

SHACKELFORD COUNTY INFRASTRUCTURE REQUIREMENTS FOR RECREATIONAL VEHICLE PARKS

DEFINITIONS:

RECREATIONAL VEHICLE PARK - HEREIN KNOWN AS RV PARK: Any lot or tract of land designed to accommodate **three or more recreational vehicles**, as defined, and which exists 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. Temporary hunting camps are excluded.

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

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 septic permit was filed with the County before the original adoption of these rules.

OPERATOR. The person in charge of managing a RV 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 RV Park may also be the Operator.

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

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

DEVELOPMENT REVIEW COMMITTEE (DRC): A committee consisting of the County Facilities Manager, County Designated Representative, and the County Commissioner of the area where the proposed RV Park is located.

RECREATIONAL VEHICLE. A vehicle that 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:

- **CAMPING TRAILER.** A folding structure mounted on wheels and designed for travel, recreation, and vacation use.
- **MOTOR HOME.** A portable, temporary dwelling for travel, recreation, and vacation, constructed as an integral part of a self-propelled vehicle.
- **PICKUP COACH.** A structure designed to be mounted on a truck chassis as a temporary dwelling for travel, recreation, and vacation.
- **TRAVEL TRAILER.** A vehicular structure built on a chassis with a body width not to exceed eight feet and a body length of less than 46 feet, that is designed to be transported and intended for human occupancy as a dwelling for short periods and containing limited or no kitchen or bathroom facilities.
- **TINY HOUSE / COTTAGE.** A portable, temporary dwelling under 400 square feet in size that occupies one recreational vehicle space and is mounted on a trailer, wheels, or other mobile undercarriage. Permanently affixing dwellings to a slab or the ground is prohibited. Permanent connections to electric, water, or sewer utilities are also prohibited. **Permanent tiny houses/cottage dwellings must follow Subdivision rules and regulations for permanent housing development.**

ARTICLE 1
GENERAL PROVISIONS

A) EXISTING RV PARKS

The owner of land located in Shackelford County outside the city limits of a municipality, or located in the extraterritorial jurisdiction of a municipality that does **not** regulate RV Parks in its extraterritorial jurisdiction, who intends to use the land for an RV Park must have an infrastructure development plan prepared that complies with the minimum infrastructure standards that are set out below, unless they are considered "Grandfathered" as provided below: RV Parks that are in operation, or RV Parks that are under construction and have a permit and license to operate a septic system on the date this ordinance was first adopted by the County are considered "Grandfathered" and may continue their operations provided the following conditions continue to be met:

- 1) The RV Park must remain in operation and maintain all septic and drinking water facilities to State Standards. Closure of the park for more than six months, or failure to maintain septic and drinking water systems in compliance with State Standards shall cause loss of "Grandfathered" status, and
- 2) The RV Park must provide the County with contact information about the RV Park Operator, including a 24-hour, 7- day-a-week contact telephone number, and
- 3) The RV Park may not increase their number of spaces beyond the number of spaces that can be serviced by their existing permitted septic system and water supply services. Any expansion of the park that requires the expansion of the septic system shall cause a loss of "Grandfathered" status.

B) NEW RV PARKS

Before beginning any construction, the owner must submit the one (1) hard copy, and one (1) digital copy in PDF format of the Infrastructure Development Plan (**IDP**) along with the items required in Attachment 1 (page 13) "RV Park Application Checklist" to the County Clerk's office by the close of business on the first (1st) business day of the month for review during that month. Along with the IDP, the owner must submit a survey of the proposed property.

The Shackelford County Development Review Committee (**DRC**) will review, and provide a recommendation for, or against, approval. Final approval or disapproval is determined by the Shackelford County Commissioners Court. Construction may not begin before the plan is approved. No later than the 30th day after the date the plan is submitted; the DRC shall provide their recommendation in writing to the Commissioners' Court and the owner. If the plan is recommended for approval, it shall be placed on the next available Commissioners Court agenda where property matters are considered. If the plan is rejected by the DRC, the written rejection shall specify the reasons for the rejection and the actions required for recommending the plan for approval.

The owner may choose to appeal against their rejection by the DRC by meeting with the Commissioner in which precinct the park is located and the County Judge for further consultation and corrective action prior to final approval from the Commissioners Court.

The DRC, as well as any other person designated by the Commissioners' Court, may inspect the infrastructure at any reasonable time during construction, and the owner and his agents shall not hinder such inspections.

On completion of construction, the owner shall confirm in writing to the DRC 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. If the respective County Commissioner finds that the infrastructure does not fully comply with the plan, the owner shall be allowed to cure the defects. On completion of curative construction, the owner should request another inspection.

A utility may not provide utility services including, but not limited to, water, sewer, gas, and electric services, to an RV Park or an RV in the community covered by these rules, unless the owner provides the utility with a copy of the Infrastructure Development Plan and consultation with the DRC.

