

ATASCOSA COUNTY MHRC/RV PARK APPLICATION CHECKLIST

The following items **MUST BE** included as part of your application for a Manufactured Home Rental Community (MHRC) or RV Park, in the order listed below:

- 3 copies (24'x36') and 1 electronic copy of proposed development plan
- 911 Addressing MHRC/RV Park/Road Name Verification – as previously approved by Rural Development
- Copy of deed indicating ownership of property
- Resolution demonstrating authority to execute for any entity
- Letter from public water utility company or evidence of water availability for water wells
- Letter of eligibility from County Septic Inspector (when using septic systems)
- Letter from electric utility company
- Letter from TxDOT – *if applicable* N/A
- Letter from Emergency Services District (ESD) – *if applicable* N/A
- Tax Certificates indicating all taxes are paid in full and current
- Copy of completed Floodplain application and fee or signed and sealed statement by engineer of no flood plain on property
- Drainage Analysis to include all maps and calculations to support the study, per § 6.2.2.5 of the Atascosa County Subdivision Ordinance
- Downstream Impact Analysis
- Electronic copy of Drainage Analysis/Study
- Road Design and Construction Drawings
- Electronic copy of Road Design and Construction Drawings
- Commercial Driveway permit(s) and applicable fees

- Fire Marshal certification letter regarding fire protection system
- Master Plan – *if applicable* N/A
- MRHC/RV Park Development Plan Application Checklist
- Application for MRHC/RV Park Development plan Consideration
- Additional Requirements to Ascertain Compliance
- MRHC/RV Park Development Plan Physical Characteristics and Appearance
- Construction Costs Estimate Review and Acceptance, including cost breakdown and calculations – *if applicable* N/A
- MRHC/RV Park Application fee

****** Incomplete applications will not be accepted. * * ****

***CAUTION: Texas Law requires a landlord to charge sales tax for short rental periods. It is the Operator's responsibility to contact the Comptroller's Office regarding sales tax collection requirements:
<https://comptroller.texas.gov>***

ATASCOSA COUNTY APPLICATION FOR MHRC/RV PARK CONSIDERATION

Date Received: _____

Check #: _____

Receipt #: _____

Owner:

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Signature: _____

Developer (If not same as Owner):

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Signature: _____

Contact Person (If not same as Owner):

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Name of Proposed MHRC/RV Park: _____

Size and Location of Original Tract: _____

Name of Nearest Public Road/Street to MHRC/RV Park: _____

Commissioner Precinct No: _____ School District(s): _____

Water Service Provider: _____

Electric Utility Provider: _____

Engineer

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Surveyor

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

ADDITIONAL REQUIREMENTS TO ASCERTAIN COMPLIANCE FOR ATASCOSA CO.

(This attachment shall be completed in its entirety and submitted as part of the application)

The following checklist is for the use of a Developer in ascertaining initial compliance with the Atascosa County Subdivision and Development Rules and Regulations and assisting the Atascosa County Subdivision Coordinator in processing an application under the Rules. This list does not supersede or replace the Subdivision Rules, and each applicant must comply with the Subdivision Rules, as they are amended from time to time. The General Criteria established throughout this document establish minimum criteria. If the requested subdivision deviates in any substantive way from these criteria established herein, a variance is required. The variance request must be resolved prior to submission of the plat application. This completed list should be presented to the Atascosa County Rural Development Office with each development plan. **Check the appropriate response.**

1. Is any part of the proposed MHRC/RV Park in the extraterritorial jurisdiction (ETJ) of an incorporated municipality? YES NO N/A

If so:

a. Which city _____

b. Does the city control its own ETJ territory for platting? YES NO

c. If any part of the proposed MHRC/RV park is in the extraterritorial jurisdiction of an incorporated municipality, have you presented the plat to that municipality for approval?

YES NO

2. Did you obtain approval from Commissioners Court for any variances from the platting requirements of Atascosa County? YES NO

a. If so, is a copy of the approval of the variance attached? YES NO

3. Will the roads, streets and alleys of the MHRC/RV park be dedicated to the public?

YES NO N/A

4. Will the roads, streets and alleys remain private? YES NO N/A

a. If the roads, streets and alleys, and other common elements are to remain private, will title to them be transferred to a POA/HOA or other entity with the responsibility to maintain them?

YES NO

b. Will a gate or other device to control access barricade the entrance to the MHRC/RV Park?

