

Planning and Development Services  
 Building Inspections Division  
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**Mission Statement**

The Planning & Development Services Department is a one-stop shop that provides professional advice and technical expertise on development related topics. Specifically, the department offers assistance on zoning, platting, land use, tree preservation, building permits, sign permits, inspections, and code enforcement. The department also provides mapping services and maintains the city's comprehensive plan.

**ORDINANCE CHANGES**

The City Council has adopted a number of zoning and subdivision ordinance amendments that may affect builders and contractors doing business in Southlake:

**480-SSS – New Overlay Zone**

Any non-residential development within the City of Southlake now requires *Site Plan* approval by the City Council. Additionally, any non-residential development within 200-feet of the right-of-way must now follow a set of development standards similar to the Corridor Overlay development standards already in place. This will ensure quality development along some of Southlake's smaller roadways and at high visibility locations throughout the City.

**480-UUU – Fencing & Screening**

This ordinance consolidates and clarifies fencing and screening regulations for residential and non-residential properties. Fencing regulations for bufferyards and fencing along arterials and collectors adjacent to residential and non-residential districts were created and fence maintenance requirements were established.

**EROSION & SEDIMENT CONTROL INSPECTIONS  
 NEW ONLINE PROGRAM**

With the adoption of the new Erosion Control Ordinance the City will be directing certain builders and developers to document their inspections online. The City will use a program called PermiTrack<sup>ESC</sup> to facilitate this documentation.

This is required for any construction site that disturbs more than an acre of land or is within a *common plan of development* that disturbs more than an acre of land will have to document their inspections.

**NEW PERMIT SOFTWARE**

The City of Southlake is in the process of configuring new software for the development process. The software will include the Planning, Public Works, Building and Code Enforcement Departments.

Accela Automation will be used to track and manage Public Works and

PermiTrack<sup>ESC</sup> is a web-based program designed for municipalities to track activities for compliance with the storm water regulations. The ESC component allows the City to give you, the construction site owner/operator, access to documentation of your construction site on the program.

For more information, please attend the Erosion and Sediment Control workshop October 2<sup>nd</sup>. See page 1 for details.



Planning and Development Services responsibilities and activities including permit submittals, plan reviews, inspections, and code enforcement. This will allow the process to be more efficient in responding to the needs of the development community.



**480-VVV – Accessory Buildings**

Three of the most significant changes made regarding accessory buildings that may impact builders and contractors in Southlake are:

- ◆ *Specific Use Permit* requirement for accessory buildings on properties zoned for non-residential uses as well as accessory structure regulations for those buildings. In other words, any commercial building or structure must first receive Specific Use Permit approval by the City Council and meet the new accessory building standards. Some of the standards include the use of masonry materials, setbacks and building location, and the consistency in design with the principle building.

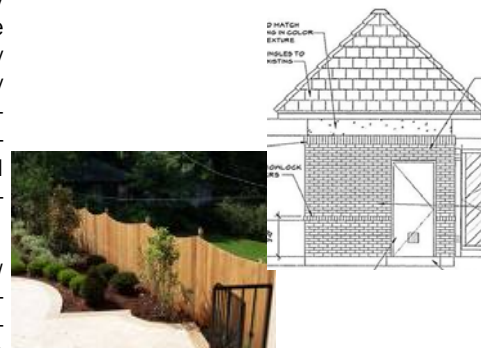
- ◆ International Building Code (IBC) now determines the building separation requirements between buildings or structures whereas a 10-foot separation was previously required for all accessory structures from the principle building.

- ◆ A color-coded landscape plan is now required as part of any site plan submittal.

**483-L – Panhandle Lots**

As of May 6, 2008, any new plat application filed may not consist of any panhandle lots.

Details about any of these ordinances can be obtained online at [www.cityofsouthlake.com](http://www.cityofsouthlake.com). Or through the Planning and Development Services at 817-748-8069.



FENCE AND ACCESSORY BUILDING

**COMING NEXT ISSUE:**

- Basic Sign guidelines
- News from the Fire Marshal

**BUILDING A BETTER  
 SOUTHLAKE**

A CONSTRUCTION & DEVELOPMENT NEWSLETTER

**EROSION AND SEDIMENT CONTROL**

**INSIDE THIS ISSUE:**

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**REVISED ORDI-  
 NANCES 4**

The City will be adopting new regulations regarding erosion and sediment controls for Construction Sites in Ordinance 946, "Erosion and Sediment Controls". The City has several reasons for adopting these regulations. In accordance with state laws, the City has been directed to regulate storm water quality from construction sites as part of the Municipal Separate Storm Sewer Permit by the Texas Commission on Environmental Quality (TCEQ). Also, erosion and loss of sediment increases dramatically during construction. Large amounts of sediment loss during storms lead to the deterioration of the storm water drainage system's effectiveness, possible flooding, and expensive repairs of the system.

