

GENERAL DEVELOPMENT MANUAL



City of
HUTCHINS
SOUTH GATE TO "BIG D"

Prepared by:



BANNISTER
ENGINEERING

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CITY OF HUTCHINS GENERAL DEVELOPMENT MANUAL

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ARTICLE I. DEFINITIONS

Sec. 100. DEFINITIONS

Alleys. Minor ways which are used primarily for vehicular service access to back or the side of properties otherwise abutting on a street.

Alleys, Interior. Internal alleys within a subdivision not parallel to a City street.

Alleys, Perimeter. Alleys adjacent to and parallel to a City street requiring a screening wall between the rights-of-ways.

Amended Plat. A plat of a subdivision correcting the scrivener errors of a previously approved plat. Amended Plats must be prepared in accordance with the requirements of this development manual, shall require City approval, and upon approval shall be filed for record with the County Clerk of Dallas County, Texas.

Arterial Streets. Major streets in the City's street system that serve as avenues for the circulation of traffic onto, out, or around the City and carry high volume of traffic.

Building. A structure (anything constructed or erected), designed to be used as a place of occupancy, storage, or shelter.

Building Plans. Plans for the construction of a building. Building Plans may include: architectural plans, architectural elevations, foundation plans, mechanical (HVAC) plans, electrical and lighting plans, plumbing plans, etc. Building Plans will often be accompanied by Construction Plans for site development projects. Building Plans may not, in some cases, include Construction Plans for remodel projects.

Building Area. A portion of a lot on which single-family buildings are allowed to be placed.

Building Lot. A single tract of land located within a single block which, (at time of filing for a building permit) is designed by its owner or developer as a tract to be used, developed, or built upon as a unit, under single ownership or control. It shall front upon a street unless otherwise approved by the City. Therefore, in some cases, a "building lot" may not be the same as a lot of record. A building lot may be subsequently subdivided into two or more building lots, and a number of building lots may be cumulated into one building lot, subject to the provisions of the City's development requirements.

Building Pad. A portion of a lot covered by a building footprint.

City. The City of Hutchins, Texas, and all its governing and operating bodies.

City Engineer. The Texas licensed professional engineer or Texas registered engineering firm, employed by the City or engaged by the City as a consultant, and designated by the City as the “City Engineer”.

City Staff. City employees and City consultants, including the City Engineer, designated by the City and by properly constituted authority to recommend and enforce the regulations contained in the City’s development requirements.

Clear Vision Area. A part of a lot (generally corner lot) which may not be utilized for plantings, walls, fences, parking, vending machines, or other obstructions which would cause danger, as determined by the City, to traffic by obstructing the view.

Collector Streets. Streets whose principal function is to carry traffic between residential streets and the arterial streets, but that may also provide direct access to abutting properties, including the principal entrance streets of residential developments.

Commercial Building. Any building, other than a single-family residential building, will be referred to as a Commercial Building in this development manual..

Commercial Development. Any development subdivision which is not strictly Residential in nature as defined by this development manual. Multi-family uses, retail uses, restaurants, office buildings, mixed-use developments, industrial uses, and all other non-residential uses will be considered Commercial Development as used throughout this development manual.

Construction Plans. Plans for construction activities other than building construction. Construction plans may include: paving plans, grading plans, drainage plans, water line plans, sanitary sewer plans, erosion control plans, construction details, etc. Construction Plans will often accompany Building Plans for site development projects.

Control of Access Line. Lines along sections of the street and alley rights-of-way that delineate areas where no driveway access will be permitted. These lines shall be shown within the limits that the city determines to be potentially unsafe for driveway access.

Controlled Access Streets. Streets which are parallel to and adjacent to arterial streets and highways and which provide access to abutting properties and protection from through traffic.

Conveyance Plat. A complete and exact plan, map, or drawing, indicating the boundary information of a parcel of previously unplatted land, solely for the purpose of conveying property in a real estate transaction. Conveyance Plats must be prepared in accordance with the requirements of this development manual, shall require City approval, and upon approval shall be filed for record with the County Clerk of Dallas County, Texas.

Corner Clip. A triangular area of additional right-of-way at street and alley intersections.

Council. The City Council of the City of Hutchins, Texas.

Cul-De-Sacs. Short minor streets having only one vehicular access to another street and terminated by a vehicular turn-around.

Dead End Streets. Streets other than a cul-de-sac with only one outlet.

Development Plan. The site plan document for one or more lots upon which is shown all information required by the City's development requirements. Also called "Development Plan" or "Site Plan" throughout this development manual.

Earth Disturbance. Any grading, filling, excavating or trenching activities within the City of Hutchins.

Earth Disturbance Permit. A permit which must be obtained from the City of Hutchins prior to commencing any grading, filling, excavating or trenching activities within the City of Hutchins.

Easement. The right granted for the purpose of limited public use across, over, or under private land.

Engineer of Record. A Texas licensed professional engineer in responsible charge of the engineering associated with a development or project.

Development Plan. The site plan document for one or more lots upon which is shown all information required by the City's development requirements. Also called "Development Plan" or "Site Plan" throughout this development manual.

Extra Territorial Jurisdiction (ETJ). The unincorporated area contiguous to the municipality's corporate boundaries and extends to a certain distance based on the municipality's population. A municipality may extend to the ETJ the application of municipal ordinances and other ordinances relating to platting, access to public roads, or the pumping, extraction, and use of groundwater by persons other than retail public utilities. A municipality may not enforce its Zoning Rules and Regulations within the ETJ; however, subdivision rules and regulations apply to the ETJ areas.

Final Plat. A complete and exact plan, map, or drawing, on which a plan of a subdivision is represented in conformance with an approved Preliminary Plat. Final Plats must be prepared in accordance with the requirements of this development manual, shall require City approval, and upon approval shall be filed for record with the County Clerk of Dallas County, Texas.

Fire Lane. A fire apparatus access road (or drive) meeting the minimum width specified by City standards and the International Fire Code and constructed of a City approved all-weather surface, typically asphalt or reinforced concrete, sufficiently designed to support the imposed loads of fire apparatus, and providing a surface capable of being striped in accordance with current City requirements. Fire Lanes will be required and maintained in accordance with this development manual and the International Fire Code.

Lot of Record. A lot that is created by an approved plat of which has been duly recorded in the office of the County Clerk of Dallas County, Texas.

Master Plan. The various plans for the City and its adjoining areas, as adopted by the Council, and as it may subsequently be amended, and which indicates the existing and recommended general locations of various land uses, streets, parks, and other public and private developments and improvements.

