

PLANNING & ZONING COMMISSION MEETING

Wednesday, June 25, 2025 at 5:30 PM

Glen Rose City Hall, Council
Chambers, 201 NE Vernon, Glen
Rose, TX 76043



AGENDA

City Hall will be open to the public.

CALL TO ORDER

Pledge of Allegiance, Roll Call

CONSENT AGENDA

1. Consider approval of minutes from April 23, 2025 P&Z Commission Meeting
2. Consider approval of minutes from May 28, 2025 P&Z Commission Meeting

PUBLIC HEARING

3. Public hearing regarding a request for a Specific Use Permit for *Short Term Rental at the property located at 706 A and B SW Barnard St, Acres: 0.762, Tract: H8-9 & 10, Abst: A47, A47 JAMES H HALEY, TRACT H8-9 & 10, ACRES 0.762 to operate in an R-1 (Single Family District)*

INDIVIDUAL ITEMS FOR CONSIDERATION

4. Discussion, consideration and possible action regarding a request for a Specific Use Permit for *Short Term Rental at the property located at 706 A and B SW Barnard St, Acres: 0.762, Tract: H8-9 & 10, Abst: A47, A47 JAMES H HALEY, TRACT H8-9 & 10, ACRES 0.762 to operate in an R-1 (Single Family District)*

WORKSHOP

5. Residential and Commercial Building Guides and Inspection Checklists

ADJOURNMENT

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in the is meeting should contact the City Secretary's office at (254) 897-2272 x 201 at least 48 hours prior to the meeting to request such assistance.

CERTIFICATION

I, the undersigned authority, do hereby certify that this NOTICE OF MEETING was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance of the City of Glen Rose City Hall, a place convenient and readily accessible to the general public, as well as to the City's website at

www.glenrosetexas.org and said notice was posted on the following date and time: **Friday, June 20, 2025, on or before 5:00 PM** and remained posted for at least two hours after said meeting was convened.

Veronica Welch, City Secretary

Certification of NOTICE OF MEETING was removed on: _____ at _____ am/pm
by _____ . _____



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	6/25/2025		
AGENDA SUBJECT:	Consider approval of minutes from April 23, 2025 P&Z Commission Meeting		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	6/17/25
EXHIBITS:			
BUDGETARY IMPACT:		Required Expenditure:	\$00.00
		Amount Budgeted:	\$00.00
		Appropriation Required:	\$00.00
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION: Move to approve or deny as presented.			

Meeting Minutes
Planning & Zoning Commission – City of Glen Rose, Texas
April 23, 2025

- 1) Call to Order
 - a) The meeting was called to order to 5:30 pm by Chairperson, Pam Streeter
 - b) Pledge of Allegiance
 - c) Roll Call: Present: Greg Clanton, Rex Miller, James Gosdin, and Pam Streeter were in attendance. Additionally, Staff members Jodi Holthe, Stephen Boyd were present. A quorum was present.
- 2) Consent Agenda
 - a) Consider and Approve the minutes from Feb 26, 2025 Commission Meeting
 - i) Motion to approve as is was made and seconded, passed 4/0
 - b) Consider and approve the minutes from March 26, 2025 Commission Meeting
 - i) Motion to approve as is was made and seconded, passed 4/0

3) Public Hearing was Opened at 5:33pm

PUBLIC HEARING

1. Discussion, Consideration and Possible action on a request for a Specific Use Permit for Short Term rental located at 704 NE Barnard
 - a. Discussion was held that this previously was a short term rental and that it is no discussion.
2. Public hearing regarding a request for a Specific Use Permit in order to operate an Herb Shop to sell dried herbs, lotions, salves etc at the property located at 200 Live Oak St.
 - a. This item was removed from the agenda due to a mistake made that the zoning would not allow the SUP. More research would be conducted to provide better information to the property owner on how to move forward.

INDIVIDUAL ITEMS FOR CONSIDERATION

1. Public hearing regarding a request for a Specific Use Permit for Short Term rental located at 704 NE Barnard
 - a. Discussion was held that this previously was a short term rental and that it is located in the area we want for tourism so it made sense to recommend this SUP for the Short Term Rental.
 - i. Motion was made and passed 4/0
 2. Public hearing regarding a request for a Specific Use Permit in order to operate an Herb Shop to sell dried herbs, lotions, salves etc at the property located at 200 Live Oak St.
 - a. This item was removed from the agenda due to a mistake made that the zoning would not allow the SUP. More research would be conducted to provide better information to the property owner on how to move forward.
- 4) Having no further business before the commission the meeting was adjourned at 6:15pm

Chairperson

Jodi Holthe,
Building & Planning Department



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	6/25/2025		
AGENDA SUBJECT:	Consider approval of minutes from May 28, 2025 P&Z Commission Meeting		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	6/17/25
EXHIBITS:			
BUDGETARY IMPACT:		Required Expenditure:	\$00.00
		Amount Budgeted:	\$00.00
		Appropriation Required:	\$00.00
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION: Move to approve or deny as presented.			

Meeting Minutes
Planning & Zoning Commission – City of Glen Rose, Texas
May 28, 2025

- 1) Call to Order
 - a) The meeting was called to order to 5:30 pm by Chairperson, Pam Streeter
 - b) Pledge of Allegiance
 - c) Roll Call: Present: Greg Clanton, Meagan Schulte, James Gosdin, and Pam Streeter were in attendance. Additionally, Staff members Jodi Holthe, Stephen Boyd Alison Couch were present. A quorum was present.
- 2) Public Hearing was Opened at 5:33pm

PUBLIC HEARING

1. Discussion, Consideration and Possible action on a request for a Specific Use Permit for Short Term rental located at 307 Walker
 - a. No public comments

INDIVIDUAL ITEMS FOR CONSIDERATION

1. Discussion, Consideration and Possible action on a request for a Specific Use Permit for Short Term rental located at 307 Walker
 - a. Discussion was on whether the building in question was properly permitted and whether a short term rental on a second dwelling in an R1 should be allowed. The discussion ended with an agreement while the building was permitted, it didn't meet the ordinance of the dwelling rules in an R1, but the property owners should have been told this prior to permits being approved.
 - b. A motion was made to recommend the SUP and passed 3/1

WORKSHOP

1. Discussion was held on how to work through the ordinance for dumpster enclosures that would further meet the needs of businesses around town but address visibility issues.
 - a. It was decided more research was needed and this would be addressed in a later meeting.
2. Overlay District was discussed on steps to make it a reality and we would address in the July meeting.

Chairperson

Jodi Holthe,
Building & Planning Department



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	6/25/2025		
AGENDA SUBJECT:	Public hearing regarding a request for a Specific Use Permit for <i>Short Term Rental</i> at the property located at 706 A and B SW Barnard St, Acres: 0.762, Tract: H8-9 & 10, Abst: A47, A47 JAMES H HALEY, TRACT H8-9 & 10, ACRES 0.762 to operate in an R-1 (Single Family District)		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	5/6/25
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	6/25/2025		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding a request for a Specific Use Permit for <i>Short Term Rental at the property located at 706 A and B SW Barnard St, Acres: 0.762, Tract: H8-9 & 10, Abst: A47, A47 JAMES H HALEY, TRACT H8-9 & 10, ACRES 0.762 to operate in an R-1 (Single Family District)</i>		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	5/6/25
EXHIBITS:	1. Request for Specific Use Permit Application 2. Property Notification Letter 3. Property Return Letter 4. 200' Surrounding Property map		
BUDGETARY IMPACT:		Required Expenditure:	\$00.00
		Amount Budgeted:	\$00.00
		Appropriation Required:	\$00.00
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: 05/06/2025 – Request for Specific Use Permit Application was received 06/07/2025 - Notice of Public Hearing was posted in the local newspaper 06/13/2025 - 8 Property owner letters were sent representing 9 properties. 03 Letters have been confirmed as received 05 Letters unconfirmed as received 00 Letters were returned 00 Favorable response has been returned 00 Opposition response has been returned			
RECOMMENDED ACTION: Move to approve or deny as presented.			



Building, Planning and Code Enforcement Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

Item 4.

NOTIFICATION

June 13, 2025

REVISED

NOTICE OF PUBLIC HEARING

Public hearings will be held at 5:30 p.m. at City Hall (201 NE Vernon Street, Glen Rose, Texas) on June 25, 2025 before the Planning and Zoning Commission and on July 8, 2025 before the City Council on a request by applicants, Heather Bienko and Troy Lane, to request a Specific Use Permit for Short Term Rental at the property located at 706 A and B SW Barnard St, Acres: 0.762, Tract: H8-9 & 10, Abst: A47, A47 JAMES H HALEY, TRACT H8-9 & 10, ACRES 0.762 to operate in an R-1 (Single Family District).

Dear Property Owner:

You are receiving this notice because our records indicate you own property within 200' of the property referenced above that is the subject of these hearings. Included with this letter is a Property Owner Response Form, the application for a Specific Use Permit for Short Term Rental which is under consideration, and a map showing all the properties within 200' of the referenced property. If you would like to register your opinion in favor or in opposition to granting the Specific Use Permit, please complete the form and either mail or email it to us, or deposit it in one of the drop boxes at City Hall.

If the owners of 20% or more of the land within 200' of the referenced property provide written notice of their objection to the issuance of the Specific Use Permit Request, instead of a simple majority it will require a vote of $\frac{3}{4}$ of the City Council members present to approve the request.

You are welcome to attend and participate in either or both of the Public Hearings.

Should you have any questions, please contact us at (254) 897-2272 ext. 109.

Sincerely,

Building, Planning, and Code Compliance Department

NOTICE OF PUBLIC HEARING



City of Glen Rose, Texas

Building, Planning, Code Enforcement Department

P.O. Box 1949, Glen Rose, TX 76043

Ph: (254) 897-2272

Fax: (254) 897-7989

Email: jodi.holthe@glenrosetexas.org

PROPERTY OWNER RESPONSE FORM

Re: Request for a Specific Use Permit for Short Term Rental at the property located at 706 A and B SW Barnard St, Acres: 0.762, Tract: H8-9 & 10, Abst: A47, A47 JAMES H HALEY, TRACT H8-9 & 10, ACRES 0.762 to operate to operate in an R-1 (Single Family District).

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: _____ DATE: _____

ADDRESS: _____

I AM () IN FAVOR () IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Building Official, Planning and Zoning (P&Z)

City of Glen Rose – Building / Planning / Code Compliance Office
201 NE Vernon Street Tel: (254) 897-2272 Fax: (254) 897-7989
Email: code.enforcement@glenrosetexas.org

Staff use only

Item 4.

Case #

Date Received: 5/21/25

Fee: \$150.00 Paid on: 5/16/25

Specific Use Permit Application for Short Term Rental

NOTE: As part of the approval process, this application will be shared with property owners within 200' of your property and members of the Planning & Zoning Commission and City Council. If 20% of the owners of property within 200' of your property object to the issuance of this permit, 3/4 of the City Council must vote to approve it.

Address of property: 706 A and B Southwest Barnard Street

Applicant's Name: Heather Bienko and Troy Lane Date: 4/22/2025

Property Owner Information

Full Name: Barnard Street Corporation

Address:

Telephone No: Email:

Applicant/Owner's Representative (if not the owner)

Full Name:

Address:

Telephone No: Email:

Present zoning at site: Residential

Form of Ownership of the property: ☐ Individual ☐ Partnership ☒ Corporation

Will breakfast or any other meal be served? ☐ Yes ☒ No

What will be rented? ☒ Whole residence and carriage house

How is the property being marketed? ☒ Airbnb ☒ VRBO ☐ Other

What is the vetting process for guests? Guest will be vetted by Airbnb/VRBO who now allow owners to rate guests and verify their credibility. They also require guests to register and have a valid government ID. We will use all this information as a basis for renting the house.

List any house rules addressing noise, parties, quiet time hours, etc....:

No more than 6 guest will be allowed on the property as well as no parties and a quiet time designated as 10 am to 10 pm.

