



El Campo Development Guide

*A comprehensive Guide to Commercial, Industrial, and
Residential Development in El Campo's City Limits and ETJ.*



City of El Campo – Planning Department

315 E. Jackson St., El Campo, TX 77437

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1.0 INTRODUCTION

This guide has been developed to assist landowners, architects, engineers, developers, and other interested parties in understanding the development process in the corporate limits and extraterritorial jurisdiction (ETJ) of the City of El Campo. With the numerous codes, policies, regulations, and procedures involved in securing development approval, this guide has been prepared to provide a basic understanding of the major City requirements when seeking to develop property within the City of El Campo and its ETJ.

Development in El Campo is regulated in order to promote public health and safety, and protect public and private property. Regulations and procedures have been developed to establish rules and clear processes for development. This guide is intended to help applicants through the process.

The development process can be broken down into four basic elements. **Zoning**, the first element, identifies permitted uses and development regulations, or the need for Variance/Special Use Permits, for the property. The second element, **Platting**, submission and approval, identifies the subdivision of (or need to subdivide) land and any proposed public dedications such as right-of-way or easements. The third step, the **Site Plan or Planned Development** process, involves the review and approval of the actual plans for construction of public infrastructure contained within the public dedication areas and improvements on the site. Construction plans indicate exact locations of connections to City infrastructure and include site details that address existing and proposed paving, grading, drainage and utility improvements. The fourth step, the **Permitting & Inspections** process, addresses the review and approval of construction in comparison to approved building plans for conformance with regulations and minimum building standards to ensure the safety of future property owners and occupants.

Project Elements

Every project must be:

1. **ZONED** for the intended use or **VARIANCE/SPECIAL USE PERMIT** required;
2. Located on a recorded **PLATTED** lot or legally subdivided lot or **SUBDIVISION** required;
3. Approved through the **SITE PLAN** and/or **PLANNED DEVELOPMENT** process;
4. Complies with all necessary **BUILDING PERMITS** issued and **INSPECTIONS** conducted during and upon completion of construction; and **CERTIFICATE OF OCCUPANCY** issued (if applicable).

Each of these elements has a specific process. Summary details of each process are provided in this guide.

The reader is advised that additional permitting requirements may apply to specific projects. All construction projects should be carefully reviewed for any additional federal, state, or county requirements.

2.0 PRE-DEVELOPMENT MEETINGS

The path that each development will need to follow will depend on how many project elements are already in place. In order to determine the correct path, all new construction and major development projects are required to conduct a pre-development meeting with City staff from the Inspections & Planning Department, Public Works Department, Fire Marshall, and other departments related to the project. Pre-development meetings help developers to understand the process and requirements related to their project.

The purpose of the pre-development meeting is to determine the necessary steps for each project, to provide the necessary information to successfully complete each step and to discuss specific questions pertaining to codes and regulations. More complicated development projects are often affected by multiple City ordinances, codes, and requirements established by various Departments within the City. Topics traditionally covered in pre-development meeting include zoning, platting, floodplain development, utility availability, right-of-way and easement dedications, drainage requirements, building code and fire code compliance. The applicant is encouraged to bring any relevant site development data such as a site plan, plat, or other documents to the meeting. It is also strongly recommended that the property owner or their representative bring the project engineer, architect, and/or surveyor to the pre-development meeting to help facilitate the technical dialogue that must take place when considering pursuing a project and avoid potential confusion when plans are submitted. This meeting should occur prior to the submittal of any applications or development plans to the City. This meeting will assist all applicants in navigating the processes and a comprehensive overview of anticipated costs based on required drawings and documents and established fees.

The City strongly recommends that applicants contact the City Planner as early in the process as possible to discuss development project process and next steps. For questions and/or to schedule a meeting, contact the City Planner at 979-541-5020.

3.0 ZONING

3.1 Zoning Overview

Importance of Zoning

Zoning is an important land use and development tool for many municipal governments. Authorized by state law, zoning allows the City to develop distinct districts for the purpose of regulating the use and development of land. Through the zoning process, the City attempts to ensure compatible land use patterns, minimize conflicts between land uses, protect public and private property, and enhance the natural and built environments.

The City of El Campo's [Zoning Ordinance](#) defines the geographic area, regulates the allowable land uses, and defines standards of development for each zoning district.

Uses Allowed in the Current Zoning

When considering the use of a property, the first step will be to review the City of El Campo's [Zoning Map](#) to locate the subject property, determine what zoning district the property is located within, and review the [District Regulations](#) contained in Section 10.03 of the City of El Campo ordinances to ascertain whether the proposed use, of the property, is allowed within that district.

3.2 Zoning Verification Request

In order to determine that El Campo's Zoning Ordinance permits a proposed project on a property, the applicant may request a zoning verification letter. The purpose of the zoning verification letter is to obtain written confirmation from the City of El Campo regarding the zoning district(s), permitted uses, and other information requested regarding the zoning of a property. It is important to remember that the City's

Zoning Ordinance is only enforceable in the corporate city limits. All properties located in the ETJ are exempt from the City's Zoning Ordinance, but may be subject to other City codes and regulations (i.e. platting, signage, etc.).

The [Zoning Verification Request Form](#) can be downloaded from the [City of El Campo's website](#).

3.3 Zoning Changes

Options to Change Current Zoning

If the applicant determines that the proposed use conflicts with the allowable uses within the existing zoning district, the applicant/owner may request to change the designated zoning of the site to one that will accommodate the proposed use. This request may entail:

- Expansion of existing adjacent zoning boundaries;
- [Rezone](#) or change of the existing district to another standard zoning district
- Establishment of a [Planned Development District](#) (Planned Development districts are unique zoning districts designed to allow creative site design, flexibility in use, or additional regulation not provided for within the standard zoning districts); or
- [Special Use Permit](#) (in specified zoning districts, certain uses are allowed only with specific conditions and restrictions. Requests to utilize land for one of these uses require a Special Use Permit to be approved by City Council).

Application for a Zoning Change

The City recognizes that a viable Zoning Ordinance cannot be static; it must change with the changing needs of the public, the demands of changes in technology, or the manner of doing business. The staff of the Planning Department oversees this continual change process.

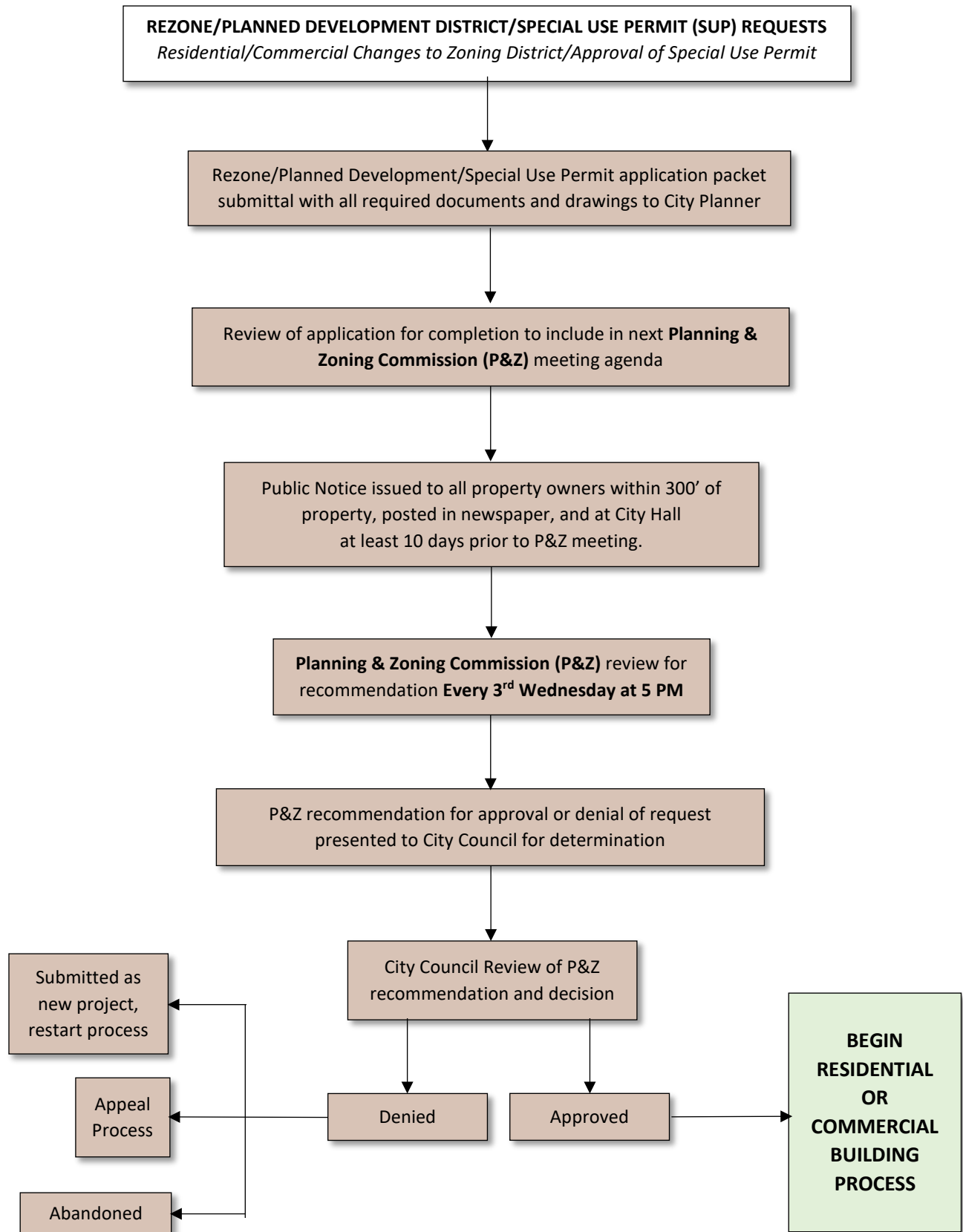
- The first step in the zoning change process (which establishes an actual amendment to the Zoning Ordinance) will be to contact the City Planner to discuss the nature of the zoning request. The City Planner will answer any questions pertaining to the zoning process and will help explore the feasibility of a request. Each request will be reviewed for its compatibility with the existing land uses, zoning patterns, and El Campo Comprehensive Plan.