Mining. The use of a facility or area for the extraction, removal, or stockpiling of sub-earth materials, including sand, gravel, oil, gas or other materials found under the earth. The following are not considered mining:

1. The excavation, extraction, removal, or stockpiling of earth materials for ponds or lakes, or incidental to an approved plat, or incidental to construction with a building permit, or for governmental or utility construction projects such as streets, alleys, gas, electrical, water, telephone facilities and similar projects.
2. The extraction, removal, or stockpiling of earth materials incidental to construction of landscaping, retaining walls, screening devices and similar activities consistent with the land use allowed at the site of removal.
3. Grading, filling, or excavating when done in conjunction with an approved Earth Disturbance Permit properly issued by the City of Hutchins.

Minor Plat. A complete and exact plan, map, or drawing, on which a plan of a subdivision is represented, only for a subdivision that involves four or fewer lots which front on an existing street and do not require the creation of any new street or the extension of municipal facilities. Minor Plats must be prepared in accordance with the requirements of this development manual, shall require City approval, and upon approval shall be filed for record with the County Clerk of Dallas County, Texas.

Multi-Family Residential. Development or subdivision, consisting of one or more lots, developed, or intended for development, for the purpose of providing any building or portion thereof, which is designed, built, rented, leased, or let to be occupied as three or more dwelling units or apartments or which is occupied as a home or residence of three or more households..

Multi-Lot Single-Family Residential. Development or subdivision, consisting of two or more lots, which is Single-Family Residential in nature, as defined by this development manual.

Non-Residential. All uses in all zoning districts that are not Single-Family Residential in nature as defined by this development manual. Multi-family residential and mobile home parks shall be considered under this design manual as Non-Residential in terms of process and design requirements. As used throughout this development manual, the term "Commercial" shall mean Non-Residential as defined herein.

Off-Site Public Improvements. All improvements outside the limits of the development.

On-Site Public Improvements. All improvements constructed within the development.

Opaque. As specified in the Screening Requirements shall mean a fence or hedge that cannot be seen through. A chain link fence with slats or a fabric fence are not considered opaque under the requirements of this development manual.

Ordinances, Standards, Codes, Criteria, Requirements, Construction Details, and Specifications. These terms may be used interchangeably throughout this development manual. As used in this development manual, these terms may be used interchangeably, and any of these terms shall mean the various or combined ordinances, standards, codes, criteria, requirements, construction details, and/or specifications of the City of Hutchins.

Planning & Zoning Commission. The Planning and Zoning Commission of the City of Hutchins, Texas.

Plat. See “Amended Plat”, “Conveyance Plat”, “Final Plat”, “Preliminary Plat”, “Replat”.

Preliminary Plat. A preliminary plan, map, or drawing that represents a proposed subdivision, showing all boundaries and location of individual properties and streets, as well as other information in accordance with the requirements of this development manual. Preliminary plats must be approved by the City in accordance with the requirements of this development manual.

Protected Tree. Trees that are defined as protected by City standards, often determined by species and caliper size.

Public Improvements. All publically maintained infrastructure including public surface improvements (curbs, gutters, driveway approaches, sidewalks, paved streets, alleys, bridges, culverts, street lights, and etc.) and public utilities (water lines, sanitary sewer lines, storm drains, fire hydrants, and etc).

Replat. A plat of any portion or all of a subdivision which has been previously platted (other than by Conveyance Plat). Replats must be prepared in accordance with the requirements of this development manual, shall require City approval, and upon approval shall be filed for record with the County Clerk of Dallas County, Texas.

Residential. Development which is Single-Family Residential in nature as defined by this development manual. Multi-family residential and mobile home parks shall be considered under this design manual as Non-Residential in terms of process and design requirements.

Residential Streets. Streets which are intended primarily to serve traffic within a neighborhood or limited residential district, and which is used for access to abutting properties.

Screening Hedge. An allowable Screening Device of shrubs as required in development manual.

Screening Fence. A solid opaque screening fence used to screen outside storage in accordance with the screening section of this development manual.

Screening Wall. A solid, opaque wall made of wood, brick, stone, decorative concrete block, or concrete panels to be erected at designated areas in accordance with the screening section of this development manual.

Semi-Public Improvements. Privately maintained improvements installed on private property, other than easements, which are required for the public benefit, public use or public welfare. Semi-Public Improvements might include: fire lanes, fire lines, onsite fire hydrants, screening devices, onsite drainage, etc.

Setback Line. A line that a building must be set back from the property line, the street right-of-way line or easement line.

Single-Lot Single-Family Residential. Development or subdivision, consisting of a single lot only, which is Single-Family Residential in nature, as defined by this development manual

Single-Family Residential. Development or subdivision with the intended purpose of providing for single-family detached housing. Duplexes will also be considered as Single-Family Residential for the purposes of this development manual. Development involving commercial, industrial, or multi-family uses is not considered as Single-Family Residential as defined by this development manual.

Site Improvements. All necessary site related improvements required by this development manual.

Site Plan. The site plan document for one or more lots upon which is shown all information required by this development manual. Also called “Development Plan” or “Site Plan” throughout this development manual.

Street. A public right-of-way for vehicular traffic, whether designated as street, highway, thoroughfare, parkway, road, boulevard, or however otherwise designated.

Subdivision. The division of a parcel of land into two or more lots, or building sites for purpose of sale or building development (whether immediate or future) including one lot subdivision and all divisions of land involving dedication of streets, alleys, and easements, or change in existing streets. The term also includes re-subdivision, and the term subdivider or developer are synonymous and interchangeable, and include any person, partnership, corporation, association, firm, trustee, or agent who participate in subdivision of land within the intent, scope, and purview of this development manual. Divisions of land for agricultural purposes in parcels of five (5) acres or more shall not be included within this definition, unless any such division of five (5) acres or more includes the planning or development of a new street or access easement.

Thoroughfare Plan. A master plan, as adopted by the City Council, and as it may subsequently be amended, which indicates the existing and recommended streets of the City of Hutchins and its extra territorial jurisdiction.

Tract. An unplatted parcel of land whose boundaries have been established by a recorded deed and which is recognized as a separate parcel for purpose of transfer of title.

Tree Survey. A drawing showing all trees on a property greater than the minimum diameter described in this development manual.

Truck-Lay. The route Fire Department apparatus travels from a fire hydrant to all points of a structure or combustible storage area. Actual distance is measured along a paved street and/or fire lane as the apparatus would travel.

