



Engineering Department  
500 W Walker  
League City, TX 77573  
[www.leaguecity.com](http://www.leaguecity.com)

## GUIDELINES FOR ELEVATION CERTIFICATE AND SURVEY SUBMITTALS

### GENERAL:

- The effective date of these guidelines shall be July 6, 2021.
- Typically, Lots in League City have Type A Drainage. Type A Drainage means stormwater runoff drains from the rear to the front side of the lots. See attached exhibit. The swales for Type A drainage inside of the lot are to be fully within the backyard of any given lot. Once past the yard fencing, swales for adjoining properties are allowed to be combined at property line.
- There are exceptions to Type A, but these are generally address with public infrastructure plans and require approval from the Engineering Department.
- If during the construction, any change disturbs the Type A drainage, the applicant should submit a revised permit for review and approval. Failure to submit this change, will cause delay in the final approval of Elevation Certificate or Certificate of Occupancy.

### I. Permit application submittal.

1. Elevation Certificate – Construction drawings (EC-CD).
  - A. Fill out according to FEMA – Elevation certificate instructions.
  - B. If the building has opening flood vents, Item A8 should fill out.
    - a. For non-engineering flood openings, submit manufacturer specifications.
    - b. For engineering flood openings submit a certification from Professional Engineer.
  - C. Section D Box comments includes the following items:
    - a. The AC unit pad elevation or referred item C2a).
    - b. Provide the elevation of crown street nearest to the building.
    - c. Provide the BM or TBM used for the EC and describe its location and elevation.
    - d. Add the following statement: “According to the CoLC ordinances Chapter 50 Flood Section 50.35, the HAG is XX.XX’.”
    - e. Provide the 500-year elevation. If needed, call the Floodplain Team for guidelines.
  - D. One picture of the empty lot is required with the EC -CD.



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2. Survey plat.

- A. Follow the requirements for the TBSL and Texas Local Government Code
- B. Indicate the current FEMA floodplain information and the FEMA FIRM Panel
- C. Provide the Finished Floor Elevation (FFE)
- D. Provide natural ground shots.

**II. Form Survey and Elevation Certificate -Building Under Construction submittal.**

1. Elevation Certificate – Building Under Construction (EC-BUC).

- A. Fill out according to FEMA – Elevation certificate instructions.
- B. Section D Box Comments includes the following items
  - a. Provide the elevation of crown street nearest to the building
  - b. Add BM or TBM used for EC and describes its location and elevation.
  - c. Add the following statement: “According to the CoLC ordinances Chapter 50 Flood Section 50.35, the HAG is XX.XX’.”
- C. Pictures of form work required with EC-BUC.

2. Form Survey

- A. To follow the same requirement as the Survey plat.
- B. Add top of the form as T.O.F. = XX.XX’

**III. Final Survey and Elevation Certificate – Finished construction submittal.**

1. Elevation Certificate – Finished Construction (EC-FC).

- A. Fill out according to FEMA – Elevation certificate instructions.
- B. If the building has opening flood vents, Item A8 should fill out
  - a. For non-engineering flood openings, submit manufacturer specifications as installed.
  - b. For engineering flood openings submit a certification from professional engineer.
- C. Section D Box comments includes the following items
  - a. The AC unit pad elevation or referred item C2a)
  - b. Provide the elevation of crown street nearest to the building.
  - c. Provide the BM or TBM used for the EC and describe its location and elevation.
  - d. Add the following statement: “According to the CoLC ordinances Chapter 50 Flood Section 50.35, the HAG is XX.XX’.”
  - e. Provide the 500-year elevation. Call the Floodplain Team for guidelines.

