Accessory Structures

(Revised 07 2016

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Accessory Structures

What is an Accessory Structure?

Accessory building and accessory use. A building or use which is clearly subordinate and customarily incidental to and serves the principal or main building or use; is subordinate in area, extent, and purpose to the principal or main building or use served: contributes to the comfort, convenience or necessity of the occupant of the principal or main building or use; and is located on the same lot as the principal or main building or use. Notwithstanding the foregoing or any other provision contained in this appendix "A" to the contrary, no building, or any part thereof, constructed, altered, improved or used for the purpose of human habitation shall be deemed an accessory building hereunder. For the purposes hereof, a building or part thereof shall be deemed habitable if it is constructed, altered or improved so as to be suitable for, or used for, sleeping purposes.

Typical Accessory Structures:

- **Garage**
- **Outdoor Kitchen**
- **Free Standing Pavilion**
- **Storage Building**
- **Pergola**
- **Any vertical structure which is not a fence, wall or main building**

- Accessory structures have different setbacks – see the enclosed zone map and setback drawings.

Important Design Considerations

- **Pre-Development Meeting** A mandatory pre-development meeting is required for all new construction, reconstruction, and/or expansion/addition projects. The pre-development meeting is intended to expedite the review process and ease the construction process. Property owners and their builders, contractors and/or consultants shall attend this meeting. The meeting will provide an opportunity for discussion regarding the development process and requirements in the City of Bunker Hill Village including zoning, setbacks, coverage calculations, trees, drainage, and other ordinances that impact the planning and development of the property. A signature of acceptance of the pre-development packet and the meeting attendance will be required of the owner. No approvals will be provided at this meeting
- .**Reconstruction** shall mean the reconstruction of 50% or more, either value or living area, (of which a building permit is required) of an existing structure within the existing footprint. This includes structural (wall board or ceiling board is removed), and/or if plumbing or electrical utilities are impacted. The reconstruction shall be cumulative of all remodeling or

modification work to the structure within any consecutive twenty-four (24) month period. A project on an existing structure which meets the definition of Reconstruction will be required to meet all of the New Home requirements including fire sprinkler systems, drainage, tree counts, and other major components of the structure. A worksheet is included in with this package to assist you in determining if your project will be considered a Reconstruction project

- .**Plan Size** NO DOCUMENTS OR PLANS LARGER THAN 11" X 17" MAY BE SUBMITTED. Only **ONE** set of documents or plans is required. Scale is not required to be maintained but dimensions must be clearly labeled on the plans. No staples or torn pages.

- **Insurance** All contractors requiring permits shall file with the city, and maintain for the entire period during which work pursuant to such permit is being performed, commercial general liability insurance in an amount of not less than five hundred thousand dollars ($500,000.00).
- **Working Hours** Construction and deliveries may be between the hours of 7:00 a.m. and 6:00 p.m. on weekdays that are not Recognized Holidays, and between the hours of 8:00 a.m. and 5:00 p.m. on Saturdays that are not Recognized Holidays, except in cases of extreme and urgent necessity in the interest of public safety with the approval of the Building Official. No construction shall be done on Sundays Recognized Holidays shall include New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

- **Construction Fencing** Each permittee for any pre-development activity or major development must provide and maintain **construction fencing** in accordance with this section during all times when the permit is in effect and for so long thereafter as the site is affected by construction activity. The construction fencing must fully enclose the entire site to screen construction activity from public view. It may enclose the sidewalk area, but only to the extent reasonably necessary to reduce the risk of hazards to sidewalk users. The construction fencing must be at least 5.5 feet high and must be the color green. No separate fence permit is required for such a temporary fence erected in connection with pre-development activity or a major development for which a main building permit is in effect.
- **No Overhead Service** All utility service lines for electricity, telephone, gas, cable television and any other such service for individual lots shall be underground unless federal or state law or regulations require otherwise.

- **Site Plan** Each site plan must clearly depict the following, as applicable:

    - Basic survey;
    - Forms survey (after it becomes available);
    - Drainage and topographic survey;
    - Standard base elevation survey;
    - Easements and plat restrictions;
    - Buildings and other major structures;
    - Open areas, impervious areas, landscaping and areas for required trees and pervious areas;
    - Yards or "setbacks"; buildable area;
    - Fences;
    - Mechanical equipment;
    - Garage openings, pavement, parking areas, driveways, emergency access ways, fire zones, sidewalks, loading areas, curb cuts, waste storage areas and special screens;
    - Drainage facilities in accordance with ARTICLE V. - FLOOD DAMAGE PREVENTION of this Chapter; or
    - Other features and facilities required to comply with applicable regulations .

- **Affidavit Required.** No building permit shall be issued for the construction of a new building, or for any addition to an existing building that would extend such building beyond the footprint of the building prior to the proposed addition, on a lot subject to a recorded restriction, unless the permit applicant has submitted an affidavit certifying that notice of the permit application has been delivered to the owner, as shown on the current tax roll, of each lot within the subdivision that is subject to the recorded restriction. Provided however, if the instrument(s) establishing the recorded restriction provides for creation of a committee or association with authority to enforce the recorded restriction, and there is a committee or association duly organized and operational in accordance with such instrument, certification that notice has been served on an authorized agent or officer of the committee or association may be given in lieu of notice to all individual property owners within the subdivision other than owners of property adjacent to the lot subject to the permit. If the permit application is for construction on a lot that is not subject to a recorded restriction, the applicant shall certify such fact by affidavit. The city administrator is authorized to

promulgate affidavit forms for use in the implementation of this section. *Form of notice; method of delivery.* Any notice required above shall include a general description of the proposed construction, the name of the subdivision, and the lot and block number and street address of the lot subject to the permit. Such notice, as outlined below, shall be delivered by depositing the same, properly addressed and postage prepaid, in the United States mail, registered or certified, return receipt requested.

- **No Street Parking** For any address for which an active building or maintenance permit has been issued, all vehicles shall be required to be parked on the lot for which the permit has been issued. For private streets, parking may not be in the access easement. Vehicles parked temporarily for a period of 30 minutes or less are not required to meet this requirement. Blocking of a street so that less than 15 feet of width for access is not allowed under any circumstance.

- **Lot Coverage** Maximum Allowable Lot Coverage by Non-permeable Surfaces is 45.0%. This is for the total lot area. City Rights-of-way are not part of the lot and therefore not included in this number. The total allowable lot coverage including permeable surfaces is 55%. This includes water surfaces as well. If you are building on a private street, please include the portions of the street which are located on your lot.

- **Fire Sprinkler System** All new home and home reconstruction projects are required to have a fire sprinkler system. A letter of contract or a copy of your contract with a fire system contractor should be included with your plan submission.

- **Water Meter** The city allows only one water meter per home. Available sizes are 1”, 1.5”, and 2”. The size is typically determined by your fire sprinkler company.

- **Fences** Fences and walls are not allowed in front of the main structure. The maximum fence height is 8’-0” measured from outside the fence. A 3’ 0” subdivision entrance fence is allowed on private property for lots which meet the ordinance requirements.

