

City of Glen Rose

Glen Rose Commercial Building Guide



Mission St. Photography

TABLE OF CONTENTS

Building Officials Welcome.....	3
Contact Information.....	4
ICC Codes Adopted.....	4
Permit Flow Chart	5
Building Permit Application.....	6
Plan Submittal Check List.....	10
How to Apply for a Permit	11
Permit Fees.....	11
Plan Submittal Process.....	13
Inspections Required	14
Common Reasons Inspections Fail.....	15
Zoning and Variance Requests and Process.....	21
Zoning and Variance Application Request.....	21
Zoning and Uses Chart	24
Zoning Regulation Chart	24
Pools: In Ground & Above Ground Requirements.....	26
Landscaping Requirements.....	27



Welcome

The following information has been arranged as a guideline for the construction process for builders and contractors working within the city limits of the City of Glen Rose. Some items are clearly defined within the current City of Glen Rose Ordinances, while others are standard procedures set forth by the Code Department of the City of Glen Rose. Depending on the situation, additional information may be required that is not in this packet. Before any building permits can be issued, the property must be zoned for its proper use and the lot must be platted. If you are in a floodplain other restriction will apply.

This material is to be used as a guideline only and may not include all circumstances or building practices that occur in the field.

In order to provide for quality, cost effective construction, please familiarize yourself with these guidelines.

We recommend that you have a pre-construction meeting to go over and answer any questions you may have.

We understand your time is valuable and starting construction as soon as possible is everyone's goal. We will try our best to meet your time frames. However, we greatly appreciate giving us up to 10 days from submittal to properly review your construction plans. Please keep in mind that in order to fast-track your permit, all requirements contained within this packet should be met to expedite the issuance of the permit.

It is our goal to provide a seamless and efficient permit and inspection process throughout the entire construction process. We look forward to working with you and are here to assist you with any questions you may have.

Sincerely,

Building & Code Department
PO. Box 1949
Glen Rose, TX 76043
254-897-2272 ext. 102
buildingofficial@glenrosetexas.org

