

COUNTY OF WILSON, TEXAS



WILSON COUNTY INFRASTRUCTURE REQUIREMENTS FOR RECREATIONAL VEHICLE PARKS

**APPROVED BY COMMISSIONERS COURT
JUNE 11, 2012**

**WILSON COUNTY
INFRASTRUCTURE REQUIREMENTS FOR
RECREATIONAL VEHICLE PARKS**

I. DEFINITIONS:

CERTIFICATE OF COMPLIANCE: A certificate, from Wilson County, that the operator of a Recreational Vehicle Park is in compliance with the Wilson County Infrastructure Requirements for Recreational Vehicle Parks.

GRANDFATHERED RECREATIONAL VEHICLE PARK: A Recreational Vehicle Park that was either in operation, before the adoption of these rules, or for which a written application for a permit was filed with Wilson County, before the adoption of these rules.

OPERATOR. The person in charge of managing a recreational vehicle park, either under written or verbal (oral) lease, or any other arrangement whereby he or she exercises control over the premises. The Owner of a recreational vehicle park may also be the Operator.

OWNER. The person who holds title to the land, on which a Recreational Vehicle Park is constructed, or operated.

PERSON. Any natural individual, firm, trust, partnership, association, or corporation.

RECREATIONAL VEHICLE. A vehicle which is (i) built on a single chassis; (ii) 400 square feet or less when measured at the largest horizontal projections; (iii) designed to be self-propelled or permanently towable by a light duty truck; and (iv) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. Includes any of the following:

(1) CAMPING TRAILER. A folding structure mounted on wheels and designed for travel, recreation, and vacation use.

(2) MOTOR HOME. A portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.

(3) PICKUP COACH. A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, and vacation.

(4) TRAVEL TRAILER. A vehicular structure built on a chassis with body width not to exceed eight feet and body length less than 46 feet, that structure designed to be transported and intended for human occupancy as a dwelling for short periods of time and containing limited or no kitchen or bathroom facilities.

RECREATIONAL VEHICLE PARK. Any lot or tract of land designed to accommodate two or more recreational vehicles, as defined, and which exist as a privately owned and operated enterprise with or

without charges for the parking of recreational vehicles occupied or intended to be occupied for dwelling or sleeping purposes for any length of time. Hunting camps that are temporary are excluded.

RECREATIONAL VEHICLE SPACE. A plot of land within a recreational vehicle park designed for the accommodation of one recreational vehicle.

II. RECREATIONAL VEHICLE PARK

(A) The owner of land located in Wilson County outside the city limits of a municipality, or outside of the extra territorial jurisdiction of a municipality that regulates recreational vehicle parks in its extra territorial jurisdiction, who intends to use the land for a Recreational Vehicle Park must have an infrastructure development plan prepared that complies with the minimum infrastructure standards that are set out below in Section 3.

(B) Prior to beginning any construction, the owner must submit the 15 hard copies, and one digital copy in PDF format, of the IDP along with the items required in “Attachment 1 RV Park Application Checklist” to the Wilson County Emergency Management Office by the close of business on the first (1st) business day of the month for review and consideration for placement on the following month’s scheduled Wilson County Development Review Committee meeting agenda. The Wilson County Development Review Committee will review, and provide a recommendation for, or against, approval. Final approval, or disapproval, is by Commissioners Court. Construction may not begin before the plan is approved.

(C) Not later than the 60th day after the date the plan is submitted; the Wilson County Development Review Committee shall approve or reject the plan in writing. If the plan is approved, construction may begin immediately. If the plan is rejected, the written rejection shall specify the reasons for the rejection and the actions required for approval of the plan. The failure to reject a plan within the period prescribed by this subsection constitutes approval of the plan.

(D) The Wilson County Development Review Committee, as well as any other person designated by either the County Development Review Committee, or the Commissioners' Court, may inspect the infrastructure at any reasonable time during construction, and the owner and his agents shall not hinder such inspections.

(E) On completion of construction, the owner shall confirm in writing to the County Development Review Committee that the infrastructure is complete, and a final inspection must be completed no later than the second business day after the notice is received by the County's inspector. If the inspector determines that the infrastructure does not fully comply with the plan, the owner shall be given an opportunity to cure the defects. On completion of curative construction, the owner should request another inspection.

