



City of Orange, Texas

Development Guide

December 1, 2022

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Orange Economic Development Corporation

Appendix A Drainage Criteria and Regulations: <https://ocddtx.com/wp-content/uploads/2020/05/OCDD-DCM-Regulations-Adopted-10-06-20.pdf>

Appendix B Forms: <https://orangetexas.gov/240/Permits>

Introduction

The purpose of this Development Guide is to provide general guidance through the land development processes in the City of Orange. **Before buying, selling, developing, or demolishing property, we encourage you to contact the City of Orange Planning Department at 409-883-1034 or meet with us at 303 N. 8th Street to discuss your plans and intentions.** This guide is not intended to provide every requirement or technical detail of each phase of land development. This guide is intended to help you understand the various requirements and secure the appropriate land permits to develop property within the City of Orange.

The City of Orange's standards, policies, and regulations associated with land use and development are created to ensure the health, safety, and welfare of the citizens and businesses, while protecting the property rights of landowners. This guide intends to assist you through the required processes to ensure that you can complete your project successfully and in full compliance with City regulations.

The steps required in the processes are dictated by the current status of the property, the zoning and building code regulations, requirements of the Orange County Drainage District and your development plans. It is usually helpful to arrange a pre-development meeting with City staff to discuss your project. This guide provides a basic overview of the different processes that must be completed prior to starting construction and during construction.

Contact Information:

City of Orange Planning Department (zoning information):

Kelvin Knauf, AICP, Director of Planning and Community Development
409-883-1034

City of Orange Planning Department (permits, floodplain information, building code information):

Marvin Benoit, Building Official
409-988-7399

City of Orange Public Works Department (water taps, sewer taps):

Adam Jack, Public Works Director
409-883-1082

City of Orange Public Works Department (utility line maps and locations):

Michael Patterson, Engineering Technician
409-883-1084

City of Orange Economic Development Department:

Jay Trahan, CECD, Assistant City Manager/Economic Development Director
409-883-1077

Orange County Drainage District (drainage plans, engineering studies and regulations):

Don Carona, General Manager
409-745-3225

Orange County Engineer (plats and development in the unincorporated areas of Orange County):

Cory Oldbury, County Engineer
409-920-2414

Entergy (electric utility company):

Jim Malain, Customer Service Manager
409-882-2054

Centerpoint (natural gas utility company):

Bruce Whitaker, Senior Marketing Consultant
409-860-7124

Spectrum (cable television/internet company):

Randy Poole, Attn: Ray Hillin
409-763-6313, 409-924-1668

AT&T (telephone, internet company)

Construction Help Desk
409-892-1209 or 1-800-246-8454

General Construction Information

The following applies to all construction within the City of Orange:

1. Plumbing contractors must pull their own separate plumbing permit. The State of Texas must license all plumbers. All plumbers must furnish an insurance certificate for \$300,000 general liability for the City of Orange. Proof of insurance and state issued picture identification must be on file in the Plans and Inspections Office.
2. Electrical contractors must pull their own separate electric permit. The State of Texas must license all electricians. All electricians must furnish an insurance certificate for \$300,000 general liability for the City of Orange. Proof of insurance and state issued photo identification must be on file in the Plans and Inspections Office.
3. Mechanical contractors must pull their own separate mechanical permit. The State of Texas must license all mechanical contractors. All mechanical contractors must furnish either an insurance certificate for \$300,000 general liability for the City of Orange. Proof of insurance and state issued photo identification must be on file in the Plans and Inspections Office.
4. *All contractors must obtain permits before work begins.*
5. All contractors and subcontractors must adhere to the noise ordinance adopted by the City Council.
6. Each contractor should call their inspections into the Plans and Inspections Office at 409-883-1034 by 5:00 p.m. one business day prior. The City will charge a re-inspection fee if the work does not pass inspection, or the contractor is not ready for the inspection.
7. No one can occupy any building without a final inspection and Certificate of Occupancy. An electric meter does not indicate that a building can be occupied. The City requires installation of the electric meter before a final inspection so the inspector can check all lights, circuits, appliances and other electrical equipment for proper operation during a final inspection.
8. The City of Orange requires a street address be displayed at the site of construction which is visible from the street. If a property has no address, the City will assign one when we issue the building permit.

Building Codes

The City of Orange utilizes the following building codes:

- 2012 International Building Code and the 2003 International Residential Code.
- 2011 National Electrical Code, and the 2003 International Building Code, whichever is most stringent.
- 2012 International Plumbing Code and the 2003 International Building Code, whichever is most stringent.
- 2012 International Mechanical Code and the 2003 International Building Code, whichever is most stringent.
- 2015 International Fire Code and the 2003 International Building Code, whichever is most stringent.
- 2015 International Energy Conservation Code as adopted by the State of Texas.

Fees (subject to change)

Non-Residential Building Permits: \$15.00 for first thousand plus \$5.00 for every thousand or part thereof up to \$50,000.00

Example 1: Value of job=\$2700.00, permit fee is \$25.00

Example 2: Value of job=\$40,000.00, permit fee is \$210.00

\$260.00 flat rate for first \$50,000.00 plus \$4.00 per additional thousand or part thereof up to \$100,000.00

\$460.00 flat rate for first \$100,000.00 plus \$3.00 per additional thousand or part thereof up to \$500,000.00

\$1,660.00 flat rate for first \$500,000.00 plus \$2.00 per additional thousand or part thereof

Residential building permits: \$0.35 per square foot of living area and \$0.20 per square foot for other areas such as, but not restricted to, garages, carports and covered patios.

Residential remodel permits: \$0.30 per square foot of area being remodeled with a minimum fee of \$35.00

Residential add-on permit: \$0.35 per square foot of the add-on living area and \$0.20 per square foot for other areas such as, but not restricted to, garages, carports and covered patios.

Residential storage building permit: \$0.20 per square foot of the accessory storage building with a minimum fee of \$25.00.

Residential garage permit: \$0.20 per square foot of the garage with a minimum fee of \$25.00.

Residential siding permit: \$35.00

Residential roofing permit: \$35.00

Residential window replacement permit: \$35.00

Residential fence permit: \$35.00

Residential carport permit: \$25.00

Residential swimming pool permit: \$250.00

Residential irrigation system permit: \$30.00

Residential concrete permit: \$25.00

Certificate of Occupancy permit:

1. On buildings requiring a building permit—no charge
2. On existing buildings when there is a change of occupants or change of occupancy—\$15.00

Moving permit: \$50.00 for mobile home or existing structure.

Placement permit:

1. Manufactured home \$50.00
2. Modular home/house relocation \$100.00

Demolition permit: \$20.00

Tent permit: \$15.00

Fees (subject to change) continued

Electrical permit for new residential homes: \$45.00

Electrical residential rewire: \$45.00

Electrical permits all others for new service, certificate of occupancy, etc, flat fee of \$15.00 includes 10 free switches, outlets, etc. Each additional switch, outlet, etc. is \$0.50 each. Each additional meter is \$3.00 each.

Electrical fire alarm system: \$30.00

Electrical solar system/generators: \$40.00

Electrical permit for swimming pool: \$15.00 for equipment/\$15.00 for bonding

Plumbing permit for new residential home: \$45.00

Plumbing permit all others: \$15.00 + \$3.00 per opening (fixture, drains, etc.)

Ground gas tanks, storm sewers and grease traps: \$15.00 plus \$25.00 for each additional tank, sewer or trap

Gas permit: \$15.00

Mechanical non-residential permit: \$15.00 plus \$15.00 for first thousand and \$2.00 for each additional thousand or part thereof.

Mechanical residential permits:

1. New installation or complete changeout of existing system: \$60.00
2. Partial replacement (evaporator, condenser, duct, etc.) of an existing system: \$35.00
3. For each boiler, the section fee: \$20.00

Reinspection fee permit includes two inspections. If inspections fail after the two inspections, then there is a \$30.00 reinspection fee per trade per reinspection.

Definitions

The following definitions are used in the subdivision ordinance or the zoning ordinance.

Accessory Building. A building that is incidental to the primary permitted building on a site.

Accessory use. A use that is incidental to the primary permitted use on a site.