Contacts

Building Official254-897-2272 ext. 102

Inspection Request Line.....254-897-2272 ext. 104

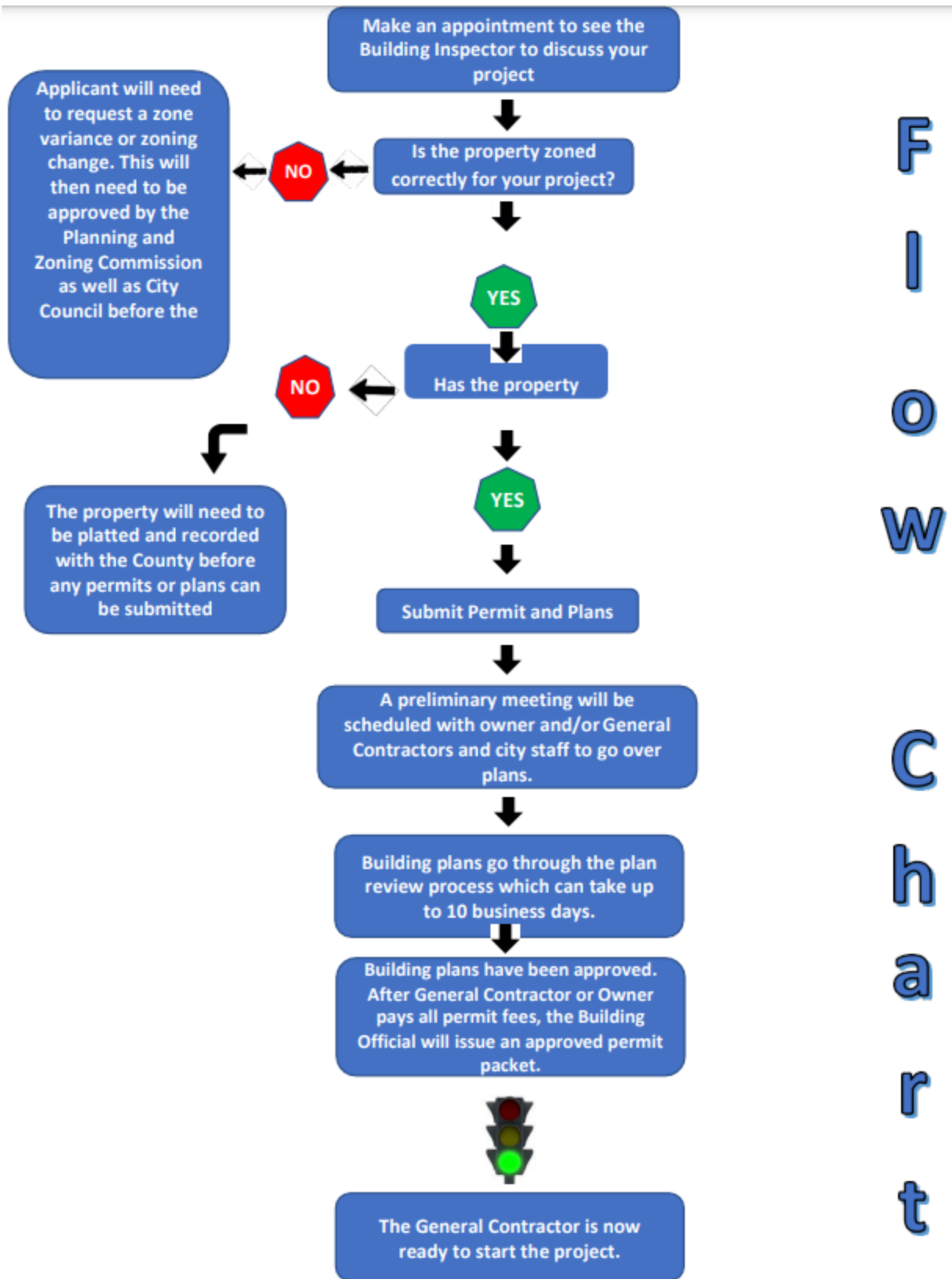
Codes Adopted

The City of Glen Rose has adopted building codes with local amendments and appendixes to assure that buildings constructed in the City are safe for use by our citizens. The adopted codes are the minimum regulations necessary to ensure that buildings are to an acceptable level of safety and durability.

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Glen Rose, Texas, has adopted the following codes regulating building construction.

2018 International Building Code	2018 International Plumbing Code
2018 International Energy Conservation Code	2018 International Fire Code
2018 International Mechanical Code	2018 International Fuel and Gas Code
2018 International Property Maintenance Code	2017 National Electrical Code
With Local City specific amendments	

Flowchart



COMMERCIAL BUILDING PERMIT APPLICATION

JOB SITE INFORMATION

Address _____ City _____ State _____ Zip Code _____

Property Owner / Tenant / Occupant

Name

Address City State Zip

Phone #

Email

Contractor

Name

Address City State Zip

Phone #

Email

Application Information

New Construction / addition ☐ Remodel or Repair ☐ Job Valuation: \$ _____

Zoning: _____ Job Sq Ft: _____ No. of stories: _____

Attached Site Plan: ☐ 3 Sets of COMPLETED paper plans and 1 digital set: ☐

Attached Certified Copy of most recent Plat: ☐

1. Owner Authorization/signature, **NOTARIZED** at the bottom of this page
OR a **NOTARIZED** letter of authorization from the owner giving the applicant permission to apply.
2. Dimensioned Site Plan or Survey that shows all existing structures and what is being demolished.
3. Certified tax certificate(s) from the Somervell County Appraisal District showing proof of ownership.

Job Site Contractors

General Contractor: _____ Phone: _____

Electrical Contractor: _____ Phone: _____

Plumbing Contractor: _____ Phone: _____

Mechanical Contractor: _____ Phone: _____

Flood Plain Information

Is the project in the 100 year flood plain? ☐ Yes ☐ No If yes, then a Certificate of Elevation from a licensed surveyor must be attached.

COMMERCIAL PROPERTIES ONLY:

I understand and will adhere to the following rules or regulations:

1. **NO work may begin prior to issuance of this permit.**
2. Demolition permits are valid for 6 months, however once demolition has begun, you must complete the demolition and removal of all debris within **30 days**.

ASBESTOS SURVEY ACKNOWLEDGMENT STATEMENT

Texas Asbestos Health Protection Rules (TAHPR) requires that an asbestos survey be conducted when non-residential buildings and apartment complexes larger than four-plexes are demolished or renovated. As the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) and, if testing positive, send written notification to the Texas Department of State Health Services, <https://www.dshs.state.tx.us/asbestos/>, 10 business days prior to work commencing and prior to permit issuance by the City of Glen Rose.

3. I, _____, hereby certify that an asbestos survey has been done in accordance with the Texas asbestos Health Protection Rules (TAHPR) and the National Emissions Standards for hazardous Air Pollutants (NESHAP) for the area(s) being renovated and/or demolished.

I, the undersigned, hereby swear or affirm that the information provided in this application is true and correct to the best of my knowledge and is an accurate reflection of my intentions for the above structure and/or property. I understand that any omission or incorrect information herein will render this application and any permit obtained invalid.