- **Drainage** A drainage system design signed and sealed by a Texas Registered Civil P.E.is required for each new home, home reconstruction, or addition of 200 square feet of more. A plan review fee of $1,000.00 is required to be submitted with the plan. Please see the **City of Bunker Hill Village Drainage Criteria Manual** and the **Drainage Detention Worksheet** for specific design requirements.

- **SWPPP** A Storm Water Pollution Protection Plan is required for any project in the city on which the soil is disturbed during construction. Implementation may include silt fencing, inlet protection, maintaining

at least 10 feet of vegetated area or any approved EPA method. Remember the goal of a SWPPP is to keep soil on your project and not allow it to flow into the storm water system or be tracked onto the street.

- **Trees** A minimum of one tree for each 1,000 square feet of lot area, rounded up, is required to be present at the time of the building final. Larger trees which are part of the city's approved qualified tree list may count as more than one tree. Please see the complete information for tree preservation and the specific requirements for new construction.

Tree Classification and Size	Tree Count	Equivalent Tree Count
Qualified Tree 10-15 inch diameter	1 Trees	2
Protected Tree > 15 inch diameter	1 Trees	3

The City of Bunker Hill Village has adopted the following building codes:

- **2015 EDITIONS OF THE INTERNATIONAL BUILDING CODE, INCLUDING APPENDICES E, F, G, AND I**
- **2015 INTERNATIONAL MECHANICAL CODE INCLUDING APPENDIX A**
- **2015 INTERNATIONAL PLUMBING CODE INCLUDING ALL APPENDICES**
- **2015 INTERNATIONAL FUEL GAS CODE INCLUDING ALL APPENDICES**
- **2015 INTERNATIONAL RESIDENTIAL CODE FOR ONE- AND TWO-FAMILY DWELLINGS INCLUDING APPENDICES A, B, C, D, E, F, G, H, K, P, Q**
- **2015 INTERNATIONAL FIRE CODE INCLUDING APPENDICES B THROUGH J**
- **2015 ICC ELECTRICAL CODE**
- **2014 EDITION OF THE NATIONAL ELECTRICAL CODE EXCEPT ANNEX "H"**

<u>AND</u> the following modifications and additions:

307.2.1 Condensate Disposal. Condensate from all cooling coils, evaporators and any condensate producing appliance shall be conveyed from the drain pan or appliance outlet to an approved place of disposal. Such piping shall maintain a minimum horizontal slope in the direction of discharge of not less than one-eighth unit vertical in 12 units horizontal (1-percent slope). Condensate shall not discharge into a street, alley, walkway, patio or other area which could become unsafe with the presence of water. A water level detection device conforming to UL 508 shall be provided that will shut off the equipment served in the event that the condensate line becomes blocked.

(8) Section 307.2.3 is hereby amended to read as follows:

307.2.3 Auxiliary and Secondary Drain Systems. In addition to the requirements of Section 307.2.1 where damage to any building components could occur as a result of overflow from the equipment primary condensate removal system, both of the following auxiliary protection methods shall be provided for each cooling coil or fuel-fired appliance that produces condensate:

1. An auxiliary drain pan with a separate drain shall be provided under the appliance on which condensation will occur. The auxiliary pan drain shall discharge to a conspicuous point of disposal to alert occupants in the event of a stoppage of the primary drain. The pan shall have a minimum depth of 1 ½ inches (38 mm), shall not be less than 3 inches (76 mm) larger than the unit or the coil dimensions in width and length and shall be constructed of corrosion-resistant material. Galvanized sheet steel pans shall have a minimum thickness of not less than 0.0236 inch (0.6010 mm) (No. 24 gage). Nonmetallic pans shall have a minimum thickness of not less than 0.0625 inch (1.6 mm). Any appliance supports placed in the auxiliary drain pan must be of a noncombustible and non deteriorating material.

2. A water-level detection device conforming to UL508 shall be provided that will shut off the equipment served prior to overflow of the pan.

(1) Minimum wire size for lighting and branch circuits is 12 gage in areas of new construction. Number 14 gage wire is not allowed for any purposes in areas of new construction.

(2) All wiring beyond the electrical service meter must be copper. No aluminum wiring allowed beyond the electric meter.

(3) All circuits, except those dedicated for specific appliances or required to be protected by GFCI, must be protected with combination breakers for arc and ground fault protection. A testing device shall be provided by the electrician at the final electrical inspection to test the arc and ground fault breakers at the receptacles.

(4) Hallways and stair landings of at least 3 feet (914 mm) or more in length as measured horizontally along the wall shall have at least one receptacle outlet. The hall length shall be considered the length measured along the centerline of the hall without passing through a doorway. Additional receptacles are required for each additional length of 12 feet (3658 mm).

(5) Receptacle requirements for kitchen islands shall be twice (2X) the quantity required in Article 210.

(6) Testing of Arc and Ground fault systems shall be performed at the receptacles.

(7) Standby and emergency generators shall be installed in accordance with the National Electrical Code, 2011 and the following restrictions:

a. All wiring shall meet all requirements outlined in this code.
b. Maximum sound level at anytime shall be 70db or less measured at the property line.
c. Generator shall be positioned so that no structure, roof or overhang is over any portion of the generator enclosure.
d. Minimum clearance between generator foundation and other structures shall be 24 inches or greater as determined by manufacturers' specifications. At no time shall the clearance be less than 24 inches.
e. No portion of the generator or wiring may be located in an easement or Right of Way.
f. Generator may not be located in any restricted area or required green space.
g. Generator may not be located within the required front yard of a lot.
h. A generator cannot be visible from a public or private street.

(3) Section R902.2 is hereby amended to read as follows:

902.2 Fire-retardant-treated Shingles and Shakes. The use of wood shakes, shingles, or non-classified or unlabeled materials is prohibited.

(4) The use of wood shakes, shingles, or non-classified or unlabeled materials is prohibited for use as an exterior covering as a siding for residential structures.

E3901.4.2 Island Countertop Spaces. At least two receptacle outlets shall be installed at each island countertop space with a minimum of four receptacles required for any island which has divided work or separate spaces as defined in E3901.4.4.

(8) **E3902.11 Arc-fault circuit-interrupter protection** is hereby amended to apply to all branch circuits except those dedicated to appliances or protected by GFCI and/or fire alarm systems. A testing device shall be provided by the electrician at the final electrical inspection to test the arc and ground fault breakers at the receptacles. In addition, all branch circuits that supply 120-volt or greater power shall use a minimum of 12 gage copper wire in areas of new construction. No 14 gage wire allowed in areas of new construction.

(9) Section E3901.10 is hereby amended to read as follows:

E3901.10 Hallways and Stair Landings. Hallways and stair landings of at least 3 feet (914 mm) or more in length as measured horizontally along the wall shall have at least one receptacle outlet. The hall length shall be considered the length measured along the centerline of the hall without passing through a doorway. Additional receptacles are required for each additional length of 12 feet (3658 mm).

(10) Section M1411.3 is hereby amended to read as follows:

M1411.3 Condensate Disposal. Condensate from all cooling coils, evaporators and any condensate producing appliance shall be conveyed from the drain pan or appliance outlet to an approved place of disposal. Such piping shall maintain a minimum horizontal slope in the direction of discharge of not less than one-eighth unit vertical in 12 units horizontal (1-percent slope). Condensate shall not discharge into a street, alley, walkway, patio or other area which could become unsafe with the presence of water. A water level detection device conforming to UL 508 shall be provided that will shut off the equipment served in the event that the condensate line becomes blocked.