Alternative housing developments (mobile homes, tiny homes, Conex boxes, etc.) are included in the RV Park Regulations if triggered through RV Park Qualifications. Three (3) or more rental units are considered to adhere to the RV Park Regulations. Family exemptions can be granted variances and do not trigger RV Park requirements outside of land usage, water, and septic requirements.

ARTICLE 2 **INFRASTRUCTURE REQUIREMENTS**

- A) **THE INFRASTRUCTURE DEVELOPMENT PLAN (IDP)** for an RV Park must include a site plan identifying the proposed community's boundaries and any significant feature of the community, including the proposed location of the following:
- 1) Recreational vehicle spaces, which shall be numbered as prescribed by the County 9-1-1 administrator
 - 2) Utility easements
 - 3) Roads
 - 4) Set back lines
 - 5) Parking spaces
 - 6) Dumpsters
 - 7) Public or common areas
 - 8) Building structures
 - 9) Septic dump stations
 - 10) Septic systems, including drain fields (if applicable)
 - 11) Water wells (if applicable)
 - 12) Water supply lines
 - 13) Drainage features, if any
 - 14) The address of the R.V. Park as assigned by the Shackelford County 9-1-1 Administrator
- B) **MINIMUM TRACT SIZE**: the minimum size tract for an R. V. Park shall be **1.0 Acre**. If the proposed RV park will be smaller than 1.0 acre, the owner must contact the County Judge's office prior to any construction.

- C) **MAXIMUM TRACT SIZE**: the maximum size tract for an R. V. Park shall be **10 Acres**. If the proposed RV park will be larger than 10 acres, the owner must likewise contact the County Judge's office prior to any construction.
- D) **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.
- E) **WATER**: Either
- 1) **PUBLIC WATER**. Reasonable specified plans to provide an adequate public or community water supply, including specifying the location of supply lines. Following 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 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.

If the RV park meets the regulatory definition of a Public Water System (PWS) per 30 TAC 290.38, the IDP must include the application to become a PWS and reasonable plans and specifications sealed by a Professional Engineer licensed in the State of Texas and approved for construction by the Texas Commission on Environmental Quality.

- F) **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.
- G) **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 the 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 Environmental Approval by the County's Designated Representative (Justice of the Peace, Precinct 3) must be attached to the plan.

- H) **TCEO APPROVAL**: Reasonably specified plans for providing sewage treatment and disposal under Chapter 26 of the Texas Water Code if the estimated flow exceeds 5,000 gallons per day, at an estimated minimum of 50 gallons per day per recreational vehicle site. Approval by the Texas Commission on Environmental Quality must be attached to the plan.
- D) **ROADS**: Reasonably specified plans for streets or roads in the RV Park to provide ingress and egress for Emergency Vehicles, and comply with all State Fire Marshal Regulations and Fire Codes providing, at a minimum, that:
- 1) Roads shall be designated, and signed, as either one-way or two-way. The improved surface of one-way roads shall be at least 15 feet wide. The improved surface of two-way roads shall be at least 30 feet wide. Roads shall either be looped or end in a cul-de-sac of 60' diameter.
 - 2) Roads shall be not less than 9" of base material compacted to 6"
 - 3) Roads shall be designed, constructed, and maintained to be passable to recreational vehicles, or emergency vehicles, at all times, in all weather.
 - 4) The entrance(s) to the park shall be designed to minimize congestion and hazards and allow free movement of traffic on adjacent streets and must comply with fire safety codes.
 - 5) If the RV Park is located off a State Highway or Road, a letter from TXDOT, approving the proposed driveway, must be included.
- J) **SETBACKS**: Building setbacks, including any part of an RV parked on a recreational vehicle space, shall be:
- 1) Not less than 25 feet from a public right of way, Not less than 25 feet from a property line,
 - 2) Not less than 15 feet from an internal road,
 - 3) Not less than 15 feet from the edge of a cul-de-sac
 - 4) Not less than 25 feet between each recreational vehicle, with slide-outs extended.
 - 5) Not less than 300 feet from property line from any residential subdivision development with an adequate screening or privacy fence from residential development view of recreational park.
- K) **SCREENING**: Screening of the RV Park is required on any side or rear where any residential or non-residential use lines adjacent to an RV Park and shall be afforded by fencing or other permanent means. Screening design shall be reviewed by the Precinct Commissioner. No screening barrier or accessory building shall be allowed to obstruct a driver's line of vision for a reasonable distance from any street intersection or at an entrance or exit from the RV Park.
- L) **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 be about the park.
 - 2) Each site shall be provided with electrical service 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 or concrete, adequate to support the weight of the recreational vehicle, 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.