The Erosion and Sediment Control Ordinance will require that the Construction Site owner/operator make some changes to their day-to-day operations regarding erosion control. The following section highlights important aspects of the ordinance:

- ◆ All sites disturbing more than one acre of land or which are a part of a Common Plan of Development that disturbs more than one acre of land, will submit erosion and sediment control plans to the City. The City will be enforcing the Construction General Permit issued by TCEQ, which governs sites disturbing more than one acre of land.
- ◆ All sites, regardless of size, are expected to utilize erosion and sediment controls to the maximum extent practicable. The City reserves the right to extend the responsibility of the owner/operator of a site, regardless of size, to provide plans and/or commence regular inspections of the site if the City sees the need to do so.

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- ◆ The owner/operator of all sites disturbing more than one acre of land or are part of a Common Plan of Development that disturbs more than one acre of land will be required to conduct inspections regularly and record the findings on a website provided by the City of Southlake. This website is where routine inspections, required inspections and follow-up inspections, will be recorded. Routine inspections include those required by the Construction General Permit.

- ◆ City of Southlake staff will be inspecting Erosion and Sediment Controls in addition to all other inspections. Inspections will be recorded on the same website assigned to the construction site. Failed inspections and complaints that result in violations can result in fines and other administrative enforcement.

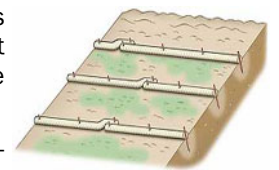
- ◆ Contractors must attend a training program on storm water pollution prevention before commencement of work at the construction site. By May 5<sup>th</sup>, 2009 the City will be requiring contractors to submit documentation that they and their employees have attended a training program. The City will provide training and/or accept an appropriate certificate of training from another source.

For more information, please attend the Erosion and Sediment Control workshop October 2<sup>nd</sup> at the Colleyville Center. For registration information, please call 817-748-8638.

**EROSION & SEDI-  
 MENT CONTROLS  
 WORKSHOP**

**October 2nd  
 8:00 am–12:00 Noon  
 Registration at 7:30  
 Colleyville Center**

**Call for  
 Information:  
 817-748-8638**



EROSION CONTROL

**FOR THE LATEST CITY  
 INFORMATION, PLEASE  
 VISIT:**

[www.cityofsouthlake.com](http://www.cityofsouthlake.com) AND CLICK ON  
 "LATEST NEWS".

## CODE RED

A REGULAR COLUMN ADDRESSING IMPORTANT CODE ISSUES

### CODE CHANGE REMINDER

The recent adoptions of the 2006 International Codes and the 2008 National Electric Code are now cycling through and many projects have reached the framing stage and beyond. We have experienced some situations where the job failed inspection because the construction was done in accordance with the old codes. The breakdown usually occurs due to:

- ◆ The builder did not recognize what codes are in effect ;

- ◆ The designer did not verify what codes to design under;

- ◆ The MEP contractor was not informed of the code change (s).

A tremendous amount of time and money can be saved by ensuring that the design and construction methods used are according the current codes. Planning in advance can eliminate future problems for your project.



## INSPECTOR'S NOTEBOOK

A REGULAR COLUMN ADDRESSING COMPLIANCE ISSUES

### MANTAINING YOUR PERMIT PACKET

When scheduling an inspection, it is imperative that the approved plans are on site for the inspector when he/she arrives. The plans must be enclosed in the protective plastic bag that is provided at permit issuance and it must be located in an area that is obvious and visible to the inspector. The purpose of the permit packet is it:

- ◆ Keeps the permits and plans clean and dry;
- ◆ Provides a repository for construction documents;

- ◆ Serves as the official location for placement of inspection tags whether they be green, yellow, or red.

Since last year, Building Inspections has been moving towards our goal that all construction plans utilize the packet system. Please verify that the city stamped plans are in the protective plastic bag when requesting your inspection.

## LANDSCAPING BASICS

The landscape ordinance of the City of Southlake encourages the protection of healthy trees and vegetation and promotes the natural ecological environmental and aesthetic qualities of the City.

What this means in real terms is that the city is interested in protecting the environment along with enhancing the beauty of the city. In order to do that, we, as a development community need to pay close attention to the details of landscaping.