(11) Section M1411.3.1 is hereby amended to read as follows:

M1411.3.1 Auxiliary and Secondary Drain Systems. In addition to the requirements of Section M1411.3 where damage to any building components could occur as a result of overflow from the equipment primary condensate removal system, both of the following auxiliary protection methods shall be provided for each cooling coil or fuel-fired appliance that produces condensate:

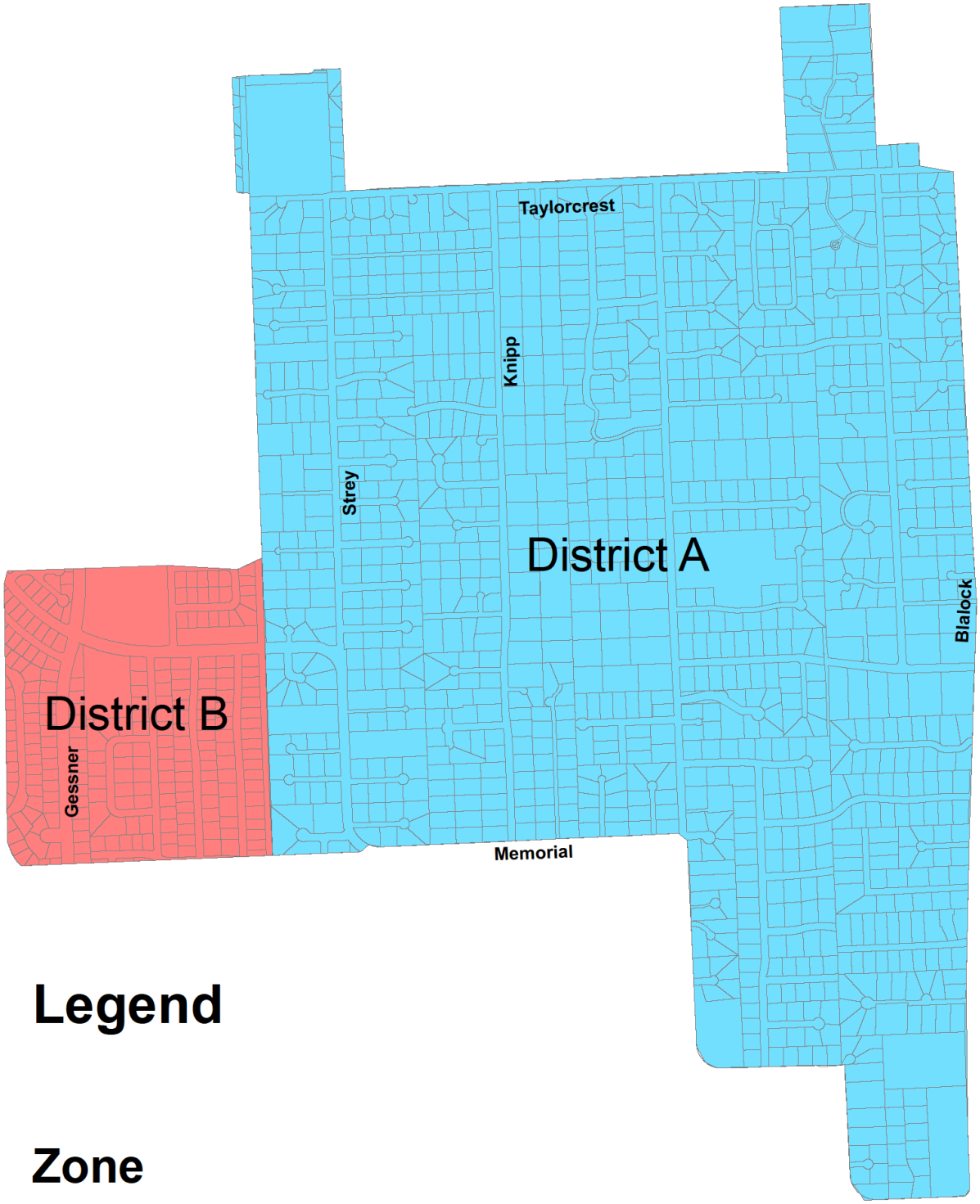
1. An auxiliary drain pan with a separate drain shall be provided under the appliance on which condensation will occur. The auxiliary pan drain shall discharge to a conspicuous point of disposal to alert occupants in the event of a stoppage of the primary drain. The pan shall have a minimum depth of 1 ½ inches (38 mm), shall not be less than 3 inches (76 mm) larger than the unit or the coil dimensions in width and length and shall be constructed of corrosion-resistant material. Galvanized sheet steel pans shall have a minimum thickness of not less than 0.0236 inch (0.6010 mm) (No. 24 gage). Nonmetallic pans shall have a minimum thickness of not less than 0.0625 inch (1.6 mm). Any appliance supports placed in the auxiliary drain pan must be of a noncombustible and non deteriorating material.

2. A water-level detection device conforming to UL508 shall be provided that will shut off the equipment served prior to overflow of the pan.

(12) Standby and emergency generators shall be installed in accordance with the National Electrical Code, 2011 and the following restrictions:

(a) All wiring shall meet all requirements outlined in this code.
(b) Maximum sound level at anytime shall be 70db or less measured at the property line.
(c) Generator shall be positioned so that no structure, roof or overhang is over any portion of the generator enclosure.
(d) Minimum clearance between generator foundation and other structures shall be 24 inches or greater as determined by manufacturers' specifications. At no time shall the clearance be less than 24 inches.
(e) No portion of the generator or wiring may be located in an easement or Right of Way.
(f) Generator may not be located in any restricted area or required green space.
(g) Generator may not be located within the required front yard of a lot.
(h) A generator cannot be visible from view from a public or private street.

