

NOTE TO APPLICANT/PROPERTY OWNERS/CONTRACTORS:

The review process will take approximately four to six (4-6) weeks, from the date the application is received into the Planning Division. Once the application and plans have been reviewed by the state agency and approved by the City, an action letter stating the conditions/comments of the state agency will be mailed to the applicant and property owner. A Building Permit is also required for all work with the exception of a dune restoration project. Two additional sets of plans may be circulated throughout the other city departments for approval, while the applicant waits for state comment. As a general policy, the City of Galveston will not issue a Certificate or Permit, prior to receiving state comment. If the proposed construction requires the approval of the Galveston Planning Commission, in addition to the review of the state agencies, the issuance of the Beachfront Construction Certificate/Dune Protection Permit may be delayed an additional 2-to 4- weeks.

**CITY OF GALVESTON
PLANNING AND DEVELOPMENT DIVISION**

PO Box 779, Galveston, Texas 77553
Phone: 409/797-3660 Fax: 409/797-3604

**BEACHFRONT CONSTRUCTION CERTIFICATE/ DUNE PROTECTION
PERMIT APPLICATION**

Case No.: _____

Date Submitted: _____

Please Print

PROPERTY INFORMATION

Street Address/Location (if the address is not established, it must be obtained prior to making application)

Legal Description (Lot, Block Number, Section and Subdivision)

Present Use and Improvement on Property

I. APPLICANT INFORMATION

APPLICATION STATUS (Check One): Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Applicant Name _____ ()
Telephone _____

Mailing Address _____ E-mail Address _____

II. OWNERSHIP (Check One): Individual Corporation Partnership Trust

If ownership is a trust or corporation, list the partners or principle, their address and positions on a separate attachment

Property Owner Name _____ ()
Telephone _____

Mailing Address _____ E-mail Address _____

Contractor Name (if not applicant) _____ ()
Telephone _____

Mailing Address _____ E-mail Address _____

The completion of the proposed project will not adversely affect the public beach or public beach access, nor will it exacerbate erosion in the area. Drainage on the lot will not be adversely impacted and will flow to the north. Drainage will not flow to adjacent properties.

Property Owner Initials: _____

City of Galveston Beachfront 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.

Site Information

- Copy of FEMA elevation requirements
- Activity's potential impact on coastal erosion

Proposed Project

- Number of proposed structures (specify whether proposed structures are habitable structures or amenities)
- 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
- Proof of financial assurance for proposed structures **in eroding areas** to fund eventual relocation or demolition of proposed structure (e.g. Upton-Jones coverage in the National Flood Insurance Program)

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

- Comprehensive mitigation plan that includes a detailed description of the methods that will be used to avoid, minimize, mitigate, and/or compensate for any adverse effects on dunes or dune vegetation
- Effects of the proposed activity on the beach/dune system, which cannot be avoided (including 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, or plat as needed.

- Accurate map, site plan, or plat of the site identifying the following:
 - Location of the project area of the proposed construction on the tract
 - Location of footprint or perimeter of the proposed construction on the tract (specify whether proposed structures are habitable structures or amenities)
 - Location of proposed landscaping activities on the tract
 - Location of dune protection line and the distance between the proposed construction including impervious or pervious surfaces and the dune protection line
 - Distance between the proposed construction including impervious or pervious surfaces and mean high tide
 - Distance between the proposed construction including impervious or pervious surfaces and the line of vegetation or 4.5 temporary permitting line
 - Distance between any proposed impervious or pervious surfaces and the north toe of the dune
 - 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 other pre-existing human modifications on the tract (if known)
- A grading and layout plan identifying all elevations (in reference to the National Oceanic and Atmospheric Administration datum), existing contours of the project area (including the location of dunes and swales), wetlands, and proposed contours for the final grade

Please note, for large scale construction, additional information will be required.