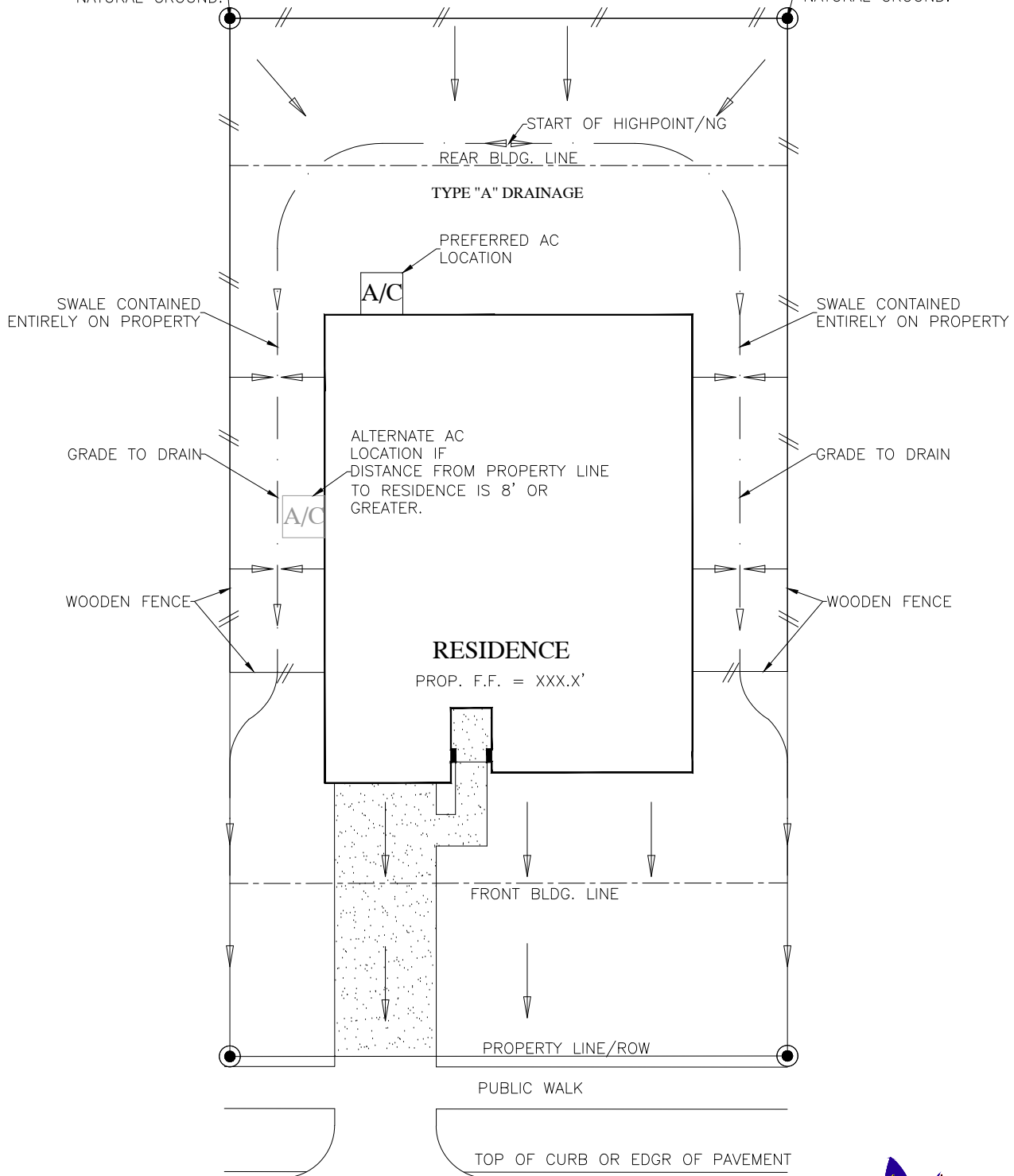


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- D. Per TCEQ Permit TXR150000 - Construction General Permit (CGP), sodding is required at any disturbed land, (front and back yard)
  - E. Pictures of the right and left front view, left and right back view, AC unit, gas and electrical meter. If any drainage issues are noted, additional pictures may be required.
2. Final Survey
- A. Follow the requirements for the TBSL and Texas Local Government Code.
  - B. Indicate the current FEMA floodplain information and the FEMA FIRM panel.
  - C. Provide the Finished Floor Elevation (FFE).
  - D. Provide ground shots front/back yard and swales (flowline and TOB). The ground shots are to verify that lot's drainage type.
  - E. If the home is elevated, picture of BFE's reference mark should be added.

IF PLACING A 6" ROT BOARD,  
FILL AT PROPERTY LINE  
CAN BE A MAX 3" ABOVE  
NATURAL GROUND.