1 of 3

How many on-site parking spaces are available? 3

How do you plan to operate your short-term rental? *(In the past, neighbors of other properties have expressed concern about potential dangers posed by strangers, noise nuisances, and an increase in traffic. You may want to address these and other concerns.)*

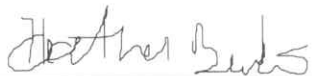
We believe the guests at short term rentals to be better neighbors than many of the tenants we have had in the past. Airbnb and VRBO now have strict rules which require all guest register in their system and produce a valid government ID. Other Airbnb owners can rate guests so we can ensure that we don't allow guests who have been problematic in the past at other rentals. We will also have a camera on the outside of the residents monitoring the number of guests and cars at the house. This will also allow us to address any concerns the neighbors might have regarding loud noise or partying. The house will also be immaculately maintained, we will be relying on the condition of the home to attract renters. Currently it is very difficult to get renters to maintain the home and the yard. We have rented these homes for the past 30 years and rarely have we had tenants you would want to be your neighbor. We believe the houses will function as a much better neighbor if rented on a short-term basis.

Renting the houses short-term also allows us to inspect them on a regular basis, ensuring the homes and their architectural features are properly maintained.

Please feel free to attach any supplemental or supporting documentation to this application.

I/We am/are the owner(s) of the property. I/We do hereby certify that all the information provided is true and correct.

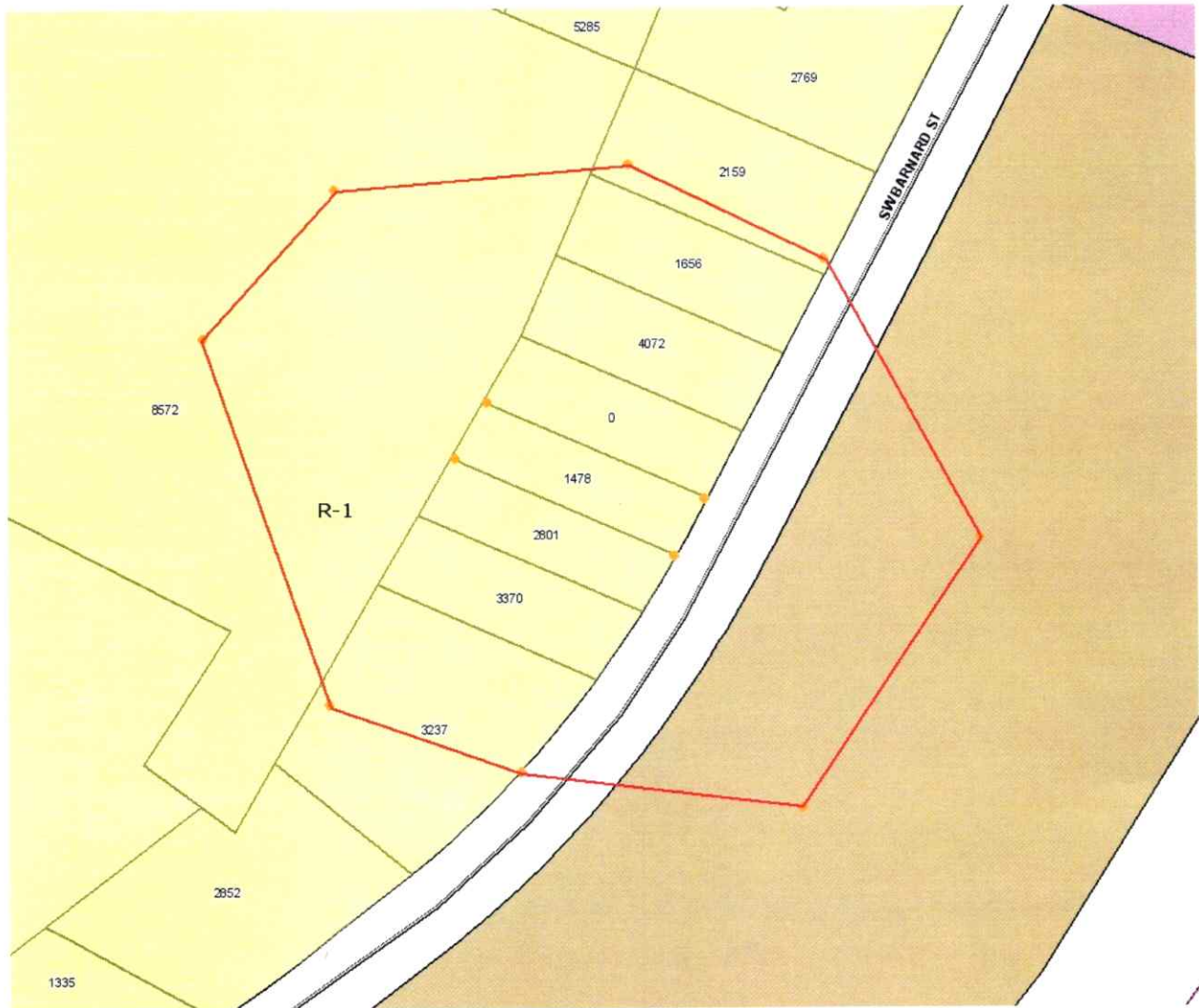
Owner(s) Signature(s):



Date: 5/1/2025



706 A and B SW Barnard - SUP



City of Glen Rose

Glen Rose Building Guide



Glen Rose: A welcoming and unique family-oriented community committed to preserving our natural beauty and historic small-town charm.

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Welcome

The following information has been arranged as a guideline for the construction process for builders and contractors working within the city limits of the City of Glen Rose. Some items are clearly defined within the current City of Glen Rose Ordinances, while others are standard procedures set forth by the Code Department of the City of Glen Rose. Depending on the situation, additional information may be required that is not in this packet. Before any building permits can be issued, the property must be zoned for its proper use and the lot must be platted. If you are in a floodplain other restriction will apply.

This material is to be used as a guideline only and may not include all circumstances or building practices that occur in the field.

In order to provide for quality, cost effective construction, please familiarize yourself with these guidelines.

We recommend that you have a pre-construction meeting to go over and answer any questions you may have.

We understand your time is valuable and starting construction as soon as possible is everyone's goal. We will try our best to meet your time frames. However, we greatly appreciate giving us up to 10 days from submittal to properly review your construction plans. Please keep in mind that in order to fast-track your permit, all requirements contained within this packet should be met to expedite the issuance of the permit.

It is our goal to provide a seamless and efficient permit and inspection process throughout the entire construction process. We look forward to working with you and are here to assist you with any questions you may have.

Sincerely,

Building & Code Department
PO. Box 1949
Glen Rose, TX 76043
254-897-2272 ext. 104
buildingofficial@glenrosetexas.org

page 1

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Contacts

Building Official254-897-2272 ext. 104

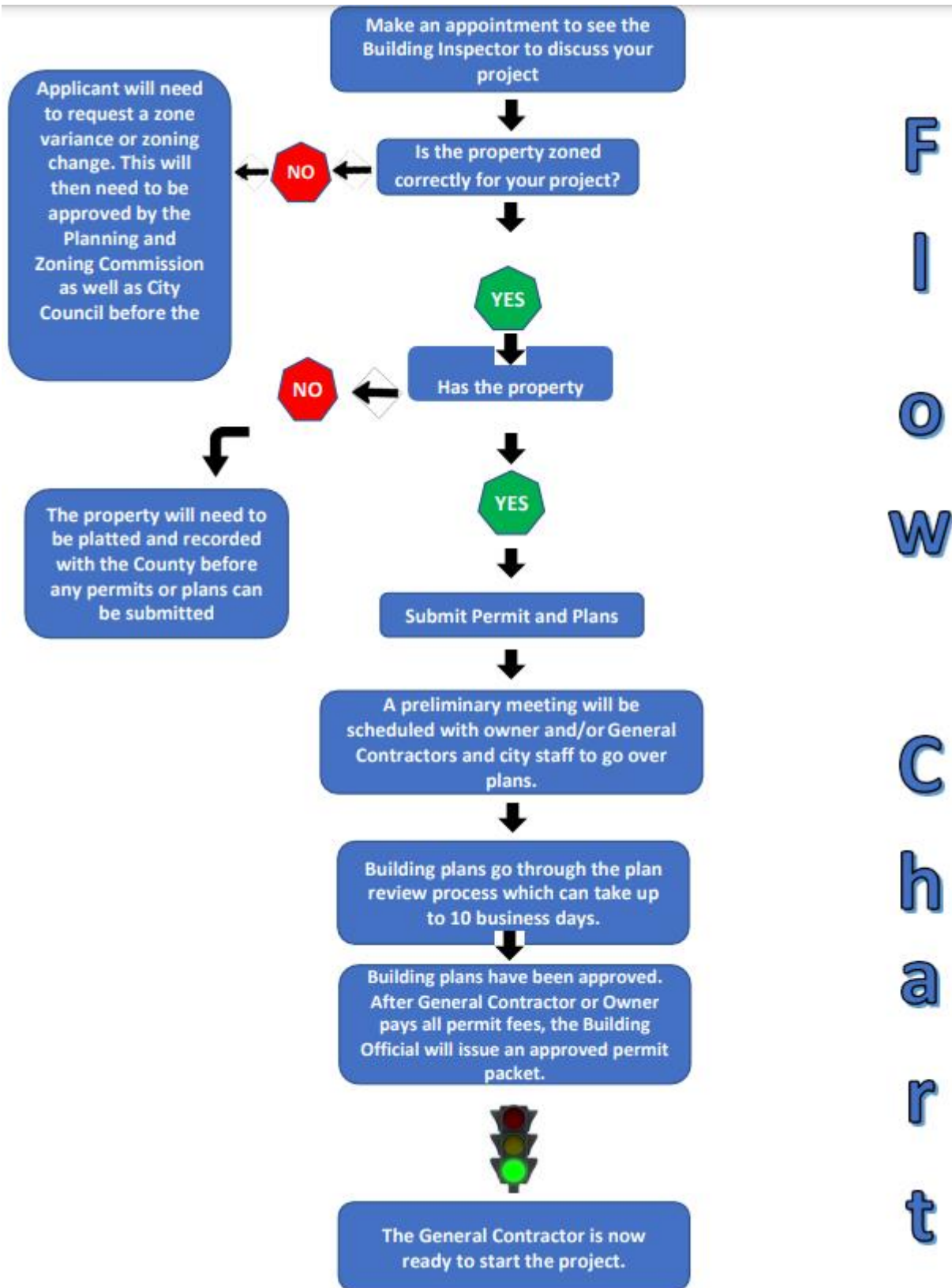
Inspection Request Lineë ë ë ë ë ë ë ë ë ë ë ë ë ë ë ë ë ë 254-897-2272 ext. 109

Codes Adopted

The City of Glen Rose has adopted building codes with local amendments and appendixes to assure that buildings constructed in the City are safe for use by our citizens. The adopted codes are the minimum regulations necessary to ensure that buildings are to an acceptable level of safety and durability.

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Glen Rose, Texas, has adopted the following codes regulating building construction.

2018 International Building Code	2018 International Plumbing Code
2018 International Energy Conservation Code	2018 International Fire Code
2018 International Mechanical Code	2018 International Fuel and Gas Code
2018 International Property Maintenance Code	2017 National Electrical Code
With Local City specific amendments	





City of Glen Rose Residential Building Permit Application

Permit Number: _____ Date: _____ Valuation of Project: _____

Project Address: _____

Project Description:

_____ New Single Family Residence Area Square feet:

_____ Living _____ Garage _____ Porch _____ Total

_____ Commercial New Building Area Square feet: _____

Owner Information

Owner Name: _____ Address: _____

Contact Person: _____ Address: _____

Telephone: _____ E-Mail Address: _____

Contractor Information

General Contractor: _____ Phone: _____

Electrical Contractor: _____ Phone: _____

Plumbing Contractor: _____ Phone: _____

Mechanical Contractor: _____ Phone: _____

Attached Site Plan: _____ 3 Sets of COMPLETED paper plans and 1 digital set: _____

Attached Certified Copy of most recent Plat: _____

Is the project in the 100-year flood plain? Yes _____ No _____ If yes, then a Certificate of Elevation from a licensed surveyor must be attached.