(F) When the inspector determines that the infrastructure complies with the plan, the Commissioners' Court shall issue a Certificate of Compliance not later than the fifth business day after the final inspection is completed.

(G) A utility may not provide utility services, including water, sewer, gas, and electric services, to a recreational vehicle park or to a recreational vehicle in the community covered by these rules, unless the owner provides the utility with a copy of the Certificate of Compliance.

III. INFRASTRUCTURE REQUIREMENTS:

The Infrastructure Development Plan for a Recreational Vehicle Park must include each of the following:

(A) **SURVEY**: A survey identifying the proposed community's boundaries and any significant feature of the community, including the proposed location of:

- (1) recreational vehicle spaces, which shall be numbered sequentially,
- (2) utility easements,
- (3) roads,
- (4) set back lines,
- (5) parking spaces,
- (6) dumpsters,
- (7) public or common areas,
- (8) buildings,
- (9) septic dump stations,
- (10) septic systems, including drain fields (if applicable)
- (11) water wells (if applicable)
- (12) water supply lines,
- (13) the location, in Wilson County, of the proposed Recreational Vehicle Park,
- (14) a window insert, depicting, to scale, the average recreational vehicle space, with its hard surface,
- (15) the special flood hazard area, if any,
- (16) drainage features, if any,

(17) the survey may also contain features to help provide the additional information required by this order.

(B) **DRAINAGE:** Reasonable specified plans to provide adequate drainage in accordance with standard engineering practices, including specifying necessary drainage culverts and identifying areas included in the special flood hazard area. The placement of any structure within the regulatory floodplain shall be in accordance with the Wilson County Floodplain regulations

(C) **WATER:** Either:

(1) **Public Water.** Reasonable specified plans to provide an adequate public or community water supply, including specifying the location of supply lines, in accordance with Subchapter C, chapter 341, Texas Health and Safety Code. If water is to be provided by a utility, a certification by the utility that water is available for each of the planned spaces or lots must be attached to the plan; or,

(2) **Private Water:** Certification that adequate groundwater is available for the development. If groundwater is the source of water supply for the development, the developer is required to obtain certification, by a licensed professional engineer (or other professionals designated by State law) registered to practice in Texas, that adequate groundwater is available for the development, according to the certificate form and content as promulgated by the Texas Commission On Environmental Quality (Lack of certification that suitable and adequate groundwater is available is grounds for denial of plat approval, if groundwater is the proposed source of water). The certification document shall be recorded as part of the dedication instrument and a note shall be placed on the plat that groundwater is to be the source of water.

(D) POWER: A letter from the local electrical utility, and natural gas utility, if natural gas connections will be furnished, that sufficient service for all recreational vehicle spaces is available.

(E) **SEWAGE:** Either:

(1) **PUBLIC SEWAGE:** Reasonably specified plans to provide access to sanitary sewer lines, including specifying the location of sanitary sewer lines. If sewage treatment is to be provided by a utility, a certification by the utility that service for each of the planned spaces or lots is available must be attached to the plan. If the sewage is to be treated in some other way, approval by the relevant government agency that is to license or inspect the treatment facilities must be attached; or

(2) **PRIVATE SEWAGE:** Reasonably specified plans for providing on-site sewage facilities in accordance with Chapter 366, Texas Health and Safety Code if estimated sewage flow does not exceed 5,000 gallons per day (gpd). These plans must meet minimum standards established under Chapter 285.4 of the OSSF rules and Wilson County Public Health District local order. Approval by the Wilson County Public Health District-Environmental Health Division must be attached to the plan.

(3) **TCEQ APPROVAL:** Reasonably specified plans for providing sewage treatment and disposal under Chapter 26 of the Texas Water Code if estimated flow exceeds 5,000 gallons per day, at an estimated

minimum of 50 gallons per day per recreational vehicle site. Approval by Texas Commission on Environmental Quality must be attached to the plan.

(F) **ROADS:** Reasonably specified plans for streets or roads in the Recreational Vehicle Park to provide ingress and egress for fire and emergency vehicles, providing, at a minimum, that:

- (1) Roads shall be designated, and signed, as either one-way, or two-way.
- (2) The improved surface of one-way roads shall be at least 15 feet wide.
- (3) The improved surface of two-way roads shall be at least 22 feet wide.
- (4) Roads shall either be looped, or end in a cul de sac of 90' diameter.
- (5) Roads shall be not less than 9" of base material compacted to 6",
- (6) Roads shall be designed, constructed and maintained so as to be passable to recreational vehicles, or emergency vehicles, at all times, in all weather.
- (7) The entrance to the park shall be designed to minimize congestion and hazards and allow free movement of traffic on adjacent streets.
- (8) If the recreational vehicle park is located off of a County Road, an application for a Driveway Permit, with the proper fee, must be included.
- (9) If the recreational vehicle park is located off of a State Highway or Road, a letter from TXDOT, approving the proposed driveway, must be included.