YES NO

c. If the subdivision is to be a controlled access (gated) community, have you provided for a siren-operated automatic gate opener, and a Lock Box and Emergency Response Key, and letters from EMS, Law Enforcement, and Fire Departments? YES NO

5. If the MHRC/RV park fronts a TxDOT controlled highway, have you provided a letter from TxDOT for highway access? YES NO N/A

6. Is detention utilized in the drainage study? YES NO N/A

If so, an HOA/POA is required. Have you provided a copy of the document forming the HOA/POA?
 YES NO N/A

7. Will a Home Owners Association be created? YES NO N/A

If so, is the appropriate statement regarding a Home Owners Association included on the plat?
 YES NO N/A

8. Will the proposed MHRC/RV park be served by: (check one)

a. A public water system?

b. Private water wells? If so, have you obtained the necessary evidence that potable water is available for each tract? YES NO N/A

9. Will the proposed MHRC/RV park be served by: (check one)

a. On-Site Sewage Facilities (OSSF)? If so, have you attached the required site evaluations?
 YES NO N/A

b. A municipal sewage disposal system?

c. A quasi-municipal sewage disposal system?

d. A central sewage disposal system?

If b, c, or d applies, have you included Drawings to include engineered plans for sewage installation? YES NO

10. If each lot is to be served by private water well AND OSSF, is each lot at least two and a half (2.5) acres? YES NO N/A

11. If each lot is to be served by a public water system and OSSF, is each lot at least 30,000 sq. ft.?
 YES NO N/A

12. Is the proposed development within an Emergency Services District (ESD)?

YES NO

If so, have you provided a letter from the ESD indicating the proposed development will be in compliance with their rules and regulations? YES NO

PLAT PHYSICAL CHARACTERISTICS AND APPEARANCE FOR ATASCOSA COUNTY

All writing and drawings on the MHRC/RV Park Development Plan must be large enough to be easily legible following recording, and legible at 50% photocopy reduction.

The following information must be indicated on the plat

- 1. Name and address of the proposed Development
- 2. Name and address of Owner
- 3. Name and address of Operator, if different than Owner
- 4. The original patented survey(s)
- 5. The volume and page of the current deed, as filed in the Official Public Records of Atascosa County, of the tract being developed
- 6. Boundary lines and total acreage of the Original Tract and the Development
- 7. Total number of Lodging Development Units and Recreational Vehicle Spaces
- 8. Location of Lodging Development Units and Recreational Vehicle Spaces, which shall be numbered sequentially
- 9. Utility Easements
- 10. Roads
- 11. Set back lines
- 12. Parking spaces
- 13. Fire hydrants
- 14. Location of dumpster(s)
- 15. Public or common areas
- 16. Buildings (laundry, sanitation, office, etc.)
- 17. Location of septic dump stations
- 18. Septic systems, including drain fields (if applicable)
- 19. Water wells (if applicable)
- 20. Water supply lines
- 21. Water storage tank(s) and access easements (if applicable)
- 22. Electric supply lines
- 23. Natural gas supply lines (if applicable)
- 24. Names of adjoining subdivisions or owners of property contiguous to the proposed Development

- 25. Area map showing general location of Development in relation to major roads, towns, cities, or topographic features
- 26. North arrow, scale, and date. The scale shall not exceed 1" = 200'
- 27. Boundary lines of any incorporated city and the limit of the extraterritorial jurisdiction (ETJ) of any city
- 28. Location of any existing structures (wells, cemeteries, etc.)
- 29. All special Flood Hazard Areas identified by the most current Flood Insurance Rate Maps published by the Federal Emergency Management Agency
- 30. The Location and size of all proposed drainage structures and features, including on-site retention or detention ponds and easements, and the impact of the Development on drainage
- 31. Depiction of all streams, rivers, ponds, lakes, other surface water features or any Sensitive Features (as defined by the Texas Commission On Environmental Quality in Title 30 Texas Administrative Code 213.3)
- 32. A window insert depicting, to scale, the average Lodging Development Unit and the average Recreational Vehicle Space, as applicable
- 33. Statement indicating that groundwater is to be the source of water

ATASCOSA COUNTY, TEXAS

RURAL DEVELOPMENT

DEPARTMENT

Authorization Form to ACT on Behalf of Owner

TO ATASCOSA COUNTY, TEXAS:

This certifies that I, _____,

(print name as shown on deed)

am the true Owner of the land containing the following proposed, or existing, MHRC/RV Park Development:

Name of Development _____

Address of Development _____

I appoint the following persons(s) to be the Operator(s) of the Development, and as such the Operator is authorized to act on my behalf in (initial one or both):

_____ applying for a Certificate of Compliance

_____ operating the Development

Nevertheless, I will be responsible for the content and action taken by the Operator

on my behalf. Name of Operator _____

Address of Operator _____

I further agree that this appointment remains effective until revoked by me in writing delivered to the Atascosa County Rural Development Department.

Signature: _____ Date: _____

Address: _____

Phone: _____ Email: _____

STATE OF TEXAS

§ COUNTY OF ATASCOSA §

BEFORE ME, the undersigned authority, on this day personally appeared

_____, known to me to be the person whose name is subscribed to the foregoing document and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN under my hand and seal of office this the ____ day of _____, 20__.

Notary Public in and for the State of Texas