COMMERCIAL PROPERTIES ONLY:

Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAKPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP)?

YES _____ NO _____ Date of Survey: _____ TDH Inspector

License No.: _____

If the answer is NO, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Glen Rose Permit fee: _____

Applicant Signature _____

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preserving our natural beauty and historic small-town charm.*



Residential Plan Submittal Checklist

All residential dwelling units shall be designed to comply with the 2018 International Residential Code and the 2017 National Electric Code. Before submitting your plans for review please ensure that you have included the required documentation stated below.

DOCUMENTS REQUIRED FOR PLAN SUBMITTAL

We prefer digital submittal but if you must submit paper, the minimum submittal size is 24" X 36"

☐ **Completed Application**

Job Address
Structure Information
Subcontractor Information

Project Valuation
Owner Information
Signature and Date

Class of Work
General Contractor Information

☐ **Site Plan (x1) ***

Show all easements associated with the lot
Location of proposed structure, driveways and sidewalks
Proposed set back dimensions from all property lines.

☐ **Wind Bracing Plan (x1) ***

Plans shall be to scale
Plans shall show labeled Wind Brace Lines
Wind Brace Lines shall indicate which method of
Brace Wall Panels to be used
Provide the separation distance between each
Wind Brace Line

☐ **Building Floor Plan (x1) ***

All rooms must be labeled for their intended use
Provide a table for the square footages of the structure
1st Floor Living
2nd Floor Living
Garage Square Footage
Total square footage for all porches and patios

☐ **Building Elevations (x1) ***

Provide plate heights
Provide roof ridge heights
Provide masonry calculations (Shall Comply with
154.42)

☐ **Proposed Final Grading Plan (x1)**

*

May be shown on Site Plan indicating the direction of the drainage

☐ **Stamped Engineered Foundation Plan (x1)**

☐ **Energy Compliance Forms (x1)**

Must be IC3, Energy Gauge or Rem Rate

***The foundation, floor plan, wind bracing, and site plan shall all be oriented the same direction**

Office Use Only

Submittal Accepted by _____

_____ Date

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How to Apply

- Applications for all permits may be obtained in person at Glen Rose City Hall located at 201 Vernon St, Glen Rose, TX 76043.
- Applications and construction plans may be emailed to buildingofficial@glenrosetexas.org for approval.
- Fees will be calculated per City of Glen Rose Ordinance.
- Payments may be made in person or you can call 254-897-2272 ext. 109 to speak with city staff to take payment by phone. The Building & Code Department will contact you when the plan review has been approved and notify you of the amount of the permit fee, including any water & sewer fees.

Permit Fees

1. **Residential single and two – family dwelling new construction and remodel permit and plan review fee: \$0.65/square foot with a \$108.00 minimum for remodels and additions and a \$541.00 minimum for new construction.**
2. **Commercial Permit Cost (New, Remodel, Accessory) Commercial plan review: 25% of the cost of the building permit fee.**

Dollar Valuation (Labor and Materials)	Commercial Permit Cost
Value \$1.00 to \$500.00, flat fee	\$26.00
Value \$501.00 to \$2,000.00 minimum	\$26.00 + \$3.00 for each \$100.00, or fraction thereof above \$500.00
Value \$2,001.00 to \$25,000.00 minimum	\$76.00 + \$15.00 for each \$1,000.00, or fraction thereof above \$2,000.00
Value \$25,001.00 to \$50,000.00 minimum	\$430.00 + \$11.00 for each \$1,000.00, or fraction thereof above \$25,000.00
Value \$50,001.00 to \$100,000.00 minimum	\$710.00 + \$8.00 for each \$1,000.00, or fraction thereof above \$50,000.00
Value \$100,001.00 to \$500,000.00 minimum	\$1,100.00 + \$6.00 for each \$1,000.00, or fraction thereof above \$100,000.00
Value \$500,001.00 to \$1,000,000.00 minimum	\$3,700.00 + \$5.00 for each \$1,000.00, or fraction thereof above \$500,000.00
Value \$1,000,001.00 and up minimum	\$6,300.00 + \$4.00 for each \$1,000.00, or fraction thereof above \$1,000,000.00

- **Commercial Plan Review Fee: 25% of the cost of the permit**

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Water and Sewer Tap Fees

Charge for:	Fee
Meter size: Water tap*	
3/4 inch	\$750.00 + \$200.00 tie-in
3/4 inch long**	\$1,200.00 + \$200.00 tie-in
1 inch	\$950.00 + \$200.00 tie-in
1 inch long**	\$1,400.00 + \$200.00 tie-in
2 inch	\$1,500.00 + \$200.00 tie-in
2 inch long**	\$2,000.00 + \$200.00 tie-in
4 inch	Cost + 10%
6 inch	Cost + 10%
Pavement cut and patch for tap (water and sewer)	Add \$400.00 to the base tap fee
If rock is encountered (water and sewer taps)	Cost + 10%
Manifold and bullhead	\$265.00
Sewer tap fee	
4 inch*	\$500.00 + \$200.00 tie-in
4 inch long** 6 inch*	\$1,000.00 + \$200.00 tie-in By contractor under city supervision + \$200.00 tie-in; or By city at cost + 10% + \$200.00 tie-in
Construction water and misc. water	\$8.00 per 1,000
Industrial sewer	
0ñ1,000	\$27.00
Administrative fees:	
Late charge	10% or \$10.00 (whichever is greater)
Deposits:	
Residential	\$150.00
Small comm	\$200.00
Restaurant	\$700.00
Large comm	\$1,000.00
Reconnect fee (after nonpayment)	\$100.00
Transfer fee	\$35.00
Returned check	\$35.00
Service call	\$35.00

* Bore may be required under city streets at discretion of the public works director depending on traffic count, speed limit on road, and age of finished surface. If a bore is required, the tap will be made on a cost + 10% basis.

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Plans Submittal

1. Residential Building Permit Application:

The following must be provided;

- ÇThe address and legal description of the property.
- ÇThe name, address and contact number of the property owner. (a deed may be required if not matching tax roll)
- ÇThe name and phone number of the person doing the work, if other than the homeowner.
- ÇSquare footage (total or of addition for remodels)
- ÇValuation or construction cost.
- ÇDescription of construction.

2. We prefer digital copies of Structure Plans emailed or turned in on a flash drive, but if you choose to turn in paper copies, it must be sized 24" x 36".

These Plans Must Include:

- A. Site plan (also called plot plan) which shows:
 - ÇSize & location of proposed structure(s)
 - ÇLocation of any existing structures or pools
 - ÇLocation of all utility easements
 - ÇLocation of driveways & sidewalks
 - ÇLocation of all sewer cleanouts at the structure and location of one required at the property line.
- B. If any part of the structure is located within the floodplain, the contractor must speak with the Floodplain Administrator. An elevation certificate will be required for all structures constructed in the FEMA designated Floodplain.
 - ÇShow finished floor on the Plot Plan.
- C. Structure Plans
 - ÇAll framing of brace wall panels
 - ÇFloor plans with elevations
 - ÇWindow & door sizes
 - ÇCeiling height within all rooms
 - ÇFoundation plans stamped by an Engineer for either rebar or post tension slab.
- D. Electrical Plans Must Show:
 - ÇLocation of all electrical outlets, switches & fixtures
 - ÇLocation of electrical panel boxes
 - ÇLocation of electrical wired smoked detectors

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- E. Plumbing Plans Must Show:
 - ÇLocation of all water heaters
 - ÇLocation of all plumbing fixtures including water closets, tubs, showers, and sinks
- F. Mechanical Plans Must Include:
 - ÇA Manual 6D6, Manual 6J6 and Manual 6S6 form from HVAC contractor showing the heat loss, heat gain calculation, A/C tonnage, and SEER rating.
- G. Energy Report:
 - ÇMust provide copy of RES check or IC3 Energy compliance report. (www.energycodes.gov) or (http://ic3.tamu.edu)
 - ÇMust provide efficiency rating for water heater
 - ÇSolar heat gain and U-factor for windows & doors
- H. Wall Bracing
 - ÇWall bracing plans demonstrating compliance with IRC section 602.10 and following sections. This may include standard braced wall panels, alternate braced wall panels, continuous structural panel sheathing or an engineering product or system. It will also require a 6Wind Bracing Required and Provided Calculations / Table.6

3. **Inspections Required**

All inspections must be called in before 4:00 pm for next day inspection. Information required:

- ÇYour name
- ÇPermit number
- ÇProperty location address
- ÇContractor's name and phone number
- ÇType of inspection

4. **Inspection Sequence**

1. Setback inspection: form boards for foundation. This can be obtained by either locating the property line pins or getting a surveyor to survey the property.
2. First rough plumbing.
3. Foundation (before pouring concrete).
4. Framing, 2nd plumbing, rough mechanical, rough electrical.
5. Brick ties inspection.
6. Insulation inspection (prior to sheet rocking).
7. Sheetrock inspection.
8. Driveways / Approach/ Curb & Gutter/ Sidewalks
9. Completion of House Inspection:
 - o Final on all Building construction

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- o Final plumbing
- o Final mechanical
- o Final electrical (testing of outlets, fixtures, switches, smoke alarms)
- o Address numbers on front of house
- o Verification of grading of lot, swells, and sodding

Common Reasons Inspections Fail

Layout

- ÇForm survey not uploaded on MPN
- ÇTrash receptacle not provided
- ÇSafety fence not provided
- ÇErosion control not in place
- ÇPortable toilet not provided

Temporary Electric Loop

- ÇNot supported / secure properly
- ÇGround termination not to code
- ÇProvide 220 A receptacle
- ÇReceptacle(s) not GFCI protected
- ÇDamaged / needs repair
- ÇMissing / not complete
- ÇNot ready

Plumbing Rough

- ÇBuried/covered, unable to inspect
- ÇProvide 5' head of water or 5 psi air test
- ÇWater test on DWV not holding
- ÇBuilding drain not sleeved through exterior beam(s)
- ÇMaintain ¼ inch per foot on Branch Lines
- ÇProvide proper bed/fill material
- ÇClear debris from trench
- ÇDamaged / needs repair
- ÇMissing / not complete
- ÇNot ready

Water/Sewer Yard lines

- ÇSeparate water and sewer
- ÇBurial depth not to code
- ÇMaintain 1/8 inch per foot
- ÇProvide 5' head on DWV
- ÇClean trench
- ÇProvide proper bed/fill material
- ÇPipe not supported properly
- ÇBackflow not installed
- ÇDamaged/needs repair
- ÇMissing/not complete
- ÇNot ready

Pre- Pour

- ÇAir/water test not holding
- ÇCrimper/cut, needs repair
- ÇUnapproved joints in slab
- ÇCopper not sleeved in concrete
- ÇRough plumbing test not holding
- ÇUFER ground not in place
- ÇMissing/not complete
- ÇNot ready

Plumbing Top-Out

- ÇVenting requirements not met
- ÇWater test on DWV not holding
- ÇAir/water test on copper not holding
- ÇTub drains not open for proper test
- ÇCopper in contact with dissimilar metal
- ÇGas vents not to code
- ÇGas test not holding at 20 psi
- ÇGas piping not protected through masonry
- ÇPipe not supported or properly secured
- ÇProtect pipe
- ÇDamaged/needs repair
- ÇMissing/not complete
- ÇNot ready

Electrical Rough

- ÇWire to be in raceway
- ÇWire damaged, needs repair
- ÇReceptacles spaced greater than 12'
- ÇNail plates required at studs/plates
- ÇSecure wires in panel
- ÇAluminum wiring not allowed (per City Ordinance)
- ÇSmoke detector placement not to code
- ÇStairway lighting not to code
- ÇWire not supported or properly secured
- ÇProtect wire
- ÇGround termination not to code
- ÇMissing/not complete
- ÇNot ready