Utility Company. Companies, corporations and other entities that undertake transmission and distribution of natural gas, electricity, telecommunications, radio or television communications.

Utility Lines / Utilities. Pipes, poles, structures, wire, aerial cables and related facilities used in transmission and distribution of natural gas, electricity, telecommunications, radio or television communications.

Variance. A grant of permission by the City Council that authorizes a specific suspension or waiver of one or more of the development rules and regulations of the City.

ARTICLE II. GENERAL PROVISIONS

Sec. 201. PURPOSE AND AUTHORITY

The purpose of this development manual is to provide for the orderly, safe and healthful development within the City of Hutchins, Texas, and to promote the health, safety and general welfare of the community. This development manual is adopted under the authority of the Constitution and laws of the State of Texas, and the City Charter of the City of Hutchins, Texas.

Sec. 202. JURISDICTION

Provisions of this development manual shall apply within the incorporated limits of the City of Hutchins, Texas.

Sec. 203. SPECIAL DISTRICTS

Special districts, such as utility districts, must be approved by the City of Hutchins.

Sec. 204. DEVELOPMENT POLICY

Development and/or construction activities shall not be allowed within the City of Hutchins until the appropriate City approvals and permits have been obtained by the developer or contractor/builder. The submittal and approval of plats, Development Plans, and permit applications shall be in accordance with the requirements and procedures outlined within this development manual.

Sec. 205. FEES REQUIRED

Various fees shall be required for the review and processing of applications and permits for development, construction, and building related activities within the City of Hutchins. Appendix A of the City of Hutchins Code of Ordinances (not to be confused with Appendix A of this development manual) lists the fees adopted by the City.

Sec. 206. DESIGN STANDARDS

Standards for design of public improvements and private improvements which interface with public improvements shall be as required by the City of Hutchins, including those requirements identified in this development manual, the City of Hutchins Standard Construction Details, and the Standard Specifications For Public Works Construction of the North Central Texas Council of Governments as adopted by the City of Hutchins, except as otherwise noted.

ARTICLE III. DEVELOPMENT REQUIREMENTS AND PROCEDURES

Sec. 301. PLATTING REQUIREMENTS

(a) Final Plat – A Final Plat shall be required by the City of Hutchins, in accordance with the Local Government Code, Section 212.004, whereby the owner of a tract of land, located within the limits or in the extra-territorial jurisdiction of a municipality, who divides the tract in two or more parts for the purpose of sale, or to lay out a subdivision or building lots or any lots, or streets, alleys, parks or other portions intended for public use or the use of purchasers or owners of lots, shall cause a final plat to be made in accordance with this development manual and with the Local Government Code. A Final Plat shall substantially conform to an approved Preliminary Plat, or a revised Preliminary Plat must be submitted for formal approval. Final Plat approval will be granted only on the condition that all lots can stand alone in terms of public and semi-public improvements. Every structure hereafter erected or enlarged shall be located on a lot of record as identified on a Final Plat for the property.

(b) Preliminary Plat – Preliminary Plat approval will be granted only on the condition that all lots can stand alone in terms of public and semi-public improvements. Development Plan approval is typically required prior to approval of a Preliminary Plat. However, Preliminary Plat and Development Plan applications may be submitted and considered concurrently. A Preliminary Plat approval is typically required prior to approval of a Final Plat, Minor Plat, or Replat. However, at the discretion of the Director of Public Works, the City shall have the option to accept applications for Final Plats, Minor Plats, or Replats concurrently with applications for the associated Preliminary Plats and Development Plans. The approval of the Preliminary Plat by the City shall be effective for a period of eighteen (18) months after the date of formal approval. Following an eighteen (18) month period after the approval of a Preliminary Plat, the Preliminary Plat or any portion of the Preliminary Plat which has not had final plat approval by the Planning and Zoning Commission, will be considered invalid. At the discretion of the Director of Public Works, the expiration date of an approved Preliminary Plat may be extended an additional twelve (12) months without the need to resubmit through the typical approval process for new Preliminary Plats. Request for extension shall be made by the property owner in writing at least fourteen (14) calendar days prior to the end of the first eighteen (18) month period. Preliminary Plats are not filed with the County.

(c) Replat – A Replat will be required to further subdivide a lot which has already been final platted. When replatting, a lot of record must be replatted in its entirety. In addition, all replats of commercially zoned land and all replats of single-family and two-family residential zoned land of more than six lots must be considered in a public hearing in accordance with the Local Government Code. Upon approval and County filing, a Replat will be treated as a Final Plat with regard to the development process of the City of Hutchins. Replat approval will be granted only on the condition that all lots can stand alone in terms of public and semi-public improvements. Development Plan and Preliminary Plat approval is typically required prior to approval of a Replat. However, at the discretion of the Director of Public Works, the City shall have the option

to accept applications for Replats concurrently with applications for the associated Preliminary Plats and Development Plans.

(d) Minor Plat – A Minor Plat may be obtained for a subdivision that involves four or fewer lots that fronts on an existing street, does not require the creation of any new street or the extension of municipal facilities, and is not a Replat. A Minor Plat can be “administratively approved” by the Mayor or other person as designated by the City Council. The Mayor or designee shall not unreasonably disapprove a Minor Plat which meets the City’s standards and requirements. Upon request by the land owner, the Mayor or designee shall be required to refer any disapproved Minor Plat to the Planning and Zoning Commission for consideration and public hearing. Upon approval and County filing, a Minor Plat will be treated as a Final Plat with regard to the development process of the City of Hutchins. Development Plan and Preliminary Plat approval is typically required prior to approval of a Minor Plat. However, at the discretion of the Director of Public Works, the City shall have the option to accept applications for Minor Plats concurrently with applications for the associated Preliminary Plats and Development Plans.

(e) Conveyance Plat – A Conveyance Plat may be obtained solely for the purpose of conveying property in a real estate transaction in order to plat an unplatted tract of land. A Conveyance Plat may only be obtained if the tract is plated as a single lot that fronts on an existing street, does not require the creation of any new street or the extension of municipal facilities, and is not a Replat. A Conveyance Plat, similar to a Minor Plat, can be “administratively approved” by the Mayor or other person as designated by the City Council. The Mayor or designee shall not unreasonably disapprove a Conveyance Plat which meets the City’s standards and requirements. Upon request by the land owner, the Mayor or designee shall be required to refer any disapproved Conveyance Plat to the Planning and Zoning Commission for consideration and public hearing. Upon approval and County filing, a Conveyance Plat will be treated as a Final Plat with regard to the development process of the City of Hutchins.

