

ORDINANCE NO. 111912

AN ORDINANCE ADOPTING RULES, PROCEDURES AND FEES FOR DEVELOPMENT AND CONSTRUCTION WITHIN THE CITY OF POTH, PROVIDING FOR SITE PLANS AND BUILDING PERMITS, INSPECTIONS AND VARIANCES/APPEALS, CONTAINING A SAVING CLAUSE AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POTH THAT:

SECTION 1. Introduction

Section 1: Introduction

The City of Poth recognizes the need to consolidate information regarding permitting development and construction within the City. The permitting process is meant to ensure compliance with all City codes and ordinances relative to the construction of buildings and building sites.

Section 2: Site Plans

2.1 Each building project involving new construction or additions to existing buildings which change the building footprint must submit a Site Plan. The Site Plan shall be clearly defined and drawn to an appropriate scale that permit accurate review for compliance with City codes, ordinances and standards. Four copies of the Site Plan not to exceed 24" x 36" shall be provided to the City. The following features, as a minimum, shall be required on all Site Plans before they will be accepted for review:

Residential (Single Family or Duplex)

- Legal description, address, property lines and dimensions;
- Location, size and name of adjacent or included streets, alleys and easements;
- Location, setbacks, dimensions and square footage of existing/proposed buildings.
- Proposed access to property (If fronts a State Highway, will comply with TXDOT rules and regulations for access.)
- Floodplain location, if applicable;
- Location, type and size of all water and sewer lines and meters;
- If new water and/or sewer service is needed, complete the Application For Water/Wastewater Service and pay the required Utility Fee. This

requirement may be waived by the City Engineer for Residential Single Family/Duplex developments if deemed unnecessary by the City Engineer

Commercial/Industrial/Multi-Family

In addition to the Residential requirements, the following:

- Location of buildings on adjoining property with 10' of the subject property;
- Location and dimensions of existing/proposed parking spaces, driveways, vehicle maneuvering areas, curb cuts, loading facilities and sight visibility triangle areas;
- Parking required per city codes;
- Existing/proposed surfacing, landscaping/buffer areas and screening fences;
- Include Water Requirements – peak demand, minimum residual pressures, meter size, fire protection coverage and improvements, pipe material type;
- Include Wastewater (Sanitary Sewer) Requirements – Average dry weather and peak flows, peak wet weather flows, Wastewater type/strength, pipe material type;
- Water/Wastewater availability feasibility study by qualified engineer (signed and sealed)
- Location of facilities for refuse disposal with appropriate screening and location of fire hydrants;
- Provide minimum fire flow information;
- Drainage direction and outfall, location, type and size of drainage facilities (drainage calculations when applicable);
- A drainage plan depicting the anticipated flow of all drainage onto and from the lot showing all major topographic features on or adjacent to the property including all water courses, 100-year floodplain boundaries, ravines, bridges and culverts shall be submitted. The proposed development shall consider the impact of the development on surrounding properties.
- Depiction of all streams, rivers, ponds, lakes, other surface water features or any Sensitive Features (as defined by the Texas Commission On Environmental Quality in CFR 30 Texas Administrative Code 213.3) and a statement certified by the developer's surveyor or engineer under his or

her professional seal that, to the best of his or her knowledge, the plat accurately reflects the general location (or absence) of all such features in accordance with the terms of these Regulations.

- Engineering Design of Storm Water Drainage and Management Plan
- The location and size of all proposed drainage structures, except culverts
- All drainage facilities including ditches, drainage pipes, street curbs, gutter inlets, driveways, road culverts, and storm sewers shall be designed to intercept and transport runoff from 10-year frequency.
- A drainage analysis which includes design calculations for all facilities within the subdivision including drainage culvert location and sizing, and an analysis of the upstream and downstream impact on adjacent properties showing that the development has no negative impact on the water discharged from the property, based on the 100 year flood;
- Proposed use(s), north arrow, graphic scale and date of plan preparation;
- Erosion control plan showing location and details;
- Construction entrance location and details;
- Any other information necessary to demonstrate compliance with applicable City ordinances, codes, resolutions and construction standards.