Mechanical Rough

- ÇCrimped duct
- ÇDuct not properly sealed

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- ÇNot supported/secure properly
- ÇDryer vent not to code
- ÇVent hood duct not to code
- ÇExhaust fans not to code
- ÇPlenums not properly sealed
- ÇCombustion air not to code
- ÇReturn/supply air too close to gas burning appliance
- ÇDamaged/needs repair
- ÇMissing/not complete
- ÇNot ready

Gas Test (preliminary)

- ÇPipe not protected through masonry
- ÇTest not holding at 20 psi
- ÇDamaged/Needs repair
- ÇNot Ready

Frame

- ÇSeal/secure exterior sheathing
- ÇSeal untreated lumber
- ÇSeal/secure exterior penetrations
- ÇEngineered trusses not installed per design
- ÇProvide Engineer's repair detail
- ÇOver cut studs/plates
- ÇGlue/shim headers
- ÇRafters not to code
- ÇJoist hangers missing
- ÇDouble studs where required
- ÇWindows do not meet egress
- ÇWind brace not to code
- ÇAttic access not to code
- ÇTempered glass where required
- ÇStair risers/treads not to code
- ÇFire block not to code
- ÇNot supported / secure properly
- ÇMasonry requirements not met
- ÇHeaders/joists over spanned
- ÇDraft stop not to code
- ÇProvide moisture barrier
- ÇBottom plates not secured
- ÇFireplace clearances not met
- ÇTruss hangers/ ledgers not to code
- ÇMake site safe and sanitary
- ÇStrap plates/ studs

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- ÇNail schedule not to code
- ÇAttic ventilation requirements not met
- ÇDamaged/ needs repair
- ÇMissing/not complete
- ÇNot ready

Masonry

- ÇIncorrect percentage (%) of masonry
- ÇGarage standards are not met

Permanent Power

- ÇWire termination not to code
- ÇExposed wire
- ÇFixture/ cover plates missing
- ÇWire not properly secured
- ÇService equipment not properly bonded

Gas Test (final)

- ÇProvide 20 psi gauge test
- ÇGas stub-out not connected to riser
- ÇDamaged pipe/ riser
- ÇNot ready

Plumbing Final

- ÇVent termination not to code
- ÇPaint plumbing vents
- ÇProvide anti-siphon device on hose bibs
- ÇWater heater drain termination not to code
- ÇWater heater not to code
- ÇDrain pan required
- ÇExpansion tank required
- ÇLeak in DWV
- ÇLeak in water supply
- ÇT & P relief not to code
- ÇGas vents in contact with combustibles
- ÇCopper in contact with dissimilar metal
- ÇLow water pressure
- ÇWater closet/ faucets/ valves run continuous
- ÇClean / repair meter box
- ÇInsulate copper
- ÇPrivate sewage disposal certificate not posted.
- ÇDamaged / needs repair
- ÇMissing/ not complete

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ÇNot ready

Electrical Final

ÇWire termination not to code
 ÇSmoke detectors not to code
 ÇSmoke detectors beeping or not functioning (low or bad battery)
 ÇARC fault not to code
 ÇFixture/cover plates missing
 ÇStairway illumination not to code
 ÇWire not properly secured
 ÇPower not on
 ÇLabel GFCI's
 ÇLabel electrical panel(s)
 ÇLabel panel with ground termination locations
 ÇCaulk around exterior devices
 ÇDuplex receptacle not permitted for vent hood
 ÇWire damaged
 ÇGround/ bond termination not to code
 ÇProvide knock-out plug(s)
 ÇProvide panel cover
 ÇNot ready

Mechanical Final

ÇSEER requirements not met
 ÇProgrammable thermostat required (Commercial)
 ÇEnergy Efficiency requirements not met
 ÇNot supported / secure properly
 ÇGas vent in contact with combustibles
 ÇGas vent termination not to code
 ÇDrain pan required
 ÇCondensate drain not to code
 ÇCombustion air not to code
 ÇDryer vent to code
 ÇCrimped duct
 ÇRaise/ level A/C pad
 ÇProtect duct
 ÇMissing/ not complete
 ÇDamaged/ needs repair
 ÇNot ready

Building Final

ÇSeal/secure exterior penetrations
 ÇLandscape requirements not met

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- ÇFlatwork damaged/ needs repair
- ÇClean flatwork
- ÇClean site/street
- ÇExterior seal not complete
- ÇScreens missing
- ÇOccupied prior to finals
- ÇWeep holes to be 33" on center
- ÇMaintain 6" clearance from finished floor to grade
- ÇProvide weather strips
- ÇProvide insulation certificate
- ÇFinish yard/ grade to drain
- ÇProvide street address
- ÇProvide anti-tip device on range
- ÇAttic access not to code
- ÇCatwalk not to code
- ÇAdjust doors
- ÇHardware missing
- ÇProvide fire rated attic access
- ÇAddress not posted
- ÇWork in progress
- ÇMissing/ not complete
- ÇDamaged/ needs repair
- ÇNot Ready

CITY OF GLEN ROSE DEVELOPMENT PROCESS

A pre-application meeting is required prior to submitting an application for development.

<u>ANNEXATION</u>	<u>ZONING</u>	<u>DEVELOPMENT</u>
Application, exhibits and checklists are submitted. é	Application, exhibits and checklists are submitted. é	Application, exhibits and checklists are submitted. é
Staff reviews the application and provides corrections and revisions to the applicant. é	Staff reviews the application and provides corrections and revisions to the applicant. é	Staff reviews the application and provides corrections and revisions to the applicant. é
Notices for public hearings are published in the local newspaper. é	Notices for City Council public hearings are published in the local newspaper. Letters for Planning & Zoning Commission public hearings are mailed to adjacent property owners. é	Once the applicant meets all the requirements, staff sends a letter accepting the request. é
City Council conducts two (2) Public Hearings and may approve, deny or table the request. é	Planning & Zoning Commission conducts a public hearing on the request and makes recommendation to City Council. é	Planning & Zoning Commission considers the request and may approve, approve with changes, deny or table the request.
If approved, City Council adopts an ordinance.	City Council conducts a public hearing and may approve, approve with additional criteria, deny or table the request on first reading of ordinance. é	<u>VARIANCE REQUESTS</u> Application, exhibits and checklists are submitted. é
	If approved, City Council adopts an ordinance.	Staff reviews the application and provides corrections and revisions to the applicant. é
		Notices for a public hearing are published in the óThe Cleburne Times Reviewô and letters are mailed to adjacent property owners. (if applicable) é
		The Board of Adjustments conducts a Public Hearing and may approve or deny the request.



City of Glen Rose ñ P.O. Box 1949 ñ Glen Rose, TX 76043

Building Inspections / Permits 254-897-2272 ext. 109

PLANNING APPLICATION

Please check the box below to indicate the type of application you are requesting:

- | | | |
|---|--|--|
| ☐ Preliminary Plat | ☐ Zoning Change | ☐ Plan Review |
| ☐ Final Plat | ☐ Planned Development | ☐ Plat Extension |
| ☐ Replat | ☐ Special Use Permit | ☐ Plat Vacation |
| ☐ Minor Plat | ☐ Annexation/Dis-annexation | ☐ Conveyance Plat |
| ☐ Amending Plat | ☐ Variance | |

Contact Information

Applicant (or Primary Contact)

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Owner (if different from Applicant)

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Project Information

Project Name: _____

Project Address: _____

Parcel(s) Tax ID (long or short) #: _____

Legal Description

Block: _____

Lot: _____

Abstract: _____

Addition: _____

Survey: _____

Total Acreage: _____

Existing Zoning: _____

Proposed Zoning: _____

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Reason for Request:

Attach the following:

____ A plat, map, sketch or drawing indicating metes and bounds description for all un platted property and all Zoning cases.

____ A copy of a notarized Warranty Deed showing proof of ownership to the property

____ A Tax Certificate must be attached with this application in order to finalize the procedure at Somervell County Courthouse.

____ A notarized letter from the property owner authorizing a representative to present the request, if the property owner will not be present.

I attest that the above information is true and accurate to the best of my knowledge and that I am now or will be fully prepared to present the above proposal at the Planning and Zoning Commission, Board of Adjustments and/or City Council hearing thereon. I understand that if any of the above Information is found to be wrong or inaccurate, my application may be removed from consideration prior to the time the application is voted upon by the Planning and Zoning Commission, Zoning Board of Adjustments and/or City Council.

I understand that in the event the undersigned is not present at the public hearing the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council shall have the power to dismiss the proposal either at the call of the case or after the hearing and such dismissal shall constitute a denial by the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council.

I reserve the right to withdraw this proposal. However, written withdrawal filed at any time after the giving of notice of the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council hearing shall constitute a denial by the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council.

Signature: _____

I CERTIFY THAT I AM THE LEGAL OWNER OF THE ABOVE REFERENCED PROPERTY, OR THE AUTHORIZED AGENT, AND THAT TO THE BEST OF MY KNOWLEDGE THIS IS A TRUE DESCRIPTION OF THE PROPERTY UPON WHICH I HAVE REQUESTED THE ABOVE CHECKED ITEM. I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR THE ACCURACY OF THE LEGAL DESCRIPTION GIVEN.

Signature: _____ **Date:** _____

I waive the statutory review period time limits in accordance with Section 212.009 of the Texas Local Government Code (For Plat Applications Only).

Signature: _____ **Date:** _____

OFFICE USE ONLY

DATE APPLICATION FEE PAID: _____ **DATE COURT FILING FEE PAID:** _____

CHECK #: _____ **CASH REC'D:** _____ **CHECK #:** _____ **CASH REC'D:** _____ page 19

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Zoning and Uses

Residential Use:	R-1	R-2	R-2M	R-3	R-4	MH
Accessory building	X	X	X	X	X	
Apartment or multifamily building					X	
Boarding (rooming) house					X	
Cabins or two- four unit cabins			X	X	X	
Child day care home	X	X	X	X	X	X
Condominium			X		X	
Group day care home	S	S	S	S	S	S
Group home	S	X	X	S	S	S
Guest house or quarters	X	X	X	X	X	X
Halfway house	S	X	X	S	S	S
Home occupation	(2)	(2)	(2)	(2)	(2)	(2)
Industrialized housing	X	X	X	X	X	X
Manufactured home				X		X
Manufactured home park						X
Recreational vehicle						X
Shipping containers for residential use						S
Single-family dwelling	X	X	X	X	X	
Two-family dwelling		X	X	X	X	
Three-family dwelling			X	X	X	
Four-family dwelling			X	X	X	
Retirement center					X	
Specific use						
Swimming pool (private)	X	X	X	X	X	
Tennis court (private)	X	X	X	X	X	X
Townhouse			X		X	

Schedule of District Regulations

Schedule of District Regulations

Area Regulations	R-1	R-2	R-2m	R-3	R-4	MH	B-1	B-2	B-3	I	P&R
Minimum lot area (sq. ft.)	6,600	(A)	(A)	(B)	(B)	(C)	3,000	N/A	N/A	N/A	N/A
Minimum lot width (ft.)	60	60	60	60	50	40* 60**	25	25	N/A	N/A	25
Minimum lot depth (ft.)	110	110	110	110	120	75* 100**	120	N/A	N/A	N/A	N/A
Minimum front yard setback (ft.)	25	25	25	25	25	25* 25**	(D)	(D)	N/A	20	(D)
Minimum front yard setback - Major street (ft.)	35	35	35	35	35	25* 25**	(D)	(D)	N/A	N/A	(D)
Minimum side yard setback (ft.)	7	7	7	7	7	6* 6**	(E)	(E)	N/A	(E)	(E)
Minimum side yard setback - Corner lot	25	25	25	25	25	25* 25**	20	20	N/A	20	20
Minimum rear yard setback (ft.)	25	25	25	25	25	20* 25**	(F)	(F)	N/A	(F)	(F)
Maximum height (stories)	2.5	2.5	2.5	2.5	3	1.5	3	8	8	8	2.5
Height of structure (ft.)	35	35	35	35	45	25	45	100	100	100	35
Maximum lot coverage	40%	40%	40%	40%	40%	50%	N/A	N/A	N/A	50%	N/A
Minimum Living Area- Excluding Garage	1,000	800	550	550	550	N/A* 450**	550	N/A	N/A	N/A	N/A

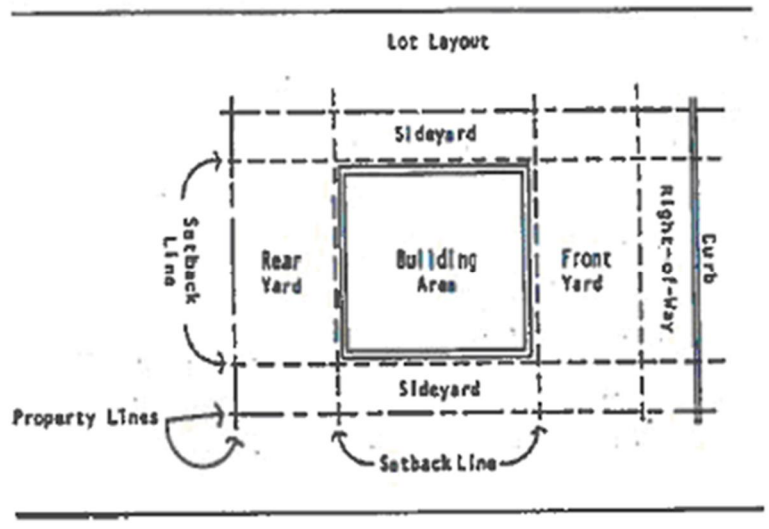
Notes:

*Pertains to mobile home park.