Sec. 302. DEVELOPMENT PLAN REQUIREMENTS

(a) Development Plan approval is required for all construction other than projects which involve only interior building remodel. Projects performed and funded by the City of Hutchins are exempt from this requirement to the extent that such projects are for the construction or maintenance of public streets, drainage, water and/or sanitary sewer facilities. Development Plans may proceed through staff review and approval so long as no variances are required. Development plan approval will be required when any of the following apply:

- (1) Any proposed new development, including building construction or site improvements (grading, paving, drainage, water, sanitary sewer, etc.).
- (2) Any change in the location, configuration, or square footage of any existing building, driveway, fire lane, parking area, on-site public drainage system, open drainage channel, or storm water detention facility.

(3) Any platting or subdivision of real property.

(b) Existing legal non-conforming structures may maintain a legal non-conforming status until the requirement for a Development Plan is triggered per the section above or until the use or operation of the structure or property ceases or becomes vacant for a period of twelve (12) months or more, in which case, the startup of any use of the structure or property will require compliance with all applicable provisions of this development manual, including platting and Development Plan application.

(c) The approval of a Development Plan shall be effective for a period of eighteen (18) months after the date of formal approval. Following an eighteen (18) month period after the approval of a Development Plan, the Development Plan will be considered invalid. At the discretion of the Director of Public Works, the expiration date of an approved Development Plan may be extended an additional twelve (12) months without the need to resubmit through the typical approval process for new Development Plans. Request for extension shall be made by the property owner in writing at least fourteen (14) calendar days prior to the end of the first eighteen (18) month period.

Sec. 303. PLATTING AND DEVELOPMENT PLAN PROCEDURES

(a) All plats, Development Plans, construction plans and building plans shall be submitted to the Building Inspection Division of the Public Works Department. Persons wishing to discuss specific questions in the development process should contact the appropriate department/division, but all formal submittals should be made to the Building Official in order to provide a coordinated review. In the event that the Building Official is not available, submittals can be made to the Director of Public Works.

(b) Prior to submitting a plat or Development Plan, the developer/owner should consult with the appropriate City staff concerning the proposal. Staff will assist in determining whether the proposed development is generally consistent with City of Hutchins standards, plans and policies. City review staff will be available on a regular basis for a meeting with any person wishing to discuss projects in review or proposed for submittal. The project engineer or architect is encouraged to attend the review meeting in order to directly receive pertinent information regarding the proposed project. This meeting will not provide a full review of any particular project, but will provide the opportunity for a developer, architect or engineer to ask questions regarding City policies, process, plans, and requirements. Persons wishing to schedule a review meeting should contact the Building Official or the Director of Public Works.

(d) Upon submittal, plats, Development Plans, permit applications, building plans, construction plans, and other related items will be reviewed by applicable Public Works staff. The Building Inspection Division will coordinate all submittals and returns of marked-up copies. The Building Inspection Division will also coordinate payment of City fees, acceptance of tax certificates, and acceptance of final file copies. The developer shall be responsible to provide copies of plats and Development Plans to the electric, telephone, gas, cable, and solid waste disposal utility companies for review and comment. The developer shall coordinate with each utility company prior to plat or

development plan approval to ensure that adequate utility easements are provided to serve the proposed development. In order to prevent delays in obtaining building or construction permits, the developer shall obtain letters from each utility (electric and gas at a minimum) indicating that the utility has reviewed the plat or Development Plan and that the developer has satisfied the utility's easement requirements. The developer shall provide copies of the utility acceptance letters to the City at the time of permit application. The City shall have the right to refuse issuance of building permits and construction permits if proof of utility company acceptance is not provided to the City.

(e) All plats and Development Plans submitted for review will be on the City's active list for a period of three months from the date of each submittal. After the three month period, a project may be considered abandoned and may be removed from the City's files. Substantial developer-initiated changes in the project from one submittal to the next that need additional review will require an additional payment equal to one-half of the original review fee.

(f) Following completion of the review process, plats must be submitted to the Planning and Zoning Commission. If a variance is requested, Preliminary Plats will be forwarded City Council after going before the Planning and Zoning Commission. Although City Council will consider the recommendations of the Planning and Zoning Commission, City Council is not required to adhere to those recommendations.

(g) Following completion of the review process, Development Plans can be granted approval by City staff if the Development Plans conform with all applicable requirements of the City. If a variance is requested, upon completion of staff review, Development Plans will be forwarded to the Planning and Zoning Commission and then to City Council for public hearing. Although City Council will consider the recommendations of the Planning and Zoning Commission, City Council is not required to adhere to those recommendations.

Sec. 304. BUILDING PERMITS

(a) All building activities within the City of Hutchins shall comply with Chapter 3 "Building Regulations" of the City of Hutchins Code of Ordinances.

(b) Prior to commencement of any building activities, the owner, developer or contractor shall secure a Building Permit, a site Construction Permit (if applicable) and an Earth Disturbance Permit (if applicable), all properly issued by the City of Hutchins. Simultaneous construction of public and private improvements may be approved by the Director of Public Works in some instances where a written request of sufficient merit, as determined by the Director of Public Works, has been made by the applicant. However, without written approval of the Director of Public Works, no building or construction permit for private improvements, including but not limited to permits for electrical, mechanical, plumbing, signs, paving, etc. (with the exception of temporary power permits associated with construction), will be issued for any residential or commercial building until all public improvements associated with the development are completed and accepted by the City and until gas and electrical service has been made available to each lot. These public improvements and franchise utilities constitute the basic

infrastructure required to serve the development and include construction of streets, sidewalks, drainage, water and sanitary sewer facilities as outlined in Article V.

(c) Commercial Building Permit applications will not be granted until a Development Plan has been approved and the construction and acceptance of all required public and semi-public improvements (fire lanes, fire lines, fire hydrants and other appurtenances, sidewalks, driveway approaches, drainage facilities, water and sanitary sewer service connections, etc.) as shown on the approved Development Plan. Simultaneous construction of public and private improvements will require written approval of the Director of Public Works.

(d) A foundation permit may be issued, on a case-by-case basis, based on the approved Development Plan that adequately addresses the location and elevations of water and sanitary sewer services in relation to the proposed finish floor elevation of the building.

(e) No building construction above the slab may be commenced prior to the construction and approval of all fire lanes, fire lines, fire hydrants and other waterline appurtenances.

