

CITY OF HILSHIRE VILLAGE
8301 WESTVIEW DR., HOUSTON, TX 77055 * PHONE 713-973-1779 * FAX 713-973-7793
www.hilshirevillagetexas.com

APPLICATION FOR A FENCE PERMIT

<p>1. ADDRESS/LOCATION OF WORK</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="height: 30px;">ADDRESS</td> </tr> <tr> <td style="width: 20%; height: 30px;">LOT SIZE</td> <td colspan="2" style="height: 30px;">SUBDIVISION</td> </tr> <tr> <td style="width: 20%; height: 30px;">LOT</td> <td style="width: 30%; height: 30px;">BLOCK</td> <td style="width: 50%; height: 30px;">ZONE</td> </tr> </table>	ADDRESS			LOT SIZE	SUBDIVISION		LOT	BLOCK	ZONE	<p>2. PERMIT NUMBER</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 30px;">PERMIT #</td> </tr> <tr> <td style="text-align: center; padding: 5px;">(to be completed by city office)</td> </tr> <tr> <td style="text-align: center; padding: 20px 0 5px 100px;">HV- _____</td> </tr> </table>	PERMIT #	(to be completed by city office)	HV- _____
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<p>3. PROPERTY OWNER INFORMATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 30px;">NAME</td></tr> <tr><td style="height: 30px;">ADDRESS</td></tr> <tr><td style="height: 30px;">CITY/STATE/ZIP</td></tr> <tr><td style="height: 30px;">EMAIL</td></tr> <tr><td style="height: 30px;">HOME PHONE #</td></tr> <tr><td style="height: 30px;">CELL #</td></tr> </table>	NAME	ADDRESS	CITY/STATE/ZIP	EMAIL	HOME PHONE #	CELL #	<p>4. CONTRACTOR INFORMATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 30px;">COMPANY NAME</td></tr> <tr><td style="height: 30px;">ADDRESS</td></tr> <tr><td style="height: 30px;">CITY/STATE/ZIP</td></tr> <tr><td style="height: 30px;">CONTACT NAME</td></tr> <tr><td style="height: 30px;">EMAIL</td></tr> <tr><td style="height: 30px;">OFFICE #</td></tr> </table>	COMPANY NAME	ADDRESS	CITY/STATE/ZIP	CONTACT NAME	EMAIL	OFFICE #
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<p>5. MATERIALS AND LINEAR FEET OF FENCING TO BE INSTALLED OR REPLACED</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 30px;"> </td> </tr> </table> <p>A fence should be no taller than 8 feet. A fence shall not be constructed of barbed or electrified wire, nor shall a permanent fence be constructed of portable sections of vinyl or plastic or other types of temporary materials. Fencing shall terminate into the sides of the main building, and shall not be constructed in front of the outermost front corner of either side of the main building.</p> <p>A fence constructed on the side of a property that abuts a street shall be placed no closer than the side setback line. If a gap exists at the bottom of the fence for surface water flow, the new fencing must also provide at least one inch of space to maintain drainage unless permission has been given by the City Engineer.</p>													
<p>6. ESTIMATED DATE WORK TO START</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 30px;"> </td> </tr> </table>		<p>7. WORK ALREADY DONE (EMERGENCY REPAIRS ONLY)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 30px;"> </td> </tr> </table>											
<p>8. APPLICANT'S PRINTED NAME</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 30px;"> </td> </tr> </table>		<p>9. TOTAL PERMIT FEE (CITY WILL COMPLETE)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 30px;"> </td> </tr> </table>											
<p>10. APPLICANT'S SIGNATURE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 30px;"> </td> </tr> </table>		<p>11. DATE:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 30px;"> </td> </tr> </table>											

City of Hilshire Village

8301 WESTVIEW

HOUSTON, TEXAS 77055

Office: 713-973-1779 Fax: 713-973-7793

Reminders regarding regulations concerning use and maintenance of property and adjacent property during Construction, Alteration, Remodeling and Demolition of buildings and structures within the City

(Ordinance No. 408 and subsequent updates are summarized below)

1. Trash, Litter and Construction Debris: Unlawful to deposit trash, etc. upon building site or drainage ditches; a dumpster must be provided; and regularly maintained and emptied; if a dumpster resting on City right-of-way impedes traffic, pedestrians or obstructs drainage, it must be removed immediately.

2. Removal of Soil and Rocks from Streets. Sand, soil, rocks or similar material which has been deposited upon the street during construction or incidental for the construction or demolition must be removed from the street within 48 hours from the time it was deposited there.

3. Repair to Damaged City Property: Any person damaging a City street, storm sewer or drainage way (easement) shall be responsible for its repair or replacement.