(G) **SET BACKS:** Building Set Backs, including any part of a recreational vehicle parked on a recreational vehicle space, shall be:

- (1) Not less than 25 feet from a public right of way,
- (2) Not less than 15 feet from a property line,
- (3) Not less than 15 feet from an internal road,
- (4) Not less than 10 feet between each recreational vehicle, with slideouts extended.

(H) RECREATIONAL VEHICLE SPACES: Each recreational vehicle space shall:

- (1) Afford parking and maneuvering space sufficient so that the parking, loading, and the like, of recreational vehicles shall not necessitate the use of any public right-of-way, any interior road, or privately owned property which may abut the park.
- (2) If provided with electrical service, be so served through an underground distribution system.

(3) Include a hardened area of not less than 12 feet by 40 feet, improved with compacted crushed road base material, adequate to support the weight of the recreational vehicle, so as to not heave, shift, or settle unevenly under the weight of the recreational vehicle due to frost action, inadequate drainage, vibration or other forces acting on the structure.

(I) SERVICE BUILDINGS; LAUNDRY AND SANITATION FACILITIES: Each recreation vehicle park, which allows recreational vehicles not equipped with integral toilet and bathing facilities, shall provide one or more service buildings for the use of park patrons.

(1) The service buildings shall provide for:

- a. One flush toilet for women;
- b. One flush toilet for men;
- c. One lavatory for each sex;
- d. One shower and dressing accommodation for each sex, provided in an individual compartment or stall;
- e. One clothes washing machine;
- f. One clothes dryer; and
- g. One slop sink, not less than 14 by 14 inches square and 14 inches deep.

(2) The aforementioned amenities shall accommodate not more than 50 recreational vehicle spaces. For each additional 30 recreational vehicle spaces, or fraction thereof, one flush toilet, one shower with individual dressing accommodations, and one lavatory shall be provided for each sex, along with laundry and slop sink facilities as described above. For the purposes of this section, only recreational vehicle spaces where recreational vehicles not equipped with self-contained toilet and bathing facilities, are allowed shall be counted.

(3) All facilities shall comply with the Americans with Disabilities Act. (ADA).

(4) Service buildings housing sanitation or laundry facilities shall be permanent structure which comply with all applicable laws and ordinances regulating buildings, electrical installation, plumbing and sanitation systems, and if not otherwise covered by electrical, plumbing and fire codes, shall comply with the electrical, plumbing and fire codes of the City of Floresville, Texas, which are adopted for this limited purpose.

(J) GARBAGE: Each recreational vehicle park shall provide a minimum of two (2) fly tight, watertight, rodent proof dumpsters for the first one-hundred (100) recreational vehicle spaces, sites with one (1) additional dumpster for each fifty (50) additional recreational vehicle spaces, or fraction thereof.

(K) UTILITIES BURIED: All water, sewage, gas and electrical lines servicing recreational vehicle spaces, or services buildings, shall be buried.

(L) EMERGENCY SERVICES DISTRICT: If located in an Emergency Services District, a letter from the Emergency Services District stating that the proposed Recreational Vehicle Park meets its regulations (if any) must be attached.

(M) IDENTITY OF OPERATOR: The Operator will identify its self by name, address and telephone number. The Operator has a continuing obligation to keep the Wilson County Development Review Committee informed, in writing, of any changes in this information.

(N) VARIANCES: Commissioners' Court may grant a variance when strict application of these standards would work an unusual hardship.

(1) A written request for a variance, setting out exactly what variance is sought, and in what way complying with these rules would be a an unusual hardship, must be submitted to the Wilson County Development Review Committee **before** the infrastructure development plan application is filed. An application for a variance request shall be deemed to be complete when Attachment 7 and all of the materials required on Attachment 6 along with the required fee are delivered to the Wilson County Emergency Management Office by the fifteenth (15th) day of the month for review and consideration for placement on the following month's scheduled Wilson County Development Review Committee meeting agenda.

