



## El Paso County Planning and Development

### Frequently Asked Questions (FAQs)

#### **1. What is required if I want to develop/ build a house on my property?**

- Verify property is in the unincorporated area of the County. If not, coordinate with municipality (City) for their requirements.
- Verify if property is located within a County-adopted special flood hazard area (SFHA). The GIS enterprise tool [\[link\]](#) can be used to determine if the property is partially or entirely within a SFHA. If so, a floodplain determination letter should be obtained from the Planning & Development Department and a floodplain development permit will be required,
- Verify availability of potable water – metered public water or water well (tested by certified laboratory) 30TAC 230.1 – 230.11
- Verify public sewer is available to provide service to the property. If not, a septic system will be required. Refer to On-Site Sewage Facility (OSSF) requirements.
- Grading and drainage plans prepared by a Texas Licensed Professional Engineer may be required.

#### **2. How can I subdivide a lot?**

You will need to hire a civil engineer to draw up plans to subdivide/combine your lot. Once you hire one, he/she will work with the Planning and Development Department to get your property subdivided.

#### **3. What is required for development/construction if my property is within a SFHA area in the unincorporated area of the County?**

- A floodplain determination letter should be obtained from the Planning and Development Department to confirm the property is located within a SFHA and to establish the classification for requirements on the property.
- A Texas licensed Engineer and/or Surveyor will need to be retained by the applicant to prepare and submit the required documentation to accompany the Floodplain Development Permit application.
- The specific requirements will be determined by the County Floodplain Administrator based on the proposed improvements and other criteria from the County Flood Damage Prevention Order.



#### **4. What do I need to request a certificate of plat compliance?**

- Deed (recorded) or contract of property if less than 30 days of purchase.
- Water verification – metered public water or water well (tested by certified laboratory) 30TAC 230.1 – 230.11
- Verification of sewer, refer to water provider for letter or most recent water bill. For septic systems refer them to On-Site Sewage Dept. 14612 Greg Dr. (915) 855-9664
- If property does NOT front on a Right-of-Way (street), a Certificate of Compliance (CoC) can be given WITHOUT an address, after meeting the above requirements.

#### **5. What do I need to request an official street address?**

- Address form for residential
- Recorded Deed or contract of property if less than 30 days of purchase. FOR LOCATION AND VERIFICATION ONLY.
- For Septic installation: Approval of Grading and Drainage plans and pass final inspection.
- Address form for non-residential
- Recorded deed or contract of property
- Assume name certificate of business from the County Clerk's Office.

#### **6. Can I have more than one residence on my property?**

- This pertains to lots platted before 9-1-91. Second dwelling request is only for family members and NOT for rental purposes. Property owners MUST bring proof of relation to next of kin (birth certificate AND letter from property owner). Dwellings must have sewer/septic and water service. Meeting all other applicable requirements, County of El Paso may issue proper documentation for two units.
- If the subdivision, where the property is located, was recorded after 9-1-1991 no more than one single family detached dwelling shall be located on each lot. After 9-1-1991, all County Subdivision Regulations apply.

#### **7. I need to find out what zoning my property is located in.**

If your property is located in the unincorporated areas of El Paso County, there are no zoning requirements for your land unless you live near the Fabens Airport or the Historic Mission Trail. If you are unsure, please call our office.



**8. Do I need a building permit?**

The County does not issue building permits, but it is recommended that you coordinate with Emergency Service District (ESD) for any vertical construction on non-residential or multi-family properties.

**9. Where can I get a certificate of occupancy?**

The County does not issue certificates of occupancy or any other building permits. The only permits we issue has to do with the land you build on. For building permits please contact the Emergency Service District you live in.

**10 Are there any permits for roofing or the installation of solar panels?**

There are no permits required in the County for the installation of roofing or solar panels. If the property is located inside of a municipality, please contact that specific municipality for their regulations.

**11 Can I put a house or mobile home on my lot while grading and drainage plans are being reviewed?**

No, grading and drainage plans must be approved before any new construction on the lot can begin.

**12 What is required if I want to sell a portion of my land?**

Property is required to subdivide by plat map; property subdivisions by metes & bounds are not accepted unless the smallest lot created is at least 10 acres. Must meet all applicable requirements of the El Paso County Subdivision Regulations.

**13 Can I file a plat of a subdivision before the subdivision is completed?**

A plat of a subdivision may be filed before a subdivision is fully complete if the developer posts a bond or letter of credit in the amount of the unfinished improvements and enters into a Subdivision Construction Agreement. For more information, please visit our Development Services page.



**14 Can I use my property for both residential and non-residential/commercial purposes?**

If the property has adequate potable water through a water utility provider and sewer services or certified septic system, the property can be used for residential and/or non-residential purposes. If the property does not have potable water, then it is restricted to non-residential purposes.

**15 Can I use a water tank and truck in water?**

By the Texas Administrative Code, trucked in water is not considered potable water and is not allowed for residential purposes.

**16 Can I build my own water well?**

If groundwater is to be the source of the water supply, the subdivider or property owner shall have prepared and provide a copy of a groundwater availability study that complies with the requirements of 30 TAC §§230.1 through 230.11 for water availability for new public water supply systems and certifies the long term (30 years) quantity and quality of available groundwater supplies relative to the ultimate needs of the subdivision.

**17 Is a grading and drainage plan required for the installation of a septic system?**

A grading and drainage plan is required for the installation of a septic system on land 10 acres or less by the Texas Administrative Code on On-Site Sewerage Facilities.

**18 Can I build a private road to service a subdivision?**

If a private street is proposed, its design must meet minimum County standards and it must be approved by the County Planning & Development Department, along with detailed information relating to its perpetual maintenance including copies of all proposed agreements with property owners of the subdivision.

**19 Where can I pay my water bill?**

If you have a service connection through the County's East Montana Water System, please call 915-594-5566 to pay for your bill.



**20 Are farm animals allowed on my property?**

In the unincorporated parts of El Paso County, farm animals are allowed as long as they do not pose a health risk to the community. If you live within the limits of a city, please contact the municipality you live in for their rules regarding farm animals.

**21 I don't know how to find a civil engineer; can you help me?**

Unfortunately, we cannot recommend any engineering firms to the general public. Please consider doing a search on Google for them or visit the local ASCE branch or the local ACEC branch.