

CITY OF HILSHIRE VILLAGE SWIMMING POOL PLAN SUBMITTAL CHECKLIST

"THE FOLLOWING CHECKLIST IS ONLY A SUMMARY THAT IS PROVIDED FOR THE APPLICANT'S BENEFIT; HOWEVER, FULFILLING THE REQUIREMENTS OF THIS SUMMARY CHECKLIST DOES NOT RELIEVE THE APPLICANT FROM THE RESPONSIBILITY OF MEETING THE REGULATIONS IN THE ZONING ORDINANCE, SUBDIVISION REGULATIONS, AND OTHER DEVELOPMENT RELATED ORDINANCES OF THE CITY OF HILSHIRE VILLAGE. IN THE EVENT THAT THERE IS A CONFLICT BETWEEN THIS SUMMARY CHECKLIST AND THE CITY'S CODE OF ORDINANCES, THE CODE OF ORDINANCES SHALL CONTROL."

ADDRESS: _____ BUILDER NAME: _____

DATE OF SUBMITTAL: _____ PLAN PREPARER: _____

The plan review fee must be collected prior to plans being reviewed and approved by the Building Official. The plan review fee is separate from and does not apply toward the permit fee. There is also a separate drainage plan review fee unless the swimming pool area drainage has already been approved.

Swimming Pool plans shall be submitted by the applicant electronically with a table of contents including page numbers. The plans shall include the following criteria and/or documents listed below. Any omission of these requirements will result in plans being rejected, delayed and potential incremental cost to review again.

Plan Preparer: Initial next to each numbered section to acknowledge your understanding of the requirement and that the plans you are submitting are in compliance to the best of your knowledge.

____ **1. Site Plan** that shows lot coverage calculations separated by the front building line and meets all requirements in Zoning Ordinance. It must show setbacks and have a callout of the actual height of the structure. It shall also include preferred location of sewer and water taps.

1a. Maximum lot coverage:

11:01.06 Maximum lot coverage:

(a) For new construction: The maximum coverage of any lot with any non-permeable constructed surface shall not exceed fifty-five (55) percent of the lot area located behind the required front building line and shall not exceed fifty (50) percent of the lot area located in front of the required front building line; provided, however, the non-permeable constructed surface in front of the required front building line may be increased to fifty-five (55) percent if the non-permeable constructed surface behind the required front building line does not exceed fifty (50) percent of the lot area located behind the required front building line.

(d) For computation of lot coverage, by way of example only, required "non-permeable constructed surface" shall include accessory buildings, building, driveway, garages, pools, patios, any paved surface for automobiles, pavers, including porous pavers and other non-permeable constructed surface areas, sidewalks," but shall exclude, by way of example only, air conditioner supports, landscape border stones, stepping stones, wooden decks and similar materials or structures

1b. Location: Per Ordinance 588, adopted May 16, 2006, Section 6

11.12.01 Location: No part of a pool shall be placed closer to a street right-of-way than the main building on the lot on which it is situated, nor closer than eight (8) feet to any side lot line or ten (10) feet from rear lot line; all measurements shall be taken from the back of the top beam of the pool.

1c. Pool equipment: No less than 5 ft. from property line.

2. Pool Plans: Ordinance 588, adopted May 16, 2006, Section 6

2a. Barrier required

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.

2b. Access Secure

11.12.03 Access secure: Every access through the protective barrier enclosing such pool, except access through the dwelling or other building on the premises, shall be secured with a self-closing gate with a self-latching device mounted at a minimum of fifty-two (52) inches above the ground, or other surface below such gate.

2c. Decking

11.12.04 Decking: Uncovered decking, not more than two (2) feet above the beam of the pool, may be constructed around a pool.

3. Pool drainage and P-Trap. All pools that have City sewer provided on the property must have a permanent drain line (backwash line) which must run from the pool to the P-trap. No exceptions are given for special filters (such as cartridge filters). No portion of the P-trap or backwash line may be covered until the inspection has been approved.

4. Power Line Survey Clearance requirements between pools and overhead power lines are required to minimize the possibility that a person in or near the swimming pool might come into contact with overhead conductors.

5. Tree Survey and a Disposition Plan: Refer to Ordinance 745 adopted 12/19/17.

Sec. 7.703. - Minimum Tree Requirement.