➤ [Section 10.02.035](#) details the criteria for considering rezoning applications.

- The second step will be the submission of an Application for [Rezoning](#), [Planned Development District](#), or [Special Use Permit](#). Each application provides a comprehensive checklist of the submittal requirements. Based upon the Submittal Schedule the case will be scheduled for public hearings before the Planning & Zoning Commission (P&Z) and City Council.

Public hearings will be held before the City's Planning & Zoning Commission and City Council, respectively. Each body will hear the request and receive public input before reaching a decision on the matter. The Planning & Zoning Commission will make a formal recommendation to City Council regarding approval or denial of the request. City Council will consider the case, including the recommendation, and make the final determination.

3.4 City of El Campo Re-Zoning Process Flowchart



4.0 PLANNED DEVELOPMENT DISTRICTS

4.1 Planned Development DISTRICT Overview

The planned development district allows for a development containing uses or a combination of uses in a design that would not otherwise comply with the regulations of the primary zoning districts, but does provide an overall design, increased open space, or other features or amenities that result in a superior development or offer special benefits to the community. A planned development district may not be used for the primary purpose of avoiding the zoning regulations applicable to the primary zoning districts. The use of planned development districts can increase compatibility and reduce negative impacts when procedures such as encouraging large-scale development, efficient use of land, innovative and imaginative site planning, greater open space, and economical land developments are utilized to the fullest.

Planned Residential Development District should be designed in a manner that will produce more usable open space, better recreational opportunities, and safer and more attractive neighborhoods than under conventional zoning and development techniques.

Planned Commercial Development District should be designed so as to result in attractive, viable and safe centers and clusters, as opposed to strip patterns along thoroughfares. Control of vehicular access, architectural quality, landscaping and signs will be exercised to soften the impact on nearby residential neighborhoods, and to ensure minimum adverse affects on the street system and other services of the community.

Planned Industrial Development District should be designed to promote the establishment of industrial parks, to permit groups of industrial buildings with integrated design and coordinated physical plan, [and] to buffer adjacent residential areas with landscaped open space.

Standards for the design, bulk and location of buildings and structures shall be as set forth in the regulations applicable to the planned development district; provided that, the Planning & Zoning Commission and City Council may, in the process of approving the general development plan, approve deviations as considered appropriate and compatible with surrounding and adjacent developments.

4.2 Submission of application and plan

Planned Development District Project applicants will be required to conduct a pre-development meeting with City staff. Pre-development meeting can occur before or after a general plan has been drafted. Pre-Development meetings for planned development projects can be conducted at the concept stage or at the General Development Plan stage. A general or final development plan must be submitted in order to be reviewed by the Planning & Zoning Commission and City Council. The Planning & Zoning Commission will review the plan to make a recommendation for approval or denial to Council. Council will review recommendation to make final determination. If a general plan is approved by Council, a final plan must be submitted within 1 year from the approval date or the location will be automatically rezoned to an appropriate use. Once Final plan approved, work must begin within 2 years or approval expires unless an extension no more than 1 year max is requested and approved by City Council. Once a final approval is issued, permits can be obtained to begin the construction process.

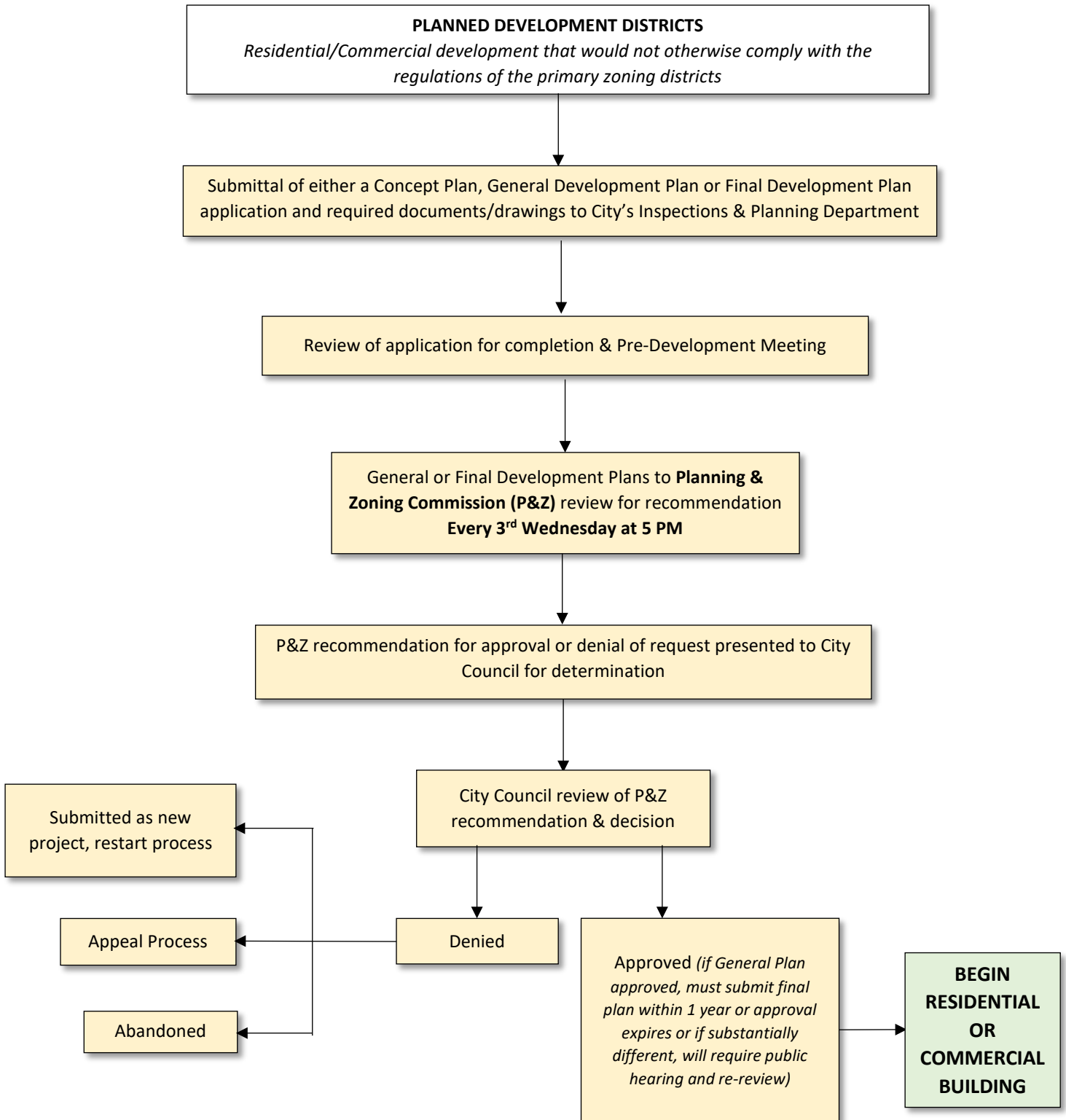
The *general development plan*, which does not contain the detail required of the final development plan, is intended to provide sufficient information for public comment and for the Planning and Zoning Commission and City Council to make a preliminary, but not final, determination on the merits of the development, without requiring the applicant to incur the expense of preparing a final development plan. In addition to any other information required by the zoning official, the general development plan must contain the following minimum information:

- (1) A list of proposed land uses and the approximate acreage devoted to each type of use;
- (2) A general site plan showing the approximate location of buildings, parking lots, and streets, the maximum building height, and the setbacks from all boundaries;
- (3) The maximum densities for residential uses and the maximum floor area for nonresidential uses;
- (4) Significant environmental features, including floodplains and watercourses;
- (5) The areas devoted to common open space;
- (6) A pedestrian circulation plan;
- (7) A general landscape plan;
- (8) Major signs; and
- (9) Information relating to the transition between and buffering of differing land uses.

The *Final Development Plan* is intended to provide all the detailed information of development, including all the regulations that will apply to the district. The final development plan submitted must include all the information required by the general development plan, but in specific detail, and all the information specified by the zoning official.

If a General Development Plan is approved By Council, a Final Development Plan must be submitted for review prior to beginning the development process. If a Final development plan is not submitted within a year from the approval date, the zone will be automatically rezoned to an appropriate district. Furthermore, if the development has not broken ground within 2 years of the date of approval on the final development plan, then the final development plan automatically expires unless an extension for no more than 1 year is requested and approved by Council.

4.3 City of El Campo Planned Development Districts Process Flowchart

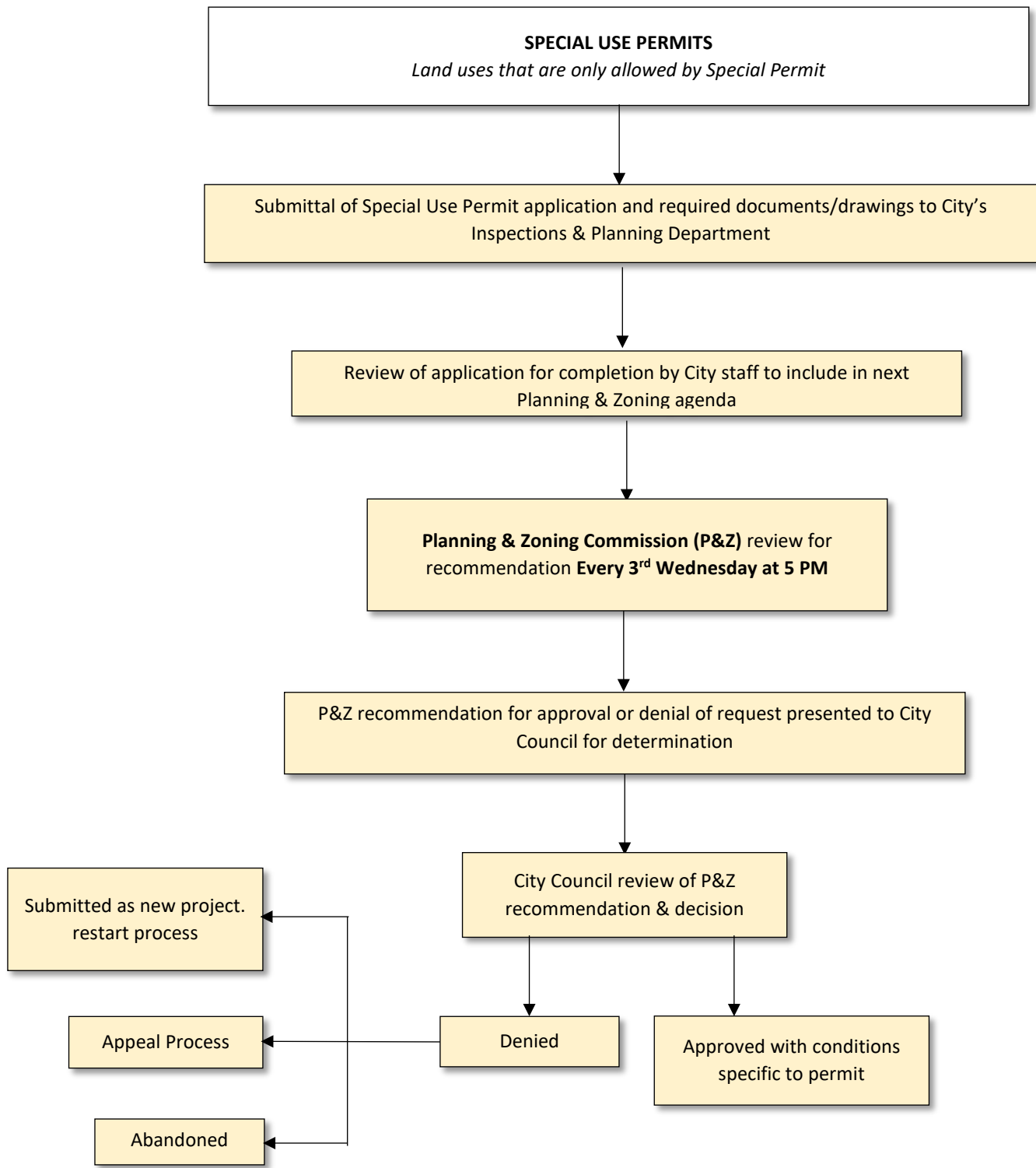


5.0 SPECIAL USE PERMITS

5.1 Special Use Permits Overview

Certain uses of land, buildings or structures may not be appropriate under all circumstances in any given zoning district but may be appropriate where adequate precautions can be taken to ensure compatibility with surrounding uses, public need, and the city as a whole. It is the intent to allow for such uses by the granting of a special use permit, subject to the procedures which are applicable to rezoning, as stated herein. Special uses that require a permit are listed in [Article 10.04](#) of the Unified Division Code and may have established requirements described in the Unified Development Code. All special uses, especially those without specified standards, are subject to special provisions that may dictate certain building/design features that are required to be complied with in order for permits to be issued.

5.2 City of El Campo Special Use Process Flowchart



6.0 PLATTING – THE SUBDIVISION OF LAND

6.1 Platting Overview

“Platting” is the process required by the Texas Local Government Code to obtain an approval of a subdivision of real property. By definition, a “Plat” is the written depiction of the lots, blocks, and reserves created by the subdivision of real property, which must be recorded in the Official Public Records of Real Property of Wharton County, after it has received the requisite approvals. By definition, “Subdivision” is the division of land without regard to the transfer of ownership. The City has further codified the platting process and requirements in [Article 10.12](#), titled “Subdivisions”. The City has specifically defined “Subdivision” to mean the division of a tract or parcel of land into two or more parts, any part being less than five acres, for laying out urban, suburban, building, or other lots and to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers, owners, renters, or other users of such partitions of the tract or lots fronting thereon or adjacent thereto for the purpose, whether immediate or future, of sale, lease, or building development. A subdivision of land includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for deed, by using a contract of sale or other executory contract to convey, or by using any other method. This definition is subject to the preemptive provisions of the Texas Local Government Code, as the same may be amended from time to time. An “addition” is a subdivision as defined herein. The term “Subdivision” shall also include a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for deed, by using a contract of sale or other executory contract to convey, or by using any other method. Furthermore, [Section 10.12.004](#) states that:

No land shall be subdivided within the corporate limits or the extraterritorial jurisdiction of the municipality until approvals of the preliminary plat and final plat have been obtained from the planning and zoning commission; and the approved final plat has been filed with the county clerk.

No land shall be subdivided within the corporate limits or the extraterritorial jurisdiction of the municipality until:

- (1) Approvals of the preliminary plat and final plat have been obtained from the planning and zoning commission; and*
- (2) The approved final plat has been filed with the county clerk.*

No building permit or certificate of occupancy shall be issued for any parcel or plat of land which was created by subdivision after the effective date of, and not in conformity with, the provisions of this article; and no excavation of land or construction of any public or private improvements shall take place or be commenced except in conformity with this section.