4. Construction Activity Hours: Monday through Friday 7AM to 7PM

Saturday 9 AM to 6 PM

Sunday and Holidays observed by City – No work allowed except emergencies

NO DEMOLITION ON WEEKENDS

5. Portable Toilets: All persons responsible for a construction site with a portable toilet located in the City shall comply with federal and state sanitation laws and regulations concerning the use of portable toilets. Any portable toilet shall be kept behind or screened by a solid structure, out of public view, and shall not be visible from any street or sidewalk.

6. Street Parking: Parking is one side of street only. There are some streets where there is NO parking. Locations may be verified at City office.

7. Fines: Violation of any provision shall result in fines. Following written notice by the City Building Official, a stop work order may be issued if not remedied within 48 hours.

8. Signs: No contractor or sub-contractor signs are allowed unless it is that of the general contractor for the new construction or erection of a single-family dwelling.

9. Insurance: Liability Insurance Entity performing the work shall provide evidence of comprehensive general liability insurance; \$100,000 minimum bodily injury; \$300,000 per occurrence; \$400,000 property damage

10. Tree Protection at a minimum, placement of a fence four (4) feet in height and composed of material strong enough to prevent vehicles, materials, debris, dirt or other demolition or construction refuse from piling up within the Critical Root Zone. The fence shall be a minimum of six (6) feet away from the base of the tree at all points in order to prevent damage to the tree(s).

11. Backflow or Vacuum Breaker prevention device: When an inspector for the City of Hilshire Village is called to inspect your project for any reason, he/she will not pass any inspections unless all exterior hose bibs (faucets by which water is supplied to outdoor devices) have a backflow prevention device or vacuum breaker installed. The vacuum breaker's lock bolt must be tightened until it breaks off.

12. All Inspections listed on the permit must be performed according to the sequence of the construction. Contractors are responsible for all inspections. Inspections are to be called in by or before 4PM for the following business day.

Signature:

Date:

Company Name:

Permit Address:



City of Hilshire Village New Fence Installation

General Rules & Procedures

1. It is the property owner's responsibility to ensure all fences installed on the property are in accordance with city ordinances.
2. The city is not responsible for, nor does the city inspect fence locations with respect to proximity to adjoining property lines.
3. A final inspection is required after the fence installation.

SHARED FENCE AGREEMENTS

By signing below, you agree to grant permission to have the shared fence located/replaced on the shared property line that complies with all City of Hilshire Village Ordinances.

Rear Neighbor(s)

Address

Name

Signature

Address

Name

Signature

Side Neighbor(s)

Address

Name

Signature

Address

Name

Signature

Ordinance(s) In Effect:

CHAPTER 12. - EXHIBIT "A" 02:00 DEFINITIONS

02: F-02 Fence: The term "fence" as used in this chapter shall mean any constructed barrier in a yard or courtyard.

11:11 FENCE - 11:11.01 Location:

a. A newly constructed lot front fence shall terminate into the sides of the main building. A lot front fence shall not be constructed in front of the outermost front corner of either side of the main building and shall not be constructed across the front of the main building. If the main building includes a porte-cochere on the front of the building, a side yard fence may not extend beyond the front corners of the main building excluding the porte-cochere. If a lot has no main building, then a lot front fence may be constructed on or behind, but not forward of, the front building line or front setback line. The foregoing limitations shall not apply:

1. To hardscape features such as stone walls that do not enclose the front yard and are not taller than eighteen (18) inches high,
2. To a fence of visually open material, such as wrought iron, galvanized welded wire, or wood lattice, that is not more than thirty-six (36) inches high and is part of an unenclosed and uncovered area, such as but not limited to a front porch or courtyard,
3. If the lot front is on Wirt Road or Westview Drive.

b. A fence constructed on the side of a property that abuts a street shall be placed no closer to the street than the side setback line of the lot. This limitation shall not apply if the side street is Wirt Road or Westview Drive.

c. The foregoing limitations shall not apply to a fence erected in connection with a construction permit or as part of a construction jobsite. Such fences shall be governed by article 3.608 of the city's Code of Ordinances.

d. No fence shall be constructed on a lot which is in conflict with Section 40.03 INTERSECTION LINE OF SIGHT.

11:11.02 Height: A fence shall not be over eight (8) feet in height.

11:11.03 Material: A fence may be constructed of material such as but not limited to ornamental metal, galvanized welded wire, chain link, masonry, or wood. A fence shall not be constructed of barbed or electrified wire, nor shall a permanent fence be constructed of portable sections of vinyl or plastic or other types of temporary materials, such as but not limited to construction site protective fencing.

11:12 POOL - 11:12.02 Barrier required: A pool shall be located within a maintained protective barrier to deter access by children. The protective barrier shall consist of a minimum five-foot high fence, a specially designed barrier, or a dwelling or building wall.

Company Name: _____

Contact Name: _____

Acknowledgment Signature: _____