(1) Each lot shall have one (1) tree that is eight (8) inches or greater in diameter for every two thousand (2,000) square feet of lot area (excluding any land in the Harris County Flood Control District or utility easement), rounded to the nearest whole number (see Table 1). Trees in the Harris County Flood Control District or in a utility easement will not be counted. (2) If a lot has less than the number of trees described in the preceding subsection, the owner shall keep the number of trees larger than three (3) inches in diameter, counting from the largest diameter to the smallest diameter, that are on the lot (excluding any land in the Harris County Flood Control District or a utility easement) at the time a tree removal permit is sought or the provisions of this article are otherwise invoked. (3) A lot owner who is applying for a permit issued under the building permit process of the city's Code of Ordinances for the demolition of, construction of, or addition to any building, or installation of a swimming pool shall, regardless of the number or size of the trees

existing on a lot prior to issuance of a permit, plant such additional trees as may be necessary to meet the minimum tree requirement described in subsection (1) above if the owner is: (a) Constructing a new or replacement building; (b) Constructing an addition[s] or extension[s] to an existing building that increases the square footage of the building by forty (40) percent or more; or (c) Installing a swimming pool.

Sec. 7.704. - Preservation and Protection of Trees.

(1) It is unlawful to remove any tree that is eight (8) inches in diameter or greater without first obtaining a tree removal permit from the city for each tree to be removed. (2) It is unlawful to remove a tree that is less than eight (8) inches in diameter without first obtaining a tree removal permit from the city if: (a) Such tree is required to meet the minimum tree requirement for the lot as described in section 7.703(2); or (b) Such tree was planted as a replacement for a previously removed tree. (3) It is unlawful to intentionally cause serious damage or death to any tree that is eight (8) inches in diameter or greater. Intentionally severing the main trunk or large branches or large roots, girding, poisoning, carving, mutilating, touching with live wires, piercing with nails or spikes, crushing or exposing the roots, or digging or drilling any hole or trench larger than three (3) cubic feet within the critical root zone, unless no other suitable location is possible, may be considered acts intended to cause serious damage or death to the tree. (4) Before beginning demolition or construction, appropriate protection for all trees shall be in place. Appropriate protection shall mean, at a minimum, a fence four (4) feet in height and composed of a material which is strong enough to prevent vehicles, materials, debris, dirt and other demolition or construction refuse from piling up within the critical root zone. Where possible, the fence shall be a minimum of six (6) feet away from the base of the tree at all points to prevent damage to the tree. If the location of a tree is less than six (6) feet from the foundation of the building or the property line, the protective fencing shall be located as far as possible from the base of the tree.

Sec. 7.705. - Removal of Trees.

(1) The city will permit the removal of a tree only if an owner demonstrates to the city that at least one (1) of the following criteria exists: (a) The applicant's lot will, after removal of the tree, satisfy the minimum tree requirement as described in section 7.703(1); (b) The tree is diseased, dying or dead; (c) Construction is planned in the area where the tree stands; (d) The tree creates a hazard that is or is likely to cause damage to property or danger to the public health, safety, or welfare; or (e) Good arbor management practices indicate removal will be beneficial to surrounding trees. (2) If the previous subsection is satisfied, the city will issue a tree removal permit if a lot owner completes the following steps: (a) Executes the city's tree removal permit application, which includes a certification that, upon removal of such tree, either the lot will continue to satisfy the minimum tree requirement as described in section 7.703(1) or the lot owner will comply with section 7.706 below regarding tree replacement. If concurrent tree removal permits are sought, the minimum tree requirement must be satisfied after all trees are removed. (b) Pays the application fee as adopted by city council. The application fee shall be waived by the city if the applicant shows that the tree to be removed is diseased, dying or dead or if, after removal of a tree, the lot has more than the minimum tree requirement in section 7.703(1). (3) The city shall have a reasonable amount of time, but not less than three (3) business days, to review the application. The city may require an owner to provide certification by an arborist that the criteria in subsection (1)(b), (d) or (e) exist. (4) Removal of a tree without a tree removal permit shall not constitute a violation of this article if immediate removal is necessary to protect against a serious and imminent risk to health, safety, or property as a result of an emergency and, because of such emergency, the lot owner could not obtain the tree removal permit, provided that, as soon as reasonably possible after such tree removal, the lot owner submits a tree removal permit application without the fee and demonstrates that such emergency existed. (5) The city may require a lot owner to remove any tree that is

damaged, dead or dying, and that the city deems a danger to person or property. The owner shall have fourteen (14) days after receipt of the notice to remove the tree. (6) Removal of a tree shall be performed by the lot owner or by a reputable tree removal company, and the owner shall ensure that the tree removal work is adequately covered by bond or insurance.