(f) Some items of public and semi-public improvements (i.e. sidewalks, driveway approaches, grading and drainage improvements, water and sanitary sewer service connections) may be constructed simultaneously with the building provided a cash escrow is deposited with the City to cover 100 percent of the cost of the improvements. A non-refundable fee will be charged by the City for escrow handling. On cash escrow's where the developer satisfactorily completes all public and semi-public improvements, the City will return the entire amount escrowed (without interest). If the developer fails to complete the project, then the escrowed funds will be retained by the City. The City will either use the funds to complete the public improvements associated with the project, or the City will hold the funds and apply them for public improvements on a future project at the same location. The City shall be entitled to retain all interest earned on the escrowed funds.

(g) Three-party contracts may be considered on case-by-case basis and are subject to approval by the City Council.

(h) The developer shall coordinate with each utility company prior to plat or development plan approval to ensure that adequate utility easements are provided to serve the proposed development. In order to prevent delays in obtaining building or construction permits, the developer shall obtain letters from each utility (electric and gas at a minimum) indicating that the utility has reviewed the plat or Development Plan and that the developer has satisfied the utility's easement requirements. The developer shall provide copies of the utility acceptance letters to the City at the time of permit application. The City shall have the right to refuse issuance of building permits and construction permits if proof of utility company acceptance is not provided to the City.

(i) Building Permits shall be valid for a period of six (6) months from the date of permit issuance. That portion of the building activities which is not substantially complete within six (6) months will require a new permit and the remaining building

activities must comply with the most current City standards and regulations, unless a variance is granted by the City Council. In cases of large scale building projects which require longer than six (6) months to complete, the Building Official, upon approval by the Director of Public Works, shall be authorized to provide permit extensions which do not require compliance with new building codes.

Sec. 305. CONSTRUCTION PERMITS

(a) Prior to commencement of any construction activities (paving, drainage, utilities, etc.) the owner, developer or contractor shall secure a Construction Permit properly issued by the City of Hutchins. A Construction Permit will be issued only after City requirements have been met.

(b) Three-party contracts may be considered on case-by-case basis and are subject to approval by the City Council.

(c) Construction must be underway within six (6) months from the date of permit issuance and the improvements must be substantially completed within eighteen (18) months from the date of permit issuance. That portion of the construction which is not substantially complete within eighteen (18) months will require a new permit and the remaining construction must comply with the most current City standards and regulations, unless a variance is granted by the City Council.

(d) Any construction activities involving grading, filling, excavation, or trenching activities, shall also require an Earth Disturbance Permit.

Sec. 306. EARTH DISTURBANCE PERMITS

(a) No grading, filling, excavation, or trenching activities, shall be performed within the limits of the City of Hutchins except by an unexpired Earth Disturbance Permit properly issued by the City. An Earth Disturbance Permit will be issued only after the requirements outlined in this development manual and other City requirements have been met. The City of Hutchins shall be exempt from this requirement.

(b) In order to apply for an Earth Disturbance Permit, the applicant must submit various plans and items as outlined in Article IV. An Earth Disturbance Permit will not be issued until all of the required submittal items have been approved.

(c) The applicant must pay an Earth Disturbance Permit fee.

(c) An Earth Disturbance Permit will not be issued if the work is deemed to adversely affect drainage on adjacent or other properties, create a traffic safety problem, or be considered a mining operation. Specific use district zoning is required for mining, including such mining as sand and gravel removal.

(d) Earth disturbance within in the floodway or floodplain will trigger additional requirements.

(e) Earth disturbance impacting trees is prohibited prior to the approval of a Development Plan for commercial developments. The Development Plan requirement may be waived by the Director of Public Works for earth disturbance activities necessary to improve drainage or for utility work if such activities are not associated with demolition, construction, expansion, or reconfiguration of a commercial building, fire lane, commercial parking lot, outdoor storage area, or outdoor area used for business operations. Tree mitigation fees must be paid before grading permits will be issued.

(f) An Earth Disturbance Permit is not required for the addition of topsoil or similar material used to spread over grassed areas in average depths of less than two inches.

(g) The contractor shall establish erosion control devices in accordance with the current Texas Pollution Discharge Elimination System (TPDES) requirements. Texas Commission on Environmental Quality (TCEQ) requirements must be followed by the developer and contractor.

(h) Grading, filling, excavating, and/or trenching activities must be underway within six (6) months from the date of permit issuance and must be substantially completed within eighteen (18) months from the date of permit issuance. That portion of the work which is not substantially complete within eighteen (18) months will require a new permit and the remaining work must comply with the most current City standards and regulations, unless a variance is granted by the City Council.

Sec. 307. DRIVEWAY PERMITS

No driveway shall be constructed within the limits of the City of Hutchins except by an unexpired Driveway Permit properly issued by the City. A Driveway Permit will be issued only after the requirements outlined in this development manual and other City requirements have been met. The City of Hutchins shall be exempt from this requirement.

In order to apply for a Driveway Permit, the applicant must submit various plans and items as outlined in Article IV. A Driveway Permit will not be issued until all of the required submittal items have been approved. The applicant must pay a Driveway Permit fee. A Driveway Permit will not be issued if the driveway is deemed to create a traffic problem or a potential safety problem. If granted, a Driveway Permit shall be effective for a period of thirty (30) days from the date the permit is issued. The driveway must be constructed within the thirty (30) day period or a new permit will be required. The contractor shall construct all City permitted driveways within five (5) days of the sawcut and removal of the existing pavement. In addition to the requirements described above, access to state controlled highways shall require State permits through the Texas Department of Transportation (TxDOT).

Sec. 308. SIGN PERMITS

a) No sign or advertising structure shall be erected, relocated, posted, painted or maintained within the City by any person, firm or corporation without first obtaining a permit therefor, properly issued by the City Building official, except as may otherwise be provided in the City's sign ordinance (see Article 3.11 "Signs" of the City of Hutchins Code of Ordinances). The information below is a summary of the City's sign ordinance (see Article 3.11 "Signs" of the City of Hutchins Code of Ordinances) at the time that this development manual was prepared. In case of a discrepancy, the most currently adopted version of Article 3.11 "Signs" of the City of Hutchins Code of Ordinances will govern.

b) Any person applying for a sign permit must show proof of property damage and public liability insurance in an amount not less than ten (10) times the construction cost of the sign and containing standard provisions that the sign contractor or property owner are insured against claims by third persons for negligence of the contractor or owner or their agents, officers, or employees in the construction, erection, or maintenance of the proposed sign. Electrical signs shall also require electrical permits. Permits for advertising signs (billboards) shall also require approval of the city council.

c) No sign permit shall be issued except after receipt of an application prescribed by the building official and showing the sign location, size, type, height, materials of constructions, surface area and such other information as the building official shall require. When required by the building official, plans shall be prepared by a registered professional engineer or architect.

d) The fee for all permitted signs shall be as provided for in the fee schedule found in appendix A of this code. When a sign is erected, placed or maintained or work started thereon before obtaining a sign permit, there shall be a late fee equal to twice the amount of the sign permit fee. The late fee does not excuse full compliance with the sign code provisions.

e) A permit for a sign shall expire if the work is not started within sixty (60) days, or is not completed within one hundred and twenty (120) days after work has commenced. A new permit shall be required to replace any permit which has expired. Any permit issued in conflict with the provisions of this section is void.