2.2 Upon submission of a complete Site Plan and applicable fees, the Site Plan will be reviewed within 15 business days for residential and 25 business days for commercial/industrial.

2.3 A Site Plan may be submitted together with the Building Permit. Once approved, the Site Plan is good for a period of ninety (90) calendar days.

2.4 The Site Plan fee as described in Appendix "A" must be paid at the time the application is submitted. The Site Plan fess is nonrefundable

Section 3: Building Permits

3.1 Requirement: Building Permits shall be required before beginning work on all new construction and additions of existing residential, commercial or industrial buildings. Cosmetic work, such as painting, siding, replacing sheetrock, wall or floor coverings involving the primary structure do not require a building permit. Building Permits must be displayed at the project site.

A Building Permit is completed when all fees have been paid, all data required by these rules have been submitted in writing, and all required attachments, with

required data, and approvals from third parties, have been filed, and any deficiencies have been met.

3.2 Process

The building permit process begins with the Applicant filing a completed Building Permit application, two (2) sets of building plans, an approved Site Plan (or simultaneous submission of a Site Plan Application) and all applicable Building Fees to the City. In addition to the above items, the Applicant must show evidence of the following:

- Evidence of ownership of the Property (such as a recorded Warranty Deed) or written evidence of authority to act on behalf of the record title owner;
- The property is platted pursuant to the City's Subdivision Ordinance and appropriately zoning pursuant to the City's Zoning Ordinance.

3.3 Fees

The building permit and inspection fees and the Utility Tap fees as described in Appendix "A" must be paid at the time the application is submitted. The building permit and inspection fees are nonrefundable, but the Utility Tap Fee will be refunded if the project is abandoned.

3.4 Review

The City will complete the review of a Residential Building permit within 15 business days and a Commercial/Industrial/MultiFamily Building permit within 25 business days after a completed application and all appropriate fees are filed with the City.

3.5 Permit Valid

Construction must be completed within 180 calendar days after the Building Permit is approved or the project is considered abandoned and shall require the issuance of a new permit. For the construction to be considered started, at least one building inspection must occur before the end of 180 days. Upon filing a written request for an extension and paying the appropriate fee at least ten days prior to the expiration of the Building Permit, the City may extend the Building Permit for 180 days or may require the Applicant to revise its application to conform to new regulations, ordinances or statutes adopted since the initial Building Permit was granted.

3.6 Inspections

Inspections shall be conducted by ICC (International Code Council) approved inspector and/or licensed engineer and copy of inspection shall be submitted to the City .

Upon completion of all construction (including driveways and parking) and all final inspections have been submitted, upon written request by the Owner or Contractor, a Certificate of Occupancy shall be issued by the City. Though connected, city utilities shall not be released until a Certificate of Occupancy is issued. If the building is occupied prior to issuing the Certificate of Occupancy, the City may, upon ten calendar days written notice to the Owner, disconnect the city utilities.

Section 4 Transmittal Materials

4.1 All submissions to the City of Poth pursuant to these Regulations, including amendments or supplemental materials, shall be delivered to the Poth City Hall and shall be accompanied by a letter of transmittal indicating:

1. The name, address and phone number of the Owner and, if different, the Applicant.
2. The name, address and phone number of any person submitting the materials on behalf of the Owner.
3. A detailed description of the requested actions

Section 5: Variances and Appeals

5.1 Variances to any of the City's requirements for construction shall be submitted to the City's Planning & Zoning Commission, or in the event no Action by Commission is authorized, then to City Council together with the appropriate fee. The variance request will clearly identify the city requirement requested to be waived and the hardship created by the requirement.

5.2 Appeals of any decision by a city official shall be made in writing to the City Secretary within ten days of the date the written decision by the city official was provided to the aggrieved party. The Appeal shall specifically describe the decision complained of and the specific relief requested. The Applicant should take care not to confuse the relief sought by a variance and a complaint against a city official. City Council shall consider the appeal at its next regular city council meeting held after fifteen days from the date of the appeal request is filed with the City Secretary.