Sec. 7.706. - Replacement of Trees.

(1) If, after loss of or removal of a tree, a lot does not or will not satisfy the minimum tree requirement as described in section 7.703(1) or (2), as applicable, then the lot owner shall, within one hundred twenty (120) days after loss of or removal of such tree, properly plant a replacement tree from the approved tree list. The replacement tree shall be at least three (3) inches in diameter measured at six (6) inches above the grade for each lost or removed tree. A tree intended as a replacement tree shall not be planted in the Harris County Flood Control District or in a utility easement, but nothing in this article is otherwise intended to prohibit the planting of trees in the Harris County Flood Control District or a utility easement. (2) With the approval of the city's arborist, a lot owner may plant additional species that are not on, but are similar in size to those that are on, the approved tree list. If the city's arborist does not approve, the owner may appeal by submitting a written request to city council. Property owners are encouraged (but not required) to plant trees native to the Texas Gulf Coast. (3) In situations of financial hardship, the city will have flexibility in obtaining outside help with re-forestation.

Sec. 7.707. - Tree Survey.

(1) Every permit issued under the building permit process of the city's Code of Ordinances for the demolition of, construction of, or addition to any building, or the installation of a swimming pool shall include a tree survey. Permit applicants must obtain and complete the proper forms, available in the city office, to show compliance with this article. (2) The permit holder will make every effort to maintain the distribution of existing trees. However, if the design, layout, plans, or construction of the proposed building cannot avoid the removal of any tree that is eight (8) inches in diameter (25.12 inches in circumference) or larger, then the permit holder shall be required to replace each removed tree with a tree from the approved tree list. Each replacement tree shall have a minimum caliper of three (3) inches in diameter (9.42 inches in circumference). (3) The tree survey shall be prepared by a person with expertise to prepare such a document, such as an architect, engineer, arborist, or surveyor. (4) The tree survey shall accurately reflect, at a minimum, the following information: (a) The actual location (i.e., trunk location), diameter, and type of each tree on the subject site which is eight (8) inches in diameter (25.12 inches in circumference) or larger; (b) Building or structure outlines, parking areas and other paved surfaces, fences, utilities, and other improvements existing or to be constructed; (c) The location of tree protection fences; (d) A scale, north arrow, name, address, phone number and profession or occupation of the person who prepared it, and the name of the permit applicant; and (e) Identification of the real estate development and a description of the subject site and its location. (f) The location and square footage of utility and flood control easements, and the square footage of the lot excluding utility and flood control easement square footage.

Sec. 7.708. - Final Inspection and Issuance of Certificate of Occupancy.

At final inspection under every building permit that includes a tree survey, the city's inspector shall inspect and confirm compliance with the tree survey and planting of required trees, if any. No certificate of occupancy shall be issued until the minimum tree requirement has been met but, if the certificate of occupancy is to be issued between May and September and the owner has agreed to meet the minimum tree requirement, a provisional certificate of occupancy may be issued until such time as the owner has complied.

At final inspection, the building official shall inspect and confirm compliance with the

tree survey and installation of required trees. No certificate of occupancy shall be issued until the tree requirement has been met.

The Drainage Plan needs to be submitted separately and must include a copy of the Site Plan (including non-permeable/impervious lot coverage calculations), Tree Survey and an Existing Conditions Topographical Survey.

There is a separate plan review fee for Drainage.

\$1,000.00 Fee includes:

 Submittal Review

 Resubmittal Review (one)

 Final “As Built” Review

 Final “As-Built” Resubmittal Review (one) of Final Review

Any additional Reviews \$200 per hour.

A drainage permit is required

6. Grading & Drainage Plan Refer to Ordinance 588, adopted May 16, 2006, Section 2; Ordinance 602, adopted March 12, 2007, Section 2

Area drainage: Each Lot shall be finish graded so as to maintain the drainage of such property without adversely affecting the existing drainage pattern of adjacent property and to prevent damage by overflow of water onto adjacent property caused either by direct diversion of water onto the adjoining land or by failure to adequately accommodate new or changed drainage patterns. Prior to the issuance of a building permit, a registered drainage engineer shall supply a drainage plan certifying compliance with this section when the existing drainage pattern is altered in any fashion. By way of example, but without limitation, the existing drainage pattern may be altered by the addition of a pool, driveway, or accessory building.