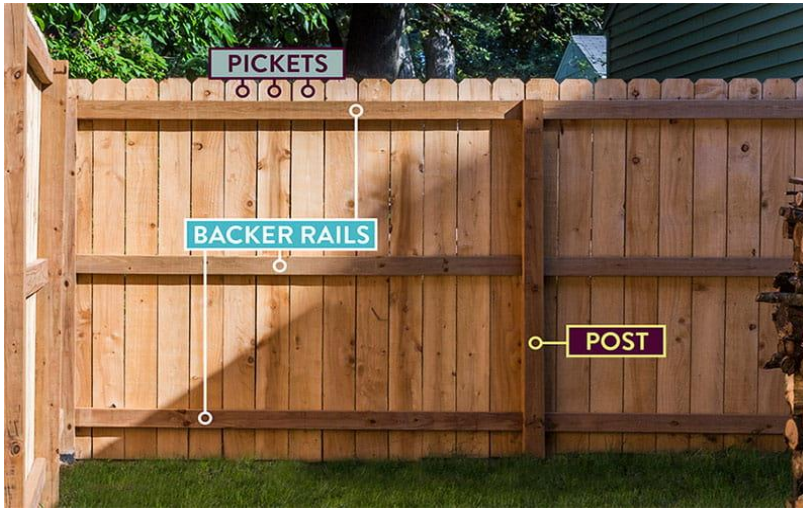
**Pertains to individually owned mobile home lots.

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Building area: The portion of the lot remaining after the required yards have been provided.



FENCING



Purpose

The city council declares that a fence ordinance is hereby necessary to provide regulations over the construction of fences, so as to insure adequate vehicular visibility and compatibility with use and appearance of businesses and neighborhoods.

Permit Required

Any person constructing a fence within the city shall make application for a fence permit with the building official.

Requirements

Any fence constructed pursuant to this article shall be constructed of material commonly intended for use in a residential or commercial fence, such as wood, vinyl, chain link or brick, or other materials deemed to be commonly accepted fencing materials by the building official.

In residential zoning districts, where erected in the front yard in front of the building setback line, solid material fences may not be higher than 30", chainlink fences and fences of solid spaced material covering no more than 50% of the fenced area may not be higher than 48", and wrought iron fences may not be higher than 60" and the pillars or posts in wrought iron fences must be spaced at intervals of 8' or more on center. Chainlink and wrought iron fences may include solid material on the lower 30" of the fence. Corner lot fences may be 72" high on the side street side of the property from the front building setback line to the rear property line, as long as the fence does not materially impede vision above 30" above ground level within 30' either side of the intersection of the front and side streets or 30' either side of where the neighbor's driveway intersects the side street. No fence may encroach into a right-of-way. A drawing clarifying the line of sight to be maintained at the intersection of the front and side street and side street and neighbor's driveway is included as exhibit A attached to Ordinance 2019.10.14B and incorporated herein for all purposes. Commercial and industrial fences required or screening or protection must submit site plan and detailed fence plans and have them approved by the building official.

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Pools

In Ground or Above Ground



We will need the following:

- Site plans ñ Show all lot lines, building lines, setbacks and Public Utility easement locations. Also include existing outbuildings. City Ordinance states the swimming pool cannot be any closer than 8 feet from any property line. Any plans for decks or patios.
- Structure plans ñ type of construction, dimensions, depth etc. drawn to scale, & pool edge details.
- Electrical Plans ñ Wiring shall comply to the 2018 IRC and 2017 NEC. Please attach an approved release from the electric company.
- Mechanical Plans ñ Volume, system flow rate in gallons per minute and turnover in hours, type & size of filtration system. Type of pool/spa heater. Location of main outlet, surface skimmers, and inlets. Size and length from source to heater and routing of gas line (if used).
- Fencing ñ Shall comply with 2018 IRC.

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Accessory Buildings, Carports, Garages



R-1, R-2, R-2m, R-3, R-4 Residential Districts

Minimum setback requirements for carports and accessory buildings. Detached accessory buildings shall be located within the rear portion of the lot and shall not exceed one story in height, nor shall any structure be located closer than 3 feet to the main building nor 4 feet to a side lot line, nor closer than 5 feet to any rear lot line nor closer than 10 feet to any side street. Small structures of 200 square feet or less may be placed anywhere in the rear half of the lot.

Manufactured Home Residential District

Minimum setback requirements for carports and accessory buildings. Carports or other detached accessory buildings shall be located within the rear portion of the lot and shall not exceed one story in height, nor shall any such structure be located closer than 15 feet to the main building nor closer than 4 feet to a side lot line, nor closer than 10 feet to any rear lot line nor closer than 10 feet to any side street.

LANDSCAPING



Planting Requirements

Commercial or institutional buildings. Any new permit that is issued for a commercial or institutional building inside the city limits must provide for the following:

- A minimum of two 2-inch caliper trees per new building of 2,500 square feet or smaller;
- Two 2-inch caliper trees for each additional 2,500 square feet of building;
- A minimum of ten 1-gallon or larger shrubs for each building of 2,500 square feet or smaller;
- Ten 1-gallon or larger shrubs for each additional 2,500 square feet of building; and
- A landscaped area equivalent to a minimum of 90 square feet per 10 parking areas, in addition to the requirements of subsections (1)(A) and (B) above. Landscape shrubs, ground cover and trees are acceptable for these areas.

Multifamily and apartments. Any new permits to be issued for these types of structures shall comply with the same requirements as a commercial permit.

Residential housing. Any new permit issued for any residential occupancy must provide for the following:

- A minimum of two 2-inch caliper trees to be planted on the street side of the property. Existing trees may count toward compliance with this section;
- A minimum of 10 landscape shrubs to be planted for buildings up to 1,500 square feet; and
- A minimum of 10 landscape shrubs to be planted for each additional 1,500 square feet of building space.

Landscape Plan

Any proposed building shall be shown on a landscape plan indicating the location of existing and proposed buildings, parking areas, locations and types of landscaped areas, and watering devices. The plan shall be submitted to the building official or designee at the time of application for a building permit. The building official or designee shall review and approve the landscape plan prior to approval of any building permit for the property.

Measurement Of Trees

Unless specified otherwise, tree caliper shall be measured at a height of 12 inches above the ground; provided, however, that for trees with a trunk diameter of less than 4 inches at a height of 12 inches, tree caliper shall be measured at a height of 6 inches above the ground. Multi-trunk trees shall be measured with the largest trunk at full caliper added to 1/2 of the remaining trunks at caliper.

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City of Glen Rose

Glen Rose Commercial Building Guide



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Welcome

The following information has been arranged as a guideline for the construction process for builders and contractors working within the city limits of the City of Glen Rose. Some items are clearly defined within the current City of Glen Rose Ordinances, while others are standard procedures set forth by the Code Department of the City of Glen Rose. Depending on the situation, additional information may be required that is not in this packet. Before any building permits can be issued, the property must be zoned for its proper use and the lot must be platted. If you are in a floodplain other restriction will apply.

This material is to be used as a guideline only and may not include all circumstances or building practices that occur in the field.

In order to provide for quality, cost effective construction, please familiarize yourself with these guidelines.

We recommend that you have a pre-construction meeting to go over and answer any questions you may have.

We understand your time is valuable and starting construction as soon as possible is everyone's goal. We will try our best to meet your time frames. However, we greatly appreciate giving us up to 10 days from submittal to properly review your construction plans. Please keep in mind that in order to fast-track your permit, all requirements contained within this packet should be met to expedite the issuance of the permit.

It is our goal to provide a seamless and efficient permit and inspection process throughout the entire construction process. We look forward to working with you and are here to assist you with any questions you may have.

Sincerely,

Building & Code Department
PO. Box 1949
Glen Rose, TX 76043
254-897-2272 ext. 102
buildingofficial@glenrosetexas.org

Contacts

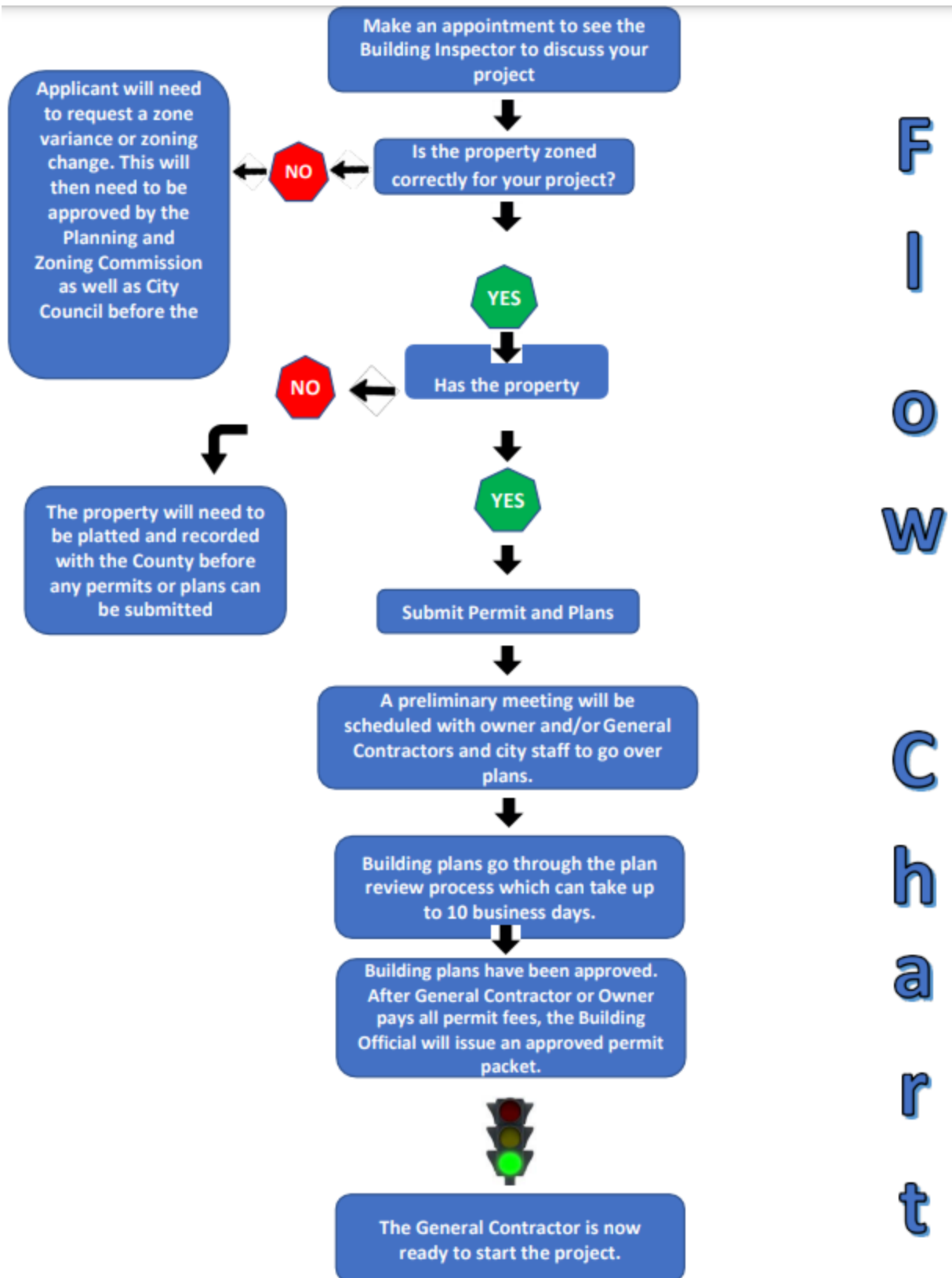
Building Official254-897-2272 ext. 102
Inspection Request Line.....254-897-2272 ext. 104

Codes Adopted

The City of Glen Rose has adopted building codes with local amendments and appendixes to assure that buildings constructed in the City are safe for use by our citizens. The adopted codes are the minimum regulations necessary to ensure that buildings are to an acceptable level of safety and durability.