(2) The Wilson County Development Review Committee will consider the request, and make a recommendation to Commissioners Court.

(3) Commissioners Court will make the final decision about the variance.

(4) After Commissioners Court makes its decision, the Operator may, within one year after the date the variance is allowed by Commissioners Court, file an application, and Infrastructure Development Plan, that includes the variance allowed by Commissioners Court.

(5) The Operator will not file an application, and Infrastructure Development Plan, that is contingent upon the allowance of a variance that has not already been before Commissioners Court.

(6) A variance expires one calendar year after it is granted, if no Infrastructure Development Plan, that includes the variance allowed by Commissioners Court, is filed with th proper office, and with all fees.

(O) RECCOMENDATION FOR APPROVAL, OR DISAPPROVAL, AND ISSUANCE OF A CERTICIATE OF COMPLIANCE: The Wilson County Development Review Committee will review the materials submitted by the Operator, and make a recommendation to the Commissioners Court that a Certificate of Compliance by issued, or not issued, to the Operator.

(P) ISSUANCE, OR REFUSAL, OF CERTIFICATE OF COMPLIANCE: Commissioners Court will consider the recommendation, and anything else it considers relevant, and make the final decision to issue, or not issue, a certificate of compliance.

IV. RECREATIONAL VEHICLE PARK REGULATIONS.

The regulations described herein govern the development, operation, and maintenance of recreational vehicle parks, as previously defined.

(A) DEVELOPMENT AND OPERATION OF RECREATIONAL VEHICLE PARK:

Recreational vehicle parks shall be developed, and operated, to conform to those requirements:

- (1) The Operator shall mark with a sign each recreational vehicle space, with its number, taken from the Survey, described at III(A), above.
- (2) The characters on each recreational vehicle space sign shall be: reflective, at least 3 inches high, and plainly visible from the road.
- (3) The Operator shall maintain each recreational vehicle space sign, and shall not allow it to be obscured by weeds, vehicles, or anything else.
- (4) The Operator shall display the name of the Recreational Vehicle Park with a sign.
- (5) The characters on the Recreational Vehicle Park sign shall be: reflective, at least 24 inches high, and plainly visible from the public road.
- (6) The Operator shall maintain the Recreational Vehicle Park sign, each recreational vehicle space sign, and shall not allow them to be obscured by weeds, vehicles, or anything else.
- (7) The Operator shall keep all internal roadways clear of obstructions, including parked vehicles, at all times.
- (8) The Operator shall keep all service buildings required under III(I), above, (if any), clean, and in good repair, at all times.
- (9) The Operator shall require that water discharged in the Recreational Vehicle Park, by a recreational vehicle, except air conditioning condensation, flow into the sewage system.
- (10) The Operator shall not allow the waste tanks of a recreational vehicle to be flushed in the Recreational Vehicle Park, unless the flush water flows into the sewage system, or into a holding tank the contents of which are removed in compliance with State law and regulations.
- (11) The Operator shall keep the area around the dumpsters, and garbage receptacles, clean at all times.

(12) The Operator shall have the dumpsters, and garbage receptacles emptied when full, or when they become a nuisance.

(13) The Operator shall not allow, or engage in, any burning of garbage, or other disposal of garbage, except into the dumpsters. For the purposes of this section, dry materials that have been segregated, and stored in a sanitary manner, for recycling, shall not be considered garbage.

(B) GARBAGE RECIPTICALS

(1) Refuse collection stands shall be provided for all refuse containers. Such container stands shall be so designed as to prevent containers from being tipped, to minimize spillage and container deterioration, and to allow for easy cleaning around them.

(2) The storage, collection and disposal of refuse in the recreational vehicle park shall be so conducted as to create no health hazards.

(C) BOTTLED GAS

(1) Bottled gas for cooking purposes shall not be used at individual recreational vehicle spaces unless the containers are properly connected by copper or other suitable metallic tubing.

(2) Bottled gas cylinder shall be securely fastened in place.

(3) No cylinders containing bottled gas shall be located in a recreational vehicle or within five (5) feet of a door thereof.

(4) State and local regulations applicable to the handling of bottled gas and fuel oil shall apply.

(D) FIRE PROECTION

(1) No open fires shall be permitted, except that this shall not be construed to prevent barbecuing with charcoal in a covered pit or grill.