6a. An Existing Conditions Topographic Survey shall be prepared and submitted to the City for review and approval, prior to start of demolition and/or construction activities. The topographic survey shall be prepared, signed and sealed by a Registered Professional Land Surveyor (R.P.L.S.) in the State of Texas. In general, the topographic survey shall be tied to an existing benchmark; no assumed elevations will be allowed; and shall indicate property floodplain location status based on the current or latest Flood Insurance Rate Map (FIRM), as published by the Federal Emergency Management Agency (FEMA). The topographic survey shall show, as a minimum, the location and elevations of existing structures, roadways, driveways, sidewalks, swimming pools, curb/gutter, ditches, trees, shrubs, flower beds, storm and sanitary sewers, and the existing natural ground elevations throughout the site. The topographic survey shall include existing natural ground spot elevations at a maximum of 25-ft spacing covering the lot, including along the perimeter of the lot, grid across the lot, and along the perimeter of all structures (building slabs, sidewalks, patios, driveways, decks, etc.). If significant changes occur in the natural ground contour (i.e. depressed areas) and the 25-ft spacing does not adequately depict the lot surface condition, then spot elevations shall be taken at 10-ft spacing or less, in order to provide a clear profile of the site.

6b. A Drainage Plan shall be submitted to the City for review and approval, prior to start of demolition and/or construction activities. The Drainage Plan shall be prepared, signed and sealed

by a Registered/Licensed Professional Engineer (P.E.) in the State of Texas. In general, the Existing Conditions Topographic Survey shall be used in the development of the proposed Drainage Plan.

6c. The Drainage Plan shall also include all aspects of the anticipated development including but not limited to building foundation, patios, decks, swimming pools, driveways, walks, landscaped areas, downspouts, drainage system, etc. The Drainage Plan shall show finished grade elevations of all proposed paving and grading on the site and shall include existing and planned natural ground spot elevations at a maximum of 25-ft spacing covering the lot, including along the perimeter of the lot, grid across the lot, and along the perimeter of all structures (i.e. building, slabs, sidewalks, patios, driveways, decks, etc.) As a minimum, show proposed natural ground elevations throughout the lot to match locations where existing natural ground elevations were previously shot/taken in the Existing Conditions Topographic Survey; and in other areas as necessary to demonstrate proper drainage of the lot.

6d. No elevation changes shall occur around and within 3-ft of the perimeter of the property which could become a physical barrier for the natural flow of water from adjacent properties into the property being developed or redeveloped ***[INCLUDE THIS REQUIREMENT AS A GENERAL NOTE IN THE DRAINAGE PLAN]***.

6e. The drainage of the lot shall be such that no person shall divert or impound the natural flow of surface water falling on the lot, in accordance with the Texas Water Code, without producing evidence of appropriate agreements with the affected property owner.

6f. Drainage of the lot may be obtained by surface or sub-surface means, or a combination of the two, as is appropriate and necessary to ensure that the water falling on the lot upon which construction is planned will drain into the street, ditch, or storm sewer system of the City of Hilshire Village, or any existing drainage easement.

6g. Existing drainage from other properties draining into and through the lot to be developed or re-developed shall be maintained during and after construction activities are completed ***[INCLUDE THIS REQUIREMENT AS A GENERAL NOTE IN THE DRAINAGE PLAN]***. The proposed drainage system shall be designed to handle a City of Houston 2-Year Design Storm of additional flow from these adjacent properties.

6h. For a sub-surface drainage system (i.e. storm sewer pipes), the registered/licensed professional engineer shall design the system to handle a City of Houston 2-Year Design Storm, using 6-inch diameter PVC SDR 35 (minimum slope 0.65%) and/or 8-inch diameter PVC SDR 35 (minimum slope 0.44%) storm sewer pipes. All proposed drainage pipes shall be sloped to achieve a minimum velocity of 2.3 ft/sec.

6i. For a surface drainage system (i.e. swales), the registered/licensed professional engineer shall design the system to handle a City of Houston 2-Year Design Storm. Swales shall have a minimum width of 3-ft, minimum side slope of 3 (horizontal) to 1 (vertical), minimum slope of 0.06%, and a maximum flow velocity of 3.0 ft/s.