All Federal, State and local requirements are applicable to projects constructed within the City’s jurisdiction whether specifically listed herein or not. The City of Glen Rose, Texas, has adopted the following codes regulating building construction.

2018 International Building Code	2018 International Plumbing Code
2018 International Energy Conservation Code	2018 International Fire Code
2018 International Mechanical Code	2018 International Fuel and Gas Code
2018 International Property Maintenance Code	2017 National Electrical Code
With Local City specific amendments	



COMMERCIAL BUILDING PERMIT APPLICATION

JOB SITE INFORMATION

Address _____ City _____ State _____ Zip Code _____

Property Owner / Tenant / Occupant

Name

Address City State Zip

Phone #

Email

Contractor

Name

Address City State Zip

Phone #

Email

Application Information

New Construction / addition ☐ **Remodel or Repair** ☐ **Job Valuation: \$** _____
Zoning: _____ **Job Sq Ft:** _____ **No. of stories:** _____

Attached Site Plan: ☐ **3 Sets of COMPLETED paper plans and 1 digital set:** ☐

Attached Certified Copy of most recent Plat: ☐

1. Owner Authorization/signature, **NOTARIZED** at the bottom of this page
OR a **NOTARIZED** letter of authorization from the owner giving the applicant permission to apply.
2. Dimensioned Site Plan or Survey that shows all existing structures and what is being demolished.
3. Certified tax certificate(s) from the Somervell County Appraisal District showing proof of ownership.

Job Site Contractors

General Contractor: _____ Phone: _____

Electrical Contractor: _____ Phone: _____

Plumbing Contractor: _____ Phone: _____

Mechanical Contractor: _____ Phone: _____

Flood Plain Information

Is the project in the 100 year flood plain? ☐ Yes ☐ No If yes, then a Certificate of Elevation from a licensed surveyor must be attached.

COMMERCIAL PROPERTIES ONLY:

I understand and will adhere to the following rules or regulations:

1. **NO work may begin prior to issuance of this permit.**
2. Demolition permits are valid for 6 months, however once demolition has begun, you must complete the demolition and removal of all debris within **30 days**.

ASBESTOS SURVEY ACKNOWLEDGMENT STATEMENT

Texas Asbestos Health Protection Rules (TAHPR) requires that an asbestos survey be conducted when non-residential buildings and apartment complexes larger than four-plexes are demolished or renovated. As the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) and, if testing positive, send written notification to the Texas Department of State Health Services, <https://www.dshs.state.tx.us/asbestos/>, 10 business days prior to work commencing and prior to permit issuance by the City of Glen Rose.

3. I, _____, hereby certify that an asbestos survey has been done in accordance with the Texas asbestos Health Protection Rules (TAHPR) and the National Emissions Standards for hazardous Air Pollutants (NESHAP) for the area(s) being renovated and/or demolished.

I, the undersigned, hereby swear or affirm that the information provided in this application is true and correct to the best of my knowledge and is an accurate reflection of my intentions for the above structure and/or property. I understand that any omission or incorrect information herein will render this application and any permit obtained invalid.

As owner(s) of the property described in this application, I/we hereby authorized the Applicant listed on this application to act on my/our behalf during the processing and presentation of this request. They shall be the principal contact with the City in processing this application.

Signature of Applicant: _____ **Date:** _____
(if different from owner)

Owner Name: _____

Signature of Owner: _____ **Date:** _____

Sworn and subscribed before me this _____ day of _____, 20____

Signature of Public Notary

Dollar Valuation (Labor and Materials)**Commercial Permit Cost**

Value \$1.00 to \$500.00, flat fee	\$26.00
Value \$501.00 to \$2,000.00 minimum	\$26.00 + \$3.00 for each \$100.00, or fraction thereof above \$500.00
Value \$2,001.00 to \$25,000.00 minimum	\$76.00 + \$15.00 for each \$1,000.00, or fraction thereof above \$2,000.00
Value \$25,001.00 to \$50,000.00 minimum	\$430.00 + \$11.00 for each \$1,000.00, or fraction thereof above \$25,000.00
Value \$50,001.00 to \$100,000.00 minimum	\$710.00 + \$8.00 for each \$1,000.00, or fraction thereof above \$50,000.00
Value \$100,001.00 to \$500,000.00 minimum	\$1,100.00 + \$6.00 for each \$1,000.00, or fraction thereof above \$100,000.00
Value \$500,001.00 to \$1,000,000.00 minimum	\$3,700.00 + \$5.00 for each \$1,000.00, or fraction thereof above \$500,000.00
Value \$1,000,001.00 and up minimum	\$6,300.00 + \$4.00 for each \$1,000.00, or fraction thereof above \$1,000,000.00

- **Commercial Plan Review Fee: 25% of the cost of the permit**

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATION OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 (SIX) MONTHS AT ANY TIME AFTER WORK IS COMMENCED. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant is: Owner ☐ Contractor ☐ Tenant ☐ Developer ☐ Architect ☐ Engineer ☐

Applicants Name: _____ **Phone:** _____

Applicant Signature: _____ **Date:** _____



Commercial Plan Submittal Checklist

All commercial buildings shall be designed to comply with the 2018 International Building Code and the 2017 National Electric Code. Before submitting your plans for review please ensure that you have included the required documentation stated below.

DOCUMENTS REQUIRED FOR PLAN SUBMITTAL

We prefer digital submittal but if you must submit paper, the minimum submittal size is 24" X 36"

☐ **Completed Application**

Job Address
Structure Information
Subcontractor Information

Project Valuation
Owner Information
Signature and Date

Class of Work
General Contractor Information

☐ **Site Plan (x1)**

Show all easements associated with the lot drainage
Location of proposed structure, driveways and sidewalks
Proposed set back dimensions from all property lines.
Plans shall be to scale

☐ **Proposed Final Grading Plan (x1)**

May be shown on Site Plan indicating the direction of the

☐ **Building Floor Plan (x1)**

All rooms must be labeled for their intended use
Provide a table for the square footages of the structure
1st Floor Living
2nd Floor Living
Parking Area
Framing

☐ **Building Elevations (x1)**

Provide plate heights
Provide roof ridge heights
Provide masonry calculations (Shall Comply with 154.42)

☐ **Stamped Engineered Foundation Plan (x1)**

☐ **Electrical Plans (x1)**

☐ **Mechanical Plan (x1)**

Must include panel schedule, riser diagram, lighting calculations, load calculations, circuits

☐ **Stamped Structural Plan (x1)**

☐ **Plumbing Plans (x1)**

☐ **Energy Compliance Forms (x1)**

Must be IC3, Energy Gauge or Rem Rate

☐ **Fire Suppression Plans (x1)**

***All plans shall all be oriented the same direction**

Office Use Only

Submittal Accepted by _____

_____ Date

How to Apply

- Applications for all permits may be obtained in person at Glen Rose City Hall located at 201 Vernon St, Glen Rose, TX 76043.
- Applications and construction plans may be emailed to buildingofficial@glenrosetexas.org for approval.
- Fees will be calculated per City of Glen Rose Ordinance.
- Payments may be made in person or you can call 254-897-2272 ext. 109 to speak with city staff to take payment by phone. The Building & Code Department will contact you when the plan review has been approved and notify you of the amount of the permit fee, including any water & sewer fees.

Permit Fees

1. **Commercial Permit Cost (New, Remodel, Accessory) Commercial plan review: 25% of the cost of the building permit fee.**

Dollar Valuation (Labor and Materials)

Commercial Permit Cost

Value \$1.00 to \$500.00, flat fee	\$26.00
Value \$501.00 to \$2,000.00 minimum	\$26.00 + \$3.00 for each \$100.00, or fraction thereof above \$500.00
Value \$2,001.00 to \$25,000.00 minimum	\$76.00 + \$15.00 for each \$1,000.00, or fraction thereof above \$2,000.00
Value \$25,001.00 to \$50,000.00 minimum	\$430.00 + \$11.00 for each \$1,000.00, or fraction thereof above \$25,000.00
Value \$50,001.00 to \$100,000.00 minimum	\$710.00 + \$8.00 for each \$1,000.00, or fraction thereof above \$50,000.00
Value \$100,001.00 to \$500,000.00 minimum	\$1,100.00 + \$6.00 for each \$1,000.00, or fraction thereof above \$100,000.00
Value \$500,001.00 to \$1,000,000.00 minimum	\$3,700.00 + \$5.00 for each \$1,000.00, or fraction thereof above \$500,000.00
Value \$1,000,001.00 and up minimum	\$6,300.00 + \$4.00 for each \$1,000.00, or fraction thereof above \$1,000,000.00

- ***Commercial Plan Review Fee: 25% of the cost of the permit***

Water and Sewer Tap Fees

Charge for:	Fee
Meter size: Water tap*	
3/4 inch	\$750.00 + \$200.00 tie-in
3/4 inch long**	\$1,200.00 + \$200.00 tie-in
1 inch	\$950.00 + \$200.00 tie-in
1 inch long**	\$1,400.00 + \$200.00 tie-in
2 inch	\$1,500.00 + \$200.00 tie-in
2 inch long**	\$2,000.00 + \$200.00 tie-in
4 inch	Cost + 10%
6 inch	Cost + 10%
Pavement cut and patch for tap (water and sewer)	Add \$400.00 to the base tap fee
If rock is encountered (water and sewer taps)	Cost + 10%
Manifold and bullhead	\$265.00
Sewer tap fee	
4 inch*	\$500.00 + \$200.00 tie-in
4 inch long** 6 inch*	\$1,000.00 + \$200.00 tie-in By contractor under city supervision + \$200.00 tie-in; or By city at cost + 10% + \$200.00 tie-in
Construction water and misc. water	\$8.00 per 1,000
Industrial sewer	
0–1,000	\$27.00
Administrative fees:	
Late charge	10% or \$10.00 (whichever is greater)
Deposits:	
Residential	\$150.00
Small comm	\$200.00
Restaurant	\$700.00
Large comm	\$1,000.00
Reconnect fee (after nonpayment)	\$100.00
Transfer fee	\$35.00
Returned check	\$35.00
Service call	\$35.00

* Bore may be required under city streets at discretion of the public work's director depending on traffic count, speed limit on road, and age of finished surface. If a bore is required, the tap will be made on a cost + 10% basis.