As owner(s) of the property described in this application, I/we hereby authorized the Applicant listed on this application to act on my/our behalf during the processing and presentation of this request. They shall be the principal contact with the City in processing this application.

Signature of Applicant: _____ **Date:** _____
(if different from owner)

Owner Name: _____

Signature of Owner: _____ **Date:** _____

Sworn and subscribed before me this _____ day of _____, 20____

Signature of Public Notary

Dollar Valuation (Labor and Materials)**Commercial Permit Cost**

Value \$1.00 to \$500.00, flat fee	\$26.00
Value \$501.00 to \$2,000.00 minimum	\$26.00 + \$3.00 for each \$100.00, or fraction thereof above \$500.00
Value \$2,001.00 to \$25,000.00 minimum	\$76.00 + \$15.00 for each \$1,000.00, or fraction thereof above \$2,000.00
Value \$25,001.00 to \$50,000.00 minimum	\$430.00 + \$11.00 for each \$1,000.00, or fraction thereof above \$25,000.00
Value \$50,001.00 to \$100,000.00 minimum	\$710.00 + \$8.00 for each \$1,000.00, or fraction thereof above \$50,000.00
Value \$100,001.00 to \$500,000.00 minimum	\$1,100.00 + \$6.00 for each \$1,000.00, or fraction thereof above \$100,000.00
Value \$500,001.00 to \$1,000,000.00 minimum	\$3,700.00 + \$5.00 for each \$1,000.00, or fraction thereof above \$500,000.00
Value \$1,000,001.00 and up minimum	\$6,300.00 + \$4.00 for each \$1,000.00, or fraction thereof above \$1,000,000.00

- **Commercial Plan Review Fee: 25% of the cost of the permit**

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATION OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 (SIX) MONTHS AT ANY TIME AFTER WORK IS COMMENCED. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant is: Owner ☐ Contractor ☐ Tenant ☐ Developer ☐ Architect ☐ Engineer ☐

Applicants Name: _____ **Phone:** _____

Applicant Signature: _____ **Date:** _____



Commercial Plan Submittal Checklist

All commercial buildings shall be designed to comply with the 2018 International Building Code and the 2017 National Electric Code. Before submitting your plans for review please ensure that you have included the required documentation stated below.

DOCUMENTS REQUIRED FOR PLAN SUBMITTAL

We prefer digital submittal but if you must submit paper, the minimum submittal size is 24" X 36"

☐ **Completed Application**

Job Address
Structure Information
Subcontractor Information

Project Valuation
Owner Information
Signature and Date

Class of Work
General Contractor Information

☐ **Site Plan (x1)**

Show all easements associated with the lot drainage
Location of proposed structure, driveways and sidewalks
Proposed set back dimensions from all property lines.
Plans shall be to scale

☐ **Proposed Final Grading Plan (x1)**

May be shown on Site Plan indicating the direction of the

☐ **Building Floor Plan (x1)**

All rooms must be labeled for their intended use
Provide a table for the square footages of the structure
1st Floor Living
2nd Floor Living
Parking Area
Framing

☐ **Building Elevations (x1)**

Provide plate heights
Provide roof ridge heights
Provide masonry calculations (Shall Comply with 154.42)

☐ **Stamped Engineered Foundation Plan (x1)**

☐ **Electrical Plans (x1)**

☐ **Mechanical Plan (x1)**

Must include panel schedule, riser diagram, lighting calculations, load calculations, circuits

☐ **Stamped Structural Plan (x1)**

☐ **Plumbing Plans (x1)**

☐ **Energy Compliance Forms (x1)**

Must be IC3, Energy Gauge or Rem Rate

☐ **Fire Suppression Plans (x1)**

***All plans shall all be oriented the same direction**

Office Use Only

Submittal Accepted by

Date

How to Apply

- Applications for all permits may be obtained in person at Glen Rose City Hall located at 201 Vernon St, Glen Rose, TX 76043.
- Applications and construction plans may be emailed to buildingofficial@glenrosetexas.org for approval.
- Fees will be calculated per City of Glen Rose Ordinance.
- Payments may be made in person or you can call 254-897-2272 ext. 109 to speak with city staff to take payment by phone. The Building & Code Department will contact you when the plan review has been approved and notify you of the amount of the permit fee, including any water & sewer fees.