(2) No part of a recreational vehicle space shall exceed one hundred fifty (150) feet from the improved surface of a street.

(3) No “flag tract” recreational vehicle space shall be allowed.

(4) Where a water line of six inch (6”) diameter or greater is along the roadway adjacent to or across from the proposed Recreational Vehicle Park, and is available for service to the proposed Recreational Vehicle Park, the Operator shall place fire hydrants to the specifications of the State Board of Insurance Standards or to the standard of any city with extraterritorial jurisdiction. Fire hydrants placed in the recreational vehicle park shall have at least two (2) two and one-half inch (2 .5”) outlets with National Standard Treads (N.S.T.) and one (1) larger outlet for local fire department. (Wilson County Fire Departments utilize a four and one-half inch (4.5”) steamer connection).

(5) In a Recreational Vehicle Park that is served by fire hydrants as part of a centralized water system certified by TCEQ as meeting minimum standards for water utility services, fire hydrants shall be located on, or within 10 feet of a road, not more than 1,000 feet apart, along a road, apart, and no road frontage of any recreational vehicle space shall be more than 500 feet from an approved fire hydrant. The fire hydrants shall be on a minimum 6" main and flow at 250 GPM for 2 hours sustained. The fire protection system shall be designed, and certified by a professional engineer certifying that these requirements have been met. The design and certification shall be provided as part of the application for a Recreational Vehicle Park development. A signed statement by a registered professional engineer certifying that these requirements have been met shall be on the plat.

(6) In a Recreational Vehicle Park that IS NOT SERVED BY FIRE HYDRANTS, and IS NOT PART OF a CENTRALIZED WATER SYSTEM certified by TCEQ as meeting minimum standards for water utility services, the operator shall provide water storage as follows:

a. For a Recreational Vehicle Park of fewer than 50 recreational vehicle spaces, 2,500 gallons of storage; or

b. For a Recreational Vehicle Park of 50 or more s recreational vehicle paces 5,000 gallons of storage.

(7) The water storage tank shall:

a. Hold the minimum amount of water storage as required

b. Be vented

c. Be made of non-metallic materials

d. Be on a foundation that will support the tank at full storage capacity

e. Be adjacent to a public road in the Recreational Vehicle Park, and the land on which it rests must be burdened with an easement allowing Wilson County, or its agents, access to the water storage tank for purposes of maintaining it, repairing it, replacing it, filling it, or draining it.

f. Be secured to prevent unauthorized access

g. Have a common 4" coupling of the type used for fire hoses.

h. Have signage displayed, on its side visible to the roadway, indicating that it contains non-potable water to be used for official use only.

(8) The location(s) of the water storage tank must be approved by the Wilson County Fire Marshal prior to submission of plat application. The location(s) of the water storage tank and access easement shall be shown on the plat.

(9) The operator will, upon installing the water storage tank, fill it with water to demonstrate that it will hold water. The developer may not remove the water, and has to keep the water storage tank filled.

(10) The operator shall submit a written request to the Wilson County Fire Marshal for inspection and approval of the water storage tank as meeting the requirements of these regulations. Inspection shall be conducted within 15 business days of receipt of the request.

(11) Wilson County has no obligation to maintain, repair, replace or fill the water storage tank.

(12) The water storage tank must be installed, filled and pass inspection prior any recreational vehicle spaces being occupied.

(E) DRY VEGETATION

The park licensee or agent shall be responsible for maintaining the entire area of the park free of dry brush, leaves, grass and weeds.

V. OTHER REGULATIONS:

Persons developing Recreational Vehicle Parks should be aware that this order is not the exclusive law or regulation controlling development in Wilson County. The following is only a partial list of regulations that may apply.

(A) Recreational Vehicle Parks are subject to Wilson County Subdivision Regulations. All Recreational Vehicle Parks within the Extra Territorial Jurisdiction (E.T.J.) of an incorporated city may also be subject to city regulations, or as per any mutually (County-City) agreed upon regulations as approved and accepted under an interlocal cooperation agreement.

(B) All Recreational Vehicle Parks are subject to regulations of general applicability, including public health nuisances under Chapter 341 and 343 of the Texas Health and Safety Code. The developer must address solid waste disposal, rodent/insect harboring, fly breeding and improper water disposal in accordance with these Chapters.