City of Bunker Hill Village
Zoning Map

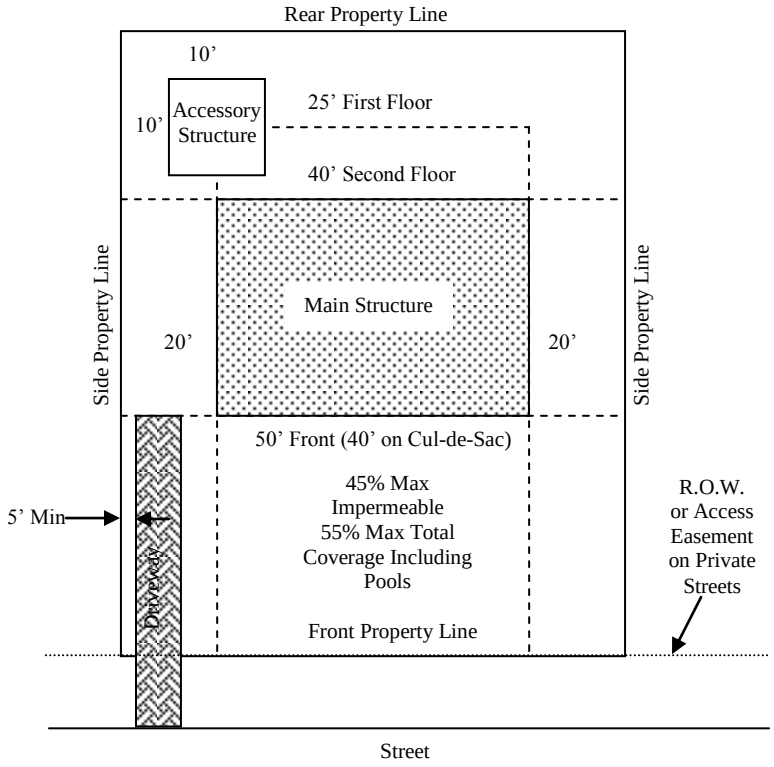


Legend

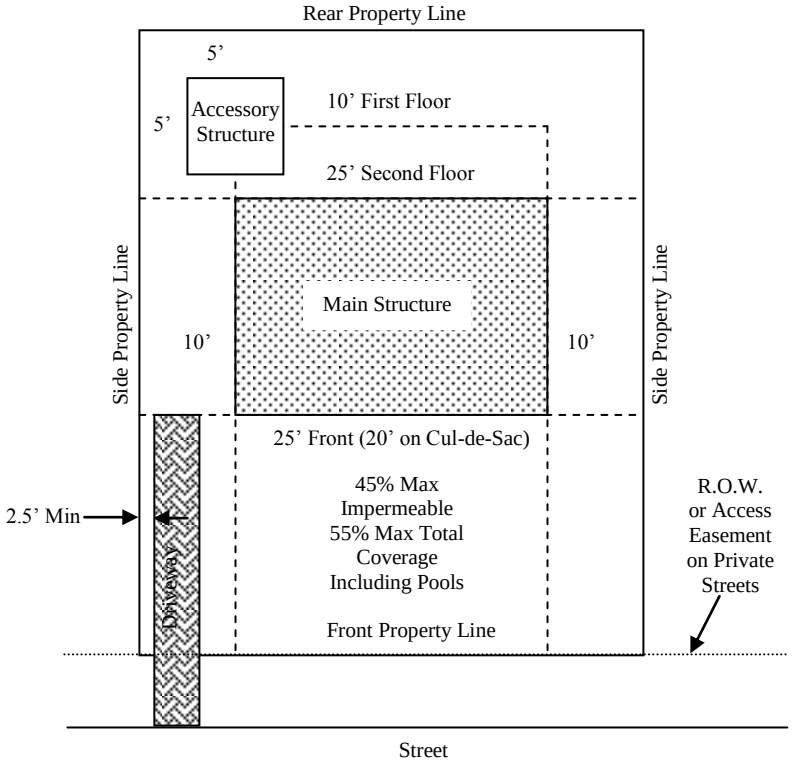
Zone

- District A
- District B

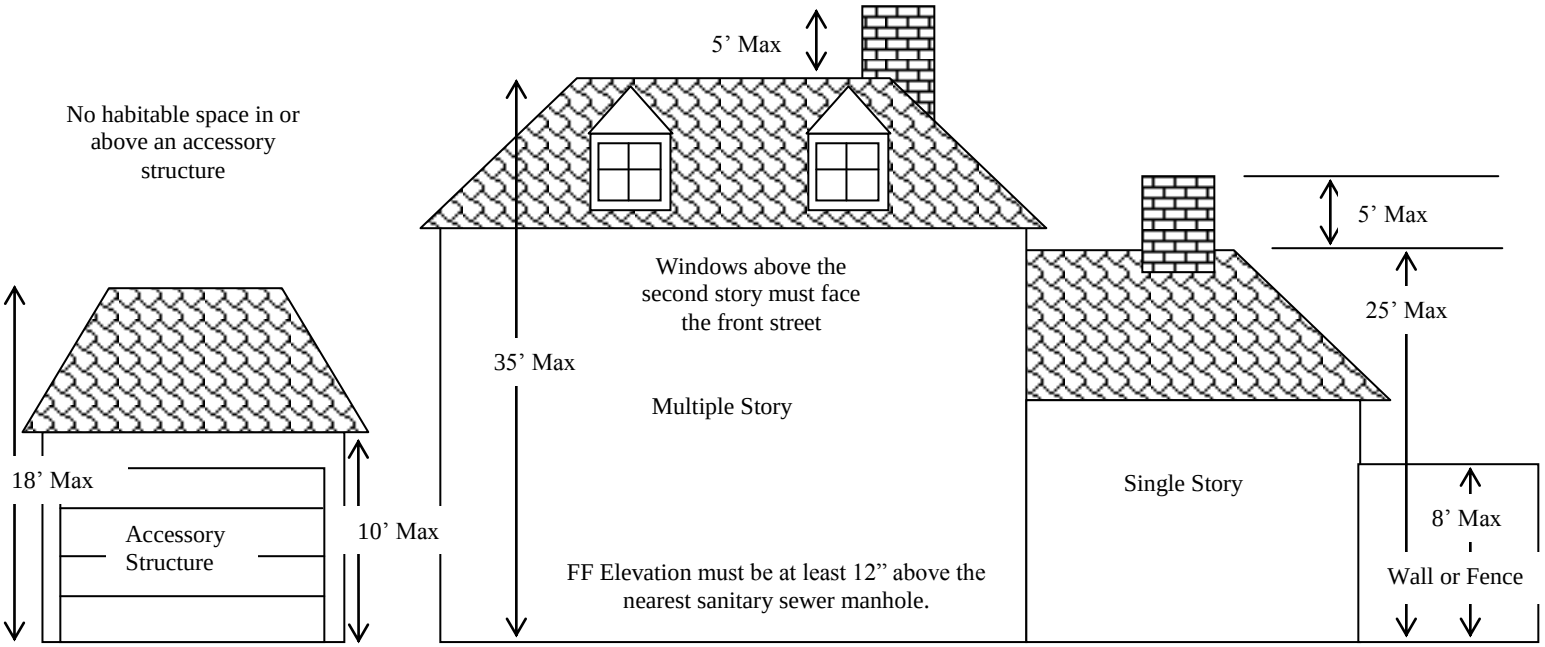
District A



District B