Section 6: Savings Clause

If any provision of this ordinance being adopted shall be held to be invalid or unconstitutional, the remainder of such ordinance shall continue in full force and effect the same as if such invalid or unconstitutional provision had never been a part hereof.


Section 7: Conflict

All ordinance or parts of ordinance or policies adopted by the and in conflict with the provisions of the ordinance hereby adopted are repealed.

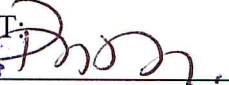
Section 8: Enforcement.

Any person violating the ordinance, upon conviction, is punishable by a fine not to exceed \$500.00 for each offense and a separate offense shall be deemed committed upon each day during which the violation occurs.


Adopted: November 19, 2012



Travis Pruski, Mayor

ATTEST: 

Rose Huizar
City Secretary



APPENDIXES

A – Fee Schedule

B – Adopted Building Codes

C – Forms/Applications

Site Plan – Residential

Site Plan – Commercial

Building Permit/Certificate of Occupancy – Residential

Building Permit/Certificate of Occupancy -- Commercial

Check List

Application for Water/Wastewater Service

**** Forms may be modified by city staff

APPENDIX A

Schedule of Fees for Applications for Permits

Issued by the City of Poth

Site Plan Single Family/Duplex	\$125.00
Site Plan Commercial/Industrial/Multifamily	\$125.00
Residential Building Permit	\$75.00
Residential Development in Floodplain Permit	\$150.00 + 100% of any additional engineering cost incurred by the City
Commercial Development Permit	\$500.00 + 100% of any additional engineering cost incurred by the City
RV-Park /Multi Units Development Permit	\$500.00 + \$10.00 per unit and 100% of any additional engineering cost incurred by the City
Extension Fees	Half of Original Permit Fee
Permit for Pipeline Crossing City ROW	\$1000.00 per crossing
Utility Permit- Residential	\$100.00
Utility Permit- Commercial	\$1000.00 + \$100.00 per unit
Driveway Permit – Residential	\$75.00
Driveway Permit- Commercial	\$150.00 max 100– over 100 ft is additional \$150.00
Variance –Specific Use Permit –Rezoning	\$200.00

APPENDIX B

BUILDING CODES

- International Residential Building Code
- National Electrical Code published by the National Fire Protection Code Council
- International Building Code
- International Mechanical Code
- International Plumbing Code
- International Fire Code

Unless provided otherwise, each code enforced shall be its most recently adopted version with amendments.

APPENDIX C
FORMS/APPLICATIONS

- Site Plan Review Application
- Building Permit/Certificate of Occupancy – Residential
- Building Permit/Certificate of Occupancy -- Commercial
- Check List
- Application for Water/Wastewater Service

SITE PLAN REVIEW APPLICATION

CITY OF POTH

SITE OWNER: _____
PROPOSED PROJECT SITE: _____
PROPOSED USE: _____
APPLICANT / ARCHITECT FIRM: _____
CONTACT NAME: _____
ADDRESS OF APPLICANT: _____ ZIP _____
PHONE NUMBER: _____ FAX _____
DESCRIPTION OF WORK: _____
CURRENT ZONING: _____
IN COMPLIANCE WITH ZONING?: YES NO *IF NO, EXPLAIN* _____
TOTAL ESTIMATED PROJECT VALUE: _____

*APPLICATION FOR SITE PLAN REVIEW NEEDS TO BE ACCOMPANIED BY FOUR (4) SITE PLANS.
FIRE FLOW DATA MUST ACCOMPANY SITE PLAN REVIEW.
PROFESSIONAL SEAL MUST BE ON PLANS WHEN REQUIRED BY CODES AND STATE LAW.*

I UNDERSTAND BY PLACING MY SIGNATURE BELOW THAT THIS IS AN APPLICATION FOR SITE PLAN REVIEW ONLY. I FURTHER UNDERSTAND THIS APPLICATION DOES NOT REPRESENT AN APPLICATION FOR A BUILDING PERMIT AND THAT APPROVAL OF PLANS SUBMITTED FOR SITE PLAN REVIEW DOES NOT REPRESENT APPROVAL OF A BUILDING PERMIT.