Adjacent. Directly abutting a property line, not separated by a street.

Alley. A way which extends only secondary means of access to abutting property; a minor public right-of-way, not intended to provide the primary means of access to abutting lots, which is used primarily for vehicular service access to the back or sides of properties otherwise abutting on a street.

Apartment. A structure containing three (3) or more dwelling units.

Appeal. A means for obtaining review and reconsideration of a decision.

Automobile detail shops. A business whose employees wash, clean and polish vehicles, by hand without automated machinery, on a contract or fee basis.

Bar/lounge. An establishment engaged in the preparation and retail sale of alcoholic beverages for consumption on the premises, pursuant to a license or permit issued by the Texas Alcoholic Beverage Commission that receives more than 50% of its gross sales from the sale of alcoholic beverages.

Building setback line (subdivision ordinance). The line within a property defining the minimum horizontal distance between a building and the adjacent street right-of-way line.

Building setback line (zoning ordinance). A line measured from a property line which forms an area over which no structure shall be constructed, encroach, or project except as specifically allowed.

Certificate of Occupancy. A written document issued by the planning department stating that a building complies with all applicable regulations and is lawful to occupy.

Change to a Historic Landmark. A change to a designated historic landmark, including but not limited to the following: (1) demolition or removal; (2) interior alteration which would affect an area customarily open to the public and which has historic or aesthetic value; (3) on-site physical change to a site designed as an historic landmark; (4) exterior alteration of the magnitude which would alter the historic character of an historic landmark.

City. The City of Orange, Texas.

City Council. The city council of the City of Orange, Texas.

City Manager. The city manager of the City of Orange, Texas.

Commission. The Planning and Zoning Commission of the city.

Comprehensive Plan. The comprehensive plan is a statement of public policy containing the goals and objectives of the community; the capital improvements program; the land use plan; the major thoroughfare plan, the community facilities plan, the subdivision and zoning regulations; and other development codes, ordinances, policies, and plans promulgated by the city council for the quality and orderly growth of the community.

Conditional approval. An approval issued by the City Council, Planning and Zoning Commission, Zoning Board of Adjustment or Historic Preservation Commission subject to conditions which bring the application into closer conformance with the goals of the Orange Master Plan or protection of persons and property.

Definitions (continued)

Condominium. A building or group of buildings, in which dwelling units are owned individually, and the structure, common areas, and facilities are owned by all the owners on a proportional, divided basis.

Cul-de-sac. A street having but one (1) outlet to another street and terminated on the opposite end by a vehicle turn around.

Dead-end Street. A street, other than a cul-de-sac, with only one (1) outlet.

Deed restrictions. Restrictions and regulations on private property which are adopted and enforced by property owners and/or private associations, such as a home owners association.

Department. The city planning department as established to assume the functions of planning.

Developer. The person subdividing property or requesting an extension of utilities. This term is used interchangeably with the term subdivider.

Director. The person in charge of the planning department as so designated by the city manager.

Director of Planning and Community Development. Means the City of Orange Director of Planning and Community Development, or his/her designee.

Dripline. A line on the ground that defines the boundary of the tree canopy.

Duplex. A residential dwelling unit containing two dwelling units with a common wall.

Easement. A grant by the property owner to the public, a corporation, or persons of the use of a strip of land for a specific use.

Engineer. A person duly authorized under the provisions of the Texas Registration Act, as heretofore or hereafter amended, to practice the profession of engineering.

Fence. An enclosure, barrier or boundary usually made of posts, boards, wire, rails or masonry products. This includes both partial and complete enclosures.

Fence, non-opaque. A fence which can be seen through.

Fence, opaque. A fence which cannot be seen through, such as wood or a solid wall.

Floor Area Ratio. The percentage of gross floor area divided by the gross lot area [NOTE: the City of Orange does not limit the size of a structure based on Floor Area Ratio. Size is limited based on other requirements such as open space, landscaping, parking, building setback lines, easements, etc.].

Governing body. The city council of the City of Orange, Texas.

Gross Floor Area. The total floor area within the walls of a building, including non-leasable, public space, common space and multiple stories.

Gross Lot Area. The total lot area within the property lines.

Height. Distance measured from the finished grade to the highest point of the structure, excluding chimneys, cupolas, and other appurtenances.

Historic Landmark. A site, building, structure monument, work of art or other object which is designated as an historic landmark by the city council.

Definitions (continued)

Historic Overlay Zoning District. A city council designed zoning district area which overlays a base zoning district and contains designated historic features with local, state or national historical significance.

Historic Preservation Commission. The Historic Preservation Commission of the City of Orange, Texas, appointed by the city council.

Historic Preservation Officer. The City of Orange Director of Planning and Community Development, who performs the functions necessary to serve the Historic Preservation Commission and the city with regard to historic preservation.

Home occupation. An occupation that is carried out within the home or within a structure which is an accessory to the home.

HUD-Code Manufactured Home or Manufactured Home. A structure, constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, transportable in one or more sections, which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems. The term does not include a recreational vehicle. [NOTE: HUD-Code manufactured homes are constructed to federal laws, whereas modular homes must meet local building code requirements]

HUD-Code Manufactured Home Park or Community. A plot or tract of land that is separated into two (2) or more spaces or lots that are sold, rented, or leased, or offered for rent or lease, for the installation of HUD-code manufactured homes for use and occupancy as residences.

Land use entitlement. An entitlement obtained by a property owner or other person for a city permit, zoning change, special exception, variance, sign permit, subdivision approval, landmark improvement plan approval, or similar city approval involving the use of land.

Landmark Improvement Plan. An application to make a change to an existing designated City of Orange historic landmark.

Lateral lines. The subsidiary water and sanitary sewer pipes which branch out from the trunk lines to serve the individual plots of land by the transmission of water and sewage. The term included all valves, wyes, fire hydrants, manholes, and all other fittings necessary to a particular lateral line.

Lot (subdivision ordinance). An undivided tract or parcel of land having its principal frontage on a public street or officially approved open space, and which is, or in the future may be offered for sale, conveyance, transfer, or improvement, which is designated as a distinct and separate tract, and which is identified by a tract or lot number or symbol in a duly authorized subdivision plat which has been properly filed for record.

Lot (zoning ordinance). The area within property lines.

Lot, corner. A lot which has a street adjacent to the front of the lot and the side of the lot as seen from the structure.

Mobile home. A structure that was constructed before June 15, 1976, transportable in one (1) or more sections, which is built on a permanent chassis and designed to be used on a dwelling unit with or without a permanent foundation when connected to the required utilities, and include the plumbing, heating, air-conditioning, and electrical systems.

Definitions (continued)

Non-opaque. See-through, having a ratio of at least fifty per cent (50%) open area versus solid material.

Office. An office referred to in [the subdivision ordinance] by title means the person employed or appointed by the city in that position, or his duly authorized representative.

Opaque, solid. Does not allow light to pass through.

Open space. Any area of a lot, site, tract or plot exclusive of structures, driveways or parking that is open to the sky.

Pavement width. The portion of a street available for vehicular traffic use. If curbing is used, then it is the distance between curb facing.

Person. An individual, association, firm, corporation, governmental agency, or political subdivision.

Places of religious assembly. Facility for religious worship activities, including accessory uses located on the site of the religious assembly. This classification includes only a tax exempt organization engaging in religious worship activities not conflicting with the U.S. Internal Revenue Code Section 501(c)(3).

Planned Unit Development. A development of land which is under unified control and is planned and developed as a whole in a single development operation or programmed series of development, and which includes streets, utilities, lots, or building sites, and which indicates all building areas and their relationship to each other and to adjacent uses and improvements, as well as open spaces. A planned unit development may consist of dwelling units and detached, semi-detached, attached, or multi-family structures or any combination thereof, and may also include nonresidential uses such as religious, cultural, recreational, or commercial, compatibly and harmoniously incorporated into the unitary design of the planned unit development.

Planner, land or city. A person having an occupation classified as city or land planning, capable of designing the proposed subdivision or use of real estate, and capable of professionally drawing the proposals into map or plan form.

