



Planning and Development Division  
3015 Market, Galveston, TX 77550

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# APPLICATION FORM PLANNING COMMISSION

## Planning Commission Meeting Schedule – 2022

Deadline / Meeting	Deadline / Meeting	Deadline / Meeting	Deadline / Meeting
<b>January</b> 12/7.....1/4	<b>April</b> 3/8.....4/5 3/22.....4/19	<b>July</b> 6/21.....7/19	<b>October</b> 9/6.....10/4 9/20.....10/18
<b>February</b> 1/4.....2/8 1/18.....2/22	<b>May</b> 4/5.....5/3 4/19.....5/17	<b>August</b> 7/5.....8/2 7/19.....8/16	<b>November</b> 10/4.....11/8*
<b>March</b> 2/8.....3/8* 2/22.....3/22	<b>June</b> 5/3.....6/7 5/17.....6/21	<b>September</b> 8/16.....9/20	<b>December</b> 11/8.....12/6 11/21.....12/20

*Meetings typically are 3:30pm in City Council Chambers, 2nd Floor of City Hall, 823 Rosenberg. Verify with staff prior to meeting date.*

*\* Notes a change from the standard Planning Commission deadline or meeting date.*

### I. PROPERTY INFORMATION

Street Address/Location, or

Legal Description (Lot Number, Block Number, Subdivision)

Present Use(s) and Improvement(s) on Property

Proposed Use(s) and Improvement(s) on Property

### II. APPLICANT INFORMATION

Property Owner Name

Telephone

Mailing Address

E-mail Address

Applicant/Representative Name

Telephone

Mailing Address

E-mail Address

### III. TYPE OF REQUEST (If more than one request, a separate application is required for each)

- Beachfront Construction/  
Dune Protection Permit       License to Use       Other (Please Specify): \_\_\_\_\_

### IV. DETAILED NARRATIVE AND APPLICANT'S JUSTIFICATION FOR THE REQUEST

(Attach additional pages if necessary)

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**V. ACKNOWLEDGEMENTS**

I certify that [ ] I am the legal owner on record, or [ ] I have secured the property owner’s permission and have full authority to make this application, and that the above information is correct and complete to the best of my knowledge and ability.

**Please read and initial below:**

- \_\_\_\_\_ I understand that all documents submitted with this application are subject to open records requests in accordance with the Open Records Act / Texas Public Information Act.
- \_\_\_\_\_ I understand that receipt of an application does not constitute application completeness and that staff will review the application and return incomplete applications. I understand that application fees are non-refundable once an application has been accepted and processed.
- \_\_\_\_\_ I understand that if I am not present or represented at the public hearing, the Planning Commission may defer or disapprove/deny the application.
- \_\_\_\_\_ I understand that, in considering my application, the Planning Commission determines whether the proposed work complies with the Galveston Municipal Code, Land Development Regulations, Comprehensive Plan and other specific plans.

\_\_\_\_\_  
Printed Name and Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Signature of Property Owner

\_\_\_\_\_  
Date

**VI. APPLICANT CHECKLIST**

**All Requests:**

- ✓ *All documents should be provided in 8.5" x 11", or please fold to appropriate size if larger. All drawings must be to scale.*
- ✓ *Please provide electronic copies, if available. Other pertinent information to support said request should also be attached.*

[ ] **Pre-Application Meeting with City Staff** (Staff initial here if waived: \_\_\_\_\_)

[ ] **Site Plan, (1 copy)** – Standard Requirements – All Site Plans must include, but not be limited to:

- Scale, North Arrow, Legal Descriptions, Street Address
- All building setbacks and platted building lines (front, rear, side, structure to structure)
- Footprint of all existing and proposed structures, with dimensions and distance from property lines and adjacent buildings
- Location and dimension of the lot(s) and adjacent lots that may be impacted
- Location, type, and dimensions of driveways, sidewalks, and alleys (where applicable)
- **Additional Site Plan Requirements** per each specific request. See checklists below.