One of the most important parts of any structure is the foundation. The same is true for landscaping. Flower beds, shrub beds, and tree wells must all be prepared correctly. Flower beds and shrub beds must be free from weeds, rocks, trash, and building materials. A good mixture of mulch and soil as well as proper irrigation will begin to enhance your flower and shrub beds. Tree wells must also be properly prepared, free from rocks and debris.

The next important item in landscaping is Nursery Stock. The quality of nursery stock is one of the big determining issues for approval of the landscape inspection and the issuance of a certificate of occupancy.

When planting trees, inspectors will look at the depth of the trees once they are planted. A tree planted too deep will result in poor growth and sometimes the tree will not make it through the first growing season.

Landscaping is an important part of the building process. For information please refer to the planting guidelines in the City of Southlake Tree Preservation Ordinance & Technical Manual or call 817-748-8229.



LOCAL LANDSCAPE

## ELECTRICAL CODE

With the adoption of the new codes in April of this year, the city also adopted the 2006 International Code Council Electrical Code, Administrative Provisions which adopts the 2008 National Electrical Code. For any questions regarding any code items, please call our office at 817-748-8236.



NATIONAL ELECTRICAL CODE

## INSPECTIONS REQUIRED IN RURAL AREAS

On September 1, 2008, a new home inspection program implemented by the Texas Residential Construction Commission (TRCC) will require code inspections on all residential structures built in Texas. The law requires inspections on home construction and remodeling projects in unincorporated areas or in municipalities that do not conduct building inspections. It also requires the builder or remodeler to secure inspections at three stages of construction prior to occupancy.

- ◆ Foundation- Inspection required prior to placement of concrete.
- ◆ Top-Out - A framing and mechanical systems inspection before placement of insulation and drywall, also know as a pre-cover inspection.
- ◆ Final- Inspection performed when

construction is considered substantially completed and prior to occupancy.

It is the responsibility of the builder or remodeler to engage qualified inspectors to conduct these inspections. The county inspection program provides an online system for qualified inspectors to register with the TRCC.

The following are the requirements to an inspector registered with the TRCC:

- ◆ A professional engineer licensed by the Texas Board of Professional Engineers.
- ◆ An architect registered with the Texas Board of Architectural Examiners.
- ◆ A professional inspector licensed

by the Texas Real Estate Commission.

- ◆ A third party inspector registered with the Texas Residential Construction Commission.

Texas law currently requires all electrical, plumbing and mechanical systems be installed by qualified licensed contractors. The new county inspection program will assist in verifying that other pertinent items are built or installed correctly which will result in better built homes throughout the State of Texas.

For more information see <http://www.trcc.state.tx.us/default.asp>



## NEW IRRIGATION LAW

The 80th Legislature, 2007, Regular Session, passed HB 4, HB 1656 and SB 3 requiring the Texas Commission on Environmental Quality (TCEQ) to conduct rulemaking on water conservation, irrigation system design and operation, and updating the duties and responsibilities of irrigators. This House Bill placed new responsibilities on larger municipalities and requires water districts to be responsible for local inspection and enforcement associated with irrigation systems.

On June 4, 2008, the TCEQ adopted new Landscape Irrigation Rules that become effective January 1, 2009. Municipalities with a population of 20,000 or more are responsible for the enforcement of these rules.

H.B. 1656 requires contractors connecting an irrigation system to any water supply to hold a valid license and obtain a permit before installing the system. To obtain a permit, the licensed contractor must submit specific design and installation

documents that meet these new rules. A copy of this plan is also required to be on site during the installation and inspection. The plan must indicate the location of each controller, sensor, water source, design pressure, backflow device, type spray heads and lateral piping. These rules were established to assure new irrigation systems make the most efficient use of water.

The rules also specify requirements for individuals to obtain and maintain an irrigation technician license. Individuals applying for an irrigation technician license are required to complete a basic irrigator training course and pass an exam approved by TCEQ.

On January 1, 2009, licensed Southlake plumbing inspectors will enforce the new landscape irrigation rules. Licensed inspectors will be responsible for verifying that irrigation permits have been obtained, that the installer is licensed and the

system is installed correctly per the approved plan.

The State Legislature and TCEQ are concerned about Water Conservation in Texas. The new Landscape Irrigation Rules will assist the population in caring for Texas and the environment.



WATER RUNOFF

## I<sup>2</sup>ACT

- Innovation
- Integrity
- Accountability
- Commitment to Excellence
- Teamwork