



INSTRUCTIONS FOR COMPLETING  
GRAYSON COUNTY DEVELOPMENT CERTIFICATE APPLICATION

ONLINE SUBMISSION OF THIS DOCUMENT REQUIRES THAT YOU SAVE IT TO YOUR SYSTEM. Please fill out all lines on the application completely. If you are not certain of some of the information or if you have questions about where to obtain the information, contact Development Services at 903-813-4247 or email [shawp@co.grayson.tx.us](mailto:shawp@co.grayson.tx.us). It is important that each question be answered.

Lines 1-3: Please fill out your contact information. The property ID number is a six digit number assigned by the Grayson County Appraisal District. It may be preceded by a letter, for example R123456. It may be on some of the realtors closing documents or on financing documents. If not one of those two places, it is available from the Appraisal District. If this is a newly divided piece of land, it may not yet have a property ID so please use the property ID of the parent property.

Lines 4 – 7: The legal description may include a metes and bounds description of a tract that will probably include the abstract name and number. If the tract is 10 Acres or less, it may be a part of a subdivision in which case the subdivision name, section, block and lot is the legal description. If that is the case, include the date the plat was filed as well as the volume and page where the plat is filed. That information may be available on your deed, survey or real estate closing documents. Any tract of land sold after June of 2002 that is 10 acres or less that is part of a larger tract should be platted. There are some exceptions to the platting requirement. If you have questions regarding the exceptions, please use the contact information above to discuss it.

Line 8: Please provide the name of the road and nearest intersection.

Line 9: Describe the work to be done or simply use one of the items followed by a box and check the appropriate box indicating a commercial building, single family house, etc.

Line 10: Provide information on your contractor or the person who has primary responsibility for the work to be done on your tract.

Line 11: Please sign and date.

The completed form can be dropped off at the Development Services Office in the Grayson County courthouse, emailed to Paula Shaw at [shawp@co.grayson.tx.us](mailto:shawp@co.grayson.tx.us) or faxed to 903-813-1412.

**In order to obtain an E9-1-1 address, please clearly mark the center of your driveway with a wooden stake or a flag with your name.** This will be used to identify the GPS coordinates for your driveway permit issued from your precinct barn and in determining your address.



**GRAYSON COUNTY  
DEVELOPMENT CERTIFICATE**

**CHECK ALL SERVICES NEEDED:**  E911 ADDRESS  CULVERT  OSSF

1. NAME (Last, First) \_\_\_\_\_ EMAIL \_\_\_\_\_

2. CURRENT ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

3. PHONE NUMBER \_\_\_\_\_ / \_\_\_\_\_

4. SUBDIVISION NAME \_\_\_\_\_ GCAD PROPERTY ID \_\_\_\_\_

5. LEGAL DESCRIPTION: SEC \_\_\_\_\_ BLK \_\_\_\_\_ LOT \_\_\_\_\_

6. OTHER THAN SUBDIVISION: ACREAGE \_\_\_\_\_

7. ROAD NAME \_\_\_\_\_ CLOSEST ADDRESS \_\_\_\_\_

**(Attach survey if available)**

8. BRIEFLY DESCRIBE WORK BEING DONE \_\_\_\_\_  
\_\_\_\_\_

**9. PROJECT DESCRIPTION:**

COMMERCIAL BUILDING PURPOSE (MFG, WAREHOUSE, ETC) \_\_\_\_\_

SINGLE FAMILY HOUSE  MULTI FAMILY  OUTBUILDING  MOBILE HOME  ADDITION/REMODEL

LOCATION/DESCRIPTION OF WORK TO BE COMPLETED IN PUBLIC RIGHT OF WAY: \_\_\_\_\_  
\_\_\_\_\_

**10. CONTRACTOR INFORMATION:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION**

THE OWNER HEREBY CERTIFIES ALL OF THE ABOVE IS CORRECT TO THE BEST OF HIS/HER BELIEFS AND KNOWLEDGE.

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
\_\_\_\_\_

**Disclaimer:** GRAYSON COUNTY, TEXAS, by receiving or accepting this Development Certificate, makes no guarantee and does not otherwise agree that the Applicant shall automatically be entitled to receive or be granted a permit to construct or develop or take any other action in accordance with the request made by Applicant in this Development Certificate. Grayson County reserves the right to deny any request made by the Applicant in this Development Certificate that does not satisfy Grayson County development standards. Furthermore, Development Applicant acknowledges that he or she has not relied upon the oral statements or representations of any employee or representative of Grayson County that this Development Certificate satisfies Grayson County Development Standards.

**OFFICE USE ONLY:** PRECINCT: \_\_\_\_\_ APPROVED CULVERT SIZE: \_\_\_\_\_

ADDRESS PROVIDED: \_\_\_\_\_ GPS COORDINATES: \_\_\_\_\_

LOCATED IN THE LRR OR NTRA AREA: Yes \_\_\_\_\_ No \_\_\_\_\_ CULVERT INSPECTOR: \_\_\_\_\_

AREA OF MINIMAL FLOODING: Yes \_\_\_\_\_ No \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_