Permit Fees

1. **Commercial Permit Cost (New, Remodel, Accessory) Commercial plan review: 25% of the cost of the building permit fee.**

Dollar Valuation (Labor and Materials)	Commercial Permit Cost
Value \$1.00 to \$500.00, flat fee	\$26.00
Value \$501.00 to \$2,000.00 minimum	\$26.00 + \$3.00 for each \$100.00, or fraction thereof above \$500.00
Value \$2,001.00 to \$25,000.00 minimum	\$76.00 + \$15.00 for each \$1,000.00, or fraction thereof above \$2,000.00
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Value \$1,000,001.00 and up minimum	\$6,300.00 + \$4.00 for each \$1,000.00, or fraction thereof above \$1,000,000.00

- ***Commercial Plan Review Fee: 25% of the cost of the permit***

Water and Sewer Tap Fees

Charge for:	Fee
Meter size: Water tap*	
3/4 inch	\$750.00 + \$200.00 tie-in
3/4 inch long**	\$1,200.00 + \$200.00 tie-in
1 inch	\$950.00 + \$200.00 tie-in
1 inch long**	\$1,400.00 + \$200.00 tie-in
2 inch	\$1,500.00 + \$200.00 tie-in
2 inch long**	\$2,000.00 + \$200.00 tie-in
4 inch	Cost + 10%
6 inch	Cost + 10%
Pavement cut and patch for tap (water and sewer)	Add \$400.00 to the base tap fee
If rock is encountered (water and sewer taps)	Cost + 10%
Manifold and bullhead	\$265.00
Sewer tap fee	
4 inch*	\$500.00 + \$200.00 tie-in
4 inch long** 6 inch*	\$1,000.00 + \$200.00 tie-in By contractor under city supervision + \$200.00 tie-in; or By city at cost + 10% + \$200.00 tie-in
Construction water and misc. water	\$8.00 per 1,000
Industrial sewer	
0–1,000	\$27.00
Administrative fees:	
Late charge	10% or \$10.00 (whichever is greater)
Deposits:	
Residential	\$150.00
Small comm	\$200.00
Restaurant	\$700.00
Large comm	\$1,000.00
Reconnect fee (after nonpayment)	\$100.00
Transfer fee	\$35.00
Returned check	\$35.00
Service call	\$35.00

* Bore may be required under city streets at discretion of the public work's director depending on traffic count, speed limit on road, and age of finished surface. If a bore is required, the tap will be made on a cost + 10% basis.

Plans Submittal

1. Commercial Building Permit Application:

The following must be provided;

- The address and legal description of the property.
- The name, address and contact number of the property owner. (a deed may be required if not matching tax roll)
- The name and phone number of the person doing the work, if other than the homeowner.
- Square footage (total or of addition for remodels)
- Valuation or construction cost.
- Description of construction.

2. We prefer digital copies of Structure Plans emailed or turned in on a flash drive, but if you choose to turn in paper copies, it must be sized 24" x 36".

These Plans Must Include:

- A. Site plan (also called plot plan) which shows:
 - Size & location of proposed structure(s)
 - Location of any existing structures or pools
 - Location of all utility easements
 - Location of driveways & sidewalks
 - Location of all sewer cleanouts at the structure and location of one required at the property line.
- B. If any part of the structure is located within the floodplain, the contractor must speak with the Floodplain Administrator. An elevation certificate will be required for all structures constructed in the FEMA designated Floodplain.
 - Show finished floor on the Plot Plan.
- C. Structure Plans (stamped by an Engineer)
 - All framing of brace wall panels
 - Floor plans with elevations
 - Window & door sizes
 - Ceiling height within all rooms
 - Foundation plans stamped by an Engineer for either rebar or post tension slab.
- D. Electrical Plans Must Show:
 - Location of all electrical outlets, switches & fixtures
 - Location of electrical panel boxes
 - Location of electrical wired smoked detectors

- E. Plumbing Plans Must Show:
- Location of all water heaters
 - Location of all plumbing fixtures including water closets, tubs, showers, and sinks
- F. Mechanical Plans Must Include:
- A Manual “D”, Manual “J” and Manual “S” form from HVAC contractor showing the heat loss, heat gain calculation, A/C tonnage, and SEER rating.
- G. Energy Report:
- Must provide copy of RES check or IC3 Energy compliance report. (www.energycodes.gov) or (<http://ic3.tamu.edu>)
 - Must provide efficiency rating for water heater
 - Solar heat gain and U-factor for windows & doors
- H. Wall Bracing
- Wall bracing plans demonstrating compliance with IBC sections. This may include standard braced wall panels, alternate braced wall panels, continuous structural panel sheathing or an engineering product or system. It will also require a “Wind Bracing Required and Provided Calculations / Table.”