Sec. 309. DEVELOPMENT OF LAND SERVED BY SUBSTANDARD PUBLIC IMPROVEMENTS (OR NOT SERVED BY PUBLIC IMPROVEMENTS)

a) General Provisions. This section deals with lots or tracts that are not served by public improvements or that are served by one or more existing substandard public improvements including water, sanitary sewer, streets, sidewalks or storm drainage. Such developments must meet these required minimum standards in order to obtain a building permit for a new building or if an addition is being made to an existing building. In reviewing the required Development Plan, the City staff will note areas that fail to meet minimum standards. If in the opinion of the City staff, on a case-by-case basis, these minimums are not adequate, more extensive improvements may be required as

necessary. Additionally, each of the lots or tracts must follow all City master plans for streets, utilities, parks and other public improvements.

b) Paving. Development must be served by minimum street right-of-way as determined by the adopted Thoroughfare Plan shall be required.

c) Water Lines. If development is to occur on land which is not currently served or which is currently served by sub-standard water utilities, the owner, developer or applicant may be required to extend the existing system or improve the existing system to current requirements.

d) Fire protection. Inadequate or substandard water line size may require line upgrades and additional fire hydrants or other measures may be needed in order to provide adequate fire protection.

e) Sanitary Sewers. If improvement is to occur on land that is not currently served or that is served by substandard sanitary sewer utilities, the owner, developer, or applicant may be required to extend the existing system or improve the existing system to current requirements.

f) Septic Systems. Application for construction and operation of a septic system must be submitted to Dallas County. Application, fees, tests, design and on-site inspections must be submitted and coordinated with Dallas County. The tract of land must consist of one (1) acre or more to qualify for a septic system. If the project includes a septic system, prior to issuance of a Certificate of Occupancy by the City of Hutchins, the City must be in receipt of the following:

1. Approved septic system permit by Dallas County
2. Approved design by Dallas County
3. Approved final inspection by Dallas County

Septic systems will not be permitted within the City limits of Hutchins for Single-Lot Single-Family Residential where any part of the platted lot or tract is within 100 feet of an existing City sanitary sewer line, unless otherwise approved by the Director of Public Works. Septic systems will not be permitted within the City limits of Hutchins for Multi-Lot Residential or Non-Residential uses (including Multi-Family) where any part of the platted lot or tract is within 1,000 feet of an existing City sanitary sewer line, unless otherwise approved by the Director of Public Works. The requirements to connect to the City's sewer system may be enforced even if the improvements must include a lift station, force main or both. The requirement will not be enforced in instances where the Director of Public Works determines that the connection is impractical.

g) Drainage. Storm water detention may be required for any development at the discretion of the City Engineer or Director of Public Works. All site drainage resulting in concentrated flow must discharge to an adequate outfall condition capable of conveying the proposed runoff for a 100-year rainfall event. Concentrated flow shall discharge from the site to public right-of-way or a drainage easement. In the event that a drainage

easement cannot be obtained from adjacent property owners, the developer shall take measures to, as closely as practical, simulate pre-existing drainage flow rates and patterns.

Sec. 310. ABANDONMENT OF REAL PROPERTY

(a) General Provisions. An Abandonment Ordinance is required for abandonment of any public right-of-way. Any easement may be abandoned with a Certificate of Abandonment (see Appendix 2) in accordance with paragraph (c) below. Requests for abandonment shall be made in writing to the Public Works Department. The City will file with the County all documents that are required to record the transaction. An application fee must accompany all requests and the Dallas County filing fees shall be submitted with a separate check. If applicable, fair market value will be established by the City based on information, acceptable to the City. Should appraisals be required, the cost shall be paid in advance by the applicant. Any relocation, adjustment or other construction shall be the financial responsibility of the applicant.

The following information must be provided with any request for abandonment of real property by the City of Hutchins:

- (1) Metes and bounds description of the property to be abandoned
- (2) Exhibit showing the property to be abandoned
- (3) Letters of Release from utility companies, if applicable
- (4) Application fee made payable to City of Hutchins
- (5) Filing fee made payable to Dallas County Clerk

(b) Additional Requirements for Certain Abandonments.

- (1) Abandonment of an improved street or alley:
 - a. Fair market value of the real property and the improvements that are to be removed or converted to private use
 - b. Dedication of easements for any facilities that are to remain
- (2) Abandonment of street or alley right-of-way (unimproved):
 - a. Fair market value of the real property
 - b. Dedication of easements for any facilities that are to remain

- (3) Abandonment of a part of an occupied easement where the reduction in easement will adversely affect the operation and maintenance of the facility:
 - a. Fair market value of the released area
 - b. Compensation for detriment to the remainder
- (4) Abandonment of an occupied easement in exchange for another easement at the request of the property owner:
 - a. Fair market value of the difference in value if the abandoned easement is greater than the replacing easement
 - b. Escrowed funds for the cost to relocate and/or reconstruct any streets, drainage improvements, utilities, or other facilities (unless otherwise waived by the City)

To abandon an easement in exchange for an equivalent easement, or when it is determined that an easement is no longer necessary, a Certificate of Abandonment (see Appendix 2), or such other documents as may be legally required, shall be filed of record with Dallas County. This certificate shall be filed only after all information for abandonment of an easement on real property has been submitted and a final approval for abandonment has been made by the Director of Public Works.