Neither the city nor any public utility operating within the city limits or ETJ shall serve or connect any land with water, sewerage, or other service unless and until both the city and such utility, as applicable, has been presented with proof that such land has an approved and duly recorded subdivision plat consistent with the requirements of this article or otherwise holds a certificate that a subdivision plat is not required to receive such utility service.

In general terms, a “Plat” is a map of a parcel of land identifying the location and boundaries of street rights-of-way, individual lots or parcels, and other site information. The plat shows features such as lot

lines, utility easements, setback lines, land dedicated for public use (e.g. streets and parks), ownership, and metes and bounds (boundary dimensions). A plat also establishes the lot, block, and subdivision name (legal description) used in real estate transactions. A plat is a legal document complete with a drawing of the property boundaries, metes and bounds, an owner's statement dedicating streets to the public, an owner's certification statement, a title block, approval statements, and a location map. A plat is not the property survey required by a mortgage company when closing the sale of a property. Plats are reviewed by City Staff and the P&Z Commission, approved by City Council and filed with the County Clerk of Wharton County. The Subdivision Quick Reference is provided as an overview of the requirements. Detailed requirements are outlined in [Article 10.12](#). Questions or clarifications should be directed to the City Planner.

Importance of Platting

The manner in which land is subdivided, how streets are designed, and how the lots are laid out have a lasting effect on the physical character of the City. El Campo's Subdivision Ordinance ([Article 10.12](#)) regulates all subdivisions of land within the City and its ETJ to ensure that the public health and safety, and public and private property are protected. Street, water, sanitary, and storm drainage systems must be adequately sized, designed, and constructed to meet the public's needs. Future property owners must be guaranteed a parcel with access to public right-of-way and utilities suited for the intended use.

When to Plat

There are several situations that require the platting of property. Generally, a plat is required if:

- The property has never been platted;
- An existing platted lot is or needs to be subdivided;
- It is necessary to make changes to a previously recorded plat due to an error or omission; and/or
- The owner desires to relocate, add, or remove lot/building lines between adjacent lots.

It is unlawful for any person or entity to subdivide any tract, lot, or parcel of land within the City or within El Campo's ETJ, unless and until a preliminary and final plat have been approved by El Campo City Council. Additionally, City permits may not be issued on land that has not been legally subdivided. All plats must be prepared by a Registered Public Land Surveyor (RPLS) licensed by the State of Texas.

In some cases, a formal pre-development meeting may be required between City staff and the applicant regarding subdivision requirements, land use, development regulations, and the platting process. The City strongly encourages plat applicants contact the City Planner prior to submitting a plat application.

6.2 Types of Plats

- 1 Concept Plan
2. Preliminary Plat
3. Final Plat
4. Minor/Admin Final Plat

1. **Concept Plan:** A Concept Plan is required when large and/or complicated sites are proposed for development. The developer, engineer, and/or surveyor are required to review the plan concepts with City staff for coordination purposes prior to submittal of the Concept Plan. The Concept Plan is generally a one-line concept plan detailing the general layout of streets, lots, open space, public facilities, utility locations, drainage plan, and other facilities, as applicable.

2. **Preliminary Plat:** All un-platted property must go through the preliminary plat process. The Preliminary Plat provides a general layout of the proposed subdivision with existing and proposed features. The Preliminary Plat is mutually beneficial to both the developer and the City in that it provides an opportunity for the developer to explore the feasibility of the project while allowing the City to provide initial direction on the availability of City services. In addition to the plat drawing, a Preliminary Plat submittal must include topographic information, a preliminary water and sewer layout, and a preliminary drainage analysis. If the proposed development is to be phased, this will need to be shown on the Preliminary Plat. The Preliminary Plat must address development issues on the entire parcel owned by the developer, even if the developer plans to only develop a portion of the property at this time. The Preliminary Plat (along with any staff comments) goes to the Planning & Zoning Commission for approval.

3. **Final Plat:** Upon completion of the Preliminary Plat process, the developer may proceed with submittal of a final plat. The Final Plat shall conform to the Preliminary Plat as approved by the Planning & Zoning Commission and incorporate any and all changes, modifications, corrections, and conditions imposed by the prior approval. The Final Plat and staff comments are reviewed by the Planning & Zoning Commission and then considered for approval by City Council. A Final Plat will not be presented to City Council for consideration until all recommended conditions of the Preliminary Plat have been incorporated. A Final Plat may include certain re-plats, abbreviated plats, amending plats, or vacating plats. If a Final Plat continues less than 4 lots after subdivision, it is considered to be a Minor/Admin Plat.

4. **Minor/Admin Final Plat:** A final replat involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities; or a replat under [Section 10.12.012](#) that does not require the creation of any new street or the extension of municipal facilities. These types of plats can tentatively be approved by City staff without the review of the Planning & Zoning Commission and City Council.

6.3 The Platting Process

Both the Preliminary and Final plat process consists of seven (7) general steps:

1. Pre-application discussion and review with City Planner.
2. Formal submission of the [Plat Application](#), plat copies, development plans (if required), and the payment of filing fees (refer to the City's Code of Ordinances Appendix A for the full [Fee Schedule](#)).
3. Review by City staff for formal recommendations to the Planning & Zoning Commission with regard to compliance with City ordinances. Minor/Admin Final Plats can be tentatively approved by City staff without review by the Planning & Zoning Commission or City Council to be executed and filed.
4. Consideration by the Planning & Zoning Commission along with a Public Hearing, with notices posted 10 or more days prior to hearing/meeting.

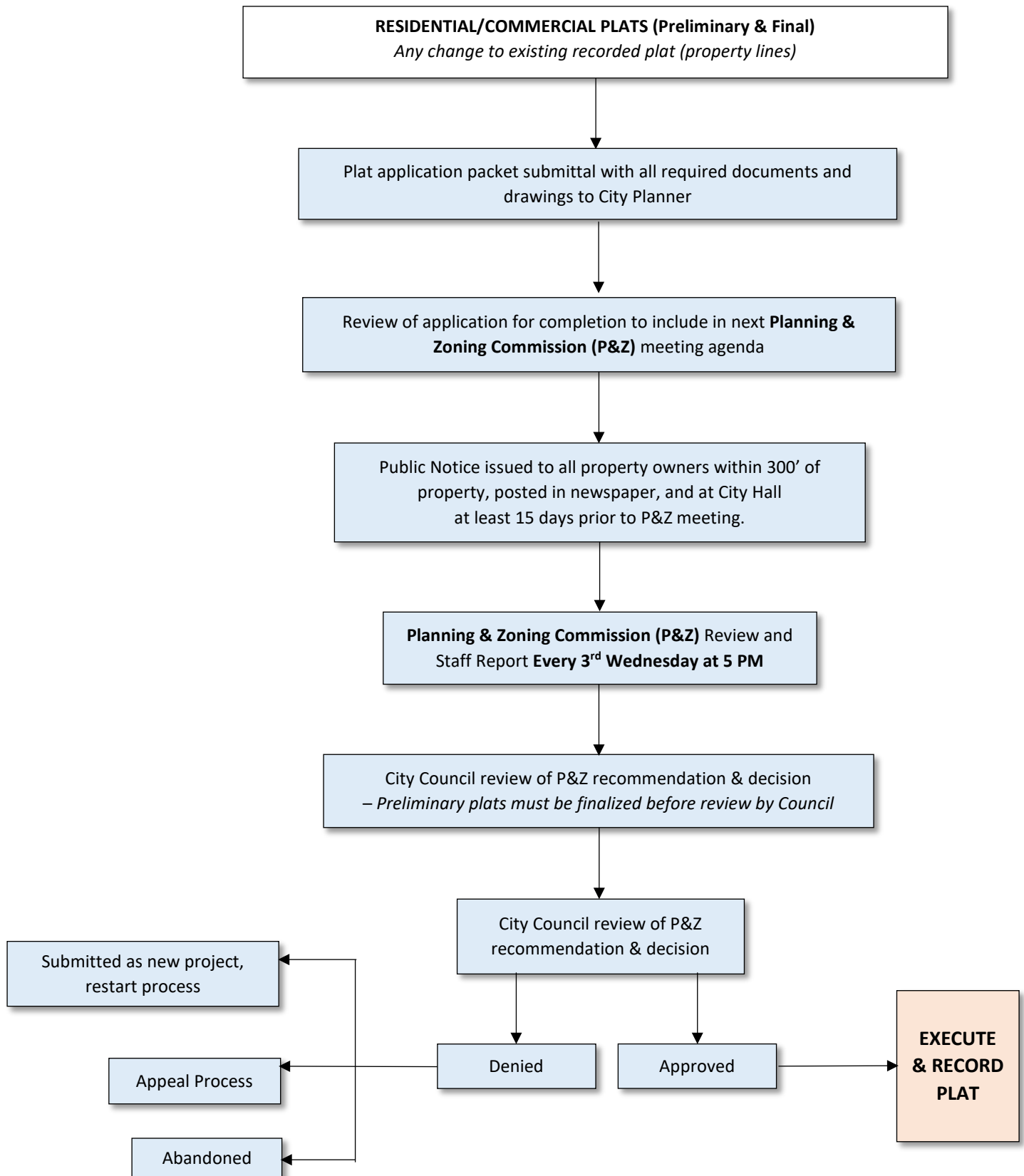
5. Developer shall address approval contingencies prior to submittal of final plat for City Council consideration. City staff shall confirm that such contingencies have been fully addressed prior to placing the plat on a City Council agenda.
6. City Council review of plat with Planning and Zoning Commission recommendation.
7. If approved - Recordation with the County Clerk of Wharton County or sent to Wharton County Commissioner's Court if located within the City's ETJ.