APPLICANT'S SIGNATURE: _____
DATE: _____ EMAIL: _____

The permit has been reviewed by a city representative. A review of the specifications of the project was conducted on _____ and it was determined that:

- [] the proposed development as submitted is in conformance with the development standard and meets all regulations and specifications as required by the City of Poth
- [] the proposed development as submitted does not meet with the development standard and regulations and specifications as required by the City of Poth
- [] the proposed application was incomplete and additional information is required.

Reviewed by: _____ Date: _____

FOR OFFICE USE ONLY

APPLICATION FEE: _____ CHECK/CASH: _____ DATE: _____ RECEIVED BY: _____

Permit # _____

CITY OF POTH RESIDENTIAL BUILDING PERMIT APPLICATION

THIS APPLICATION IS VALID FOR 180 DAYS

ADDRESS/ LOCATION: _____ (LOT)(APT)(STE) _____

APPLICANTS NAME: _____

APPLICANTS ADDRESS: _____

PHONE & EMAIL _____

GENERAL CONTRACTOR: _____

PROPERTY OWNER: _____

DESCRIPTION OF WORK: _____

IS THIS PROJECT: _____ NEW CONSTRUCTION _____ REMODEL/ADDITION

PREVIOUS USE OF BUILDING: _____

<p>If the following is required</p> <p>List Contractor & Permit/License #</p> <p>ELECTRIC _____</p> <p>PLUMBING _____</p> <p>GAS _____</p> <p>MECHANICAL _____</p> <p>NFPA 13R FIRE SPRINKLER SYSTEM _____</p>	<p>CORNER LOT?</p> <p>_____ YES</p> <p>_____ NO</p> <p>CURRENTLY OCCUPIED?</p> <p>_____ YES</p> <p>_____ NO</p>	<p>FRONT SETBACK: _____</p> <p>REAR SETBACK: _____</p> <p>SIDE SETBACK (R.): _____</p> <p>SIDE SETBACK (L.): _____</p> <p>SETBACKS ARE MEASURED FROM THE PROPERTY LINE. NOT THE CURB.</p> <hr/> <p>IS PROJECT REGISTERED FOR TAS REVIEW? _____ YES _____ NO</p> <p>CONFIRMATION #: _____</p>
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LEGAL DESCRIPTION: LOT _____ BLOCK _____ SUBDIVISION _____ UNIT _____

OR TRACT _____ SECTION _____ SURVEY _____ ABSTRACT _____

FOUNDATION TYPE: _____ PIER/BEAM _____ SLAB _____ OTHER _____

ROOFING MATERIALS: _____ COMP _____ WOOD _____ TILE _____ BUILT UP _____ OTHER _____

ROOF DESIGN: _____ TRUSS _____ CONVENTIONAL _____

RETAINING WALL: _____ CONCRETE _____ KEYSTONE _____ OTHER _____ HEIGHT _____

SQ. FOOTAGE OF PROJECT _____

NUMBER OF PARKING SPOTS: _____ **OUTSIDE STORAGE:** _____

PROVIDE DISTANCE OF NEAREST FIRE HYDRANT TO THE PROPOSED STRUCTURE: _____

MOBILE HOME, MANUFACTURED OR PREFABRICATED HOUSING :

SIZE: _____ SERIAL # : _____

YEAR: _____ MAKE/MODEL: _____

Permit # _____

I HEREBY CERTIFY THAT AN ASBESTOS SURVEY HAS BEEN PERFORMED IN ACCORDANCE WITH THE TEXAS ASBESTOS HEALTH PROTECTION RULES (TAHPR) AND THE NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHAP) FOR THE AREA(S) BEING REVOLVATED AND/OR DEMOLISHED.

VALUATION OF WORK: _____

APPLICANT SIGNATURE: _____ DATE: _____

BY SIGNING THIS APPLICATION YOU ARE VERIFYING ALL INFORMATION IS CORRECT.