6j. Proposed landscaping/planting areas along the property perimeter shall not impede the storm water flow into and through swales or storm sewer inlets. No raised flower beds will be allowed along the perimeter of the property. No landscaping/planting will be permitted in the

drainage swales ***[INCLUDE THIS REQUIREMENT AS A GENERAL NOTE IN THE DRAINAGE PLAN].***

6k. Proposed or existing rain gutter downspouts shall not be tied into existing or proposed underground storm sewer lines that drain directly into the City’s ditches on the front and/or side of the owner’s property, nor shall they be extended to tie directly into the City’s ditches ***[INCLUDE THIS REQUIREMENT AS A GENERAL NOTE IN THE DRAINAGE PLAN, IF DOWNSPOUTS ARE PROPOSED].*** Rain gutter downspouts, however, may be tied into: (a) on-site (below ground) retention features that would allow storm water to percolate into the ground; or (b) on-site (below ground) retention features to re-use storm water runoff for “green” applications such as irrigation.

6l. Outfall flow line elevations and flow line of existing system shall be shown where proposed tie-in occurs (i.e. to ditch and/or storm sewer line), and at every bend, tee, wye, inlet/catch basin, as applicable. Unless an inlet/catch basin is proposed, install clean-outs at locations in the proposed storm sewer system where horizontal alignment changes occur, to facilitate future cleaning and maintenance of the storm sewer system.

6m. Driveway culvert(s) shall be able to convey a City of Houston 2-Year Design Storm for all affected area. The minimum culvert size shall be 18-inches in diameter and shall be reinforced concrete pipe (RCP). The City Engineer will establish the culvert’s flow line elevations. Refer to Code of Ordinance Section 9.111 for additional information.

6n. Any change(s) to the approved Drainage Plan shall be submitted to the City for review and approval. Contractor shall allow a minimum of seven (7) calendar days for review of drainage plan submittals and re-submittals, as applicable. (Plan review fee includes two (2) reviews by City Engineer. Any additional reviews will be at cost to the Contractor/Home Owner)

60. After construction is completed and the grass has been restored/installed, a Final As-Built Drainage Plan Survey, sealed and signed by a Registered Professional Land Surveyor (R.P.L.S.) in the State of Texas, shall be submitted to the Engineer of Record (i.e. Drainage Engineer that prepared the Drainage Plan approved by the City) for review. **This Final As-Built Drainage Plan Survey** shall be tied to the same survey benchmark and include the same information furnished in the approved (“Permit”). As a minimum, show proposed natural ground elevations throughout the lot to match locations where existing natural ground elevations were previously shot/taken in the Existing Conditions Topographic Survey; and in other areas shown in the approved Drainage Plan. If storm sewer lines, inlets/catch basins, and clean-outs are installed, Surveyor shall show storm sewer lines and flow line elevations at inlets/catch basins and clean-outs in the Final As-Built Drainage Plan Survey. The Engineer of Record shall review the As-Built Drainage Plan Survey, inspect and verify the drainage system (i.e. storm sewer lines, inlets/catch basins, clean-outs, and/or swales) were installed in general conformance with the approved Drainage Plan and the City’s current Drainage Ordinance and Requirements. Engineer of Record shall prepare and include non-permeable/impervious lot coverage calculations in front and behind the front building line based on as-built conditions and in conformance with City’s maximum lot coverage ordinance (as detailed in Section 1a. Maximum lot coverage, of this checklist). Engineer of Record shall prepare a letter in company letterhead, signed and sealed by a Registered Professional Engineer (P.E.) in the State of Texas, certifying the Final As-Built Drainage Plan Survey is in general conformance with the approved Drainage Plans and the City’s current Drainage Ordinance and Requirements. Submit Final As-Built Drainage Plan Survey (including non-permeable/impervious lot coverage calculations), and Engineer of Record Certification letter to the City for review, inspection and approval. A Certificate of Occupancy (CO) will not be issued by the Building Official until the Final As-Built Drainage Plan Survey is reviewed and approved by the City Engineer.

An exception or variance may be granted by the City, on a case by case basis, if the drainage in the area could be adversely affected by any of the restrictions or guidelines described above, as determined by the City Engineer upon review of the affected drainage areas.

Signature Acknowledging Receipt of Drainage Requirements and
that a Drainage Permit is Required

Printed Name

Date

Representing (Contracting Company / Homeowner)