**\*Please note if your copies are larger than a legal size (8 ½ x 14) please provide (25 copies)\***

[ ] **Survey, (1 copy)** – with property lines and easements, existing improvements, developments

[ ] **Title Report, (1 copy)** – if property was purchased within the last 60 days

[ ] **Additional Required Documents, Per Specific Request** – See Request-Specific Checklists Below

**Beachfront Construction/Dune Protection Permit:**

**Acknowledgement:** 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.

**Initial Here:** Property Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_ Applicant: \_\_\_\_\_

**Project and Site Information (must be completed, by applicant, prior to submittal of the application):**

**Proposed Work:** (Please indicate all proposed projects)

- Single-Family Dwelling (# of Stories:\_\_\_\_)
- Multiple-Family Dwelling (# of Stories:\_\_\_\_)
- Commercial Building (# of Stories:\_\_\_\_)
- Other (Specify): \_\_\_\_\_
- Sand Fence
- Dune Walkover
- Driveway/Slab

**Site Information:**

Square Footage of Structure:\_\_\_\_\_ Driveway Material:\_\_\_\_\_ # of Parking Spaces:\_\_\_\_\_

Square Footage of Footprint:\_\_\_\_\_ Footprint Material:\_\_\_\_\_ Driveway Dimensions:\_\_\_\_\_

Base Flood Elevation of Lot(s):\_\_\_\_\_ Flood Zone:\_\_\_\_\_ Proposed Finished Elevation:\_\_\_\_\_

Structure's Distance from North Toe of Dune:\_\_\_\_\_ Structure's Distance from the Line of Vegetation:\_\_\_\_\_

*Note: Concrete will not be permitted within 200-feet of the line of vegetation – Unreinforced Fibercrete may be considered*

[ ] **Site Plan, (1 copy)** – in addition to standard Site Plan requirements:

- Distance between the line of vegetation and proposed construction
- Location of the north toe of the dune, including the most landward toe of any existing coppice mounds, foredune ridges, dunes comprising the fordune ridge, backdunes, or man-made vegetated mounts on the site
- Distance between the north toe of the dune and the proposed construction, including proposed surface, the extent of the proposed surface including concrete, fibercrete, gravel, crushed limestone and brick pavers
- Landscaping, parking layout, lighting, emergency access, total unit numbers, wetlands (if applicable), habitable floors, public spaces, open spaces, amenities, dumpster/trash service locations, etc.

[ ] **Topographic Survey, (1 copy)** – Survey must accurately depict and include the following:

- The line of vegetation identified as the extreme seaward boundary of the natural vegetation that spreads continuously inland
- Distance from the mean high tide to the lot.
- Dune system, including the most landward toe of any existing coppice mounds, foredune ridges, back dunes or man-made vegetated mounts on the site
- 25-foot dune protection line landward of the north toe of the critical dune area, which includes all dune structures, swales, sandflats and marshes
- Lot elevations and existing contours at 1-foot intervals on the tract that clearly show any existing coppice mounds, foredune ridges, backdunes and swales on the lot proposed for construction along with any existing shore protection systems or special features

[ ] **Construction Details & Elevation Drawings**– for new construction and additions, dune walkovers, and/or dune restoration projects. **\*Digital Documents are preferred for construction plans.\***

[ ] **Color Photographs**– minimum of 6 photographs, must include:

- Photos looking across the lot from the North, South, East and West (4 photographs)
- Photograph taken from south of the line of vegetation, looking north, showing location of the line of vegetation
- Photograph looking east or west and the dune system

[ ] **New Septic System Documentation and Plans** (if applicable) – approved by the County Health District.

[ ] **Non-Refundable Application Fee \$950.00** (payable to the City of Galveston)

**\*Please note that the Beachfront cases will not go before the Planning Commission prior to this Department receiving comments from the Texas General Land office.\***

**License to Use:**

[ ] **Signature of Adjacent Property Owner** – An applicant who is not the legal owner of the adjacent property or properties, shall supply authorization from the legal owner or owners designating the applicant as authorized agent

[ ] **Site Plan Requirements** – in addition to standard Site Plan requirements:

- Location, dimensions, and description of all proposed items to be placed in the City right-of-way

[ ] **Written Narrative** – including:

- Justification of request for placing items in the City right-of-way
- Narrative describing in detail the design and materials of the items to be placed in the City right-of-way

[ ] **Non-Refundable Application Fee \$125.00** (payable to the City of Galveston)

Please note there are additional fees associated with the approval of a License to Use the City right-of-way, including:

- A one-time fee of \$50.00 for the first \$1,000.00 of cost for labor and materials and \$25.00 for each additional \$1,000.00; Please provide cost of work here: \_\_\_\_\_. Fee to be paid after the approval is received.
- Annual Renewal fee: Canopy \$50.00; or \$1.00 per linear foot of right-of-way being used (renewal fee less than \$50.00 is automatically waived)

**Please check here if this property is located within a historic district, a recommendation from the Landmark Commission will also be required.**