Plans Submittal

1. Commercial Building Permit Application:

The following must be provided;

- The address and legal description of the property.
- The name, address and contact number of the property owner. (a deed may be required if not matching tax roll)
- The name and phone number of the person doing the work, if other than the homeowner.
- Square footage (total or of addition for remodels)
- Valuation or construction cost.
- Description of construction.

2. We prefer digital copies of Structure Plans emailed or turned in on a flash drive, but if you choose to turn in paper copies, it must be sized 24" x 36".

These Plans Must Include:

- A. Site plan (also called plot plan) which shows:
 - Size & location of proposed structure(s)
 - Location of any existing structures or pools
 - Location of all utility easements
 - Location of driveways & sidewalks
 - Location of all sewer cleanouts at the structure and location of one required at the property line.
- B. If any part of the structure is located within the floodplain, the contractor must speak with the Floodplain Administrator. An elevation certificate will be required for all structures constructed in the FEMA designated Floodplain.
 - Show finished floor on the Plot Plan.
- C. Structure Plans (stamped by an Engineer)
 - All framing of brace wall panels
 - Floor plans with elevations
 - Window & door sizes
 - Ceiling height within all rooms
 - Foundation plans stamped by an Engineer for either rebar or post tension slab.
- D. Electrical Plans Must Show:
 - Location of all electrical outlets, switches & fixtures
 - Location of electrical panel boxes
 - Location of electrical wired smoked detectors

- E. Plumbing Plans Must Show:
 - Location of all water heaters
 - Location of all plumbing fixtures including water closets, tubs, showers, and sinks
- F. Mechanical Plans Must Include:
 - A Manual “D”, Manual “J” and Manual “S” form from HVAC contractor showing the heat loss, heat gain calculation, A/C tonnage, and SEER rating.
- G. Energy Report:
 - Must provide copy of RES check or IC3 Energy compliance report. (www.energycodes.gov) or (http://ic3.tamu.edu)
 - Must provide efficiency rating for water heater
 - Solar heat gain and U-factor for windows & doors
- H. Wall Bracing
 - Wall bracing plans demonstrating compliance with IBC sections. This may include standard braced wall panels, alternate braced wall panels, continuous structural panel sheathing or an engineering product or system. It will also require a “Wind Bracing Required and Provided Calculations / Table.”

Fire Suppression

- Location of electrical panel boxes
- Location of electrical wired smoked detectors
- Location of all Sprinkler heads, riser room details

3. **Inspections Required**

All inspections must be called in before 4:00 pm for next day inspection. Information required:

- Your name
- Permit number
- Property location address
- Contractor’s name and phone number
- Type of inspection

4. **Inspection Sequence**

1. Setback inspection: form boards for foundation. This can be obtained by either locating the property line pins or getting a surveyor to survey the property.
2. First rough plumbing.
3. Foundation (before pouring concrete).
4. Framing, 2nd plumbing, rough mechanical, rough electrical.
5. Brick ties inspection.

6. Insulation inspection (prior to sheet rocking).
7. Sheetrock inspection.
8. Driveways / Approach/ Curb & Gutter/ Sidewalks
9. Completion of Building Inspection:
 - o Final on all Building construction
 - o Final plumbing
 - o Final mechanical
 - o Final electrical (testing of outlets, fixtures, switches, smoke alarms)
 - o Address numbers on front of building
 - o Verification of grading of lot, swells, and sodding
 - o Final Fire Inspection
 - Final Building Inspection

Common Reasons Inspections Fail

Layout

- Form survey not uploaded on MPN
- Trash receptacle not provided
- Safety fence not provided
- Erosion control not in place
- Portable toilet not provided

Temporary Electric Loop

- Not supported / secure properly
- Ground termination not to code
- Provide 220 A receptacle
- Receptacle(s) not GFCI protected
- Damaged / needs repair
- Missing / not complete
- Not ready

Plumbing Rough

- Buried/covered, unable to inspect
- Provide 5' head of water or 5 psi air test
- Water test on DWV not holding
- Building drain not sleeved through exterior beam(s)
- Maintain 1/4 inch per foot on Branch Lines
- Provide proper bed/fill material
- Clear debris from trench
- Damaged / needs repair
- Missing / not complete
- Not ready

Water/Sewer Yard lines

- Separate water and sewer
- Burial depth not to code
- Maintain 1/8 inch per foot
- Provide 5' head on DWV
- Clean trench
- Provide proper bed/fill material
- Pipe not supported properly
- Backflow not installed
- Damaged/needs repair
- Missing/not complete
- Not ready

Pre- Pour

- Air/water test not holding
- Crimper/cut, needs repair
- Unapproved joints in slab
- Copper not sleeved in concrete
- Rough plumbing test not holding
- UFER ground not in place
- Missing/not complete
- Not ready

Plumbing Top-Out

- Venting requirements not met
- Water test on DWV not holding
- Air/water test on copper not holding
- Tub drains not open for proper test
- Copper in contact with dissimilar metal
- Gas vents not to code
- Gas test not holding at 20 psi
- Gas piping not protected through masonry
- Pipe not supported or properly secured
- Protect pipe
- Damaged/needs repair
- Missing/not complete
- Not ready

Electrical Rough

- Wire to be in raceway
- Wire damaged, needs repair
- Receptacles spaced greater than 12'

- Nail plates required at studs/plates
- Secure wires in panel
- Aluminum wiring not allowed (per City Ordinance)
- Smoke detector placement not to code
- Stairway lighting not to code
- Wire not supported or properly secured
- Protect wire
- Ground termination not to code
- Missing/not complete
- Not ready

Mechanical Rough

- Crimped duct
- Duct not properly sealed
- Not supported/secure properly
- Dryer vent not to code
- Vent hood duct not to code
- Exhaust fans not to code
- Plenums not properly sealed
- Combustion air not to code
- Return/supply air too close to gas burning appliance
- Damaged/needs repair
- Missing/not complete
- Not ready

Gas Test (preliminary)

- Pipe not protected through masonry
- Test not holding at 20 psi
- Damaged/Needs repair
- Not Ready

Frame

- Seal/secure exterior sheathing
- Seal untreated lumber
- Seal/secure exterior penetrations
- Engineered trusses not installed per design
- Provide Engineer's repair detail
- Over cut studs/plates
- Glue/shim headers
- Rafters not to code
- Joist hangers missing
- Double studs where required
- Windows do not meet egress
- Wind brace not to code

- Attic access not to code
- Tempered glass where required
- Stair risers/treads not to code
- Fire block not to code
- Not supported / secure properly
- Masonry requirements not met
- Headers/joists over spanned
- Draft stop not to code
- Provide moisture barrier
- Bottom plates not secured
- Fireplace clearances not met
- Truss hangers/ ledgers not to code
- Make site safe and sanitary
- Strap plates/ studs
- Nail schedule not to code
- Attic ventilation requirements not met
- Damaged/ needs repair
- Missing/not complete
- Not ready

Masonry

- Incorrect percentage (%) of masonry
- Garage standards are not met

Permanent Power

- Wire termination not to code
- Exposed wire
- Fixture/ cover plates missing
- Wire not properly secured
- Service equipment not properly bonded

Gas Test (final)

- Provide 20 psi gauge test
- Gas stub-out not connected to riser
- Damaged pipe/ riser
- Not ready

Plumbing Final

- Vent termination not to code
- Paint plumbing vents
- Provide anti-siphon device on hose bibs
- Water heater drain termination not to code
- Water heater not to code

- Drain pan required
- Expansion tank required
- Leak in DWV
- Leak in water supply
- T & P relief not to code
- Gas vents in contact with combustibles
- Copper in contact with dissimilar metal
- Low water pressure
- Water closet/ faucets/ valves run continuous
- Clean / repair meter box
- Insulate copper
- Private sewage disposal certificate not posted.
- Damaged / needs repair
- Missing/ not complete
- Not ready

Electrical Final

- Wire termination not to code
- Smoke detectors not to code
- Smoke detectors beeping or not functioning (low or bad battery)
- ARC fault not to code
- Fixture/cover plates missing
- Stairway illumination not to code
- Wire not properly secured
- Power not on
- Label GFCI's
- Label electrical panel(s)
- Label panel with ground termination locations
- Caulk around exterior devices
- Duplex receptacle not permitted for vent hood
- Wire damaged
- Ground/ bond termination not to code
- Provide knock-out plug(s)
- Provide panel cover
- Not ready

Mechanical Final

- SEER requirements not met
- Programmable thermostat required (Commercial)
- Energy Efficiency requirements not met
- Not supported / secure properly
- Gas vent in contact with combustibles
- Gas vent termination not to code

- Drain pan required
- Condensate drain not to code
- Combustion air not to code
- Dryer vent to code
- Crimped duct
- Raise/ level A/C pad
- Protect duct
- Missing/ not complete
- Damaged/ needs repair
- Not ready

Building Final

- Seal/secure exterior penetrations
- Landscape requirements not met
- Flatwork damaged/ needs repair
- Clean flatwork
- Clean site/street
- Exterior seal not complete
- Screens missing
- Occupied prior to finals
- Weep holes to be 33" on center
- Maintain 6" clearance from finished floor to grade
- Provide weather strips
- Provide insulation certificate
- Finish yard/ grade to drain
- Provide street address
- Provide anti-tip device on range
- Attic access not to code
- Catwalk not to code
- Adjust doors
- Hardware missing
- Provide fire rated attic access
- Address not posted
- Work in progress
- Missing/ not complete
- Damaged/ needs repair
- Not Ready

CITY OF GLEN ROSE DEVELOPMENT PROCESS

A pre-application meeting is required prior to submitting an application for development.

<u>ANNEXATION</u>	<u>ZONING</u>	<u>DEVELOPMENT</u>
Application, exhibits and checklists are submitted. ▼ Staff reviews the application and provides corrections and revisions to the applicant. ▼ Notices for public hearings are published in the local newspaper. ▼ City Council conducts two (2) Public Hearings and may approve, deny or table the request. ▼ If approved, City Council adopts an ordinance.	Application, exhibits and checklists are submitted. ▼ Staff reviews the application and provides corrections and revisions to the applicant. ▼ Notices for City Council public hearings are published in the local newspaper. Letters for Planning & Zoning Commission public hearings are mailed to adjacent property owners. ▼ Planning & Zoning Commission conducts a public hearing on the request and makes recommendation to City Council. ▼ City Council conducts a public hearing and may approve, approve with additional criteria, deny or table the request on first reading of ordinance. ▼ If approved, City Council adopts an ordinance.	Application, exhibits and checklists are submitted. ▼ Staff reviews the application and provides corrections and revisions to the applicant. ▼ Once the applicant meets all the requirements, staff sends a letter accepting the request. ▼ Planning & Zoning Commission considers the request and may approve, approve with changes, deny or table the request.
		<u>VARIANCE REQUESTS</u> Application, exhibits and checklists are submitted. ▼ Staff reviews the application and provides corrections and revisions to the applicant. ▼ Notices for a public hearing are published in the “The Cleburne Times Review” and letters are mailed to adjacent property owners. (if applicable) ▼ The Board of Adjustments conducts a Public Hearing and may approve or deny the request.



City of Glen Rose – P.O. Box 1949 – Glen Rose, TX 76043

Building Inspections / Permits 254-897-2272 ext. 109

PLANNING APPLICATION

Please check the box below to indicate the type of application you are requesting:

- | | | |
|---|--|--|
| ☐ Preliminary Plat | ☐ Zoning Change | ☐ Plan Review |
| ☐ Final Plat | ☐ Planned Development | ☐ Plat Extension |
| ☐ Replat | ☐ Special Use Permit | ☐ Plat Vacation |
| ☐ Minor Plat | ☐ Annexation/Dis-annexation | ☐ Conveyance Plat |
| ☐ Amending Plat | ☐ Variance | |

Contact Information

Applicant (or Primary Contact)

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Owner (if different from Applicant)

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Project Information

Project Name: _____

Project Address: _____

Parcel(s) Tax ID (long or short) #: _____

Legal Description

Block: _____

Lot: _____

Abstract: _____

Addition: _____

Survey: _____

Total Acreage: _____

Existing Zoning: _____

Proposed Zoning: _____

Reason for Request:

Attach the following:

- ____ A plat, map, sketch or drawing indicating metes and bounds description for all un platted property and all Zoning cases.
- ____ A copy of a notarized Warranty Deed showing proof of ownership to the property
- ____ A Tax Certificate must be attached with this application in order to finalize the procedure at Somervell County Courthouse.
- ____ A notarized letter from the property owner authorizing a representative to present the request, if the property owner will not be present.