Fire Suppression

- Location of electrical panel boxes
- Location of electrical wired smoked detectors
- Location of all Sprinkler heads, riser room details

3. **Inspections Required**

All inspections must be called in before 4:00 pm for next day inspection. Information required:

- Your name
- Permit number
- Property location address
- Contractor’s name and phone number
- Type of inspection

4. **Inspection Sequence**

1. Setback inspection: form boards for foundation. This can be obtained by either locating the property line pins or getting a surveyor to survey the property.
2. First rough plumbing.
3. Foundation (before pouring concrete).
4. Framing, 2nd plumbing, rough mechanical, rough electrical.
5. Brick ties inspection.

6. Insulation inspection (prior to sheet rocking).
7. Sheetrock inspection.
8. Driveways / Approach/ Curb & Gutter/ Sidewalks
9. Completion of Building Inspection:
 - o Final on all Building construction
 - o Final plumbing
 - o Final mechanical

 - o Final electrical (testing of outlets, fixtures, switches, smoke alarms)
 - o Address numbers on front of building
 - o Verification of grading of lot, swells, and sodding
 - o Final Fire Inspection

Common Reasons Inspections Fail

Layout

- Form survey not uploaded on MPN
- Trash receptacle not provided
- Safety fence not provided
- Erosion control not in place
- Portable toilet not provided

Temporary Electric Loop

- Not supported / secure properly
- Ground termination not to code
- Provide 220 A receptacle
- Receptacle(s) not GFCI protected
- Damaged / needs repair
- Missing / not complete
- Not ready

Plumbing Rough

- Buried/covered, unable to inspect
- Provide 5' head of water or 5 psi air test
- Water test on DWV not holding
- Building drain not sleeved through exterior beam(s)
- Maintain 1/4 inch per foot on Branch Lines
- Provide proper bed/fill material
- Clear debris from trench
- Damaged / needs repair
- Missing / not complete
- Not ready

Water/Sewer Yard lines

- Separate water and sewer
- Burial depth not to code
- Maintain 1/8 inch per foot
- Provide 5' head on DWV
- Clean trench
- Provide proper bed/fill material
- Pipe not supported properly
- Backflow not installed
- Damaged/needs repair
- Missing/not complete
- Not ready

Pre- Pour

- Air/water test not holding
- Crimper/cut, needs repair
- Unapproved joints in slab
- Copper not sleeved in concrete
- Rough plumbing test not holding
- UFER ground not in place
- Missing/not complete
- Not ready

Plumbing Top-Out

- Venting requirements not met
- Water test on DWV not holding
- Air/water test on copper not holding
- Tub drains not open for proper test
- Copper in contact with dissimilar metal
- Gas vents not to code
- Gas test not holding at 20 psi
- Gas piping not protected through masonry
- Pipe not supported or properly secured
- Protect pipe
- Damaged/needs repair
- Missing/not complete
- Not ready

Electrical Rough

- Wire to be in raceway
- Wire damaged, needs repair
- Receptacles spaced greater than 12'

- Nail plates required at studs/plates
- Secure wires in panel
- Aluminum wiring not allowed (per City Ordinance)
- Smoke detector placement not to code
- Stairway lighting not to code
- Wire not supported or properly secured
- Protect wire
- Ground termination not to code
- Missing/not complete
- Not ready

Mechanical Rough

- Crimped duct
- Duct not properly sealed
- Not supported/secure properly
- Dryer vent not to code
- Vent hood duct not to code
- Exhaust fans not to code
- Plenums not properly sealed
- Combustion air not to code
- Return/supply air too close to gas burning appliance
- Damaged/needs repair
- Missing/not complete
- Not ready

Gas Test (preliminary)

- Pipe not protected through masonry
- Test not holding at 20 psi
- Damaged/Needs repair
- Not Ready

Frame

- Seal/secure exterior sheathing
- Seal untreated lumber
- Seal/secure exterior penetrations
- Engineered trusses not installed per design
- Provide Engineer's repair detail
- Over cut studs/plates
- Glue/shim headers
- Rafters not to code
- Joist hangers missing
- Double studs where required
- Windows do not meet egress
- Wind brace not to code

- Attic access not to code
- Tempered glass where required
- Stair risers/treads not to code
- Fire block not to code
- Not supported / secure properly
- Masonry requirements not met
- Headers/joists over spanned
- Draft stop not to code
- Provide moisture barrier
- Bottom plates not secured
- Fireplace clearances not met
- Truss hangers/ ledgers not to code
- Make site safe and sanitary
- Strap plates/ studs
- Nail schedule not to code
- Attic ventilation requirements not met
- Damaged/ needs repair
- Missing/not complete
- Not ready

Masonry

- Incorrect percentage (%) of masonry
- Garage standards are not met

Permanent Power

- Wire termination not to code
- Exposed wire
- Fixture/ cover plates missing
- Wire not properly secured
- Service equipment not properly bonded

