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.

Applicant Information

___Name
___Address
___Phone number
___Electronic mail address (if applicable)

Property Information

___Name of property owner (if different from the applicant)
___Complete legal description of tract
___Statement of its size in acres or square feet

Site Information

___Approximate percentage of existing open spaces (areas completely free of structures)
___Current color photographs of the site that clearly show the current location of the vegetation line and the existing dunes on the tract and immediately adjacent to the tract
___Copy of FEMA elevation requirements
___Copy of the FEMA Elevation Certificate
___Most recent local historical erosion rate data (as determined by University of Texas at Austin, the Bureau of Economic Geology)
___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)
___Description of the proposed structures and the number of structures (specify whether proposed structures are habitable structures or amenities)
___Number of parking spaces
___Description (including location) of any existing dune walkovers and walkways on the tract
___Design plans and elevation views for any proposed walkways or dune walkovers on the tract
___Floor plan and elevation view of the proposed structure to be constructed or expanded
___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

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

___Comprehensive mitigation plan that includes a detailed description of the methods which will be used to avoid, minimize, mitigate, and/or compensate for any adverse effects on dunes or dune vegetation
___Where a mitigation plan is required, the contact information for all landowners

immediately adjacent to the tract

___Affirmation by the applicant that the adjacent landowners will be provided with notice of the hearing at least 10 days prior to the hearing on the application

___Description of the effects of the proposed activity on the beach/dune system which cannot be avoided, including, but not limited to, 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, survey, or plat as needed.

___Accurate map, site plan, survey, or plat of the site identifying:

- ___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
- ___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 and driveways 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 any other pre-existing human modifications on the tract (if known)
- ___Location of any proposed impervious or pervious surfaces
- ___Location Distance between any proposed impervious or pervious surfaces and the north toe of the dune
- ___Location Distance between any proposed impervious or pervious surfaces and the line of vegetation

___A grading and layout plan identifying all existing and proposed elevations (in reference to the National Oceanic and Atmospheric Administration data), existing contours of the project area (including the location of dunes and swales), and proposed contours for the final grade

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 cause 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