*** PLANS SUBMITTED NOT TO EXCEED 24" IN LENGTH AND NO SMALLER THAN 8"X 11" ***

The permit has been reviewed by a city representative. A review of the specifications of the project was conducted on _____ and it was determined that:

[] the proposed development as submitted is in conformance with the development standard and meets all regulations and specifications as required by the City of Poth

[] the proposed development as submitted does not meet with the development standard and regulations and specifications as required by the City of Poth

[] the proposed application was incomplete and additional information is required.

Reviewed by: _____ Date: _____

CERTIFICATE OF OCCUPANCY

Upon completion of all construction (including driveways and parking) and all final inspections have been submitted, upon written request by the Owner or Contractor, a Certificate of Occupancy shall be issued by the City. Though connected, city utilities shall not be released until a Certificate of Occupancy is issued. If the building is occupied prior to issuing the Certificate of Occupancy, the City may, upon ten calendar days written notice to the Owner, disconnect the city utilities.

Date Inspection Submitted: _____

Reviewed by: _____ Date: _____

FOR OFFICE USE ONLY

APPLICATION FEE: _____ CHECK/CASH: _____ DATE: _____ RECEIVED BY: _____

Permit # _____

CITY OF POTH COMMERCIAL BUILDING PERMIT APPLICATION

THIS APPLICATION IS VALID FOR 180 DAYS

ADDRESS/ LOCATION: _____ (LOT)(APT)(STE) _____

APPLICANTS NAME: _____

APPLICANTS ADDRESS: _____

PHONE & EMAIL _____

GENERAL CONTRACTOR: _____

PROPERTY OWNER: _____

BUSINESS NAME: _____

BUSINESS USE: _____

(State Specifically what business will be used for attach if additional space needed)

DESCRIPTION OF WORK: _____

IS THIS PROJECT: _____ NEW CONSTRUCTION _____ REMODEL/ADDITION

PREVIOUS USE OF BUILDING: _____

If following work if required List Contractor & Pemit/License # ELECTRIC _____ PLUMBING _____ GAS _____ MECHANICAL _____ NFPA 13R FIRE SPRINKLER SYSTEM _____	CORNER LOT? _____ YES _____ NO CURRENTLY OCCUPIED? _____ YES _____ NO	FRONT SETBACK: _____ REAR SETBACK: _____ SIDE SETBACK (R.): _____ SIDE SETBACK (L.): _____ SETBACKS ARE MEASURED FROM THE PROPERTY LINE. <u>NOT THE CURB.</u> IS PROJECT REGISTERED FOR <u>TAS</u> REVIEW? _____ YES _____ NO CONFIRMATION #: _____
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LEGAL DESCRIPTION: LOT _____ BLOCK _____ SUBDIVISION _____ UNIT _____

OR TRACT _____ SECTION _____ SURVEY _____ ABSTRACT _____

FOUNDATION TYPE: _____ PIER/BEAM _____ SLAB _____ OTHER _____

ROOFING MATERIALS: _____ COMP _____ WOOD _____ TILE _____ BUILT UP _____ OTHER _____

ROOF DESIGN: _____ TRUSS _____ CONVENTIONAL _____

RETAINING WALL: _____ CONCREETE _____ KEYSTONE _____ OTHER _____ HEIGHT _____

SQ. FOOTAGE OF PROJECT _____

NUMBER OF PARKING SPOTS: _____ NUMBER OF SEATS: _____

OUTSIDE STORAGE: _____

Permit # _____

PROVIDE DISTANCE OF NEAREST FIRE HYDRANT TO THE PROPOSED STRUCTURE: _____

DOES YOUR BUSINESS INVOLVE THE SALE, USE OR STORAGE OF:

- Hazardous Materials Paint Products Welders/Torces
- Flammables/Combustibles Wood Working Process Food Preparation
- Explosives/Fireworks Metal Working Process Alcoholic Beverages
- Poisons/Acids Auto Repair or Storage

I HEREBY CERTIFY THAT AN ASBESTOS SURVEY HAS BEEN PERFORMED IN ACCORDANCE WITH THE TEXAS ASBESTOS HEALTH PROTECTION RULES (TAHPR) AND THE NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHAP) FOR THE AREA(S) BEING REVOLATED AND/OR DEMOLISHED.

