KENDALL COUNTY
DEVELOPMENT MANAGEMENT/RURAL ADDRESSING DEPARTMENT
400 E. BLANCO ROAD
BOERNE, TEXAS 78006
OFFICE: 830-331-8253

# AGENT DESIGNATION FORM

(Effective 10/1/98)

The Property Owner is responsible for the accuracy and timely acquisition of all required Kendall County applications prior to start of any development for which a permit is required, such as ***Access*, *Development, Septic System and/or Water Well* installation.**

In the event the property owner cannot obtain the required permits he/she may designate an individual to act on their behalf. Since the 911 physical address is required on all applications, it is the first permit to be obtained. An agent of the property owner will have the authority to make all decisions.

Lead-time becomes important since it may take 1 week, in some instances, for the access and physical address to be issued.

The sequence in which permits must be obtained is as follows:
Complete applications and pay applicable fees as needed:
1.) 911 Physical Address and Access Permit (access permit is issued by County or State as required).
2.) Development Application. For commercial development a detention plan must be turned in and approved by the County Engineer before the development permit will be issued.
3.) Septic and/or Water Well Registration Application
- Septic Registration Application must be turned in with septic design
- Water Well Registration Application: contact Cow Creek Groundwater Conservation District at 830-816-2504

Failure to follow the above sequence **will cause delay** for the Contractor and the Property Owner or Agent. These procedures are necessary to avoid having a Development commence in a flood prone area and to prevent access and drainage conflicts with County/State roads.

***NO WORK IS TO BEGIN UNTIL THE DEVELOPMENT PERMIT HAS BEEN APPROVED*.**

***DESIGNATED AGENT INFORMATION***

I,_____ _____
**PRINT NAME OF PROPERTY OWNER** **Telephone Numbers (home, work, cell)**

ASSIGN DESIGNATED AGENT TO ACT ON MY BEHALF WITH RESPECT TO OBTAIN NECESSARY PERMITS FOR MY PROPERTY, WHICH IS DESCRIBED AS: _____
**PHYSICAL ADDRESS OR LEGAL DESCRIPTION**

I UNDERSTAND THAT WITHOUT THE PROPER PAPER WORK AND PROPER PERMITS WORK MAY BE DELAYED FOR FURTHER DEVELOPMENT ON MY PROPERTY.

_____
**Owner Signature**

_____
**Owner Printed Name**

_____
**Print Name of Designated Agent**

_____
**Signature of Designated Agent**

_____
**Designated Agent Business Name**

_____
**Designated Agent Phone # or Email Address**