Planning and Zoning Commission. The Planning and Zoning Commission of the City of Orange, Texas, appointed by the city council.

Pro rata share. That portion of the cost of the extension of a utility line chargeable to property owners eligible to be served by the lines.

Protected tree. A tree identified as a protected tree species having a diameter over eighteen (18) inches as measured four (4) feet above the existing grade.

Protected tree species. The following species of trees: oaks, elms, magnolias, maples, pecans.

Recreational vehicle. A vehicular-type portable structure without permanent foundation that can be towed, hauled or driven and its primary use is as temporary living accommodations for recreational, camping and travel use including, but not limited to travel trailers, camping trailers and motorhomes.

Required excess improvement. An improvement which is more than is required for the proper development or servicing of a subdivision installed at the request of the city in order to provide service to additional areas.

Definitions (continued)

Sexually-oriented business. A sex parlor, nude studio, modeling studio, love parlor, adult bookstore, adult movie theater, adult video arcade, adult movie arcade, adult video store, adult motel, or other commercial enterprise the primary business of which is the offering of a service or the selling, renting, or exhibiting of devices or any other items intended to provide sexual stimulation or sexual gratification to the customer.

Shall, may. The word “shall” is always mandatory; the word “may” is merely directory.

Street. A public thoroughfare or right-of-way, dedicated to the public and not designated as an alley, which provides vehicular access to adjacent land.

(1) a major street primarily provides vehicular circulation to various sections of the city.

(2) a collector street primarily provides circulation within neighborhoods, to carry traffic from residential or local service streets to major streets, or to carry traffic through or adjacent to commercial or industrial areas.

(3) a residential or local service street is one primarily for access to abutting property.

Structure (subdivision ordinance). Anything constructed or erected on the ground, including, but not limited to, building, factories, sheds, cabins, mobile homes and other similar items.

Structure (zoning ordinance). That which is built or constructed, an edifice or building of any kind, or any piece of work built up or composed of parts joined together in some definite manner.

Subdivider. Any person or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision, as that term is defined herein. In any event, the term subdivider shall be restricted to include only the owner, equitable owner, or authorized agent of such owner or equitable owner of land sought to be subdivided.

Subdivision. A division of any tract of land situated within the corporate limits or within the city’s extraterritorial jurisdiction into two (2) or more parts for the purpose of laying out any subdivision of any tract of land or any addition of any town or city, or for laying out suburban lots or building lots, or any lots, and streets, alleys, or parks or other portions intended for public use or the use of purchasers or owners of lots fronting thereon or adjacent thereto. Subdivision includes re-subdivision, but it does not include the division of land for agricultural purposes not involving the erection for residential or commercial structures in parcels or tract of five (5) acres or more and not involving any new streets, alleys or easement of access; testamentary division of property; partnership division of property upon dissolution; and a division of property between two (2) or more owners of an undivided interest by court order.

Surveyor. A licensed state land surveyor or a registered public surveyor, as authorized by the state statutes to practice the profession of surveying.

Townhome. A residential dwelling unit, located on its own lot, that has primary ground floor access to the outside and shares one (1) or more common walls with one (1) or more dwelling units.

Trunk lines. The main water and sewer lines designed to serve large areas of the city by the transmission of water and sewage. The term includes all valves, wyes, fire hydrants, manholes, and all other fittings necessary to a particular trunk line.

Zoning Board of Adjustment. The Zoning Board of Adjustment of the City of Orange, Texas, appointed by the city council

Single family residential in a historic district

You will need to **CHECK** the zoning map and Land Use Matrix to make sure the property is zoned for single-family residential.

You will need to **CHECK** the zoning district regulations to make sure you understand the setback requirements, the density requirements, the paving requirements, the open space requirements, and the historic district requirements for color, roof styles, and architectural features.

You will also need to **CHECK** the floodplain information and submit an elevation certificate to the Building Official. If the property is below the Base Flood Elevation, you must elevate the structure (such as additional soil, or pier-and-beam construction) to at or above the Base Flood Elevation. If your property is at or above the Base Flood Elevation, proceed to the building permit application process. If the property is located in a floodway, you cannot build on that portion of the property in the floodway.

You will need to **SUBMIT** the building plans for the structure. These plans will be reviewed by the Director of Planning and Community Development and also by the Building Official. Their comments and questions will be forwarded to you.

You will also need to **SUBMIT** a completed Certificate of Appropriateness application. This application will be forwarded to the Historic Preservation Commission for their consideration. If the application is approved, then proceed to the building permit requirements. If the application is denied, then revise and resubmit to the Planning Department.

Your contractor(s) will need to **SUBMIT** applications for a building permit, electrical permit, plumbing permit and mechanical permit. The Building Official will review the application(s) and (after the Certificate of Appropriateness is approved) will either approve the permit(s) or disapprove the permit(s). If the permit(s) is approved, then the fee(s) must be paid. The permit(s) is good for 180 days. If the building permit(s) is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

After the permit(s) is approved and fee(s) paid, you may begin construction. You will need to **CALL** for a rough-in inspection prior to covering any improvements. If the rough-in inspection passes, then proceed with construction and request a final inspection. If the rough-in inspection fails, revise the construction and **CALL** for another inspection. If the final inspection passes, then a Certificate of Occupancy will be issued. If a final inspection fails, then revise the construction and **CALL** for another final inspection.

See Also:

Zoning Map: <https://tx-orange.civicplus.com/documentcenter/view/1068>

Land Use Matrix: <https://tx-orange.civicplus.com/documentcenter/view/1067>

Single family residential not in a historic district

You will need to **CHECK** the zoning map and Land Use Matrix to make sure the property is zoned for single-family residential.

You will need to **CHECK** the zoning district regulations to make sure you understand the setback requirements, the density requirements, the paving requirements, and the open space requirements.

You will also need to **CHECK** the floodplain information and submit an elevation certificate to the Building Official. If the property is below the Base Flood Elevation, you must elevate the structure (such as additional soil, or pier-and-beam construction) to at or above the Base Flood Elevation. If your property is at or above the Base Flood Elevation, proceed to the building permit application process. If the property is located in a floodway, you cannot build on that portion of the property in the floodway.

You will need to **SUBMIT** the building plans for the structure. These plans will be reviewed by the Building Official. His/her comments and questions will be forwarded to you.

Your contractor(s) will need to **SUBMIT** application(s) for a building permit, electrical permit, plumbing permit and mechanical permit. The Building Official will review the application(s) and (after the Certificate of Appropriateness is approved) will either approve the permit(s) or disapprove the permit(s). If the permit(s) is approved, then the fee(s) must be paid. The permit(s) is good for 180 days. If the building permit(s) is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

After the permit(s) is approved and fee(s) paid, you may begin construction. You will need to **CALL** for a rough-in inspection prior to covering any improvements. If the rough-in inspection passes, then proceed with construction and request a final inspection. If the rough-in inspection fails, revise the construction and **CALL** for another inspection. If the final inspection passes, then a Certificate of Occupancy will be issued. If a final inspection fails, then revise the construction and **CALL** for another final inspection.

See Also:

Zoning Map: <https://tx-orange.civicplus.com/documentcenter/view/1068>

Land Use Matrix: <https://tx-orange.civicplus.com/documentcenter/view/1067>

Duplex in a historic district

You will need to **CHECK** the zoning map and Land Use Matrix to make sure the property is zoned for duplexes.

You will need to **CHECK** the zoning district regulations to make sure you understand the setback requirements, the density requirements, the paving requirements, the open space requirements, and the historic district requirements for color, roof styles, and architectural features.

You will also need to **CHECK** the floodplain information and submit an elevation certificate to the Building Official. If the property is below the Base Flood Elevation, you must elevate the structure (such as additional soil, or pier-and-beam construction) to at or above the Base Flood Elevation. If your property is at or above the Base Flood Elevation, proceed to the building permit application process. If the property is located in a floodway, you cannot build on that portion of the property in the floodway.

You will need to **SUBMIT** the building plans for the structure. These plans will be reviewed by the Director of Planning and Community Development and also by the Building Official. Their comments and questions will be forwarded to you.