- If your business is a restaurant, private club, church or daycare you will be required to provide a seating and floor plan which depicts the accurate square footage of lease space/building.
- All applications must submit parking site plan showing dumpster locations

VALUATION OF WORK: _____

APPLICANT SIGNATURE: _____ **DATE:** _____

BY SIGNING THIS APPLICATION YOU ARE VERIFYING ALL INFORMATION IS CORRECT.

***** PLANS SUBMITTED NOT TO EXCEED 24" IN LENGTH AND NO SMALLER THAN 8"X 11" *****

The permit has been reviewed by city representative. A review of the specification of the project were conducted on _____ and it was determined that:

- the proposed development as submitted is in conformance with the development standard and meets all regulations and specifications as required by the City of Poth
- the proposed development as submitted does not meet with the development standard and regulations and specifications as required by the City of Poth
- the proposed application was incomplete and additional information is required.

Reviewed by: _____ Date: _____

CERTIFICATE OF OCCUPANCY

Upon completion of all construction (including driveways and parking) and all final inspections have been submitted, upon written request by the Owner or Contractor, a Certificate of Occupancy shall be issued by the City. Though connected, city utilities shall not be released until a Certificate of Occupancy is issued. If the building is occupied prior to issuing the Certificate of Occupancy, the City may, upon ten calendar days written notice to the Owner, disconnect the city utilities.

Date Inspection Submitted: _____

Reviewed by: _____ Date: _____

FOR OFFICE USE ONLY

APPLICATION FEE: _____ CHECK/CASH: _____ DATE: _____ RECEIVED BY: _____

Check List

Information required for Site Plan

- Site Plan shall be clearly defined and drawn to an appropriate scale that permit accurate review for compliance with City codes, ordinances and standards.
- Four copies of the Site Plan not to exceed 24" x 36" shall be provided to the City.
- The following features, as a minimum, shall be required on all Site Plans before they will be accepted for review:

Residential (Single Family or Duplex)

- Legal description, address, property lines and dimensions;
- Location, size and name of adjacent or included streets, alleys and easements;
- Location, setbacks, dimensions and square footage of existing/proposed buildings.
- Proposed access to property (If fronts a State Highway, will comply with TXDOT rules and regulations for access.)
- Floodplain location, if applicable;
- Location, type and size of all water and sewer lines and meters;
- If new water and/or sewer service is needed, complete the Application For Water/Wastewater Service and pay the required Utility Fee. This requirement may be waived by the City Engineer for Residential Single Family/Duplex developments if deemed unnecessary by the City Engineer

Commercial/Industrial/Multi-Family

In addition to the Residential requirements, the following:

- Location of buildings on adjoining property with 10' of the subject property;
- Location and dimensions of existing/proposed parking spaces, driveways, vehicle maneuvering areas, curb cuts, loading facilities and sight visibility triangle areas;
- Parking required per city codes;
- Existing/proposed surfacing, landscaping/buffer areas and screening fences;
- Include Water Requirements – peak demand, minimum residual pressures, meter size, fire protection coverage and improvements, pipe material type;
- Include Wastewater (Sanitary Sewer) Requirements – Average dry weather and peak flows, peak wet weather flows, Wastewater type/strength, pipe material type;
- Water/Wastewater availability feasibility study by qualified engineer (signed and sealed)
- Location of facilities for refuse disposal with appropriate screening and location of fire hydrants;
- Provide minimum fire flow information;
- Drainage direction and outfall, location, type and size of drainage facilities (drainage calculations when applicable);
- A drainage plan depicting the anticipated flow of all drainage onto and from the lot showing all major topographic features on or adjacent to the property including all water courses, 100-year floodplain boundaries, ravines, bridges and culverts shall be submitted. The proposed development shall consider the impact of the development on surrounding properties.
- Depiction of all streams, rivers, ponds, lakes, other surface water features or any Sensitive Features (as defined by the Texas Commission On Environmental Quality in CFR 30 Texas Administrative Code 213.3) and a statement certified by the developer's

surveyor or engineer under his or her professional seal that, to the best of his or her knowledge, the plat accurately reflects the general location (or absence) of all such features in accordance with the terms of these Regulations.