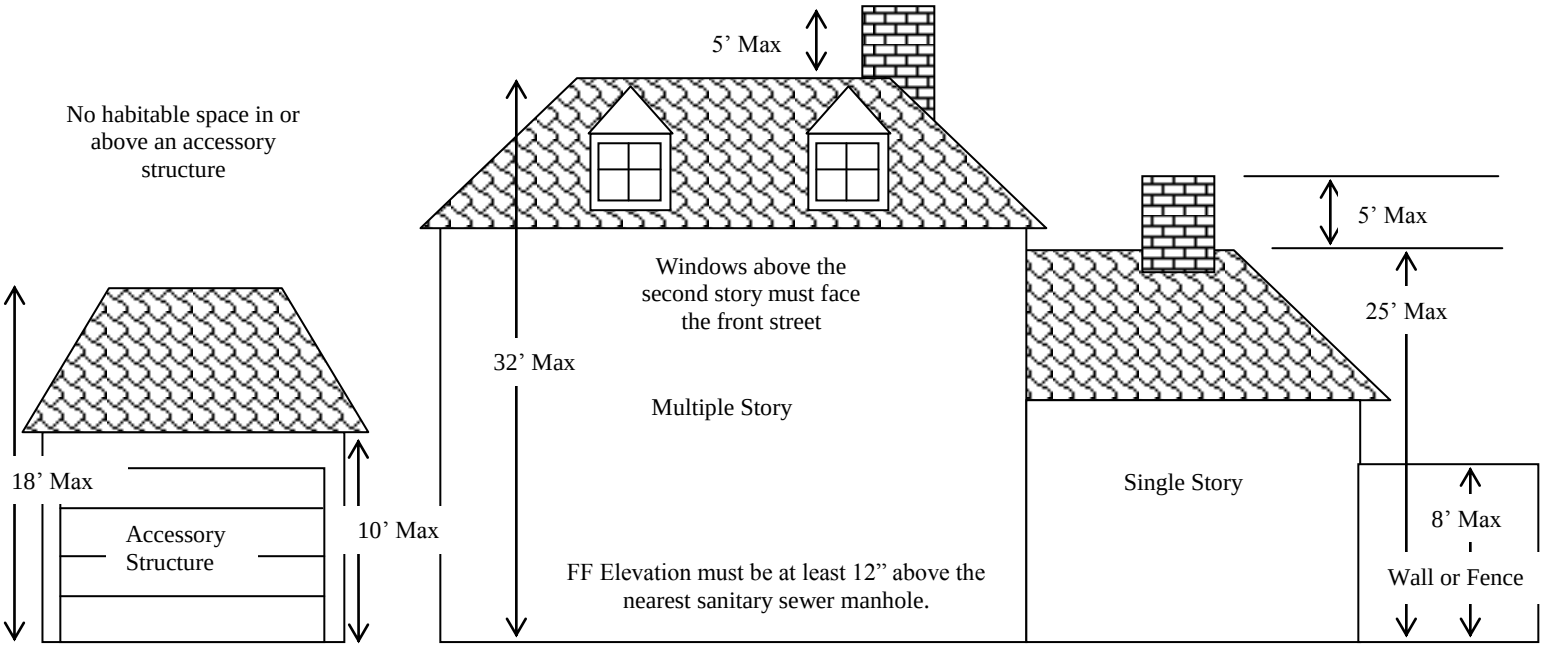
Height Limitations



District A

Fence or wall cannot be in front of the façade of main structure.

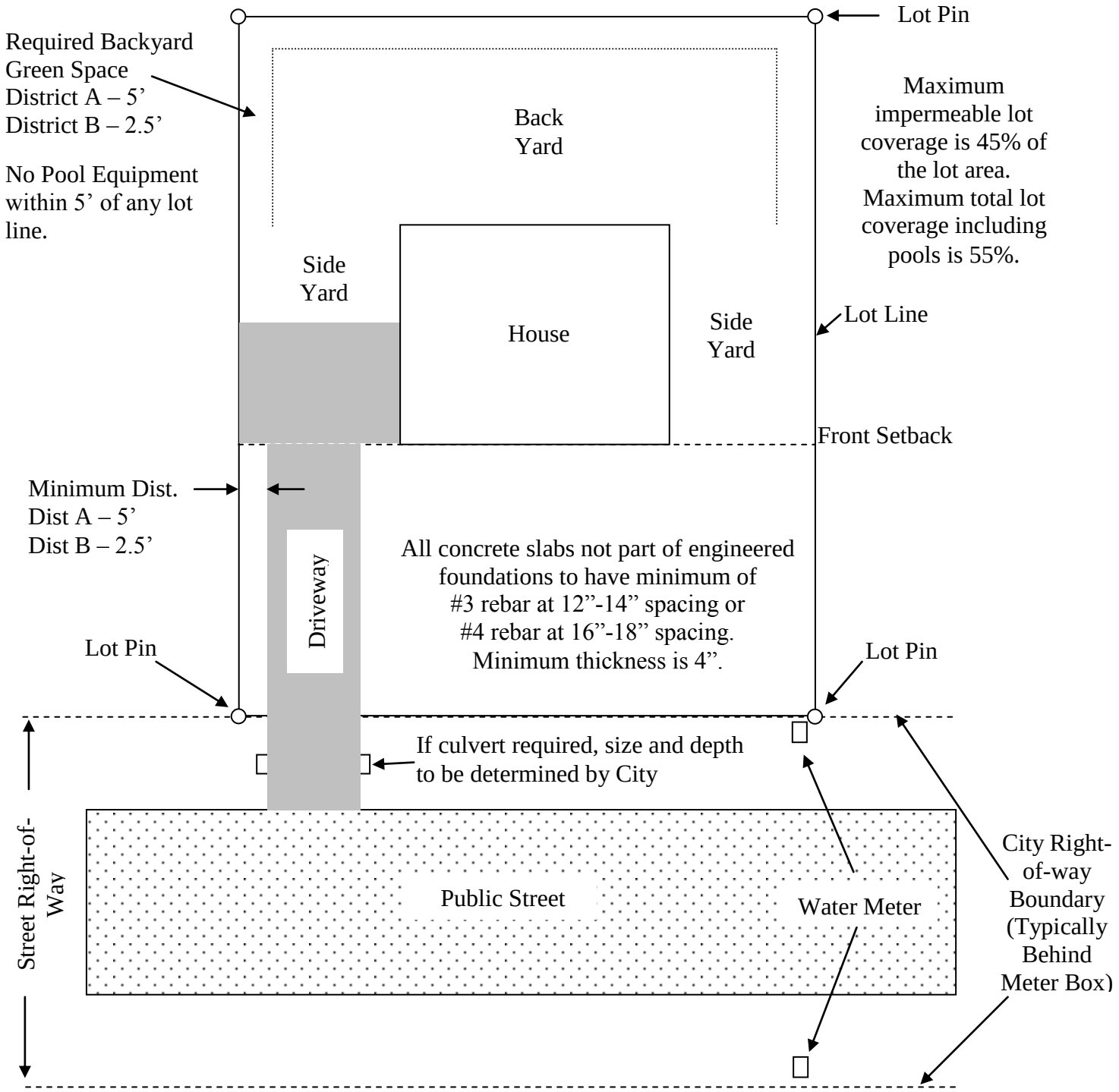
Height Measurements are from the average finished grade adjacent to the foundation.