The Planning & Zoning Commission will either recommend approval, with or without contingencies, or denial of the plat for failure to meet specific requirements. Approvals are valid for a period of six (6) months. Once all conditions have been met and/or the Planning & Zoning Commission recommends approval of the Final Plat, City staff will then place an item on the next available City Council agenda to consider approval of the Final Plat. Once City Council approves the plat, appropriate City signatures will be obtained on the plat copies and the applicant can record final signed plat copies with Wharton County.

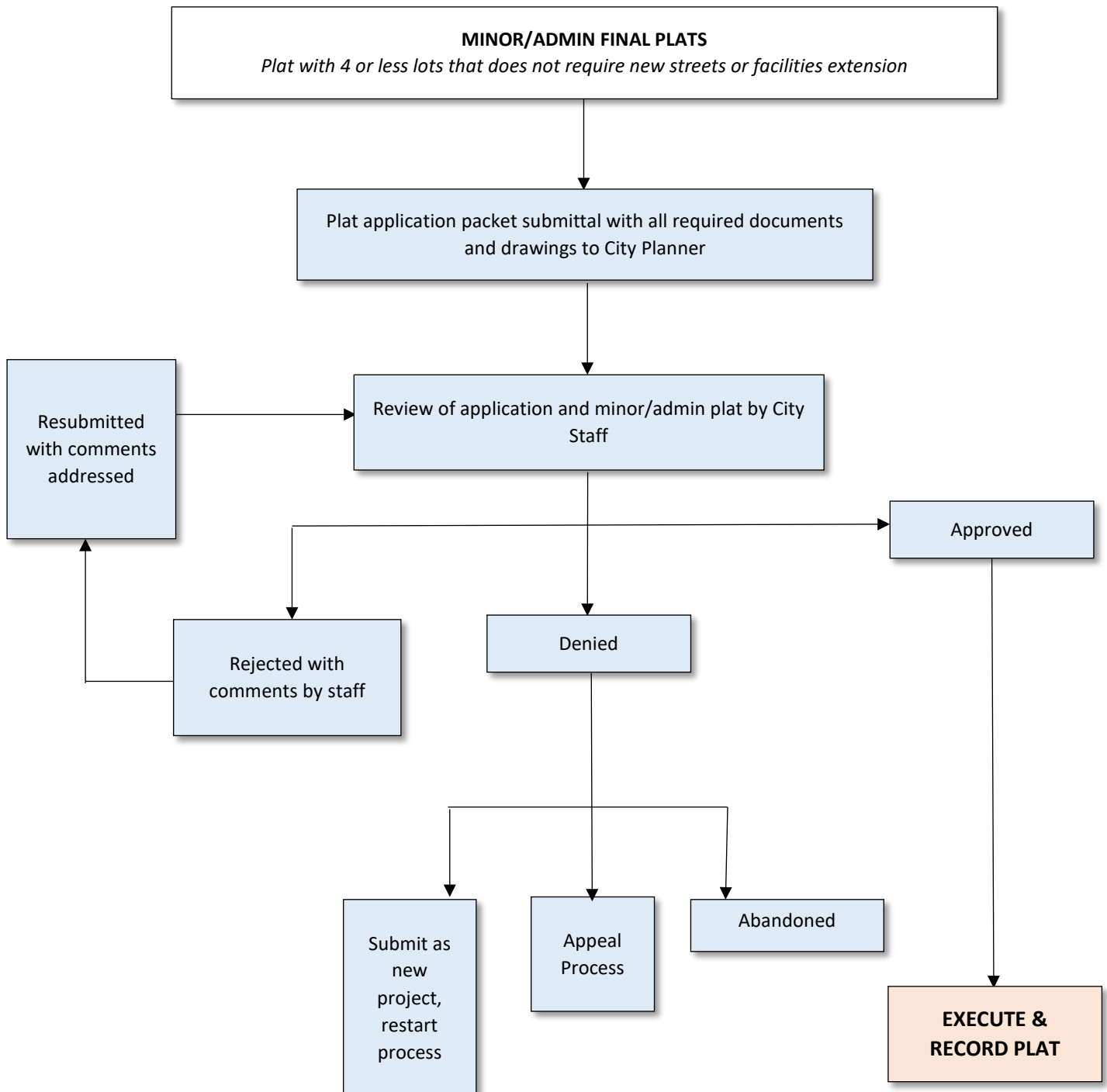
For subdivisions located within the City of El Campo's ETJ, a suitable "Guarantee of Performance" shall be provided for water, wastewater, and drainage facilities prior to the City forwarding the City- approved plat to the appropriate County Commissioner's Court. After the plat is recorded, the plat applicant or owner will be notified and provided a copy of the final recorded plat. Original plat copy is kept on file with the City of El Campo.

NOTE - *In conjunction with the plat submittal, some projects, such as residential subdivisions, may require the concurrent submission of engineering plans, drainage reports, traffic impact analysis (TIA) studies, and other applicable plans in order to adequately review the project. City staff will review the drainage report and preliminary plans for construction of subdivision improvements for consistency with the Preliminary Plat package and compliance with City ordinances, standards, and comprehensive plans. The developer shall incorporate City staff comments in the final plans. The drainage report shall address the existing and proposed drainage improvements for the development.*

6.4 City of El Campo Preliminary/Final Plat Process Flowchart



6.5 City of El Campo Minor/Admin Final Plat



7.0 SITE PLANS

City policies, standards, and regulations on land use and development are designed to help ensure public health and safety, and protect private and public property. The site plan review allows City staff to review projects for land use, zoning, transportation, drainage, environmental and safety considerations. Site plan reviews also determine if the proper infrastructure is in place to service the development in accordance with City requirements (applicable codes and ordinances).

El Campo's Public Works Department will review the site plan for drainage, utilities, paving and grading, traffic impacts, and other civil engineering related issues. The following sheets must be included in the plan set for review: Cover, Recorded Plat, General Construction Notes (including the City's general, water, sewer, storm, gas, and detention notes), Dimensional Control, Paving and Grading, Drainage, Detention (if required), Utilities, Landscaping, Irrigation (if proposed), Storm Water Pollution Prevention Plan (SWP3) (including erosion and sediment controls plan), and Details (including water, sewer, gas, storm, paving, SWP3, etc.). Applicable sheets must be signed and sealed by a professional engineer.

The Inspections & Planning Department will review the site plan for compliance with the Zoning Ordinance, Floodplain Management, building height limits, lot area/width/depth, building setbacks, lot coverage, density, off-street parking, landscaping, and screening/buffering/fencing. All site plans will be reviewed for consistency with the Comprehensive Plan and other planning related issues.

The Fire Marshal's Office will review the site plan for fire hydrant location, emergency vehicle access, fire sprinkler requirements, and other fire code issues. In addition, the Fire Marshal will review the architectural plans during the building permit process.