- Engineering Design of Storm Water Drainage and Management Plan
- The location and size of all proposed drainage structures, except culverts
- All drainage facilities including ditches, drainage pipes, street curbs, gutter inlets, driveways, road culverts, and storm sewers shall be designed to intercept and transport runoff from 10-year frequency.
- A drainage analysis which includes design calculations for all facilities within the subdivision including drainage culvert location and sizing, and an analysis of the upstream and downstream impact on adjacent properties showing that the development has no negative impact on the water discharged from the property, based on the 100 year flood;
- Proposed use(s), north arrow, graphic scale and date of plan preparation;
- Erosion control plan showing location and details;
- Construction entrance location and details;
- Any other information necessary to demonstrate compliance with applicable City ordinances, codes, resolutions and construction standards.

Information required for Building Permit

- Two (2) sets of building plans,
- An approved Site Plan (or simultaneous submission of a Site Plan Application)
- All applicable Building Fees to the City
- In addition to the above items, the Applicant must show evidence of the following:
 - Evidence of ownership of the Property (such as a recorded Warranty Deed) or written evidence of authority to act on behalf of the record title owner;
 - The property is platted pursuant to the City's Subdivision Ordinance and appropriately zoning pursuant to the City's Zoning Ordinance.

Fees

- The building permit and site plan fees and the Utility Tap fees as described in Appendix "A" must be paid at the time the application is submitted.
- The building permit and site plan fees are nonrefundable, but the Utility Tap Fee will be refunded if the project is abandoned.

APPLICATION FOR WATER/WASTEWATER SERVICE

City of Poth
PO Box 579
Poth, TX 78147
(830) 583-2230

Applicant's Name* _____

Applicant's Mailing Address _____

Applicant's Phone No. _____ Fax No. _____

Applicant's Email _____

Describe Proposed Development (Attach Additional pages if needed) _____

If Commercial or Business, Number and Type of Jobs with estimated Annual Salaries _____

Proposed Service Address _____

Proposed Connection Location to Municipal Water _____ (Attach Drawing)

Proposed Tap Size _____

Proposed Wastewater Connection Location _____ (Attach Drawing)

Proposed WW Line Size _____ Gravity or Force Main _____

City Limits _____ Inside _____ Outside CCN _____ Inside _____ Outside

Engineer's Name and TBPE Registration No. _____

Engineer's Address _____

Engineer's Phone No. _____ Fax No. _____

Engineer's Email _____

Proposed Contractor (if known)** _____

Address _____

Phone No. _____ Fax No. _____

Email _____

* If Applicant is not the owner, show written proof Applicant can act on behalf of owner.

** Contractor must be prequalified by City.

PROCEDURES

- Submit Application with Fee to City for review
 - Includes Water Requirement – peak demand, minimum residual pressures, meter size, fire protection coverage and improvements, pipe material type
 - Includes Wastewater (Sanitary Sewer) Requirements – Average dry weather and peak flows, Peak wet weather flows, WW type/strength, pipe material type
- If applicable to proposed development, submit water/wastewater availability feasibility study by qualified engineer (signed and sealed). City retains the option to conduct Feasibility Study with estimated cost to be paid by Applicant.

- Provide evidence of Easements. If easements have not been acquired, evidence of dedicated and recorded easements including a temporary construction easement shall be provided to City before the beginning of construction.
- Review by City
- Developer's engineer to design the water/sewer extension with cost estimates to be bid (may include fire protection coverage requirements) (signed and sealed)
- Reviewed by city
- Applicant seeks bids by contractor (qualifications? licensed plumber). Must be pre-qualified by City
- If Applicant seeks city participation in cost, submit written Application with fee
- Provide financial guarantee for payment, cash bond or letter of credit from bank in the amount of contractor's bid plus 25 %. Applicant shall be responsible for payment of City's inspection fee.
- City gives authority to proceed
- City conducts periodic inspections and final inspection
- Applicant pays tap fees for connection
- "As-Built" Construction Plans shall be provided to the City.

Applicant Signature _____ Date: _____

Name and Title _____