Gas Test (final)

- Provide 20 psi gauge test
- Gas stub-out not connected to riser
- Damaged pipe/ riser
- Not ready

Plumbing Final

- Vent termination not to code
- Paint plumbing vents
- Provide anti-siphon device on hose bibs
- Water heater drain termination not to code
- Water heater not to code

- Drain pan required
- Expansion tank required
- Leak in DWV
- Leak in water supply
- T & P relief not to code
- Gas vents in contact with combustibles
- Copper in contact with dissimilar metal
- Low water pressure
- Water closet/ faucets/ valves run continuous
- Clean / repair meter box
- Insulate copper
- Private sewage disposal certificate not posted.
- Damaged / needs repair
- Missing/ not complete
- Not ready

Electrical Final

- Wire termination not to code
- Smoke detectors not to code
- Smoke detectors beeping or not functioning (low or bad battery)
- ARC fault not to code
- Fixture/cover plates missing
- Stairway illumination not to code
- Wire not properly secured
- Power not on
- Label GFCI's
- Label electrical panel(s)
- Label panel with ground termination locations
- Caulk around exterior devices
- Duplex receptacle not permitted for vent hood
- Wire damaged
- Ground/ bond termination not to code
- Provide knock-out plug(s)
- Provide panel cover
- Not ready

Mechanical Final

- SEER requirements not met
- Programmable thermostat required (Commercial)
- Energy Efficiency requirements not met
- Not supported / secure properly
- Gas vent in contact with combustibles
- Gas vent termination not to code

- Drain pan required
- Condensate drain not to code
- Combustion air not to code
- Dryer vent to code
- Crimped duct
- Raise/ level A/C pad
- Protect duct
- Missing/ not complete
- Damaged/ needs repair
- Not ready

Building Final

- Seal/secure exterior penetrations
- Landscape requirements not met
- Flatwork damaged/ needs repair
- Clean flatwork
- Clean site/street
- Exterior seal not complete
- Screens missing
- Occupied prior to finals
- Weep holes to be 33" on center
- Maintain 6" clearance from finished floor to grade
- Provide weather strips
- Provide insulation certificate
- Finish yard/ grade to drain
- Provide street address
- Provide anti-tip device on range
- Attic access not to code
- Catwalk not to code
- Adjust doors
- Hardware missing
- Provide fire rated attic access
- Address not posted
- Work in progress
- Missing/ not complete
- Damaged/ needs repair
- Not Ready

CITY OF GLEN ROSE

DEVELOPMENT PROCESS

A pre-application meeting is required prior to submitting an application for development.

<u>ANNEXATION</u>	<u>ZONING</u>	<u>DEVELOPMENT</u>
Application, exhibits and checklists are submitted. ▼ Staff reviews the application and provides corrections and revisions to the applicant. ▼ Notices for public hearings are published in the local newspaper. ▼ City Council conducts two (2) Public Hearings and may approve, deny or table the request. ▼ If approved, City Council adopts an ordinance.	Application, exhibits and checklists are submitted. ▼ Staff reviews the application and provides corrections and revisions to the applicant. ▼ Notices for City Council public hearings are published in the local newspaper. Letters for Planning & Zoning Commission public hearings are mailed to adjacent property owners. ▼ Planning & Zoning Commission conducts a public hearing on the request and makes recommendation to City Council. ▼ City Council conducts a public hearing and may approve, approve with additional criteria, deny or table the request on first reading of ordinance. ▼ If approved, City Council adopts an ordinance.	Application, exhibits and checklists are submitted. ▼ Staff reviews the application and provides corrections and revisions to the applicant. ▼ Once the applicant meets all the requirements, staff sends a letter accepting the request. ▼ Planning & Zoning Commission considers the request and may approve, approve with changes, deny or table the request. ▼ <u>VARIANCE REQUESTS</u> Application, exhibits and checklists are submitted. ▼ Staff reviews the application and provides corrections and revisions to the applicant. ▼ Notices for a public hearing are published in the “The Cleburne Times Review” and letters are mailed to adjacent property owners. (if applicable) ▼ The Board of Adjustments conducts a Public Hearing and may approve or deny the request.