Although City staff reviews plans for these issues, the ultimate responsibility for the construction documents rests with the Design Professional preparing the plan. The reader is advised that additional permitting requirements may apply to specific projects. All construction projects should be carefully reviewed for any additional federal, state, or county requirements.

7.1 Plan Review

Once zoning and platting issues are addressed, a site plan application must be submitted for all projects within the City limits.

Use the [Site Plan Application](#) in the document center for all single-family (one dwelling) and multi (two dwellings or more) developments/projects, residential subdivisions, all nonresidential developments, and multi-family developments. A site plan submittal must be approved by the Inspections & Planning Department prior to submitting a [building permit application](#).

Each site plan application provides a complete list of submittal requirements; not all requirements listed may be applicable to every project. Additionally, depending on the nature of the project, additional plans or documents may be required in order to adequately review the submittal. Additional requirements may include a Traffic Impact Analysis (TIA), drainage report, photometric study, required permits by federal, state, or county agencies, etc. The initial review may take approximately thirty (30) days from time of complete application submittal. If the application is incomplete or inaccurate, the project may be delayed until corrections or additions are received.

7.2 Residential Site Plan Applications

Residential/Single-Family [Site Plans Applications](#) are required for all new single/multi-family homes, additions to existing single/multi-family homes, decks, detached garages, carports, patios, and accessory structures over 200 square feet. The Inspections & Planning Department reviews the site plan application for compliance with the Zoning Ordinance and Subdivision Regulations, then routes the plans to the Public Works Department for review of any proposed public improvements, drainage, utilities, grading, etc., if necessary. If it is found that the proposal does not meet the City's requirements, the applicant will be notified and alternatives will be discussed to address any issues. Some site plans may also be subject to a formal Pre-Development Meeting with City staff.

Once the site plans are approved by the Inspections & Planning and Public Works Department, the applicant will submit the approved plan set, along with a [Building Permit Application Form](#) and all required plans (floor plans, building elevations, structural, foundation and electrical) and documents, to the Building Official, who is responsible for the code compliance of all construction in the City of El Campo.

7.3 Commercial/All Other Site Plan Applications

A Commercial [Site Plan Application](#), along with complete civil engineering plans, including landscaping, screening/buffering, exterior building elevations, and all supporting documents and fees are required for all new commercial and industrial construction and additions projects. The Inspections & Planning Department reviews the site plan application for compliance with the Zoning Ordinance and Subdivision Regulations, then routes the plans to the Public Works Department for review of any proposed public improvements, drainage, utilities, grading, etc., if necessary. If it is found that the proposal does not meet the City's requirements, the applicant will be notified and alternatives will be discussed to address any issues. Some site plans may also be subject to a formal Pre-Development Meeting with City staff.

Once the site plans are approved by the Inspections & Planning and Public Works Department, the applicant will submit the approved plan set, along with a [Building Permit Application Form](#) and all required plans (floor plans, building elevations, structural, foundation and electrical) and documents, to the Building Official, who is responsible for the code compliance of all construction in the City of El Campo.

7.4 Site Plan Submittal Checklist

(Commercial, Industrial, Multi-Family, and Planned Communities)

A site plan shall include all of the following information in graphic representation and shall be prepared by a registered architect, registered engineer or registered surveyor.

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of El Campo.

General Information:

- Completed and signed Application Form
- Copy of Recorded/Final Plat
- Metes & Bounds of property
- Two (2) copies of fully dimensioned site plan (include 200 feet around the property lines, driveways, medians)
- One legible reduced copy of site plan and building elevations - 8 ½" x 11"
- Date, scale, key scale, north arrow, vicinity map
- Detailed boundary description of proposed site including location of corner or lines boundary markers as located on the ground with lengths and bearings of property
- Project name, owner's name and address, name and address of engineer, architect/site designer, and/or surveyor
- Acreage of proposed site
- Location and size or width of all public R.O.W. and/or easements within, bounding or intersecting the site including floodplain/floodway areas
- Zoning of subject tract and abutting tracts
- Flow arrows indicating direction of storm water runoff
- Existing and proposed site grading showing contour lines at intervals not to exceed two (2) feet
- Proposed water quality facilities (if needed) or Statement regarding regional detention or on-site drainage
- Names of streets within and adjacent to site
- Storm Water Pollution Prevention Plan (SWPPP) and Storm Water Quality Management Plan (SWQMP)
- TxDOT Driveway Permit (if adjacent to TxDOT)
- TxDOT Drainage Approval (if adjacent to TxDOT)
- TxDOT Utility Permit (if adjacent to TxDOT)

Site Information:

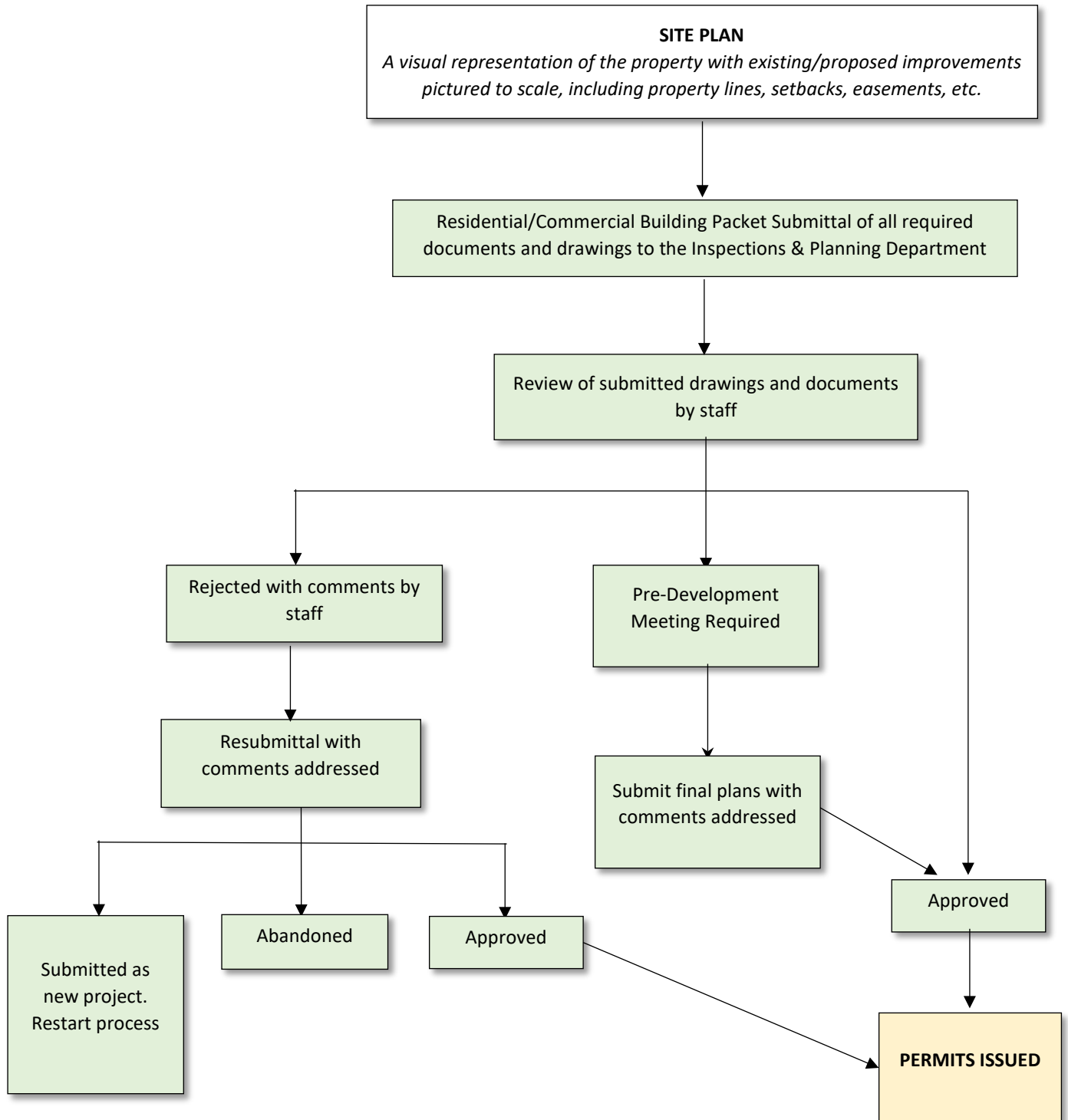
- Location and square footage of existing and proposed structures (No proposed structures outside building line)
- Use of existing and proposed structures
- Percentage of lot coverage of existing and proposed structures (show calculations)
- Front, rear and side yard setbacks of all structures (existing and proposed)
- Existing pavement (type and width)
- Dimension Control (Line and Curve data for proposed paving)
- Two (2) blueprints of exterior building elevations including:
 - All sides of all buildings (including carports and accessory buildings).
 - Specifications identifying all exterior building materials and colors.
 - Heights of all structures.
- Downspout layout (for internal drainage)
- Location of entrances and exits to all structures (existing and proposed)
- Location of existing and proposed utility lines and drainage facilities ☐
- Storm sewer calculations (proper "n" values, pipe slope)