I attest that the above information is true and accurate to the best of my knowledge and that I am now or will be fully prepared to present the above proposal at the Planning and Zoning Commission, Board of Adjustments and/or City Council hearing thereon. I understand that if any of the above Information is found to be wrong or inaccurate, my application may be removed from consideration prior to the time the application is voted upon by the Planning and Zoning Commission, Zoning Board of Adjustments and/or City Council.

I understand that in the event the undersigned is not present at the public hearing the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council shall have the power to dismiss the proposal either at the call of the case or after the hearing and such dismissal shall constitute a denial by the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council.

I reserve the right to withdraw this proposal. However, written withdrawal filed at any time after the giving of notice of the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council hearing shall constitute a denial by the Planning & Zoning Commission, Zoning Board of Adjustments and/or City Council.

Signature: _____

I CERTIFY THAT I AM THE LEGAL OWNER OF THE ABOVE REFERENCED PROPERTY, OR THE AUTHORIZED AGENT, AND THAT TO THE BEST OF MY KNOWLEDGE THIS IS A TRUE DESCRIPTION OF THE PROPERTY UPON WHICH I HAVE REQUESTED THE ABOVE CHECKED ITEM. I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR THE ACCURACY OF THE LEGAL DESCRIPTION GIVEN.

Signature: _____ **Date:** _____

I waive the statutory review period time limits in accordance with Section 212.009 of the Texas Local Government Code (For Plat Applications Only).

Signature: _____ **Date:** _____

OFFICE USE ONLY

DATE APPLICATION FEE PAID: _____ **DATE COURT FILING FEE PAID:** _____

CHECK #: _____ **CASH REC'D:** _____ **CHECK #:** _____ **CASH REC'D:** _____

Zoning and Uses

Residential Use:	R-1	R-2	R-2M	R-3	R-4	MH
Accessory building	X	X	X	X	X	
Apartment or multifamily building					X	
Boarding (rooming) house					X	
Cabins or two- four unit cabins			X	X	X	
Child day care home	X	X	X	X	X	X
Condominium			X		X	
Group day care home	S	S	S	S	S	S
Group home	S	X	X	S	S	S
Guest house or quarters	X	X	X	X	X	X
Halfway house	S	X	X	S	S	S
Home occupation	(2)	(2)	(2)	(2)	(2)	(2)
Industrialized housing	X	X	X	X	X	X
Manufactured home				X		X
Manufactured home park						X
Recreational vehicle						X
Shipping containers for residential use						S
Single-family dwelling	X	X	X	X	X	
Two-family dwelling		X	X	X	X	
Three-family dwelling			X	X	X	
Four-family dwelling			X	X	X	
Retirement center					X	
Specific use						
Swimming pool (private)	X	X	X	X	X	
Tennis court (private)	X	X	X	X	X	X
Townhouse			X		X	

Schedule of District Regulations

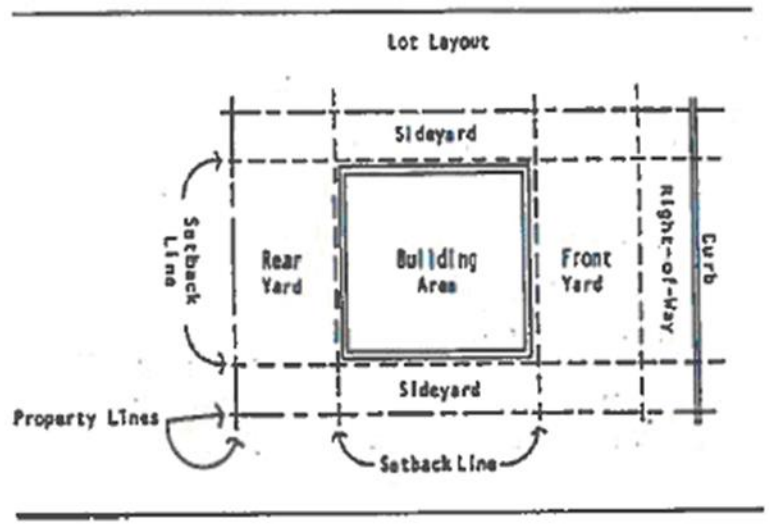
Schedule of District Regulations											
Area Regulations	R-1	R-2	R-2m	R-3	R-4	MH	B-1	B-2	B-3	I	P&R
Minimum lot area (sq. ft.)	6,600	(A)	(A)	(B)	(B)	(C)	3,000	N/A	N/A	N/A	N/A
Minimum lot width (ft.)	60	60	60	60	50	40* 60**	25	25	N/A	N/A	25
Minimum lot depth (ft.)	110	110	110	110	120	75* 100**	120	N/A	N/A	N/A	N/A
Minimum front yard setback (ft.)	25	25	25	25	25	25* 25**	(D)	(D)	N/A	20	(D)
Minimum front yard setback - Major street (ft.)	35	35	35	35	35	25* 25**	(D)	(D)	N/A	N/A	(D)
Minimum side yard setback (ft.)	7	7	7	7	7	6* 6**	(E)	(E)	N/A	(E)	(E)
Minimum side yard setback - Corner lot	25	25	25	25	25	25* 25**	20	20	N/A	20	20
Minimum rear yard setback (ft.)	25	25	25	25	25	20* 25**	(F)	(F)	N/A	(F)	(F)
Maximum height (stories)	2.5	2.5	2.5	2.5	3	1.5	3	8	8	8	2.5
Height of structure (ft.)	35	35	35	35	45	25	45	100	100	100	35
Maximum lot coverage	40%	40%	40%	40%	40%	50%	N/A	N/A	N/A	50%	N/A
Minimum Living Area- Excluding Garage	1,000	800	550	550	550	N/A* 450**	550	N/A	N/A	N/A	N/A

Notes:

*Pertains to mobile home park.

**Pertains to individually owned mobile home lots.

Building area: The portion of the lot remaining after the required yards have been provided.



Pools

In Ground



We will need the following:

- Site plans –Show all lot lines, building lines, setbacks and Public Utility easement locations. Also include existing outbuildings. City Ordinance states the swimming pool cannot be any closer than 8 feet from any property line. Any plans for decks or patios.
- Structure plans – type of construction, dimensions, depth etc. drawn to scale, & pool edge details.
- Electrical Plans – Wiring shall comply to the 2018 IRC and 2017 NEC. Please attach an approved release from the electric company.
- Mechanical Plans –Volume, system flow rate in gallons per minute and turnover in hours, type & size of filtration system. Type of pool/spa heater. Location of main outlet, surface skimmers, and inlets. Size and length from source to heater and routing of gas line (if used).
- Fencing – Shall comply with 2018 Swimming Pool and Spa Codes.

LANDSCAPING



Planting Requirements

Commercial or institutional buildings. Any new permit that is issued for a commercial or institutional building inside the city limits must provide for the following:

- A minimum of two 2-inch caliper trees per new building of 2,500 square feet or smaller;
- Two 2-inch caliper trees for each additional 2,500 square feet of building;
- A minimum of ten 1-gallon or larger shrubs for each building of 2,500 square feet or smaller;
- Ten 1-gallon or larger shrubs for each additional 2,500 square feet of building; and
- A landscaped area equivalent to a minimum of 90 square feet per 10 parking areas, in addition to the requirements of subsections (1)(A) and (B) above. Landscape shrubs, ground cover and trees are acceptable for these areas.

Multifamily and apartments. Any new permits to be issued for these types of structures shall comply with the same requirements as a commercial permit.

Landscape Plan

Any proposed building shall be shown on a landscape plan indicating the location of existing and proposed buildings, parking areas, locations and types of landscaped areas, and watering devices. The plan shall be submitted to the building official or designee at the time of application for a building permit. The building official or designee shall review and approve the landscape plan prior to approval of any building permit for the property.

Measurement Of Trees

Unless specified otherwise, tree caliper shall be measured at a height of 12 inches above the ground; provided, however, that for trees with a trunk diameter of less than 4 inches at a height of 12 inches, tree caliper shall be measured at a height of 6 inches above the ground. Multi-trunk trees shall be measured with the largest trunk at full caliper added to 1/2 of the remaining trunks at caliper.

New Residential Construction/Inspection Checklist

Address: _____

Item	Item	Required	Done	Date/Remarks
1	Building Permit	✓		Need all trade drawings and preliminary Energy Report
2	Plumbing Permit	✓		
3	Electrical Permit	✓		
4	Mechanical Permit	✓		
5	Form Board Survey	✓		
6	Irrigation Permit	✓		

Inspection/Action	Date	Remarks
Plan Review		Completed prior to permits being issued
Temp Electrical Meter Loop		
Rough-In Plumbing		Items 1 & 2 must be completed
Foundation/Slab/Rebar		Item 5 must be completed
Framing		
• Top-Out Plumbing		
• Rough-In Electrical		Item 3 must be completed
• HVAC Rough		Item 4 must be completed
• Energy/Insulation Report		Item 1 must be completed
Drive Approach		
Electrical Final		
Plumbing Final		
HVAC Final		
Landscaping/Irrigation		
Backflow Report		
Final Grade/Drainage		
Building Final		ALL trade finals prior to Building Final
CSI-Water Certificate		
Cert of Occupancy Issued		

NOTES/COMMENTS: _____



New Residential Accessory Building Inspection

Address: _____

Item	Item	Required	Done	Date/Remarks
1	Plan Review	✓		
2	Form Board Survey	✓		
3	Building Permit	✓		Item 8 must be completed
4	Plumbing Permit	✓		
5	Electrical Permit	✓		
6	Mechanical Permit	✓		
7	Landscape Plan	✓		
8	New Plat	✓		Show location and size of new building

Inspection/Action	Date	Remarks
Verification of location		Item 8 must be completed
Temp Meter Loop		Item 5 should be completed
Rough-In Plumbing		Items 3 & 4 must be completed
Foundation/Slab		Items 2 & 3 must be completed
Framing		
• Plumbing Top-Out		If applicable, Item 4 must be completed
• Rough-In Electrical		Item 5 must be completed
• HVAC Rough-In		Item 6 must be completed
• Insulation		If applicable
Electrical Final		
Plumbing Final		
Final Grade/Drainage		
Landscaping		
Irrigation Backflow		
Final Bldg Inspection		
CSI-Water Certificate		
Cert of Occupancy		

NOTES/COMMENTS: _____

New Commercial Construction/Inspection Checklist

Address: _____

Item	Item	Required	Done	Date/Remarks
1	Building Permit	✓		
2	Plumbing Permit	✓		
3	Electrical Permit	✓		
4	Mechanical Permit	✓		
5	Form Board Survey	✓		
6	Landscape Plan	✓		

Inspection/Action	Date	Remarks
Plan Review		
Temp Meter Loop		
Rough-In Plumbing (Underground)		Items 1 & 2 must be completed
Foundation/Slab/Rebar		Item 5 must be completed
Framing		
• Welding Inspection		Certified third party inspection
• Plumbing Top-Out		Rough-In Plumbing must be completed
• Electrical Rough-In		Item 3 must be completed
• Mechanical Rough-In		Item 4 must be completed
• Insulation		
• Fire Suppression		Fire Marshall can do at Fire Final Inspection
Electrical Final		
Mechanical Final		
Plumbing Final		
Final Grade/Drainage		
Landscaping		Item 6 must be completed
Backflow Test Results		Certified third party inspection
Fire Final Inspection		Fire Marshall
Final Bldg Inspection		Fire Inspection must be completed
CSI-Water Certificate		
Cert of Occupancy Issued		

NOTES/COMMENTS: _____