You will also need to **SUBMIT** a completed Certificate of Appropriateness application. This application will be forwarded to the Historic Preservation Commission for their consideration. If the application is approved, then proceed to the building permit requirements. If the application is denied, then revise and resubmit to the Planning Department.

Your contractor(s) will need to **SUBMIT** application(s) for a building permit, electrical permit, plumbing permit and mechanical permit. The Building Official will review the application(s) and (after the Certificate of Appropriateness is approved) will either approve the permit(s) or disapprove the permit(s). If the permit(s) is approved, then the fee(s) must be paid. The permit(s) is good for 180 days. If the building permit(s) is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

You will also need to **SUBMIT** a drainage study and plan to the Orange County Drainage District and the City of Orange Building Official. The Orange County Drainage District and the City of Orange will review the drainage study and plan. If the drainage study and plan is approved by both the Orange County Drainage District and the City of Orange, the building permit(s) will be issued. If the drainage study and plan is not approved by either the Orange County Drainage District or the City of Orange, revise the study and plan and then resubmit them to the Orange County Drainage District and the City of Orange.

After the permit(s) is approved and fee(s) paid, you may begin construction. You will need to **CALL** for a rough-in inspection prior to covering any improvements. If the rough-in inspection passes, then proceed with construction and request a final inspection. If the rough-in inspection fails, revise the construction and **CALL** for another inspection. If the final inspection passes, then a Certificate of Occupancy will be issued. If a final inspection fails, then revise the construction and **CALL** for another final inspection.

See Also:

Zoning Map: <https://tx-orange.civicplus.com/documentcenter/view/1068>

Land Use Matrix: <https://tx-orange.civicplus.com/documentcenter/view/1067>

Duplex not in a historic district

You will need to **CHECK** the zoning map and Land Use Matrix to make sure the property is zoned for duplexes.

You will need to **CHECK** the zoning district regulations to make sure you understand the setback requirements, the density requirements, the paving requirements, and the open space requirements.

You will also need to **CHECK** the floodplain information and submit an elevation certificate to the Building Official. If the property is below the Base Flood Elevation, you must elevate the structure (such as additional soil, or pier-and-beam construction) to at or above the Base Flood Elevation. If your property is at or above the Base Flood Elevation, proceed to the building permit application process. If the property is located in a floodway, you cannot build on that portion of the property in the floodway.

You will need to **SUBMIT** the building plan(s) for the structure. These plans will be reviewed by the Building Official. His/her comments and questions will be forwarded to you.

Your contractor(s) will need to **SUBMIT** application(s) for a building permit, electrical permit, plumbing permit and mechanical permit. The Building Official will review the application(s) and (after the Certificate of Appropriateness is approved) will either approve the permit(s) or disapprove the permit(s). If the permit(s) is approved, then the fee(s) must be paid. The permit(s) is good for 180 days. If the building permit(s) is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

You will also need to **SUBMIT** a drainage study and plan to the Orange County Drainage District and the City of Orange Building Official. The Orange County Drainage District and the City of Orange will review the drainage study and plan. If the drainage study and plan is approved by both the Orange County Drainage District and the City of Orange, the building permit(s) will be issued. If the drainage study and plan is not approved by either the Orange County Drainage District or the City of Orange, revise the study and plan and then resubmit them to the Orange County Drainage District and the City of Orange.

After the permit(s) is approved and fee(s), you may begin construction. You will need to **CALL** for a rough-in inspection prior to covering any improvements. If the rough-in inspection passes, then proceed with construction and request a final inspection. If the rough-in inspection fails, revise the construction and **CALL** for another inspection. If the final inspection passes, then a Certificate of Occupancy will be issued. If a final inspection fails, then revise the construction and **CALL** for another final inspection.

See Also:

Zoning Map: <https://tx-orange.civicplus.com/documentcenter/view/1068>

Land Use Matrix: <https://tx-orange.civicplus.com/documentcenter/view/1067>

Multifamily residential in a historic district

You will need to **CHECK** the zoning map and Land Use Matrix to make sure the property is zoned for multifamily.

You will need to **CHECK** the zoning district regulations to make sure you understand the setback requirements, the density requirements, the paving requirements, the open space requirements and the historic district requirements for color, roof styles, and architectural features.

You will also need to **CHECK** the floodplain information and submit an elevation certificate to the Building Official. If the property is below the Base Flood Elevation, you must elevate the structure (such as additional soil, or pier-and-beam construction) to at or above the Base Flood Elevation. If your property is at or above the Base Flood Elevation, proceed to the building permit application process. If the property is located in a floodway, you cannot build on that portion of the property in the floodway.

You will need to **SUBMIT** the building plans for the structure. These plans will be reviewed by the Director of Planning and Community Development and also by the Building Official. Their comments and questions will be forwarded to you.

You will also need to **SUBMIT** a completed Certificate of Appropriateness application. This application will be forwarded to the Historic Preservation Commission for their consideration. If the application is approved, then proceed to the building permit requirements. If the application is denied, then revise and resubmit to the Planning Department.

Your contractor(s) will need to **SUBMIT** application(s) for a building permit, electrical permit, plumbing permit and mechanical permit. The Building Official will review the application(s) and (after the Certificate of Appropriateness is approved) will either approve the permit(s) or disapprove the permit(s). If the permit(s) is approved, then the fee(s) must be paid. The permit is good for 180 days. If the building permit(s) are denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

You will also need to **SUBMIT** a drainage study and plan to the Orange County Drainage District and the City of Orange Building Official. The Orange County Drainage District and the City of Orange will review the drainage study and plan. If the drainage study and plan is approved by both the Orange County Drainage District and the City of Orange, the building permit(s) will be issued. If the drainage study and plan is not approved by either the Orange County Drainage District or the City of Orange, revise the study and plan and then resubmit them to the Orange County Drainage District and the City of Orange.

After the permit(s) is approved and fee(s) paid, you may begin construction. You will need to **CALL** for a rough-in inspection prior to covering any improvements. If the rough-in inspection passes, then proceed with construction and request a final inspection. If the rough-in inspection fails, revise the construction and **CALL** for another inspection. If the final inspection passes, then a Certificate of Occupancy will be issued. If a final inspection fails, then revise the construction and **CALL** for another final inspection.

See Also:

Zoning Map: <https://tx-orange.civicplus.com/documentcenter/view/1068>

Land Use Matrix: <https://tx-orange.civicplus.com/documentcenter/view/1067>

Multifamily residential not in a historic district

You will need to **CHECK** the zoning map and Land Use Matrix to make sure the property is zoned for multifamily.

You will need to **CHECK** the zoning district regulations to make sure you understand the setback requirements, the density requirements, the paving requirements, and the open space requirements.

You will also need to **CHECK** the floodplain information and submit an elevation certificate to the Building Official. If the property is below the Base Flood Elevation, you must elevate the structure (such as additional soil, or pier-and-beam construction) to at or above the Base Flood Elevation. If your property is at or above the Base Flood Elevation, proceed to the building permit application process. If the property is located in a floodway, you cannot build on that portion of the property in the floodway.

You will need to **SUBMIT** the building plans for the structure. These plans will be reviewed by the Building Official. His/her comments and questions will be forwarded to you.

You will need to **SUBMIT** application(s) for a building permit, electrical permit, plumbing permit and mechanical permit. The Building Official will review the application(s) and will either approve the permit(s) or disapprove the permit(s). If the permit(s) is approved, then the fee(s) must be paid. The permit is good for 180 days. If the building permit(s) is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

You will also need to **SUBMIT** a drainage study and plan to the Orange County Drainage District and the City of Orange Building Official. The Orange County Drainage District and the City of Orange will review the drainage study and plan. If the drainage study and plan is approved by both the Orange County Drainage District and the City of Orange, the building permit(s) will be issued. If the drainage study and plan is not approved by either the Orange County Drainage District or the City of Orange, revise the study and plan and then resubmit them to the Orange County Drainage District and the City of Orange.