Sec. 311. PARKLAND DEDICATION

(a) Purpose. The provisions described in Sec. 213 “Park and Other Public Dedication Requirement” have been adopted by the City Council to provide recreational areas in the form of neighborhood parks as a function of subdivision development in the City of Hutchins. The City Council has declared that recreational areas in the form of neighborhood parks are necessary and in the public welfare, and that the only adequate procedure to provide for same is by integrating such a requirement into the procedure for planning and developing property or subdivisions in the City, whether such development consists of new construction on vacant land or rebuilding and remodeling of structures on existing residential property. Neighborhood parks are those parks providing for a variety of outdoor recreational opportunities and within convenient distances from a majority of the residences to be served thereby. The primary cost of neighborhood parks should be borne by the ultimate residential property owners who, by reason of the proximity of their property to such parks, shall be the primary beneficiaries of such facilities. The existing location of Interstate Highway 45, from Interstate Highway 635 to Fulghum Road, divides the City of Hutchins into an east and west zone for park planning purposes. The park and recreational facilities are required to be accessible to the residential areas in each zone. Therefore, the following requirements are adopted to affect the purposes stated.

(b) General Requirements. Whenever a final plat is filed of record with the County Clerk of Dallas County for development of a residential area in accordance with the planning and zoning ordinances of the city, such plat shall contain a clear fee simple dedication of an area of land to the city for park purposes, which area shall equal one (1) acre for each one hundred thirty-three (133) proposed dwelling units. Any proposed plat submitted to the city for approval shall show the area proposed to be dedicated under this division. The required dedication of this section may be met by a payment of money in lieu of land when permitted or required by the other provisions of this section. The City Council declares that development of an area smaller than one-half (1/2) of one (1) acre for public park purpose, is impractical. Therefore, if fewer than sixty-six (66) units are proposed by a plat filed for approval, the developer shall be required to pay the applicable cash in lieu of land amount provided by Sec. 213(d) "Money in Lieu of Land", rather than to dedicate any land area. No plat showing a dedication of less than one-half (1/2) of one (1) acre shall be approved. In instances where an area of less than five (5) acres is required to be dedicated, the City shall have the right to accept the dedication for approval on the final plat, or to refuse same, after consideration of the recommendation of the planning and zoning committee and to require payment of cash in lieu of land in the amount provided by Sec. 213(d) "Money in Lieu of Land", if the City determines that sufficient park area is already in the public domain in the area of the proposed development, or if the recreation potential for that zone would be better served by expanding or improving existing parks. The dedication required by this division shall be made by filing of the final plat or contemporaneously by separate instrument unless additional dedication is required subsequent to the filing of the final plat. If the actual number of completed dwelling units exceed the figure upon which the original dedication was based, such additional dedication shall be required, and shall be made by payment of the cash in lieu of land amount provided by Sec. 213(d) "Money in Lieu of Land", or by the conveyance of an entire numbered lot to the city.

(c) Prior Dedication. At the discretion of the city, any former gift of land to the city may be credited on a per-acre basis toward eventual land dedication requirements imposed on the donor of such lands. The city council shall consider the recommendation of the planning and zoning commission in exercising its discretion under this division.

(d) Money in Lieu of Land. Subject to the veto of the City Council, a land owner responsible for dedication under this division may elect to meet the requirements of Sec. 213(b) "General Requirements" in whole or in part by a cash payment in lieu of land, in the amount set forth in Sec. 213(d) "Money in Lieu of Land". Such payment in lieu of land shall be made at or prior to the time of final plat approval. The City may from time to time decide to purchase land for parks in or near the area of actual or potential development. If the City does purchase parkland in a park zone, subsequent parkland dedications for that zone shall be in cash only, and calculated to reimburse the City's actual cost of acquisition and development of such land for parks. The cash amount shall be equal to the sum of (1) the average price per acre of such land, and (2) the actual cost of adjacent streets and on-site utilities, or an estimate of such actual cost provided by the City Engineer. Once the City has been reimbursed entirely for all such parklands within a park zone, this subsection shall cease to apply, and the other sections of this subsection shall again be applicable. To the extent that Sec. 213(d) "Money in Lieu of Land" is not applicable, the dedication requirement shall be met by a payment in lieu of land at a per-acre price set from time to time by resolution by the city

council, sufficient to acquire land and provide for adjacent streets and utilities for a neighborhood park to serve the park zone in which such development is located. Unless changed by the City Council, such per-acre price shall be computed as provided in the fee schedule found in Appendix A or the City of Hutchins Code of Ordinances (not to be confused with Appendix A of this drainage manual. Cash payments may be used only for acquisition or improvement of a neighborhood park located within the same zone as the development.

(e) Comprehensive Plan Considerations. Land shown on a comprehensive plan as being suitable for development of the City for a major recreational center, school site, park, or other public use, shall be reserved, for a period of one (1) year after the preliminary plat is approved by the City if within two (2) months after such approval the City Council advises the subdivider of its desire to acquire the land or of the interest of another government unit to acquire the land, for purchase by the interested governmental authority at land appraisal value at the time of purchase. A failure by the City Council to so notify the subdivider shall constitute a waiver of the right to reserve the land. Any waiver of the right to reserve the land shall no longer be effective if the preliminary plat shall expire without adoption of a final plat.

(f) Special Fund, Right to Refund. There is hereby established a special fund for the deposit of all sums paid in lieu of land dedication under this section or any preceding section, which fund shall be known as the parkland dedication fund. The City shall account for all sums paid in lieu of land dedication under this section with reference to the individual plats involved. Any funds paid for such purposes must be expended by the city within three (3) years from the date received by the City for acquisition of development of a neighborhood park as defined herein. Such funds shall be considered to be spent on a first in, first out basis. If not so expended, the owners of the property on the last day of such period shall be entitled to a pro rata refund of such sum, computed on a square footage of area basis. The owners of such property must request such refund within one (1) year of entitlement, in writing, or such right shall be barred.

(g) Additional Requirements, Definitions. Any land dedicated to the City under this division must be suitable for park and recreation uses. The following characteristics of a proposed area are generally unsuitable:

- (1) Any area primarily located in the one hundred (100) year floodplain.
- (2) Any areas of unusual topography or slope which renders same unusable for organized recreational activities.

Drainage areas may be accepted as part of a park if the channel is constructed in accordance with city engineering standards, and if no significant area of the park is cut off from access by such channel.

Sec. 312. VARIANCES AND EXCEPTIONS

(a) Variances requested on a plat or Development Plan will be scheduled for Planning and Zoning Commission after staff's review. After the Planning and Zoning Commission hearing, variance requests will be scheduled for a City Council hearing.

(b) An administrative fee will be charged by the City for processing variance requests.

(c) Where the City Council, in its judgment, finds that hardship or practical difficulties may result from strict compliance with the regulations outlined in this development manual ("the regulations"), and/or that the purpose of the regulations may be served to a greater extent by an alternative proposal, the City Council may approve exceptions to these subdivision regulations so that substantial justice may be done and the public interest secured, provided that such exception shall not have the effect of nullifying the intent and purpose of the regulations. In approving exceptions, the City Council may require such conditions and stipulations that will, in its judgment, secure substantially the objectives of the standards of the regulations.

