

Presented in CC

Commissioners Court

JUL 27 2015

acknowledged

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: David Disheroon

TODAY'S DATE: 7/21/2015

DEPARTMENT:

X Public Works

SIGNATURE OF DEPARTMENT HEAD:

X _____

REQUESTED AGENDA DATE:

X July 27, 2015

SPECIFIC AGENDA WORDING: Acknowledge the process for Development Permits involving up to a 24 hour review time before issuing permit.

PERSON(S) TO PRESENT ITEM: David Disheroon

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: Ten Minutes

ACTION ITEM: X

WORKSHOP: _____

(Anticipated number of minutes needed to discuss item) CONSENT:

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____

ISS DEPARTMENT: _____

AUDITOR: _____

PURCHASING DEPARTMENT: _____

PERSONNEL: _____

PUBLIC WORKS: _____

BUDGET COORDINATOR: _____

OTHER: _____

*******This Section to be Completed by County Judge's Office*******

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

Presented & Acknowledged
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PUBLIC WORKS

2013									
	January	February	March	April	May	June	July	Totals	
Septic Permits	16	20	20	18	22	24	17	137	
Development Permits	15	29	9	27	19	22	32	153	
Plats	0	0	2	0	2	0	0	4	

2014									
	January	February	March	April	May	June	July	Totals	
Septic Permits	35	26	23	34	31	31	33	213	
Development Permits	21	28	23	30	18	29	31	180	
Plats / Re-plats	1	0	0	2	0	0	0	3	

2015									
	January	February	March	April	May	June	July*	Totals	
Septic Permits	27	20	23	22	16	33	24	165	
Development Permits	26	29	24	30	18	31	20	178	
Plats / Re-plats	1	0	0	0	1	0	0	2	

*July 2015 is only the 11 work days.

Plats - Previous years we have only seen small plats, starting in 2014 larger subdivisions are being done with roads:

- Longhorn Addition*
- Spring Ranch*
- Canyon Ridge Phase 1*

ETJ Plats - We have seen an increase in larger plats with roads done by cities but do not have an accurate count of these

Public Works Permit Process

JUL 27 2015

Public Works Permitting desk issues Development Permits, Septic Permits, Plats, Re-plats and Junkyard / Wrecking Yard Licenses.

Septic Permits have a 24 hour review period before the permit is approved and issued. This follows the TCEQ/State guidelines. Because of the increase in the number of both permits issued, our office is now using a 24 hour review period for Development Permits.

Each Development Permits must be checked for the following and this can be time consuming:

- Lot size
- Flood Plain
- 911 Address
- Property in an ETJ
- Deed / ownership
- If variance will be needed
- Plat / Survey

For someone to acquire a Development Permit they will need an application and information listing requirements:

- The Development Permit application and the application process is on the web site or they call and we can email it to them or they may come to our office to receive.
- The completed application can be turned in by email, fax or in person. It is then reviewed and the land owner is notified their application is approved and they can come in and purchase the permit.

This pre-approval process should save the owner trips to our office, enable staff to be more efficient with fewer mistakes, and hopefully reduce the over-crowding we are seeing at our Permit Counter.