(C) Other agencies with regulatory authority that may apply to a Recreational Vehicle Park include, but are not limited to, several Emergency Services Districts, the Texas Commission on Environmental Quality, the Public Utilities Commission, the United States Parks and Wildlife Service. The Environmental Protection Agency and the U.S. Army Corp. of Engineers. Issuance of a Certificate of Compliance under this order does not indicate compliance with any of these requirements.

VI. FEES

Fees for permits, license and transfers, as established by Wilson County, are payable to “Wilson County.”

The fees are:

\$500.00, plus \$10.00 per lot/space, for initial application for a Certificate of Compliance.

\$250.00 for application for reinstatement of a Certificate of Compliance.

\$100.00 for application for Variance Request

VII. SUSPENSION OF CERTIFICATE OF COMPLIANCE

(A) SUSPENSION FOR NONCOMPLIANCE The operator of a Recreational Vehicle Park that is not in compliance with the Wilson County Infrastructure Requirements for Recreational Vehicle Parks, may have its Certificate of Compliance suspended.

(B) NOTICE OF NONCOMPLIANCE

(1) The Wilson County Development Review Committee shall send written notice, by hand delivery, or certified mail, to the operator at the address on file, or to the on-site office of the Recreational Vehicle Park, informing the operator of the non-compliance.

(2) The operator shall have three business days, after receipt of the notice, if hand delivered, or six business days after mailing of the notice, if mailed, to either bring the Recreational Vehicle Park into compliance with these rules, or present a written plan to the Wilson County Development Review Committee, to bring the Recreational Vehicle Park into compliance with these rules.

(3) If the operator neither brings the Recreational Vehicle Park into compliance with these rules, within three business days, nor presents a written plan to the Wilson County Development Review Committee, to bring the Recreational Vehicle Park into compliance with these rules, the Certificate of Compliance of the Recreational Vehicle Park is suspended.

(C) APPROVAL OR REJECTION OF WRITTEN COMPLIANCE PLAN

(1) If the operator presents a written plan to the Wilson County Development Review Committee, within the time period specified above, that office may approve it, with or without changes made by operator, or refuse to approve it.

(2) If the Wilson County Development Review Committee does not approve the written plan, the Wilson County Commissioners Court may, at a meeting, suspend the Certificate of Compliance of the Recreational Vehicle Park.

(D) REINSTATEMENT OF CERTIFICATE OF COMPLIANCE

(1) If a Certificate of Compliance has been suspended for less than 90 days, the Operator may file with the Wilson County Development Review Committee a written plan to bring the Recreational Vehicle Park into compliance with all applicable rules.

(2) The Wilson County Development Review Committee will consider the plan, and make a recommendation to Commissioners Court, which will make the final decision to reinstate, or not reinstate, the Certificate of Compliance.

(3) If a Certificate of Compliance has been suspended for more than 90 days, the Operator must file a new Infrastructure Development Plan, with the Wilson County Development Review Committee.

VII. PENALTIES:

(A) Violations of this order will result in the denial of utility services, as provided by Chapter 232 of the Texas Local Government Code.

(B) The requirements of this order have been established by and adopted by the Wilson County Commissioners' Court under Chapter 232 of the Texas Local Government Code and all the civil and criminal penalties applicable under that chapter shall apply to violations of this order.

VIII. SEVERABILITY

Should any portion of these rules be found, or held, to be illegal, unenforceable, or void, the remainder of these rules shall remain in full force and effect.

ATTACHMENT 1

RECREATIONAL VEHICLE PARK APPLICATION CHECKLIST

The following items **MUST BE** included as part of your application:

- 15 copies (18x24) and 1 electronic copy of the Recreational Vehicle Park Infrastructure Development Plan
- Copy of deed indicating ownership of property
- Original Authorization Form from Owner, if Applicant is Owner's Agent. N/A
- Copy of Assumed Name Certificate, Certificate of Incorporation, or other legal authorization for the use of the name of the proposed Recreational Vehicle Park.
- Letter from public water utility company
- Letter from electric utility company
- Letter from TXDOT – *if applicable* N/A
- Driveway Permit Application– *if applicable* N/A
– include a separate check in the amount of the current fee
- Letter from Emergency Services District (ESD) – *if applicable* N/A
- Copy of Restrictions for proposed recreational vehicle park
- Floodplain Development application – include a separate check in the amount of the current fee
- Septic permit application(s) – – include a separate check in the amount of the current fee (each conventional system or aerobic treatment unit requires a separate application)
- Soil Evaluation of site for proposed Recreational Vehicle Park
- Master Plan– *if applicable* N/A
- Attachment 1 – Recreational Vehicle Park Application Checklist
- Attachment 2 – Application for Recreational Vehicle Park Consideration
- Attachment 3 – Infrastructure Development Plan Physical Characteristics and Appearance

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.