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**TYPICAL**  
**TYPE "A" DRAINAGE**  
FOR RESIDENTIAL LOT  
NTS

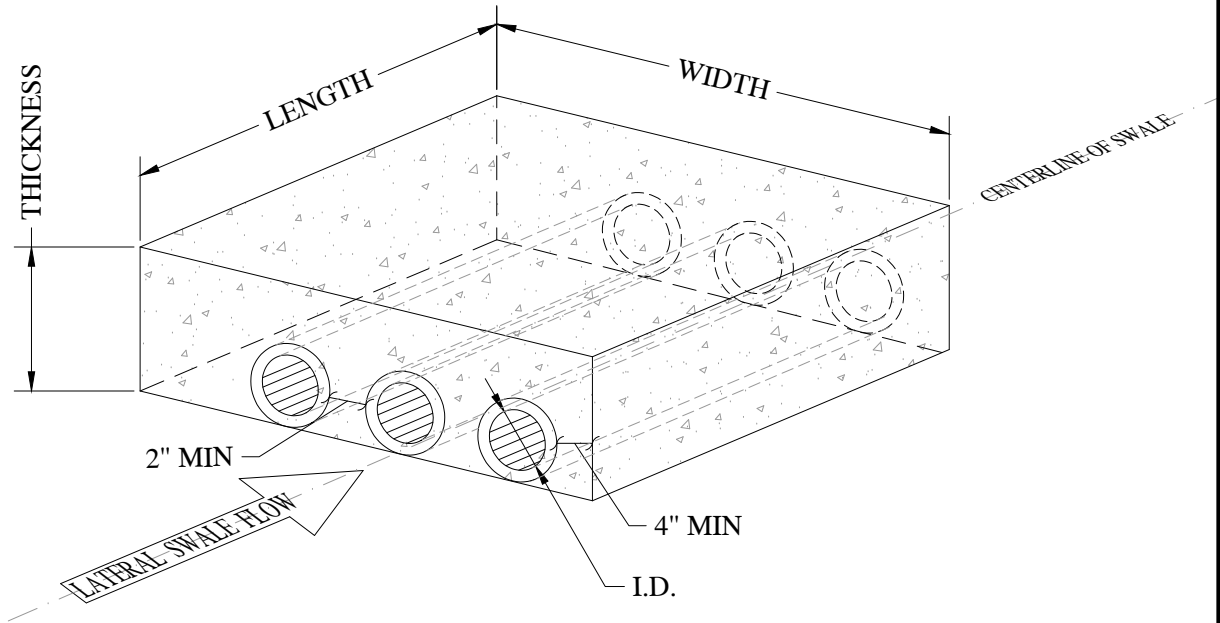
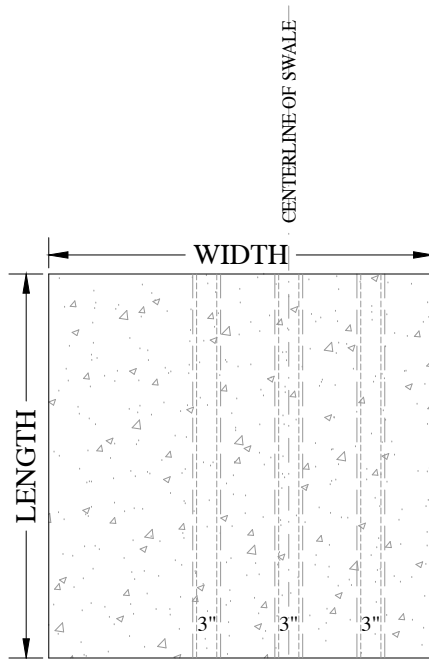


### MINIMUM CONCRETE PAD REQUIREMENTS

WIDTH	LENGTH	THICKNESS	CONCRETE STRENGTH	REINFORCED BAR
4'	4'	8"	2500 PSI	BY DESIGNER

### MINIMUM PIPING REQUIREMENTS

MATERIAL	INTERNAL DIAMETER (ID)	QUANTITY
SCHEDULE 40 PVC	3"	3



TYPICAL  
SUPPORT PAD FOR EQUIPMENT  
NTS