After the permit(s) is approved and fee(s) paid, you may begin construction. You will need to **CALL** for a rough-in inspection prior to covering any improvements. If the rough-in inspection passes, then proceed with construction and request a final inspection. If the rough-in inspection fails, revise the construction and **CALL** another inspection. If the final inspection passes, then a Certificate of Occupancy will be issued. If a final inspection fails, then revise the construction and **CALL** for another final inspection

See Also:

Zoning Map: <https://tx-orange.civicplus.com/documentcenter/view/1068>

Land Use Matrix: <https://tx-orange.civicplus.com/documentcenter/view/1067>

Manufactured housing (not allowed in a historic district)

You will need to **CHECK** the zoning map and Land Use Matrix to make sure the property is zoned for manufactured housing.

You will need to **CHECK** the zoning district regulations to make sure you understand the setback requirements, the density requirements, the paving requirements, and the open space requirements.

You will also need to **CHECK** the floodplain information and submit an elevation certificate to the Building Official. If the property is below the Base Flood Elevation, you must elevate the structure (such as additional soil, or pier-and-beam construction) to at or above the Base Flood Elevation. If your property is at or above the Base Flood Elevation, proceed to the building permit application process. If the property is located in a floodway, you cannot build on that portion of the property in the floodway.

You will need to **SUBMIT** the building plans for the structure. These plans will be reviewed by the Building Official. His/her comments and questions will be forwarded to you.

Your contractor(s) will need to **SUBMIT** application(s) for a building permit, electrical permit, plumbing permit, mechanical permit and moving permit. The Building Official will review the application(s) and will either approve the permit(s) or disapprove the permit(s). If the permit(s) is approved, then the fee(s) must be paid. The permit(s) is good for 180 days. If the building permit(s) are denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

NOTE: manufactured housing may not be more than 15 years old and must be at least the average value of other manufactured housing within 500 feet of the location whether the manufactured home will be located.

Your contractor will also need to **SUBMIT** an application for a moving permit. The Building Official will review the application and will either approve the permit or disapprove the permit. If the permit is approved, then the fee must be paid. The permit is good for 180 days. If the moving permit is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

After the permit(s) is approved and the fee(s) paid, you may move the manufactured home onto the lot. You will need to **CALL** for a rough-in inspection prior to covering any improvements. If the rough-in inspection passes, then proceed with construction and **CALL** for a final inspection. If the rough-in inspection fails, revise the construction and **CALL** for another inspection. If the final inspection passes, then a Certificate of Occupancy will be issued. If a final inspection fails, then revise the construction and **CALL** for another final inspection.

See Also:

Zoning Map: <https://tx-orange.civicplus.com/documentcenter/view/1068>

Land Use Matrix: <https://tx-orange.civicplus.com/documentcenter/view/1067>

Commercial in a historic district

You will need to **CHECK** the zoning map and Land Use Matrix to make sure the property is zoned for the type of commercial activity you desire.

You will need to **CHECK** the zoning district regulations to make sure you understand the setback requirements, the density requirements, the paving requirements, landscaping requirements, the open space requirements and the historic district requirements for color, roof styles, signage and architectural features.

You will also need to **CHECK** the floodplain information and submit an elevation certificate to the Building Official. If the property is below the Base Flood Elevation, you must elevate the structure (such as additional soil, or pier-and-beam construction) to at or above the Base Flood Elevation. If your property is at or above the Base Flood Elevation, proceed to the building permit application process. If the property is located in a floodway, you cannot build on that portion of the property in the floodway.

You will need to **SUBMIT** the building plans for the structure. These plans will be reviewed by the Director of Planning and Community Development and also by the Building Official. Their comments and questions will be forwarded to you.

You will also need to **SUBMIT** a completed Certificate of Appropriateness application. This application will be forwarded to the Historic Preservation Commission for their consideration. If the application is approved, then proceed to the building permit requirements. If the application is denied, then revise and resubmit to the Planning Department.

Your contractor(s) will need to **SUBMIT** applications for a building permit, electrical permit, plumbing permit, mechanical permit and signage permit. The Building Official will review the application(s) and (after the Certificate of Appropriateness is approved) will either approve the permit(s) or disapprove the permit(s). If the permit(s) is approved, then the fee(s) must be paid. The permit(s) is good for 180 days. If the building permit(s) is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

You will also need to **SUBMIT** a drainage study and plan to the Orange County Drainage District and the City of Orange Building Official. The Orange County Drainage District and the City of Orange will review the drainage study and plan. If the drainage study and plan is approved by both the Orange County Drainage District and the City of Orange, the building permit(s) will be issued. If the drainage study and plan is not approved by either the Orange County Drainage District or the City of Orange, revise the study and plan and then resubmit them to the Orange County Drainage District and the City of Orange.

After the permit(s) is approved and the fee(s) paid, you may begin construction. You will need to **CALL** for a rough-in inspection prior to covering any improvements. If the rough-in inspection passes, then proceed with construction and request a final inspection. If the rough-in inspection fails, revise the construction and **CALL** for another inspection. If the final inspection passes, then a Certificate of Occupancy will be issued. If a final inspection fails, then revise the construction and **CALL** for another final inspection.

See Also:

Zoning Map: <https://tx-orange.civicplus.com/documentcenter/view/1068>

Land Use Matrix: <https://tx-orange.civicplus.com/documentcenter/view/1067>

Commercial not in a historic district

You will need to **CHECK** the zoning map and Land Use Matrix to make sure the property is zoned for the type of commercial activity you desire.

You will need to **CHECK** the zoning district regulations to make sure you understand the setback requirements, the density requirements, the paving requirements, the open space requirements, landscaping requirements, and signage requirements.

You will also need to **CHECK** the floodplain information and submit an elevation certificate to the Building Official. If the property is below the Base Flood Elevation, you must elevate the structure (such as additional soil, or pier-and-beam construction) to at or above the Base Flood Elevation. If your property is at or above the Base Flood Elevation, proceed to the building permit application process. If the property is located in a floodway, you cannot build on that portion of the property in the floodway.

You will need to **SUBMIT** the building plans for the structure. These plans will be reviewed by the Building Official. His/her comments and questions will be forwarded to you.

Your contractor(s) will need to **SUBMIT** applications for a building permit, electrical permit, plumbing permit, mechanical permit and signage permit. The Building Official will review the permit and (after the Certificate of Appropriateness is approved) will either approve the application(s) or disapprove the permit(s). If the permit(s) is approved, then the fee(s) must be paid. The permit is good for 180 days. If the building permit(s) is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

You will also need to **SUBMIT** a drainage study and plan to the Orange County Drainage District and the City of Orange Building Official. The Orange County Drainage District and the City of Orange will review the drainage study and plan. If the drainage study and plan is approved by both the Orange County Drainage District and the City of Orange, the building permit(s) will be issued. If the drainage study and plan is not approved by either the Orange County Drainage District or the City of Orange, revise the study and plan and then resubmit them to the Orange County Drainage District and the City of Orange.

After the permit(s) is approved and the fee(s) paid, you may begin construction. You will need to **CALL** for a rough-in inspection prior to covering any improvements. If the rough-in inspection passes, then proceed with construction and request a final inspection. If the rough-in inspection fails, revise the construction and **CALL** for another inspection. If the final inspection passes, then a Certificate of Occupancy will be issued. If a final inspection fails, then revise the construction and **CALL** for another final inspection.

See Also:

Zoning Map: <https://tx-orange.civicplus.com/documentcenter/view/1068>

Land Use Matrix: <https://tx-orange.civicplus.com/documentcenter/view/1067>

Accessory building in a historic district

You will need to **CHECK** the zoning district regulations to make sure you understand the setback requirements, the open space requirements, and the historic district requirements for color, roof styles, and architectural features.

You will also need to **CHECK** the floodplain information and submit an elevation certificate to the Building Official. If the property is below the Base Flood Elevation, you must elevate the structure (such as additional soil, or pier-and-beam construction) to at or above the Base Flood Elevation. If your property is at or above the Base Flood Elevation, proceed to the building permit application process. If the property is located in a floodway, you cannot build on that portion of the property in the floodway.

You will need to **SUBMIT** the building plans for the structure. These plans will be reviewed by the Director of Planning and Community Development and also by the Building Official. Their comments and questions will be forwarded to you.