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

ATTACHMENT 2

APPLICATION FOR RECREATIONAL VEHICLE PARK CONSIDERATION

Date Received: _____

Check #: _____

Receipt #: _____

Property Owner:

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Operator:

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Name of Proposed Recreational Vehicle Park: _____

Size and Location of Original Tract: _____

Name of Nearest Public Road/Street to Subdivision: _____

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: _____

(For office use only. Do not write below this line)

Wilson County Development Review Committee

Review Date: _____ Committee Recommendation: Favorable
 Unfavorable

This Variance Request was heard as Agenda Item No. _____ by the Wilson County Development Review Committee on _____, ____, _____. The minutes reflect the following:

(INSERT THE MINUTES FROM THE MEETING)

Edwin Baker, Chairman

Wilson County Commissioners Court

Review Date: _____ Commissioners Court: Approved
 Rejected

Richard L. Jackson, County Judge

Attest:

Eva S. Martinez, County Clerk

ATTACHMENT 3

**INFRASTRUCTURE DEVELOPMENT PLAN (IDP) PHYSICAL
CHARACTERISTICS AND APPEARANCE**

All writing and drawings on the IDP must be large enough to be easily legible following recording, and legible at 50% photocopy reduction.

The following information must be indicated on the IDP

- 1. The original patented survey(s);
- 2. The number of acres in each survey with the abstract number of same; and
- 3. The volume and page of the current deed, as filed in the Official Public Records of Wilson County, of the tract being subdivided;
- 4. Boundary lines and total acreage of the Original Tract and the Recreational Vehicle Park;
- 5. Total number of recreational vehicle spaces;
- 6. Location of recreational vehicle spaces, which shall be numbered sequentially;
- 7. Utility easements;
- 8. Roads;
- 9. Set back lines;
- 10. Parking spaces;
- 11. Location of dumpster(s);
- 12. Location of septic dump stations;
- 13. Septic systems, including drain fields (if applicable);
- 14. Water wells (if applicable);
- 15. Water supply lines;
- 16. Names of adjoining subdivisions or owners of property contiguous to the proposed Subdivision;
- 17. Area map showing general location of Recreational Vehicle Park in relation to major roads, towns, cities or topographic features;
- 18. North arrow, scale and date. The scale shall not exceed 1" = 200';
- 19. Boundary lines of any incorporated city and the limit of the extraterritorial jurisdiction (ETJ) of any city;
- 20. Indicate location of any existing structures (wells, cemeteries, etc.) in the subdivision, on the IDP;
- 21. All special Flood Hazard Areas identified by the most current Flood Insurance Rate Maps published by the Federal Emergency Management Agency;

- 22. The location and size of all proposed drainage structures and features, including on-site retention or detention ponds and easements and the impact of lot and street layouts on drainage;
- 23. 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 CFR 30 Texas Administrative Code 213.3);
- 24. A window insert, depicting, to scale, the average recreational vehicle space, with its hard surface.

ATTACHMENT 4

WILSON COUNTY HEALTH DEPARTMENT APPROVAL

WILSON COUNTY HEALTH & PUBLIC SAFETY DEPARTMENT
Courthouse Annex II
800 Tenth St., Bldg. B
Floresville, Texas 78114
830.393.8503

Edwin Baker
Health & Public Safety Officer

RECREATIONAL VEHICLE PARK NAME: _____

DATE OF REVIEW: _____

The above stated RV Park has met the requirements of Wilson County for On Site Sewage Facilities.