Each individual site with the vacation travel trailer park that is reserved for the accommodation of any vacation travel trailer shall have an area of not less than one thousand (1,000) square feet, or forty (40) feet by twenty-five feet (25'), to provide adequate space for recreational vehicle, car, and picnic table/grill. Each individual site shall be defined clearly by proper markers at each corner, shall be level, paved or adequate base, and well drained.

M) GARBAGE: Each RV Park shall provide a minimum of two (2) fly-tight, water-tight, rodent-proof 6 yard dumpsters for the first ten (10) recreational vehicle spaces, sites with one (1) additional dumpster for each ten (10) additional recreational vehicle spaces, or fraction thereof. All garbage must be placed in bags.

N) UTILITIES BURIED: All water, sewage, gas, and electrical lines servicing recreational vehicle spaces, or services buildings, shall be buried according to International code standards.

O) IDENTITY OF OPERATOR: The Operator will identify themselves by name, address, and a 24-hour 7-day week contact telephone number. The Operator has a continuing obligation to keep their contact information current with the County.

P) OPERATORS SHALL KEEP REGISTER OF ALL PARK OCCUPENCY

Recording the following information:

- 1) name and address of park occupants,
- 2) license number of recreational vehicle and/or tow vehicle,
- 3) location of each recreational vehicle within the park by space or lot number, and
- 4) dates of arrival and departure.

Q) VARIANCES: Commissioners' Court may grant a variance on a case-by-case basis when strict application of these standards would cause 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 an unusual hardship, must be submitted to the DRC 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 County Judge's and Commissioners' Office by the 15th day of the month for review and consideration for review by the DRC.
- 2) The DRC will consider the request and make a recommendation to the 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 of approval file an application and an IDP that includes the variance allowed by the Commissioners' Court.
- 5) The Operator will not file an application and IDP that is contingent upon the allowance of a variance that has not already been before the Commissioners' Court

- 6) A variance will expire one year from the date it is granted if an IDP that includes the variance approved by the Commissioners' Court, along with all required fees, is not filed with the proper office.

ARTICLE 3
RV PARK REGULATIONS

The regulations described herein govern the development, operation, and maintenance of RV Parks, as previously defined.

A) **DEVELOPMENT AND OPERATION OF RV PARK:**

RV Parks shall be developed, and operated, to conform to these requirements:

- 1) RV Parks shall not be allowed on any tract of land less than 1.0 acre in size. R.V. Parks on the minimum tract size of 1.0 acre are limited to 10 RV spaces (or 10 spaces per 1 acre).
- 2) RV Parks greater than 1.0 Acres shall be designed as not to exceed a maximum of 10 units per acre on each additional acre.
- 3) The Operator shall mark with a sign each recreational vehicle space with its number, taken from the survey.
- 4) The characters on each recreational vehicle space sign shall be reflective, at least 3 inches high, and plainly visible from the road.
- 5) The Operator shall maintain each recreational vehicle space sign and shall not allow it to be obscured by weeds, vehicles, or anything else.
- 6) The Operator shall display the name of the RV Park with a permanent sign.
- 7) The characters on the RV Park sign shall be reflective, at least 24 inches high, and visible from the public road.
- 8) The Operator shall maintain the RV Park sign, and each recreational vehicle space sign, and shall not allow them to be obscured by weeds, vehicles, or anything else.
- 9) The Operator shall keep all internal roadways clear of obstructions, including parked vehicles, at all times.
- 10) The Operator shall keep all service buildings, clean, and in good repair, at all times.
- 11) The Operator shall require that water discharged in the RV Park by a recreational vehicle, except air conditioning condensation, flow into the sewage system.
- 12) The Operator shall not allow the waste tanks of a recreational vehicle to be flushed in the RV 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.
- 13) The Operator shall keep the area around the dumpsters, and garbage receptacles clean at all times.
- 14) The Operator shall have the dumpsters, and garbage receptacles emptied when full, or when they become a nuisance.
- 15) The Operator shall not allow, or engage in, any burning of garbage, or other disposal of garbage, except into the dumpsters. For this section, dry materials that have been segregated, and stored in a sanitary manner, for recycling, shall not be considered garbage.

B) **GARBAGE RECPTACLE**

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.

The storage, collection, and disposal of refuse in the RV Park shall be so conducted as to create no health hazards.

C) **BOTTLED GAS**

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

Bottled gas cylinder shall be securely fastened in place.

No cylinders containing bottled gas shall be located in a recreational vehicle or within five (5) feet of a door thereof State and local regulations applicable to the handling of bottled gas and fuel oil shall apply.

D) **FIRE PROTECTION**

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

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

No "flag tract" recreational vehicle space shall be allowed.

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 following the best management practices of the National Fire Protection Association Fire Wise USA Program.

