion control, fire lanes, utilities, SWPPP, detention, etc.) must be submitted prior to commencement of *any* construction activities. Our Drainage Criteria Manual is located in Appendix E of our Subdivision and Development Regulations. If the property is within the jurisdiction of the Brookshire-Katy Drainage District, construction plan approval must also be obtained through their office.

**Infrastructure Development Plan and Engineering Report** – A property owner who intends to use the land for any type of rental community, including a manufactured home rental community or RV park, must have an infrastructure development plan prepared that complies with the minimum infrastructure standards established in Appendices C & D of our Subdivision and Development Regulations.

**Fire Code Permit** – Effective January 1, 2012 Waller County began regulation of a Fire Code (based on 2009 International Fire Code with amendments) for multi-family residential and commercial structures. Refer to the Fire Marshal website for more information:

[http://www.co.waller.tx.us/default.aspx?Waller\\_County/FireMarshal](http://www.co.waller.tx.us/default.aspx?Waller_County/FireMarshal).

**Driveway/Culvert Permit** – A driveway (with or without a culvert) is required in order to get legal access onto a County maintained road from private property. The driveway must be constructed in conformance to County standards. Please contact the Road and Bridge Dept. to be directed to the proper person to answer any questions or concerns you may have. The permit information is available on our website.

**On-Site Septic System Permit** – Proper disposal of sewage is of utmost importance for personal health and environmental reasons. Prior to installation of a private septic system contact the Waller County Environmental Health Department for permit requirements. Septic systems must be properly designed, permitted, installed and maintained to avoid violations of relevant state and local laws and regulations. Failure to abide by the regulations could result in both civil and criminal sanctions. The permit information is available on our website.