

# City of Woodcreek Construction Acknowledgement of Code of Ordinances

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicants requesting review of submitted construction drawings and a building permit for construction in the City of Woodcreek must read and acknowledge the following items relating to the City's Code of Ordinances. All references to the City's Code of Ordinances can be found on the City's website at [www.woodcreektx.gov](http://www.woodcreektx.gov)

**Instructions:** All three parties are asked to confirm their understanding of the code requirements listed below where applicable. The Architect (when applicable) should initial in section A, the contractor/builder should initial in section B, and the property owner/client in Section C. If the item is not relevant to the proposed project, check "Not Applicable," and still initial. If your project is not compliant with the item and you intend to request a variance to that requirement, check "Requesting A Variance," (with separate form) and also initial. All three parties should print and sign their name at the bottom of the form.

## 1. Impervious cover: (Woodcreek Code Sections 50.37 and 156.063)

- a) Impervious cover varies with the lot size. For your project, have you correctly determined the allowable percentage of impervious cover?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_  Not Applicable  Requesting A Variance
- b) Have you correctly determined what various materials/conditions constitute impervious cover: concrete, asphalt, pavers, swimming pools, crushed gravel and granite, decking materials, etc.?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_  Not Applicable  Requesting A Variance

## 2. Setbacks: (Woodcreek Code Sections 155.43 (SF Residential), 156.057, -.062, -.063, and -.064)

- a) Setbacks are determined by the lot size. Have you correctly determined the setbacks for your project?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_  Not Applicable  Requesting A Variance
- b) If the property fronts one or more streets, each setback along those streets must conform to the 155.43 setback requirements. Have you checked your project for this condition?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_  Not Applicable  Requesting A Variance
- c) Roof eaves and overhangs are not allowed in the building setbacks. Have you verified that the project's roof eaves and overhangs are not within the setbacks?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_  Not Applicable  Requesting A Variance
- d) Have you insured that no building, accessory building, or structure is located within the setback? This requirement includes but is not limited to retaining walls, patios, fountains, air conditioning pads, pool equipment, pergolas and arbors.  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_  Not Applicable  Requesting A Variance
- e) Do your project's driveways meet the driveway setback requirements?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_  Not Applicable  Requesting A Variance
- f) Do you understand that no site disturbance (cutting, filling, grading, etc.) is allowed in the setback?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_  Not Applicable  Requesting A Variance

**3. Structure height:** (Woodcreek Code Sections 156.062, -.063, and -.064)

- a) Has a current, topographic ground survey with 1-foot contour lines produced by a licensed surveyor been submitted? Your height calculations must be determined from this survey.  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- b) Has the correct methodology as defined in the code, been used to calculate the height of your project?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- c) Do you understand that the height restriction includes all roof appurtenances and building materials?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance

**4. Trees and vegetation:** (Woodcreek Codes Chapters 50, 91, 154 & 156. Staff can offer to assist.)

- a) Has a current and certified tree survey been submitted to the City?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- b) Do you understand that no site clearing, brush/undergrowth removal, or tree removal can be done until a tree permit and building permit have been issued by the City?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- c) Do you understand that NO tree with a diameter greater than or equal to 19 inches can be removed without first obtaining a variance from the City?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- d) Do you understand that all tree replacement must be completed before a certificate of occupancy will be issued?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance

**5. Additional considerations:**

- a) If required, have you reviewed the steep slope restriction for construction? (Woodcreek Code Section 50.42 (Non-Residential))  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- b) If required, will your septic system comply with State minimum standards to obtain a permit? (Woodcreek Code Section 151.05)  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- c) Does your site plan show all of the structures, hardscape elements such as retaining walls and planters, patios, decks, sidewalks, driveways, water tanks, pool equipment and other items? Please note that such items are not allowed in the setbacks and may not be installed later without City approval. ?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- d) Do you understand that no work (including but not limited to mailbox construction or placement, planting, grading, landscaping, etc.) may be done in the City Right of Way without City approval?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- e) Do you understand that a certification letter from a septic designer must be submitted if an existing septic system is being utilize  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance

- f) Do you understand that your project may require a tree permit in addition to a building permit? (Woodcreek Code Chapter 91)  
 A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- g) Do you understand that if your project is in an Aquifer Recharge and/or Contributing Zone, you may be required to submit a Water Pollution Abatement Plan? (State requirement)  
 A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- h) Do you understand that a separate permit must be obtained for fence construction and that the requirements in Woodcreek Code Chapters 151, 154 & 156 must be followed? Do you understand that unique or irregularly-shaped yards with fences have special requirements?  
 A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- i) Do you understand that a variance and separate permit may be required for a swimming pool and that the requirements of Woodcreek Code must be followed?  
 A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- j) Do you understand that if any professional services (attorneys, engineers, surveyors, etc.) are required to be used by the city that those fees will be passed-through and will be the responsibility of the applicant?  
 A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- k) Do you understand and have correctly identified any and all nonconforming uses and structures through a meeting with City staff?  
 A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- l) Have you correctly verified if you project is located within the floodplain and obtained the necessary permits if it is?  
 A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance
- m) Have you correctly verified that the proposal conforms to any variance and site plan approvals if applicable?  
 A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_     Not Applicable     Requesting A Variance

I hereby acknowledge that I have read and understand the requirements listed above. I further understand that nothing in this document relieves me of my legal responsibility to comply with any and all relevant West Lake Hills Ordinances regarding this project including the requirements referenced in this document.

**NAME**

**SIGNATURE**

**DATE**

A: Architect: \_\_\_\_\_

B: Builder/Contractor: \_\_\_\_\_

C: Property Owner/Client: \_\_\_\_\_