You will also need to **SUBMIT** a completed Certificate of Appropriateness application. This application will be forwarded to the Planning Director for his/her consideration (although he/she may submit the application to the Historic Preservation Commission for consideration if the Director so desires). If the application is approved, then proceed to the building permit requirements. If the application is denied, then revise and resubmit to the Planning Department.

Your contractor(s) will need to **SUBMIT** applications for a building permit, electrical permit, plumbing permit, and mechanical permit as is appropriate. The Building Official will review the application(s) and (after the Certificate of Appropriateness is approved) will either approve the permit(s) or disapprove the permit(s). If the permit(s) is approved, then the fee(s) must be paid. The permit is good for 180 days. If the building permit(s) are denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

After the permit(s) is approved and the fee(s) paid, you may either begin construction or have the accessory building moved onto the lot. You will need to **CALL** for a rough-in inspection prior to covering any improvements. If the rough-in inspection passes, then proceed with construction and request a final inspection. If the rough-in inspection fails, revise the construction and **CALL** for another inspection. If the final inspection passes, then a Certificate of Occupancy will be issued. If a final inspection fails, then revise the construction and **CALL** for another final inspection.

Accessory building not in a historic district

You will need to **CHECK** the zoning district regulations to make sure you understand the setback requirements, and the open space requirements.

You will also need to **CHECK** the floodplain information and submit an elevation certificate to the Building Official. If the property is below the Base Flood Elevation, you must elevate the structure (such as additional soil, or pier-and-beam construction) to at or above the Base Flood Elevation. If your property is at or above the Base Flood Elevation, proceed to the building permit application process. If the property is located in a floodway, you cannot build on that portion of the property in the floodway.

You will need to **SUBMIT** the building plans for the structure. These plans will be reviewed by the Building Official. His/her comments and questions will be forwarded to you.

Your contractor(s) will need to **SUBMIT** application(s) for a building permit, electrical permit, plumbing permit, and mechanical permit as is appropriate. The Building Official will review the application(s) and will either approve the permit(s) or disapprove the permit(s). If the permit(s) is approved, then the fee(s) must be paid. The permit is good for 180 days. If the building permit(s) are denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

After the permit(s) is approved and the fee(s) paid, you may either begin construction or have the accessory building moved onto the lot. You will need to **CALL** for a rough-in inspection prior to covering any improvements. If the rough-in inspection passes, then proceed with construction and request a final inspection. If the rough-in inspection fails, revise the construction and **CALL** for another inspection. If the final inspection passes, then a Certificate of Occupancy will be issued. If a final inspection fails, then revise the construction and **CALL** another final inspection.

Fence in a historic district

You will need to **CHECK** the zoning district regulations to make sure you understand the location, opacity, and height requirements, and the historic district requirements for fences.

Your contractor will need to **SUBMIT** the plans for the fence. This plan will be reviewed by the Director of Planning and Community Development and also by the Building Official. Their comments and questions will be forwarded to you.

You will also need to **SUBMIT** a completed Certificate of Appropriateness application. This application will be forwarded to the Planning Director for his/her consideration (although he/she may submit the application to the Historic Preservation Commission for consideration if the Director so desires). If the application is approved, then proceed to the fence permit requirements. If the application is denied, then revise and resubmit to the Planning Department.

Your contractor will need to **SUBMIT** an application for a fence permit. The Building Official will review the application and (after the Certificate of Appropriateness is approved) will either approve the permit or disapprove the permit. If the permit is approved, then the fee must be paid. The permit is good for 180 days. If the fence permit is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

After the fence has been constructed, you will need to **CALL** for an inspection. If the fence inspection fails, revise and **CALL** for another inspection.

Fence not in a historic district

You will need to **CHECK** the zoning regulations for fencing to make sure you understand the location, opaqueness, and height requirements.

You will need to **SUBMIT** the plans for the fence. This plan will be reviewed by the Building Official. His/her comments and questions will be forwarded to you.

Your contractor will need to **SUBMIT** an application for a fence permit. The Building Official will review the application and will either approve the permit or disapprove the permit. If the permit is approved, then the fee must be paid. The permit is good for 180 days. If the fence permit is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

After the fence has been constructed, you will need to **CALL** for an inspection. If the fence inspection fails, revise and **CALL** for another inspection.

Concrete in a historic district

You will need to **SUBMIT** the plan for the location of the concrete. This plan will be reviewed by the Director of Planning and Community Development and also by the Building Official. Their comments and questions will be forwarded to you.

You will also need to **SUBMIT** a completed Certificate of Appropriateness application. This application will be forwarded to the Planning Director for his/her consideration (although he/she may submit the application to the Historic Preservation Commission for consideration if the Director so desires). If the application is approved, then proceed to the concrete permit requirements. If the application is denied, then revise and resubmit to the Planning Department.

Your contractor will need to **SUBMIT** an application for a concrete permit. The Building Official will review the application and (after the Certificate of Appropriateness is approved) will either approve the permit or disapprove the permit. If the permit is approved, then the fee must be paid. The permit is good for 180 days. If the concrete permit is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

After the permit is approved, you may begin construction. You will need to **CALL** for a rough-in inspection prior to covering any improvements. If the rough-in inspection passes, then proceed with construction and **CALL** for a final inspection. If the rough-in inspection fails, revise the construction and **CALL** for another inspection. If a final inspection fails, then revise the construction and **CALL** for another final inspection.

Concrete not in a historic district

You will need to **SUBMIT** the plans for the location of the concrete. This plan will be reviewed by the Building Official. His/her comments and questions will be forwarded to you.

Your contractor will need to **SUBMIT** an application for a concrete permit. The Building Official will review the application and will either approve the permit or disapprove the permit. If the permit is approved, then the fee must be paid. The permit is good for 180 days. If the concrete permit is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

After the permit is approved, you may begin construction. You will need to **CALL** for a rough-in inspection prior to covering any improvements. If the rough-in inspection passes, then proceed with construction and **CALL** for a final inspection. If the rough-in inspection fails, revise the construction and **CALL** for another inspection. If a final inspection fails, then revise the construction and **CALL** for another final inspection.

Demolition of a structure in a historic district

You will need to **SUBMIT** a completed Certificate of Appropriateness application. This application will be forwarded to the Planning Director for his/her consideration if it is an accessory structure. If the request is for demolition of the primary structure, the request will be submitted to the Historic Preservation Commission for their consideration. If the application is approved, then proceed to the demolition permit requirements. If the application is denied, then revise and resubmit to the Planning Department.

Your contractor will need to **SUBMIT** an application for a demolition permit. The Building Official will review the application and (after the Certificate of Appropriateness is approved) will either approve the permit or disapprove the permit. If the permit is approved, then the fee must be paid. The permit is good for 180 days. If the demolition permit is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

Demolition of a structure not in a historic district

Your contractor will need to **SUBMIT** an application for a demolition permit. The Building Official will review the application and will either approve the permit or disapprove the permit. If the permit is approved, then the fee must be paid. The permit is good for 180 days. If the demolition permit is denied, then revise and resubmit to the Building Official. You will probably need to meet with the Building Official to determine the reason(s) for the denial.

Floodplains

The Building Official is responsible for administering the floodplain program in accordance with federal laws.

A floodplain is a land area that is subject to being inundated by water from any source but most typically, rivers, creeks and drainage areas. A Flood Insurance Rate Map (FIRM) is a flood map created by the Federal Emergency Management Agency (FEMA) to designate special flood hazards and risk premium zones applicable within Orange. It is used by the National Flood Insurance Program (NFIP) for floodplain management, mitigation and insurance.

A Base Flood Elevation (BFE) is the computed elevation to which floodwater is expected to rise during the base flood. BFEs are shown on FIRMs and on the flood profiles. The BFE is the regulatory requirement for the elevation or floodproofing of structures. The relationship between the BFE and a structure's elevation determines the flood insurance premium.