EDWIN BAKER
DESIGNATED REPRESENTATIVE

DATE

ATTACHMENT 5

RECREATIONAL VEHICLE PARK INSPECTION CHECKLIST

(To be completed by Wilson County representative upon inspection)

- RV Park sign is plainly visible from public road and characters are reflective and at least 24" high

ROADS

- Road is looped *OR* Road ends in a culdesac of 90' diameter
- Designated and signed as either one-way or two-way
- If one-way: N/A
- Improved surface at least 15 ft. wide
- If two-way: N/A
- Improved surface at least 22 ft. wide
- 9" of base compacted to 6"

SET BACKS

- Not less than 25' from public ROW
- Not less than 15' from property line
- Not less than 15' from an internal road
- Not less than 10' between each RV, with slideouts extended

RV SPACES

- Hardened area not less than 12' by 40 ft'
- Hardened area improved with adequate compacted crushed road base material to support weight of RV
- Each space marked with lot/space number that is reflective; at least 3" high; and plainly visible from road

DUMPSTERS

- 100 RV spaces or less – 2 dumpsters
- More than 100 RV spaces – 2 + 1 additional dumpster/50 additional RV spaces or fraction of. # of RV spaces: _____ # of dumpsters on site: _____

SERVICE BUILDINGS; LAUNDRY & SANITATION FACILITIES

- Not applicable. Recreational vehicles without integral toilet and bathing facilities are not allowed in this RV Park.

- 50 RV spaces or less:
 - 1 flush toilet for women
 - 1 flush toilet for men
 - 1 lavatory for each sex
 - 1 shower and dressing accommodation for each sex in individual compartment or stall
 - 1 clothes washing machine
 - 1 clothes dryer
 - 1 slop sink, not less than 14" x 14" sq. and 14" deep

- More than 50 RV spaces – for each additional 30 RV spaces, or fraction of, 1 additional of each toilet, lavatory, etc. as listed above shall be provided.
Total # of RV spaces: _____; # of each item listed above provided: _____

ATTACHMENT 6

RECREATIONAL VEHICLE PARK VARIANCE APPLICATION CHECKLIST

The following items **MUST BE** included as part of your application for a request for a variance:

- 10 copies of the proposed RV park development site plan**
- 10 copies of location map**
- A complete copy of the filed deed indicating applicant's ownership of the property**
- Attachment 6 – Recreational Vehicle Park Variance Application Checklist**
- Attachment 7 – Recreational Vehicle Park Variance Application**

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

ATTACHMENT 7

RECREATIONAL VEHICLE PARK VARIANCE APPLICATION

Date Received: _____

Check #: _____

Receipt #: _____

Property Owner:

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Operator:

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Name of Proposed Recreational Vehicle Park: _____

1. Relief Requested (Reference the specific Section/Paragraph of the current Wilson County Infrastructure Requirements for Recreational Vehicle Parks):

2. Reason for Requesting Relief:

a. What special circumstances or conditions affecting the land involved such that the strict interpretation of the provisions of these regulations would deprive you of the reasonable use of this land.

b. Why is relief necessary for the preservation and enjoyment of a substantial property right of yours?

c. Will the granting of relief not be detrimental to the public's health, safety, and welfare? Please explain.

d. Will the granting of relief not have the effect of preventing the orderly subdivisions of other land in the area? Please explain.

Applicant Signature: _____ Date: _____

(For office use only. Do not write below this line)

Wilson County Development Review Committee

Review Date: _____ Committee Recommendation: Favorable
 Unfavorable

This Variance Request was heard as Agenda Item No. _____ by the Wilson County Development Review Committee on _____, ____, _____. The minutes reflect the following:

(INSERT THE MINUTES FROM THE MEETING)

Edwin Baker, Chairman

Wilson County Commissioners Court

Review Date: _____ Commissioners Court: Approved
 Rejected

Richard L. Jackson, County Judge

Attest:

Eva S. Martinez, County Clerk

WILSON COUNTY, TEXAS
DEVELOPMENT REVIEW COMMITTEE
Recreational Vehicle Park Authorization Form
Authorization Form to ACT on Behalf of Owner

TO WILSON COUNTY, TEXAS:

This certifies that I, _____
(Print name of individual owner, general partner, of corporate officer.)
am the true Owner of the land containing the following proposed, or existing, R.V. Park:

Name of R.V. Park _____

Address of R.V. Park _____

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

_____ applying for a Recreational Vehicle Park Certificate of Compliance.

_____ operating the R.V. Park.

Operator _____

Address of Operator _____

I further agree that this appointment remains effective, until revoked by me, in a writing delivered to the Wilson County Development Review Committee.

_____ Date _____
(Signature of Owner)

S T A T E O F T E X A S §
C O U N T Y O F _____ §

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