- Drainage calculations for the two year and 100 year events
- Detention Pond Slopes (3:1 or less, if not privacy fence needed)
- Show utility connections (water, wastewater, storm water, gas, etc), meters (with box), service lines, grease traps, septic systems, etc.
- Monitoring well or Manhole for Commercial
- Show existing and proposed fire hydrants
- Location of existing and proposed fire hydrants on and off site -required within 300' of main entrance
- Landscaping & irrigation plan according to [Article 10.13](#) Landscaping and Tree Preservation - Include landscaping table and notes
- Ground cover for non-pavement/building
- Sidewalks in R.O.W. if required
- Type and location of fencing and gates
- Location of outside waste facilities/trash receptacles and screening
- Exterior lighting (proposed and existing)
- Topography of existing site and outside of property to verify drainage
- Survey control sheet (if needed)
- Traffic Impact Analysis Plan showing traffic-related impacts on existing and planned thoroughfare system
- Traffic Plan indicating alternative traffic-related measures during the site development

Parking Area:

- Total parking area in square feet
- Parking count table and notes (show calculations required, number provided per each land use proposed)
- Marked parking spaces showing width, depth and layout dimensions in accordance with Chapter 50 (Zoning) Article IX (Parking Regulations)
- Driveway line markings and wheel stop locations
- Parking stalls marked and designated for handicapped persons, location of ramps per ADA Code
- Locations and size of loading areas (cannot use required parking areas)
- Location and width of all curb cuts and driving lanes
- Ingress and egress points
- Types of surfacing to be used. All parking/driving areas must be paved
- Fire Lanes/ emergency vehicle access lanes (paving to support fire truck loading per Fire Code), including maximum grades, widths, and height limitations
- Label Fire Department Connections (FDC)

7.5 City of El Campo Site Plan Process Flowchart



8.0 Variances

8.1 Variance Overview

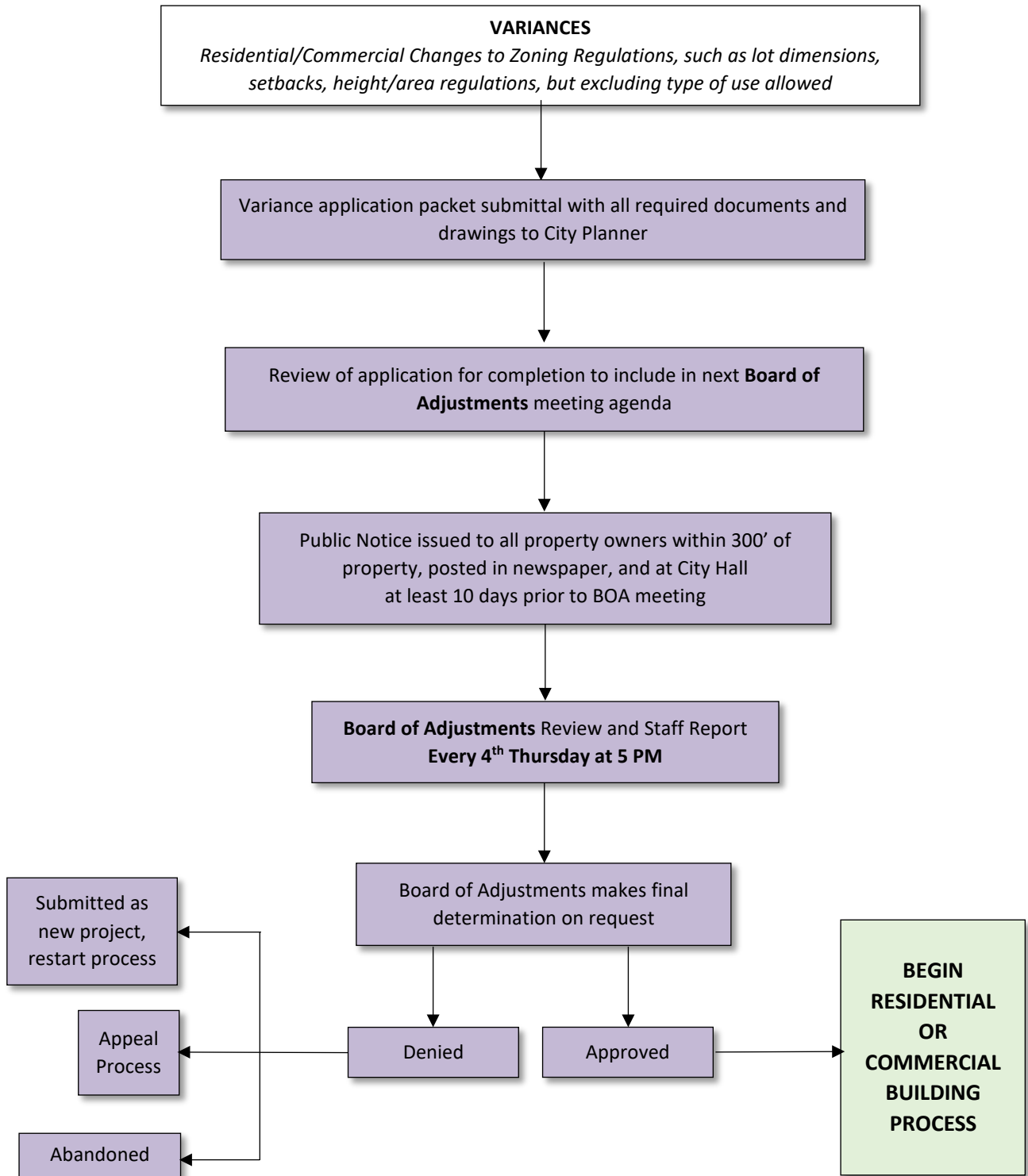
A variance is defined as a departure from any provision of the zoning regulations for a specific parcel of property, except use, without changing the zoning ordinance or the underlying zoning of the parcel of property and where the action will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of actions or the situation of the applicant, a literal enforcement of this chapter would result in unnecessary and undue hardship. Variances may include changes to setbacks, minimum lot sizes/dimensions, building height, parking space, and adding/enlarging/repairing a nonconforming building, extending existing/proposed conforming use into an adjoining/more restrictive zone.

All variance requests must be heard and decided upon directly by the Board of Adjustments and do not require Council consideration.

Conditions for considering variances are:

- (1) Such variance will not be contrary to public interest.
- (2) Such variance will not authorize the operation of a use other than those uses specifically authorized for the district in which the property for which the variance is sought is located.
- (3) Such variance will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district.
- (4) Such variance will not alter the essential character of the district in which it is located or the property for which the variance is sought.
- (5) Such variance will be in harmony with the spirit and purposes of this chapter.
- (6) The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial, and are not due to, or the result of, general conditions in the district in which the property is located.
- (7) The variance will not substantially weaken the general purposes of this chapter or the regulations herein established for the specified district.
- (8) The variance will not adversely affect the health, safety or welfare of the public.

8.2 City of El Campo Variance Process Flowchart



9.0 PERMITTING & INSPECTIONS

9.1 Building Permits

A Building Permit is a legal document that gives permission to start construction of a building project in accordance with approved drawings and specifications. Building permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites.

The permitting process includes the review and approval of construction and site plans, the payment of permit fees, the issuance of a Building Permit, scheduled inspections of the work in progress, and approval at its completion. Building permit applications will not be accepted until the site plans are approved by the Inspections & Planning and Public Works Departments. After the Permits and Inspections Division receives all required documentation, the Building Official will ensure that the site plans have the Inspections & Planning and Public Works Departments approval and that the Building Plans match. Once the Building Official approve the building plans the permit may be issued.