The FEMA Floodplain Panels will show current map information to allow you to view and print your property area for a lender or insurance agent, if needed. Floodplain panels can be found on the City's website at

FEMA Floodplain Panels: <https://tx-orange.civicplus.com/358/Floodplain-Administration>

Search address here: <https://orangetx.withforerunner.com/properties>

Variance Request Process

You (the property owner or agent) will need to **SUBMIT** an application for a variance to the Director of Planning and Community Development and pay the fee. If the application is complete, then the Director will establish a date and time for the Board of Adjustment public hearing and meeting to consider the request (the normal date and time is the third Tuesday of each month at 5:30 PM in the Community Room at 303 N. 8th Street).

The Director will then **PUBLISH** a notice of public hearing at least 15 days before the date of the public hearing and meeting and the Director will **MAIL** notices to property owners within 300 feet of the subject property (the one being requested for a variance) at least 10 days before the public hearing and meeting. Public notices are also posted at City Hall at least 72 hours prior to the public hearing and meeting and posted on the City's website (orangetexas.gov) at least 72 hours before the meeting. Four members of the Board of Adjustment must be in attendance to constitute a quorum.

The Board of Adjustment **CONDUCTS** the public hearing to receive comments or questions from those in attendance. After the public hearing, the Board of Adjustment **VOTES** to approve, disapprove, approve with conditions, or table the request. Any action by the Board of Adjustment requires a vote of 75% of the members. Any appeals to a decision of the Board of Adjustments must be made to a court of competent jurisdiction.

If the variance is approved, disapproved or approved with conditions then proceed to the building permit process.

Special Exception Request Process

You (the property owner or agent) will need to **SUBMIT** an application for a Special Exception to the Director of Planning and Community Development and pay the fee. If the application is complete, then the Director will establish a date and time for the Board of Adjustment public hearing and meeting to consider the request (the normal date and time is the third Tuesday of each month at 5:30 PM in the Community Room at 303 N. 8th Street).

The Director will then **PUBLISH** a notice of public hearing at least 15 days before the date of the public hearing and meeting and the Director will **MAIL** notices to property owners within 300 feet of the subject property (the one being requested for a) at least 10 days before the public hearing and meeting. Public notices are also posted at City Hall at least 72 hours prior to the public hearing and meeting and posted on the City's website (orangetexas.gov) at least 72 hours before the meeting. Four members of the Board of Adjustment must be in attendance to constitute a quorum.

The Board of Adjustment **CONDUCTS** the public hearing to receive comments or questions from those in attendance. After the public hearing, the Board of Adjustment **VOTES** to approve, disapprove, approve with conditions, or table the request. Any action by the Board of Adjustment requires a vote of 75% of the members. Any appeals to a decision of the Board of Adjustments must be made to a court of competent jurisdiction.

If the Special Exception is approved, disapproved or approved with conditions then proceed to the building permit process.

Re-zoning Request Process

You (the property owner or agent) will need to **SUBMIT** an application for a re-zoning to the Director of Planning and Community Development and pay the fee. If the application is complete, then the Director will establish a date and time for a joint Planning and Zoning Commission/City Council public hearing and meeting to consider the request (the normal date and time is the first Tuesday of each month at 5:30 PM in the City Council Chambers at 220 N. Fifth Street).

The Director will then **PUBLISH** a notice of public hearing at least 15 days before the date of the public hearing and meeting and the Director will **MAIL** notices to property owners within 300 feet of the subject property (the one being requested for a re-zoning) at least 10 days before the public hearing and meeting. Public notices are also posted at City Hall at least 72 hours prior to the public hearing and meeting and posted on the City's website (orangetexas.gov) at least 72 hours before the meeting. Four members of the Planning and Zoning Commission and four members of the City Council must be in attendance to constitute a quorum for each.

The Planning and Zoning Commission and City Council **CONDUCTS** the joint public hearing to receive comments or questions from those in attendance. After the public hearing, the Planning and Zoning Commission **VOTES TO RECOMMEND** approval, disapproval, or table the request by simple majority vote. The City Council then receives the recommendation for the Planning and Zoning Commission and **VOTES** to approve, disapprove, or table the request by simple majority vote.

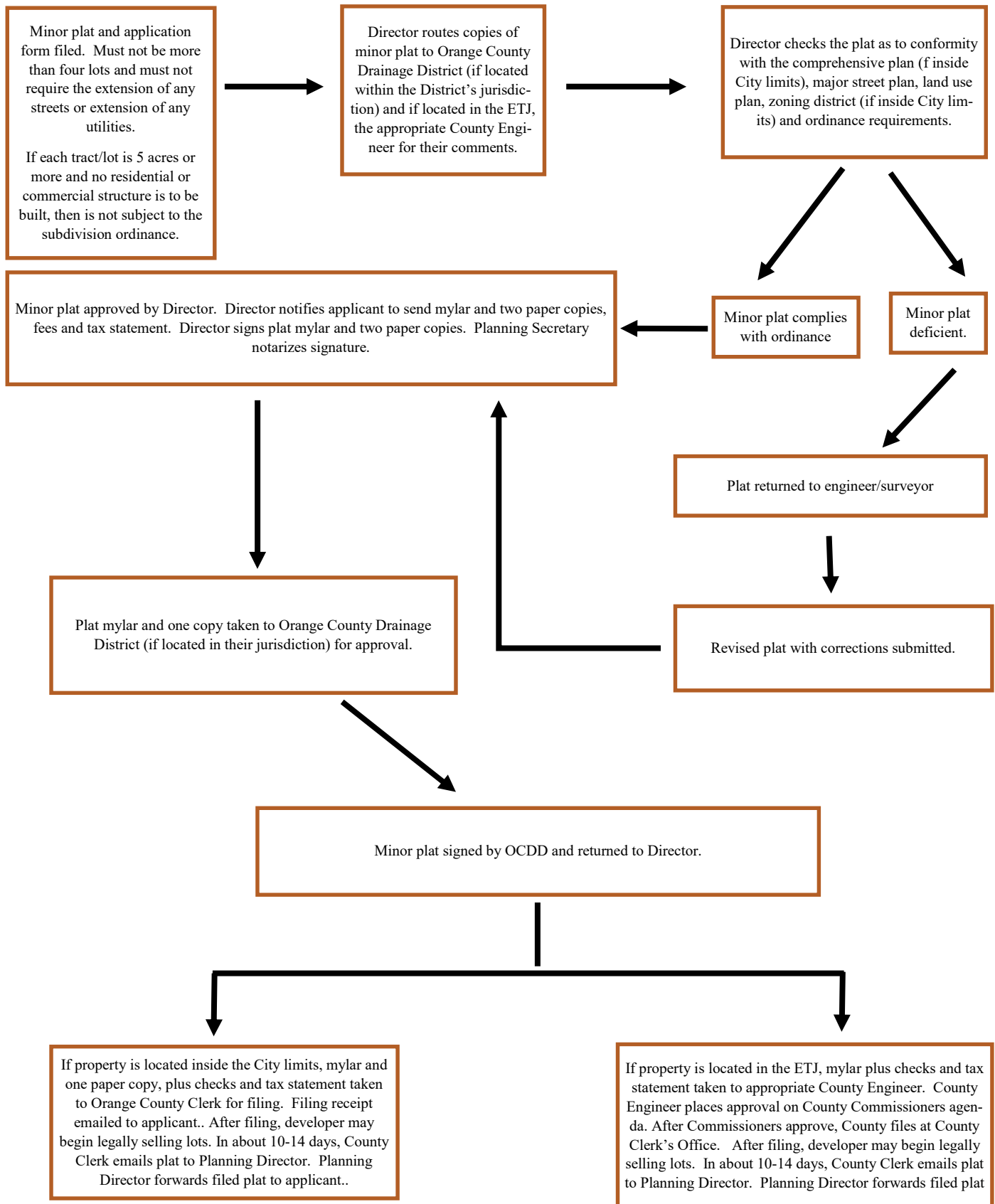
If the re-zoning is approved or disapproved then proceed to the building permit process.

Preliminary and Final Platting Process

The City has 30 days to take action on plats/plans. If a plat/plan is denied, then the City has 15 days to take action on any resubmittal of a plat/plan. After City staff initial review of a plat/plan with notation of non-adherence to the Subdivision Ordinance, no new comments may be made by the City unless significant changes are made. All notations of non-adherence to the Subdivision Ordinance must include a specific section/subsection reference. Final plats may not be recorded until final approval provided by all appropriate jurisdictions.