F) **OTHER REGULATIONS:**

People developing RV Parks should be aware that this order is not exclusive by law or regulation controlling development in the County. The following is only a partial list of regulations that may apply to any RV Parks, **including Grandfathered parks.**

RV Parks, including Grandfathered parks, are subject to County Subdivision Regulations. All RV Parks, including Grandfathered 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.

All RV Parks, including Grandfathered parks, are subject to regulations of general applicability, including public health nuisances under Chapters 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 following these Chapters.

G) **FEES**

Fees for permits as established by the County are payable to "Shackelford County Clerk" and are due upon submission of the application. The fees are:

- 1) \$500.00, plus \$10.00 per lot/space, for the initial application
- 2) \$100.00 for application for Variance Request
- 3) Filing Fee made to the County Clerk's office

H) **NON-COMPLIANCE:**

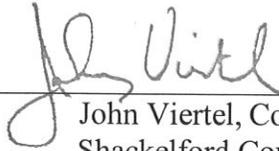
If the DRC does not approve the written plan, the Commissioners Court may, at a meeting, deny the issuance of further permitting, such as OSSF permits, Development permits and 911 addressing assignments.

I) **PENALTIES:**

The requirements of this order have been established by and adopted by the 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.

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

**ADOPTED BY THE SHACKELFORD COUNTY
COMMISSIONERS' COURT**

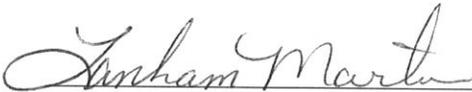


John Viertel, County Judge
Shackelford County, Texas

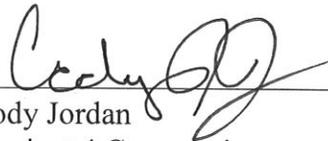
Steve Riley
Precinct 1 Commissioner



Ace Reames
Precinct 2 Commissioner



Lanham Martin
Precinct 3 Commissioner



Cody Jordan
Precinct 4 Commissioner

ATTEST:



Cheri Hawkins
County Clerk, Shackelford County, TX



ATTACHMENT 1

RV Park Name: _____ Owner: _____

RV PARK APPLICATION CHECKLIST

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

- 1 Mylar copy (not bigger than 18x24) and 1 electronic copy of the RV Park IDP
- Letter from Abilene/Shackelford County 911 District regarding addressing
- Copy of deed indicating ownership of property and Authorization Form from Owner, if Applicant is
- Owner's Agent N/A
- Certified Tax Certificates confirming taxes have a balance of \$0.
- Copy of Assumed Name Certificate, Certificate of Incorporation, or other authorization for the use of the name of the proposed RV Park.
- Letter from public water utility company - if applicable
- Letter from electric utility company
- Letter from TXDOT - if applicable
- Driveway Permit Application- if applicable
- Copy of Restrictions for proposed RV Park - if applicable
- Septic permit application - if applicable
- Attachment 2 - Application for RV Park Consideration
- Attachment 3- Infrastructure Development Plan Physical Characteristics and Appearance
- Required Fee Payment

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

RV Park Name: _____ Owner: _____

APPLICATION FOR RV PARK CONSIDERATION

Date Received: _____ Received By (Name) _____

Check#: _____ Receipt# (if any): _____

Property Owner: _____

Address: _____

Phone (Office): _____ (Cell): _____

E-mail: _____ Fax: _____

OPERATOR

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

E-mail: _____ Fax: _____

PARK DETAILS

Size and Location of Original Tract: _____

Name of Nearest Public Road/Street to Subdivision: _____

Commissioner Precinct Number: _____

Water Service Provider: _____

Electric Utility Provider: _____

ENGINEER

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

E-mail: _____ Fax: _____

ATTACHMENT 3

**SHACKELFORD COUNTY
ENVIRONMENTAL DIRECTOR APPROVAL**

RV PARK NAME: _____

DATE OF REVIEW: _____

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

Environmental Director (SIGNED)

DATE

Environmental Director (PRINTED NAME)

ATTACHMENT 4

AUTHORIZATION FORM TO ACT ON BEHALF OF OWNER

TO SHACKELFORD COUNTY, TEXAS:

THIS CERTIFIES that I, _____
(Print the name of the individual owner, general partner of the corporate officer.)

am the true Owner of the land containing the following proposed, or existing, R. V. Park:

Name of RV Park: _____

Address of RV Park: _____

I APPOINT the following people 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 RV Park Certificate of Compliance.

_____ Operating the R.V. Park.

Name of Operator: _____

Address of Operator: _____

I FURTHER AGREE that this appointment remains effective until revoked by me, in writing delivered to the Development Review Committee.

Signature of Owner

Date

NOTARY ACKNOWLEDGEMENT

STATE OF TEXAS

§

COUNTY OF SHACKELFORD

§

§

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 they executed the same for the purposes and consideration therein expressed.

GIVEN under my hand and seal of office this the _____ day of _____.

Notary Public in and for The State of Texas

(Seal)