Plan review fees are due at the time of submittal of the building permit application. Building Permit Fees are due at the issuance of a building permit. Additionally, all contractors are required to register with the City of El Campo and present a Certificate of Liability Insurance with the City of El Campo listed as the Certificate Holder. After the Building Permit is issued, the applicant is ready to start construction. All requests for building inspections must be submitted before 5:00 p.m. the day PRIOR to the requested date of inspection (Monday – Thursday – **No Inspections will be conducted on Saturday**). A Building Inspector will then be notified to inspect each part of the project as it progresses in order to ensure that the work is done safely and in accordance with the approved plans and codes.

Copies of permit applications are available in person at City Hall (315 E. Jackson, El Campo, TX 77437) or online at the City of El Campo's [Inspections & Planning Department Page](#). Complete applications can be submitted in person to the Permit Clerk/Inspections & Planning Department and/or using the [online portal](#). Fees vary by permit and must be paid prior to the permit being issued. For questions about what permits may be needed, please contact 979-541-5020.

9.2 Departmental Inspections

Inspections are required at several intervals of the development process. To schedule an inspection, contact the City of El Campo's Inspections & Planning Department at 979-541-5020. No work should be covered until it has been inspected and approved by the Building Official, Fire Marshall, Electrical, Mechanical, or Plumbing Inspector. When expecting an inspection, ensure that the property address is visible from the street with a minimum of 5-inch high figures contrasting the background mounting and that City approved plans and permits are on site for all inspections for the entire duration of the project.

The City Requires the following types of inspections on development projects:

Building Permits/Inspections

1. layout (*property lines at site need to be visible and verified*)
2. Forms / Foundations (*steel inspection for forms and foundation*)
3. Framing (*prior to sheathing installation*)

4. Windstorm (*hurricane clips and strapping*)
5. Sheathing (*walls & roof*)
6. Insulation
7. Brick Ties
8. Drywall (*screw or nail pattern*)
9. Roofing (*if re-roofing, no more than 2 layers*)
10. Final
11. If Flood Elevation Certificate is needed, a Final Flood Elevation Certificate is required

Electrical Permits/Inspections

1. Temporary Service
2. Underground
3. Rough In (*no 14-gauge wire or aluminum*)
4. Meter Loop/Permanent Service (*check with service provider for specs*)
5. Final

Mechanical Permits/Inspections

1. Rough In
2. Final

Plumbing Permits/Inspections

1. Rough In
2. Top Out
3. Sewer Line (*new, re-locate, and repairs*)
4. Water Line (*new, re-locate, and repairs*)
5. Shower Pan
6. Gas Test
7. Water Heater
8. Vacuum Breakers (*on all exterior hose bibs*)
9. Final

Manufactured Homes

1. Layout/Placement for Manufactured Home

Building Permits/Pool

1. Layout
2. Pool Steel
3. Electrical Bonding
4. Plumbing for Pool
5. Deck/Steel
6. Final

9.3 Certificate of Occupancy

Before a Certificate of Occupancy (CO) can be issued the Inspection Division will conduct final inspections of the project to determine if has been constructed according to the approved plans.

Once all final inspections and approvals have been obtained from the various City departments, the owner or tenant may request a CO. The building cannot be occupied until the CO has been issued. A CO is a document that permits a business to operate in a specific location. The process of issuing a CO ensures that a business complies with zoning or land use ordinances, as well as the structural and fire and life safety codes of the City; thereby assuring the applicant that his/her structure is ready for occupancy. This document is required of all tenants in both existing structures and newly constructed buildings and is obtained through the Permits and Inspections.

10.0 RESOURCES

10.1 Contact Information

For questions regarding the development process, contact the appropriate department(s).

City of El Campo – City Hall		979.541.5000
Permitting/Inspections		979.541.5020
Building Official		979.541.5020
City Planner		979.541.5020
Public Works		979.541.5075
County	Wharton Central Appraisal District (CAD)	979.532.8931
Electric	Wharton County Electric Cooperative (WCEC)	979.543.6271
Electric	American Electric Power	877.373.4858
Natural Gas	CenterPoint Commercial and Residential	800.427.7142
Water	City of El Campo	979.541.5000

10.2 Fee Schedules

Building Permits

Single-Family Residential Construction Permit	\$25.00 + \$0.40/sq. ft.
Commercial Construction Permit	<i>Based on project valuation</i>

MECHANICAL

Residential	\$25.00 + \$0.04/sq. ft.
Commercial	<i>Based on project valuation</i>

ELECTRICAL

	\$25.00
• Fixture/Appliance Outlet	\$1.00
• Motor	\$5.00
• Meter Loop	\$10.00
• Each Circuit	
1 Pole	\$5.00
2 Pole	\$10.00
3 Pole	\$15.00
• Temporary Service	\$10.00

• Re-Inspection	\$50.00
<u>PLUMBING</u>	
<u>WATER/SEWER</u>	\$25.00 +
• Fixture, Floor Drain, or Trap	\$5.00 <i>each</i>
• Sewer Line (<i>new, replaced, or repaired</i>)	\$10.00 <i>each</i>
• Water Line (<i>new, replaced, or repaired</i>)	\$10.00 <i>each</i>
• Water Heater or Vent	\$5.00 <i>each</i>
• Vacuum Breaker/Backflow Prevention Device Installed Subsequent to the installation or Piping or Equipment Served	\$3.00 <i>each</i>
• Installation, Alteration, or Repair of Water Piping or Water Treatment Equipment	\$10.00
• Repair or alteration of drainage vent piping	\$6.00
• Re-Inspection	\$50.00
<u>GAS</u>	\$25.00 +
• Fixture Outlet	\$5.00 <i>each</i>
• Re-Inspection	\$50.00 <i>each</i>
<u>IRRIGATION</u>	
• Sprinkler Head	\$1.00 <i>each</i>
• Backflow Prevention Device	\$3.00 <i>each</i>
<u>Plan Reviews</u>	
Residential Plan Review	<i>50% of the building permit fee</i>
Commercial Plan Review	<i>50% of the building permit fee</i>
Parking/Landscape Plan Review	\$50.00
<u>Plat/Subdivision Application</u>	\$150.00
<u>Planned Development Application</u>	\$300.00
<u>Re-Zone Application</u>	\$200.00
<u>Special Use Permit</u>	\$250.00
<u>Variance</u>	\$200.00
Misc.	
Voluntary Annexation	\$50.00
<u>Zoning Verification Letter</u>	\$35.00

10.3 Meetings/Public Hearings

Public Hearings are held in conjunction with the regularly scheduled meetings that a request is being considered at. In some cases, a meeting with Planning & Zoning Commission may be held in conjunction with the City Council or Board of Adjustments. Below are details for regularly scheduled meetings:

The [City Council](#) meets 2nd and 4th Monday of each month at 6:00 p.m., unless otherwise stated, at El Campo City Hall, 315 E Jackson St, El Campo, Texas 77437.

The [Planning & Zoning Commission](#) meets on the 3rd Wednesday of each month at 5:00 p.m., unless otherwise stated, at El Campo City Hall, 315 E Jackson St, El Campo, Texas 77437.

The [Board of Adjustments](#) meets on the 4th Thursday of each month at 5:00 p.m., unless otherwise stated, at El Campo City Hall, 315 E Jackson St, El Campo, Texas 77437.

10.4 Submittal Deadlines

Zoning, Planned Development District, Special Use Permit, and Plat/Subdivision Applications:

- All items to be placed on the Planning and Zoning Commission agenda must be received by the City Planner at least 15 days prior to the Planning and Zoning regular monthly meeting held every 3rd Wednesday in order to meet public notice of hearing deadlines.
- City staff will work with the applicant to ensure that all required documentation is in place to be included in the final agenda packet.
 - If the applicant is unable to provide all required documentation by the deadline, the item will be pulled from the agenda.
- All recommendations to Council for final determination will be tentatively scheduled for the regularly scheduled City Council meetings held on the 2nd Monday of every month.

Variance Applications:

- All items to be placed on the Board of Adjustments agenda must be received by the City Planner at least 15 days prior to the Board of Adjustments regular monthly meeting held every 4th Thursday in order to meet public notice of hearing deadlines.
- City staff will work with the applicant to ensure that all required documentation is in place to be included in the final agenda packet.
 - If the applicant is unable to provide all required documentation by the deadline, the item will be pulled from the agenda.