Minor Platting Process



Site Development Checklist

The following checklist may help you in developing property you own or have an interest in acquiring:

Physical factors:

Geotechnical conditions

- Soil type and characteristics
- Depth to bedrock
- Percolation rate
- Hydrological characteristics
- Depth to water table
- Sinkhole and radon potential from underlying strata

Topographical conditions

- Desirable and undesirable slopes
- Elevation
- Sinkholes
- Floodplains

Site features

- Location
- Water bodies
- Wetlands
- Rock outcroppings
- Vegetative cover
- Drainage patterns
- Views

Hazards

- Buried storage tanks
- Hazardous materials
 - Pesticide and other chemical deposits
 - High tension power lines

Improvements

- Presence of installed utilities
- Roads
 - Traffic conditions (heavily traveled or not heavily traveled?)
 - Access on and off
 - Future improvements
- Buildings
- Fences
- Driveways

- Boat ramps or docks

Site history

- Prior land uses
- Presence of historical or archaeological artifacts
- Surface rights
- Mineral rights
- Fee simple title (do/would you own all rights or does someone else also have an ownership legal interest?)

Legal and political factors:

Regulatory conditions

- Federal, state and local regulations
 - Army Corps of Engineers requirements
 - Texas Commission on Environmental Quality requirements
 - Texas Department of Transportation requirements
- Comprehensive master plan guidelines
- Past and current zoning
- Future zoning
- Rights-of-way and easements
- Platting and subdivision requirements
- Adopted building, health, safety, fire protection and site development codes
 - Parking requirements
 - Landscaping requirements
 - Lighting requirements
 - Setback requirements
- Height requirements
 - Density requirements
 - Signage requirements
 - Stormwater requirements (SWPPP)
- Zoning overlay districts
 - Historical overlay zones
 - Design overlay zones
- Law enforcement, fire, emergency medical service and disaster services
- Deed restrictions

Political conditions

- Number and types of homeowner associations
- Special interest groups
- Impact on adjoining or adjacent properties

- Height requirements
 - Density requirements
 - Signage requirements
 - Stormwater requirements (SWPPP)
- Zoning overlay districts
 - Historical overlay zones
 - Design overlay zones
- Law enforcement, fire, emergency medical service and disaster services
- Deed restrictions

Political conditions

- Number and types of homeowner associations
- Special interest groups
- Impact on adjoining or adjacent properties
- Local community attitudes toward development
- Economic development incentives

Off-site factors:

- Noise
- Offensive odors
- Desirable and undesirable adjacent land uses
- Traffic conditions
- Type and condition of infrastructure
- Community services

Economic Factors:

- Property acquisition costs
- Market analysis cost
- Consultant (planning, engineering and architectural) expense
- Financing
 - Acquisition loan
 - Development loan
 - Construction loan
- Loan to Value (LTV) ratio
- Demographic and income analysis
- Pro-forma
- Permit fees

Site Plan Submissions—Multifamily, Large Commercial, and Industrial Projects

Site plans are required for all multifamily (3 units or more), large commercial, and industrial projects. Two 24" x 36" copies of the site development plan must be submitted to the Building Official if delivered in person at 303 N. 8th Street or in .pdf format by email at mboenit@orangetexas.gov. The following information must be included in the site plan:

- Scale and all dimensions of scale
- North arrow
- Description of project
- Property lines with dimensions
- Existing/proposed structures with floor area
- Distance of structures to property lines (setbacks)
- Existing/proposed fences
- Existing/proposed signs with area, height
- Trash collection area
- Existing trees over eighteen (18) inches in caliper as measured four (4) feet from grade
- Existing/proposed landscaping
- Existing/proposed water features (creeks, rivers, lakes)
- Existing easements
- Existing/proposed drainage pattern
- Existing/proposed impervious surface—driveways, patios, sidewalks
- Parking lot/loading area layout with aisles, amount of parking spaces required and provided and all dimensions
- Streets, alleys—name of street and width of right-of-way and pavement. Points of ingress/egress (driveway openings)
- Owner, applicant, architect, engineer, surveyor, draftsman, with address and phone number, fax number and email address
- Address of subject property
- Legal description of property. Example: Blot 1, Block 1, White Oak Subdivision, Volume 10, Page 10 of the Orange County Property Records
- Name of project

Site Plan Submissions-Large Commercial projects (continued)

- A signature block for the City of Orange stating “This site plan has been approved by the Building Official of the City of Orange on this the _____ day of _____, 20__.”

Building Official

- A signature block for the Orange County Drainage District stating “This site plan has been approved by the Orange County Drainage District on this the ____ day of _____, 20____.”

General Manager

- The date of any revisions to the plan
- The property lines of any adjacent or adjoining properties
- The size, configuration and dimensions of all drainage facilities
- The location of iron pins or other markers showing the property boundaries

Building Plans Submission

All building plans must be submitted to the Building Official either in person at 303 N. 8th Street or by email at mboenit@orangetexas.gov.

Submit two complete sets of construction documents and one digitized copy for commercial construction that includes the following:

- A scaled site plan showing all existing buildings, proposed buildings, the distances between all buildings, the distances from buildings to the property lines and parking areas.
- Foundation and building plans with plumbing, electrical and mechanical plans. Load calculations are required to be included.
- Stormwater drainage plan and study for new construction. The stormwater study and plan must contain an engineer's seal and submitted to the orange county drainage district for review and approval.
- Scope of Work and Code Analysis for commercial construction.
- Verification of Energy Code compliance (ComCheck, ResCheck or equivalent).
- Elevation Certificate if construction is located in the special flood hazard area (zones A and V).
- Asbestos survey for construction in all existing commercial buildings.
- Architectural Barriers Registration number for non-residential projects more than \$50,000.00 valuation.

Submit two complete set of construction documents and one digitized copy for residential construction that includes the following:

- A scaled site plan showing all existing buildings, proposed buildings, the distances between all buildings, the distances from buildings to the property lines.
- Foundation and building plans with plumbing, electrical and mechanical plans. Load calculations required.
- Verification of Energy Code compliance (ComCheck, ResCheck or equivalent).
- Elevation certificate if construction is located in the special flood hazard area (zones A and V).

Orange Economic Development Corporation

The Type B sales tax may be used for any project eligible under Type A rules and several other project types, including quality of life improvements. Type B corporations may pay for land, buildings, equipment, facilities, targeted infrastructure and improvements for:

- professional and amateur sports and athletic facilities, tourism and entertainment facilities, convention facilities and public parks;
- related store, restaurant, concession, parking and transportation facilities;
- related street, water and sewer facilities; and
- affordable housing.

To promote and develop new and expanded business enterprises that create or retain primary jobs, a Type B EDC may fund:

- public safety facilities;
- recycling facilities;
- streets, roads, drainage and related improvements;
- demolition of existing structures;
- general municipally owned improvements; and
- maintenance and operating costs associated with projects.

Type B EDCs also may seek voter approval to spend Type B sales tax funds for a water supply, water conservation program or cleanup of contaminated property.

Exceptions for Small Cities and Landlocked Communities

Type B EDCs created by cities with a population of 20,000 or less and those classified as landlocked communities may use sales tax proceeds to fund projects that promote new or expanded business development that do not create or retain primary jobs. A landlocked community must be located in either Harris or Dallas counties and have less than 100 acres within its city limits and extraterritorial jurisdiction zoned for manufacturing or industrial facilities.

Disclaimer

This information should not be construed as, and is not a substitute for, legal advice.

Cities are urged to consult the Attorney General's Economic Development Handbook and their own legal counsel for any questions or interpretations of economic development laws.

APPENDIX A

CITY OF ORANGE DRAINAGE CRITERIA MANUAL

See Website: <https://ocddtx.com/wp-content/uploads/2020/05/OCDD-DCM-Regulations-Adopted-10-06-20.pdf>

Contact: Adam Jack, Public Works Director

409-883-1082

APPENDIX B

FORMS

See Website: <https://tx-orange.civicplus.com/240/Permits-and-Applications>

Contact: Adam Jack, Public Works Director

409-883-1082