City of Glen Rose – P.O. Box 1949 – Glen Rose, TX 76043

Building Inspections / Permits 254-897-2272 ext. 109

PLANNING APPLICATION

Please check the box below to indicate the type of application you are requesting:

- | | | |
|---|--|--|
| ☐ Preliminary Plat | ☐ Zoning Change | ☐ Plan Review |
| ☐ Final Plat | ☐ Planned Development | ☐ Plat Extension |
| ☐ Replat | ☐ Special Use Permit | ☐ Plat Vacation |
| ☐ Minor Plat | ☐ Annexation/Dis-annexation | ☐ Conveyance Plat |
| ☐ Amending Plat | ☐ Variance | |

Contact Information

Applicant (or Primary Contact)

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Owner (if different from Applicant)

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Project Information

Project Name: _____

Project Address: _____

Parcel(s) Tax ID (long or short) #: _____

Legal Description

Block: _____

Lot: _____

Abstract: _____

Addition: _____

Survey: _____

Total Acreage: _____

Existing Zoning: _____

Proposed Zoning: _____

Reason for Request:

Attach the following:

____ A plat, map, sketch or drawing indicating metes and bounds description for all un platted property and all Zoning cases.

____ A copy of a notarized Warranty Deed showing proof of ownership to the property

____ A Tax Certificate must be attached with this application in order to finalize the procedure at Somervell County Courthouse.

____ A notarized letter from the property owner authorizing a representative to present the request, if the property owner will not be present.

I attest that the above information is true and accurate to the best of my knowledge and that I am now or will be fully prepared to present the above proposal at the Planning and Zoning Commission, Board of Adjustments and/or City Council hearing thereon. I understand that if any of the above Information is found to be wrong or inaccurate, my application may be removed from consideration prior to the time the application is voted upon by the Planning and Zoning Commission, Zoning Board of Adjustments and/or City Council.

I understand that in the event the undersigned is not present at the public hearing the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council shall have the power to dismiss the proposal either at the call of the case or after the hearing and such dismissal shall constitute a denial by the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council.

I reserve the right to withdraw this proposal. However, written withdrawal filed at any time after the giving of notice of the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council hearing shall constitute a denial by the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council.

Signature: _____

I CERTIFY THAT I AM THE LEGAL OWNER OF THE ABOVE REFERENCED PROPERTY, OR THE AUTHORIZED AGENT, AND THAT TO THE BEST OF MY KNOWLEDGE THIS IS A TRUE DESCRIPTION OF THE PROPERTY UPON WHICH I HAVE REQUESTED THE ABOVE CHECKED ITEM. I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR THE ACCURACY OF THE LEGAL DESCRIPTION GIVEN.

Signature: _____ **Date:** _____

I waive the statutory review period time limits in accordance with Section 212.009 of the Texas Local Government Code (For Plat Applications Only).

Signature: _____ **Date:** _____

OFFICE USE ONLY

DATE APPLICATION FEE PAID: _____ **DATE COURT FILING FEE PAID:** _____

CHECK #: _____ **CASH REC'D:** _____ **CHECK #:** _____ **CASH REC'D:** _____

Zoning and Uses

Residential Use:	R-1	R-2	R-2M	R-3	R-4	MH
Accessory building	X	X	X	X	X	
Apartment or multifamily building					X	
Boarding (rooming) house					X	
Cabins or two- four unit cabins			X	X	X	
Child day care home	X	X	X	X	X	X
Condominium			X		X	
Group day care home	S	S	S	S	S	S
Group home	S	X	X	S	S	S
Guest house or quarters	X	X	X	X	X	X
Halfway house	S	X	X	S	S	S
Home occupation	(2)	(2)	(2)	(2)	(2)	(2)
Industrialized housing	X	X	X	X	X	X
Manufactured home				X		X
Manufactured home park						X
Recreational vehicle						X
Shipping containers for residential use						S
Single-family dwelling	X	X	X	X	X	
Two-family dwelling		X	X	X	X	
Three-family dwelling			X	X	X	
Four-family dwelling			X	X	X	
Retirement center					X	
Specific use						
Swimming pool (private)	X	X	X	X	X	
Tennis court (private)	X	X	X	X	X	X
Townhouse			X		X	