District B

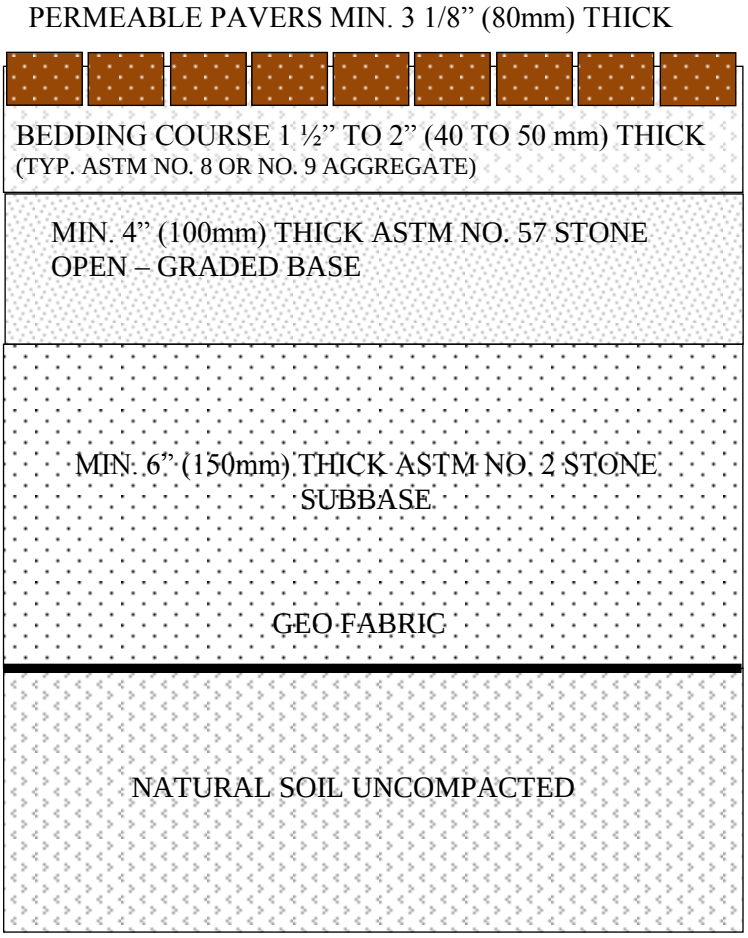
Fence or wall cannot be in front of the façade of main structure.

Driveway, Sidewalk, Pool Decking and Patio Requirements



Permeable pavers must be manufactured and designated as a permeable material. Installation must comply with manufacturer's recommendations for permeable installations. Final inspection of a permeable system will include a test to confirm that all water is transferred to the soil below the paver system.

PERMEABLE PAVER SYSTEMS



Permeable pavers and other permeable surfaces are allowed as hardscapes but still count towards the maximum total lot coverage.

Any system which requires compacting or results in the subsoil becoming compacted will not be approved. Gravel and other aggregates spread on the ground surface will result in soil compaction over time and therefore do not qualify as permeable materials.

Pavers must be engineered as a permeable product and installed as to allow all of the underlying soil to absorb water at the same rate as surrounding native soil. Flagstone and other large coverage materials do not meet this requirement.

Permeable pavement areas must meet the same setbacks and location restrictions as non-permeable surfaces.

Please see driveway design standards for required roadway connection requirements.

Permeable concrete may be used in the same configuration as a paver, but similar bedding, base and sub-base materials will be required to allow adequate soil absorption.

Sand materials are not allowed in any stage of a permeable system.

The drawing shown represents minimum design specifications. Please see your specific manufacturer for additional requirements.

New Home - Reconstruction-Addition

Required Documentation

One set of the following items, no pages larger than 11" X 17", no staples please.

- ☐ This list with items checked if provided.
- ☐ Pre-Development Meeting Signature Page - You will receive this at the Pre-Development Meeting
- ☐ Check for $1,000.00 for Drainage Review

These forms are available as a fill in Excel Spreadsheet. You are strongly urged to use these as some results will be calculated for you.

- ☐ Contractor Information Form
- ☐ Building Permit Application
- ☐ Tree Inventory and Removal Form (even if no trees to be removed)
- ☐ Detention Volume and Coverage Worksheet
- ☐ Affidavit of Notification to Property Owners within Subdivisions
  - Affidavit must be notarized. Do not include letters, only the affidavit.
- ☐ HVAC Load Calculation *(if applicable)*
- ☐ HVAC Duct Layout *(if applicable)*
- ☐ Electrical Load Calculation
- ☐ Electrical Incoming Service Diagram (must be underground service)
- ☐ Plumbing Gas Riser Diagram *(if applicable)*
- ☐ Plumbing Vent Riser Diagram *(if applicable)*
- ☐ Site Plan as detailed in this package
- ☐ Tree Survey showing all trees and proposed planting location, size and species of any trees to be planted.
- ☐ Drainage plan signed and sealed by a Civil Engineer
- ☐ Property Survey - 11" X 17"
- ☐ Frame and Foundation Plan signed by a structural engineer.
- ☐ Elevations - must show highest roof height from finished grade adjacent to foundation.
- ☐ Floor Plan

Contractor Information

Company Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Office Telephone: _____

Fax: _____

Email: _____

Field Contact: _____ Cell: _____

If your company has a trade license:

Texas License Number: _____ Expiration Date: _____

Name on License: _____

Liability Insurance Policy Number: _____

Expiration: _____

Please request your insurance carrier to fax the required insurance certificate to (713)827-8752. The City of Bunker Hill Village must be shown as a certificate holder. A copy of your applicable state license is also required. A Permit cannot be issued until this information is on file.

City of Bunker Hill Village
Building Permit Application

Date: _____

Project Address: _____

Type of Project: _____

Zoning District (A or B): _____ Lot Size (SF): _____ Square Feet

Contractor: _____

Email: _____

Fax: _____ Water Meter Size: _____

Project Description

Owner of Property: _____

Project Valuation: _____

Square Feet of Air Conditioned Space: _____ Square Feet

Non Air Conditioned but under roof: _____ Square Feet Slab Area: _____

Minimum Distance from Main Structure to:

Front Property Line: _____ Side Property Lines: _____

Rear Property Line First Floor: _____ Rear Property Line Second Floor: _____

All new construction may only be on property which has been legally platted and recorded. Please list the recording information for the Harris County Records:

Subdivision: _____

Lot: _____

Block: _____

Recording Volume: _____

Recording Page: _____

All projects except remodeling require a Pre-Development Meeting.

Date of Predevelopment Meeting: _____

City of Bunker Hill Village
Tree Inventory and Removal Form

Date: _____

Address:

Lot Size in Square Feet: _____ Square Feet

Zoning District of the City (A or B):

FRONT YARD	Actual Trees	Trees to be removed	Remaining Trees	Equivalent Trees	Required Replacement Trees	Caliper
Trees from City Counting List with a DBH of at least 5" and less than 10"			0	0	0	3 Inch Trees
Trees from City Counting List with a DBH of at least 10" and no larger than 15"			0	0	0	5 Inch Trees
Trees from City Counting List with a DBH greater than 15"			0	0	0	5 Inch Trees
Total Front Yard			0	0	0	Trees to be planted in the FRONT YARD

ALL OTHER AREAS OF THE LOT						
Trees from City Counting List with a DBH of at least 5" and less than 10"			0	0	0	3 Inch Trees
Trees from City Counting List with a DBH of at least 10" and no larger than 15"			0	0	0	5 Inch Trees
Trees from City Counting List with a DBH greater than 15"			0	0	0	5 Inch Trees
Total ALL OTHER AREAS	0	0	0	0	0	Trees to be planted in the ALL OTHER AREAS

Required Minimum	
Minimum Trunks	
Minimum Required Trees in Front	
5" Trees Required to be planted	
3" Trees Required to be planted	

DBH means the Diameter at Breast Height. Diameter of the tree at 4.5' from the ground.
PLEASE ATTACH YOUR TREE SURVEY AND PLANTING PLAN IF NEW TREES ARE REQUIRED.