Schedule of District Regulations

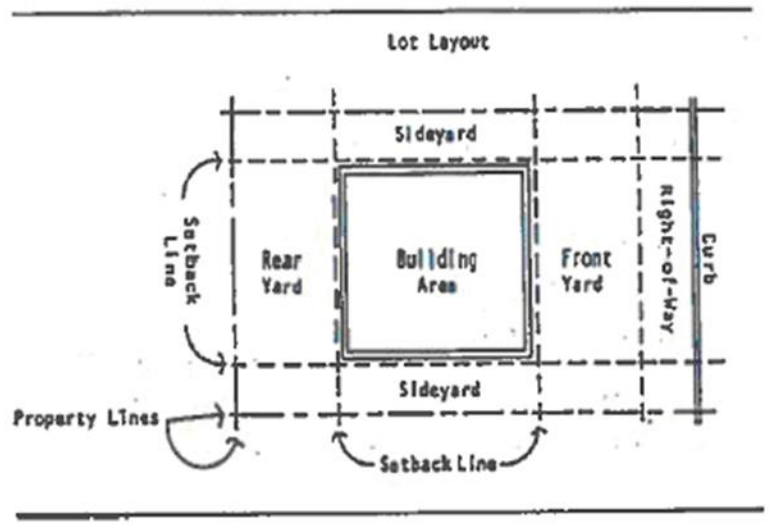
Schedule of District Regulations											
Area Regulations	R-1	R-2	R-2m	R-3	R-4	MH	B-1	B-2	B-3	I	P&R
Minimum lot area (sq. ft.)	6,600	(A)	(A)	(B)	(B)	(C)	3,000	N/A	N/A	N/A	N/A
Minimum lot width (ft.)	60	60	60	60	50	40* 60**	25	25	N/A	N/A	25
Minimum lot depth (ft.)	110	110	110	110	120	75* 100**	120	N/A	N/A	N/A	N/A
Minimum front yard setback (ft.)	25	25	25	25	25	25* 25**	(D)	(D)	N/A	20	(D)
Minimum front yard setback - Major street (ft.)	35	35	35	35	35	25* 25**	(D)	(D)	N/A	N/A	(D)
Minimum side yard setback (ft.)	7	7	7	7	7	6* 6**	(E)	(E)	N/A	(E)	(E)
Minimum side yard setback - Corner lot	25	25	25	25	25	25* 25**	20	20	N/A	20	20
Minimum rear yard setback (ft.)	25	25	25	25	25	20* 25**	(F)	(F)	N/A	(F)	(F)
Maximum height (stories)	2.5	2.5	2.5	2.5	3	1.5	3	8	8	8	2.5
Height of structure (ft.)	35	35	35	35	45	25	45	100	100	100	35
Maximum lot coverage	40%	40%	40%	40%	40%	50%	N/A	N/A	N/A	50%	N/A
Minimum Living Area- Excluding Garage	1,000	800	550	550	550	N/A* 450**	550	N/A	N/A	N/A	N/A

Notes:

*Pertains to mobile home park.

**Pertains to individually owned mobile home lots.

Building area: The portion of the lot remaining after the required yards have been provided.



Pools

In Ground



We will need the following:

- Site plans –Show all lot lines, building lines, setbacks and Public Utility easement locations. Also include existing outbuildings. City Ordinance states the swimming pool cannot be any closer than 8 feet from any property line. Any plans for decks or patios.
- Structure plans – type of construction, dimensions, depth etc. drawn to scale, & pool edge details.
- Electrical Plans – Wiring shall comply to the 2018 IRC and 2017 NEC. Please attach an approved release from the electric company.
- Mechanical Plans –Volume, system flow rate in gallons per minute and turnover in hours, type & size of filtration system. Type of pool/spa heater. Location of main outlet, surface skimmers, and inlets. Size and length from source to heater and routing of gas line (if used).
- Fencing – Shall comply with 2018 Swimming Pool and Spa Codes.

LANDSCAPING



Planting Requirements

Commercial or institutional buildings. Any new permit that is issued for a commercial or institutional building inside the city limits must provide for the following:

- A minimum of two 2-inch caliper trees per new building of 2,500 square feet or smaller;
- Two 2-inch caliper trees for each additional 2,500 square feet of building;
- A minimum of ten 1-gallon or larger shrubs for each building of 2,500 square feet or smaller;
- Ten 1-gallon or larger shrubs for each additional 2,500 square feet of building; and
- A landscaped area equivalent to a minimum of 90 square feet per 10 parking areas, in addition to the requirements of subsections (1)(A) and (B) above. Landscape shrubs, ground cover and trees are acceptable for these areas.

Multifamily and apartments. Any new permits to be issued for these types of structures shall comply with the same requirements as a commercial permit.

Landscape Plan

Any proposed building shall be shown on a landscape plan indicating the location of existing and proposed buildings, parking areas, locations and types of landscaped areas, and watering devices. The plan shall be submitted to the building official or designee at the time of application for a building permit. The building official or designee shall review and approve the landscape plan prior to approval of any building permit for the property.

Measurement Of Trees

Unless specified otherwise, tree caliper shall be measured at a height of 12 inches above the ground; provided, however, that for trees with a trunk diameter of less than 4 inches at a height of 12 inches, tree caliper shall be measured at a height of 6 inches above the ground. Multi-trunk trees shall be measured with the largest trunk at full caliper added to 1/2 of the remaining trunks at caliper.