Detention Volume and Lot Coverage Worksheet

Please complete Red and Blue Areas

ADDRESS:

	Sq Ft	Acres
Lot Size:		0.000

	ENTER EXISTING CONDITIONS IN RED AREAS			ENTER PROPOSED CONDITIONS IN BLUE AREAS			
		Existing (Pre-Construction)			**Proposed (Post-Construction)**		
Non-Permeable Lot Coverage (SF) [1]		*#DIV/0!*	-	-	*#DIV/0!*	-	
Non-Permeable to be REMOVED (SF)	-	*0%*	-		*#DIV/0!*	-	Removed
Non-Permeable to be ADDED (SF)	-	*0%*	-		*#DIV/0!*	-	Added
Net Non-Permeable Lot Coverage (SF)	-	**#DIV/0!**	-	-	**#DIV/0!**	-	
Permeable Lot Coverage (SF) [2]		*#DIV/0!*	-	-	*#DIV/0!*	-	
Permeable to be REMOVED (SF)	-	*0%*	-		*#DIV/0!*	-	Removed
Permeable to be ADDED (SF)	-	*0%*	-		*#DIV/0!*	-	Added
Net Permeable Lot Coverage (SF)	-	**#DIV/0!**	-	-	**#DIV/0!**	-	
Total Non-Permeable & Permeable Lot Coverage (SF)	-	**#DIV/0!**	-	-	**#DIV/0!**	-	

	TC	C (Non-Perm)	C (Perm)	C (Grass)
Time of Concentration = $10A^{0.1761}+15$	15.00	0.9	0.45	0.20

Non-Perm Increase	Non-Perm Coverage	Total Lot Coverage
#DIV/0!	**#DIV/0!**	**#DIV/0!**

$I=b/(d+TC)^e$

	b	d	e	I
10-Year Rain Event	93.53	18.90	0.7742	**6.11**
100-Year Rain Event	125.40	21.80	0.7500	**8.39**

	EXISTING (PRE-CONSTRUCTION)			PROPOSED (POST-CONSTRUCTION)		
	Comp "C"	Total CFS	GPM	Comp "C"	Total CFS	GPM
10-Year Rain Event	**#DIV/0!**	**#DIV/0!**	#DIV/0!	**#DIV/0!**	**#DIV/0!**	#DIV/0!
100-Year Rain Event		**#DIV/0!**	#DIV/0!		**#DIV/0!**	#DIV/0!

Lot Size:	-	*Acres*
Non-Perm Coverage:	**#DIV/0!**	
Non-Perm Increase:	**#DIV/0!**	
Total Vol Required:	**#DIV/0!**	*Ac-Ft*
Total Vol Required:	**#DIV/0!**	*gallons*
Max Release Rate [3]:	**#DIV/0!**	*cfs*

NOTES:

*1. Non-Permeable Coverage includes Foundations and/or Roofs, Walkways, Driveways, Pool Decking and Coping, Gravel Areas, Decks

*2. Permeable Coverage includes Pool Water Surface Area, Permeable Driveways, Permeable Walkways

*3. Max allowable release is based on Existing (Pre-Construction) 10-yr flow.

10/16/14

Affidavit of Notification to Property Owners within Subdivisions having Recorded Restrictions

Permit Applicant:_____

Address:_____

Lot:_____Block_____Subdivision:_____

Proposed Work:_____

This affidavit is required for all new construction and room additions in which the foot print of the building is changed. The following language is from the City of Bunker Hill Village Ordinance No. 06-348.

(b)Affidavit Required. No building permit shall be issued for the construction of a new building, or for any addition to an existing building that would extend such building beyond the footprint of the building prior to the proposed addition, on a Lot subject to a Recorded Restriction, unless the permit applicant has submitted an affidavit certifying that notice of the permit application has been delivered to the owner, as shown on the current tax roll, of each Lot within the subdivision that is subject to the Recorded Restriction. Provided however, if the instrument(s) establishing the Recorded Restriction provides for creation of a committee or association with authority to enforce the Recorded Restriction, and there is a committee or association duly organized and operational in accordance with such instrument, certification that notice has been served on an authorized agent or officer of the committee or association may be given in lieu of notice to all individual property owners within the subdivision other than owners of property adjacent to the Lot subject to the permit.. If the permit application is for construction on a Lot that is not subject to a Recorded Restriction, the applicant shall certify such fact by affidavit. The City Administrator is authorized to promulgate affidavit forms for use in the implementation of this Section.

(c)Form of Notice; Method of Delivery. Any notice required in paragraph (b) above shall include a general description of the proposed construction, the name of the subdivision, and the Lot and block number and street address of the Lot subject to the permit. Such notice, as outlined below, shall be delivered by depositing the same, properly addressed and postage prepaid, in the United States mail, registered or certified, return receipt requested.

(d)Waiting Period; Stop Work Orders. The building official shall not issue a building permit for construction on a Lot subject to a Recorded Restriction until the expiration of five (5) business days following the receipt of an executed affidavit that fully complies with paragraph (b) above.

I,(Permit Applicant)_____ certify that I have complied with the City of Bunker Hill Village requirements as outlined above and understand that a building permit will not be issued until after five (5) business days from the date of submission of this affidavit.

_____

Signature Date

_____

Notary Date

Date

Sample

Builder
Mailing Address
City, State Zip

RE: Proposed New Construction
New Construction Address

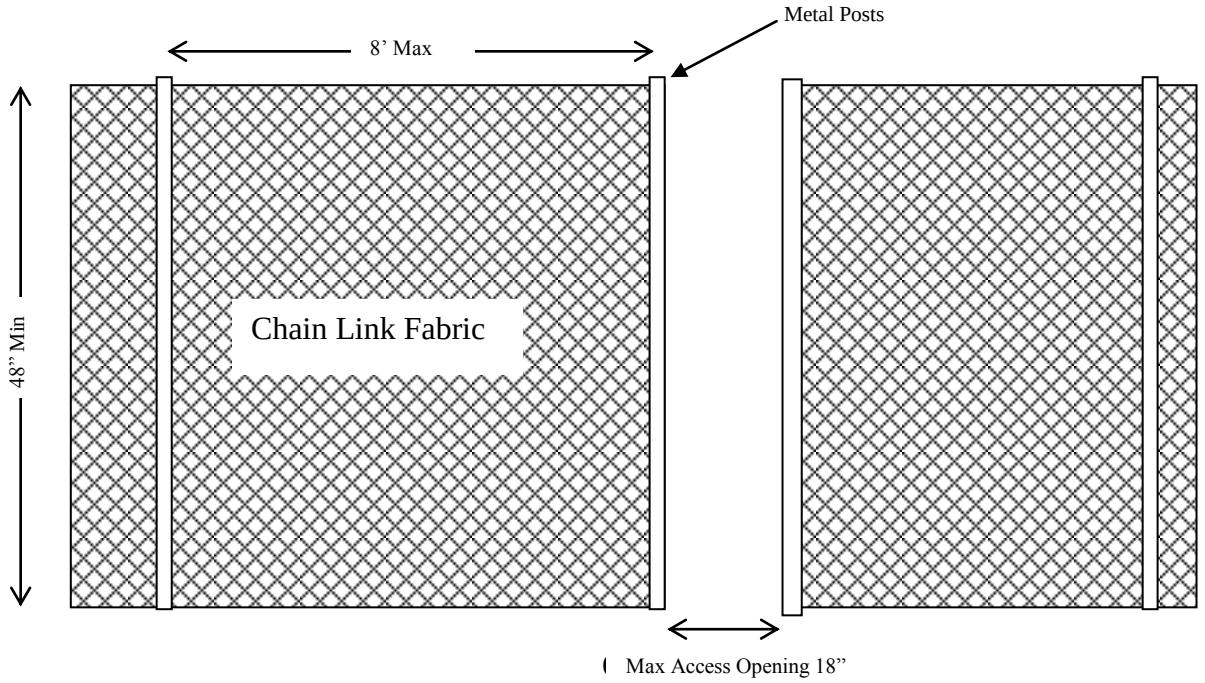
Dear Resident:

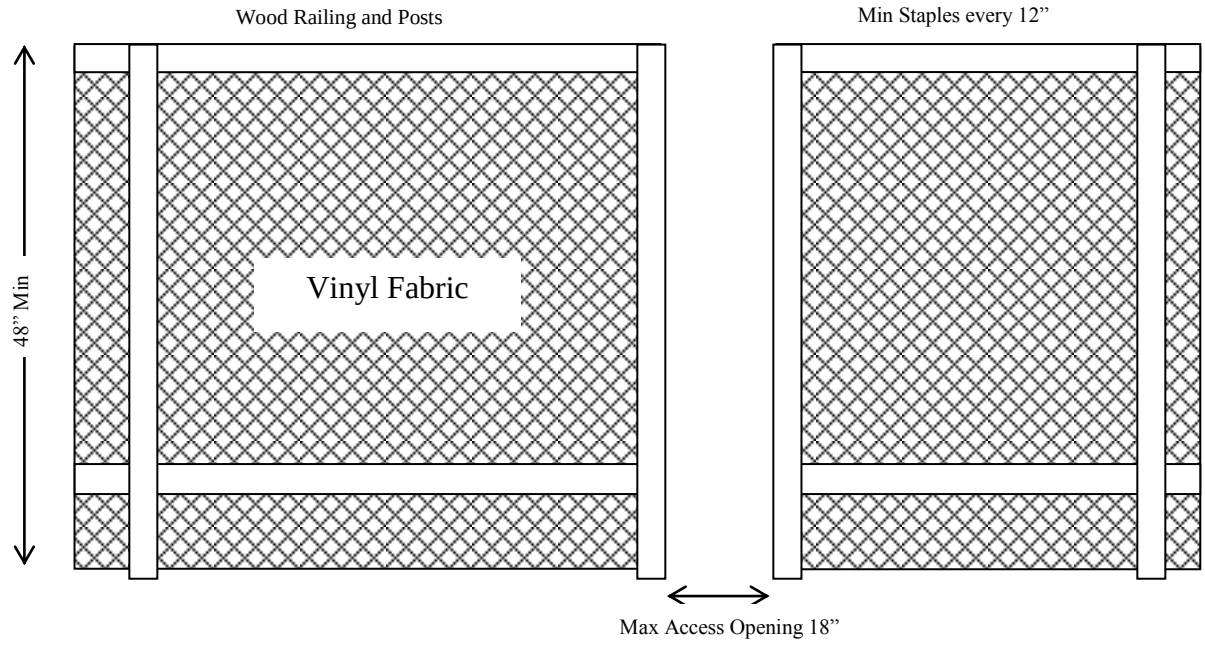
We are planning to construct a new home at the above mentioned address. The City of Bunker Hill Village requires that we notify all property owners within the same subdivision of our planned construction. The purpose of this notification is to give you an opportunity to review our plans and determine if the proposed construction violates any deed or covenant restrictions. The City of Bunker Hill Village will delay issuing a building permit for 5 business days after the confirmation of this letter preparation to allow valid conflicts to be identified. Please contact us at **(___)___-____** if you desire to view the plans.

Sincerely,

Types of Allowable Tree Protection Fencing

Tree protection shall consist of fencing, at least forty-eight (48) inches in height, which shall be placed at the drip line of the canopy of each tree to be preserved. Fencing shall be of either metal hurricane variety with steel posts no greater than eight (8) feet apart, or a wooden rail fence with vinyl construction fencing attached, with staples every twelve (12) inches. An opening shall be left in each fence enclosure of not more than eighteen (18) inches to allow access for maintenance of grass and vegetation. No such tree protection area shall be used to store materials or equipment.





General Contractor Responsibilities

The general contractor **SHALL PROVIDE A SINGLE PROTECTED AREA FOR ALL PERMITS AND INSPECTION RECORDS** issued for that site.

SANITARY WASTE: All sanitary waste shall be collected in an enclosed portable waste collection unit (portable toilets) approved by the City of Bunker Hill Village. All portable toilets shall be screened from view from any adjacent private property or any public or private roadway with privacy fencing or other decorative screening materials, of a height of not less than the height of the portable toilet. Each portable toilet shall be served at least one (1) time per week.

All trees to be left on the site **MUST HAVE TREE PROTECTION IN PLACE BEFORE ANY CONSTRUCTION INCLUDING DEMOLITION TAKES PLACE.**

ALL STREETS AND PUBLIC DRAINAGE AREAS MUST BE PROTECTED FROM SITE RUNOFF WITH A SILT FENCE. Any tracking of mud or debris **MUST BE CLEANED DAILY.**

ON-SITE PARKING FOR WORKERS: All vehicles belonging to construction workers shall be parked on the job site unless special approval by the building official is received. The builder shall provide an all-weather temporary drive to minimize tracking dirt, mud, etc., onto the adjacent street or streets.

HOURS OF WORK NOTICES MUST BE POSTED. The City of Bunker Hill will provide these notices in English and Spanish. The general contractor is to place them in a protective sleeve or have them laminated and post both at the site.

ALL TRASH, DEBRIS, AND LITTER MUST BE PICKED UP DAILY.

Violation of any of the above **CAN RESULT IN STOP WORK ORDERS OR A FINE OF $2,000 OR BOTH.**

A "Site Inspection" is required prior to any construction activities to confirm that all of the above are in place. No construction inspections will be scheduled until an approved site inspection have been performed. Items to be inspected as part of a site inspection:

- **Permit posting station in place with permits on site**
- **Tree protection as required**
- **Storm water protection in place (silt fencing)**
- **Designated construction parking location**
- **Work hours posted**
- **Fencing around sanitary facilities**
- **Dumpster in place**

WORKING HOURS

MONDAY – FRIDAY
7:00 A.M. TO 6:00 P.M.

SATURDAY
8:00 A.M. TO 5:00 P.M.

SUNDAY
HOLIDAY (NO WORK ALLOWED)

LAS HORAS DE TRABAJO

LUNES – VIERNES
7:00 A.M. HASTA LAS 6:00 P.M.

SABADO
8:00 A.M. HASTA LAS 5:00 P.M.

DOMINGO
DIA DE DESCANSO (NO SE PERMITE TRABAJAR)