(d) A petition for any such exception shall be submitted in writing by the owner/agent, four weeks prior to any council meeting, to the Department of Public Works. The request shall state fully the grounds for the application and all facts relied upon by the applicant. All supporting exhibits, fees and documents must be included with the application. Incomplete applications will not be processed until all documents are received by staff.

Sec. 313. TAX CERTIFICATE REQUIREMENT

A current Tax Certificate must be included with all plat submittals, Development Plan submittals, Construction Permit applications, and Building Permit applications. All taxes due to the City of Hutchins must be current at the time of approval of plats and Development Plans and at the time of issuance of construction and building permits. A current, original (official) Tax Certificate must be provided to the City prior to filing of any Final Plat, Replat, Minor Plat, or Conveyance Plat.

Sec. 314. TITLE OPINION REQUIREMENT

To provide evidence that the owner has adequate title and authority to convey dedication, a Title Opinion must be submitted for all plats or actions that include dedication of land or easements to the City. Said Title Opinion must be deemed to be satisfactory by the City Attorney and will be at the sole expense of the owner. In the event there is one or more lien holder(s), written approval by the lien holder(s) must be provided to show agreement with the plat or dedication. Dedication along state routes shall be by warranty deed.

Sec. 315. PHASING A DEVELOPMENT

Development may be performed in phases by establishing phase lines and/or lot lines on a Development Plan. Each phase shall be capable of standing alone, as development occurs, and shall not be dependent on future construction associated with separate phases to meet City standards or requirements. All required public, semi-public and private improvements, as defined by this development manual, (roads, turn lanes, deceleration lanes, traffic control devices, sidewalks, screening walls, etc.), shall be designed and constructed with each phase in conformance with all applicable City standards.

Sec. 316. TRAFFIC IMPACT ANALYSIS REQUIREMENT

When a proposed development is estimated to generate more than 1,000 vehicle trips per day, a traffic impact analysis shall be required with the submittal of a preliminary plat application or a Development Plan. The traffic impact analysis shall be prepared in accordance with accepted engineering practices. The purpose of the traffic impact analysis is to determine the need for traffic mitigation measures which may include, but are not limited to, dedication of additional right-of-way, construction of turning lanes, or construction of traffic control facilities. Any mitigating measures required shall be the responsibility of the developer, unless a cost-sharing agreement is approved by the City.

**PRELIMINARY PLAT, FINAL
PLAT, OR REPLAT
PROCESS FLOWCHART**

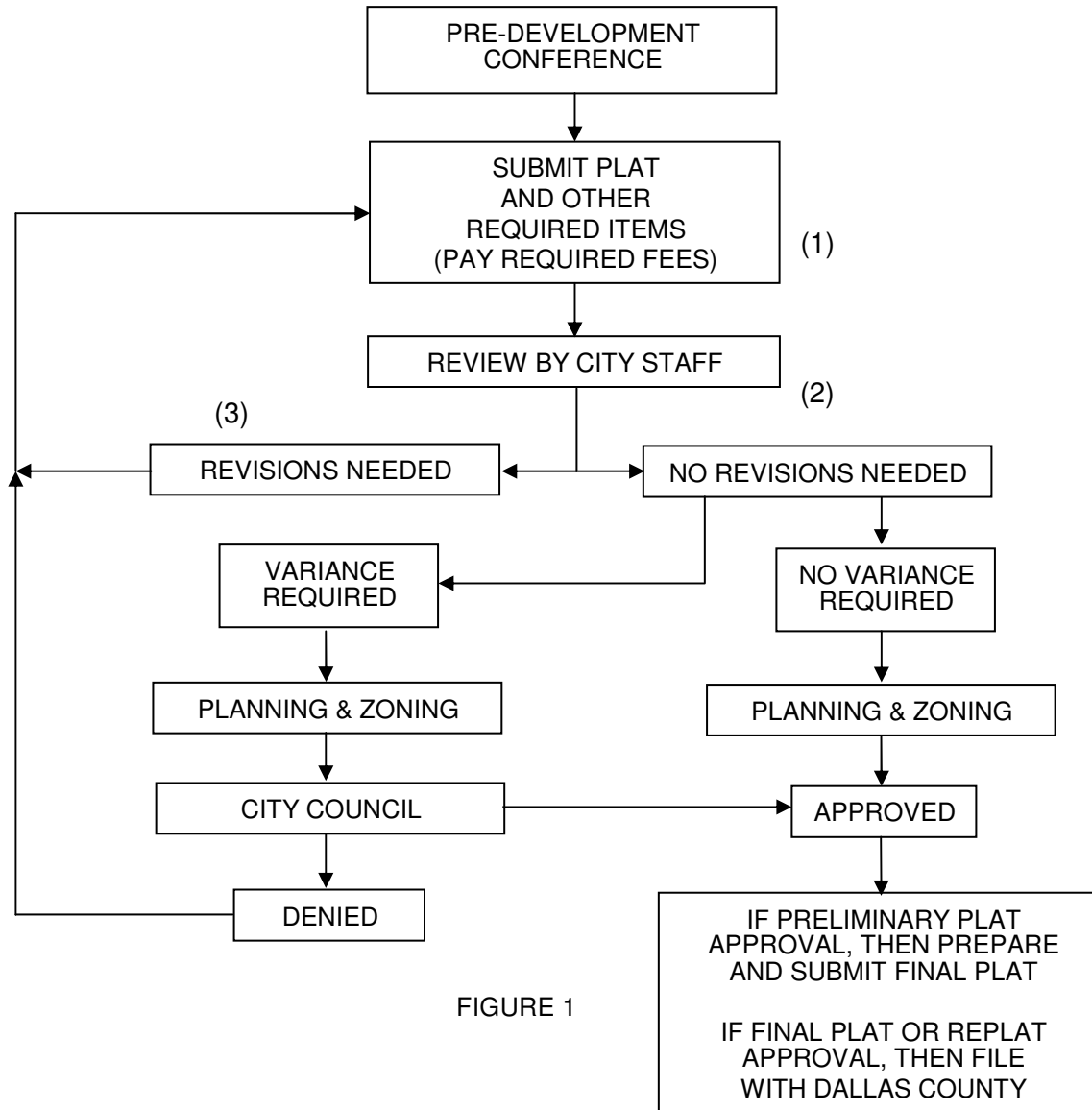


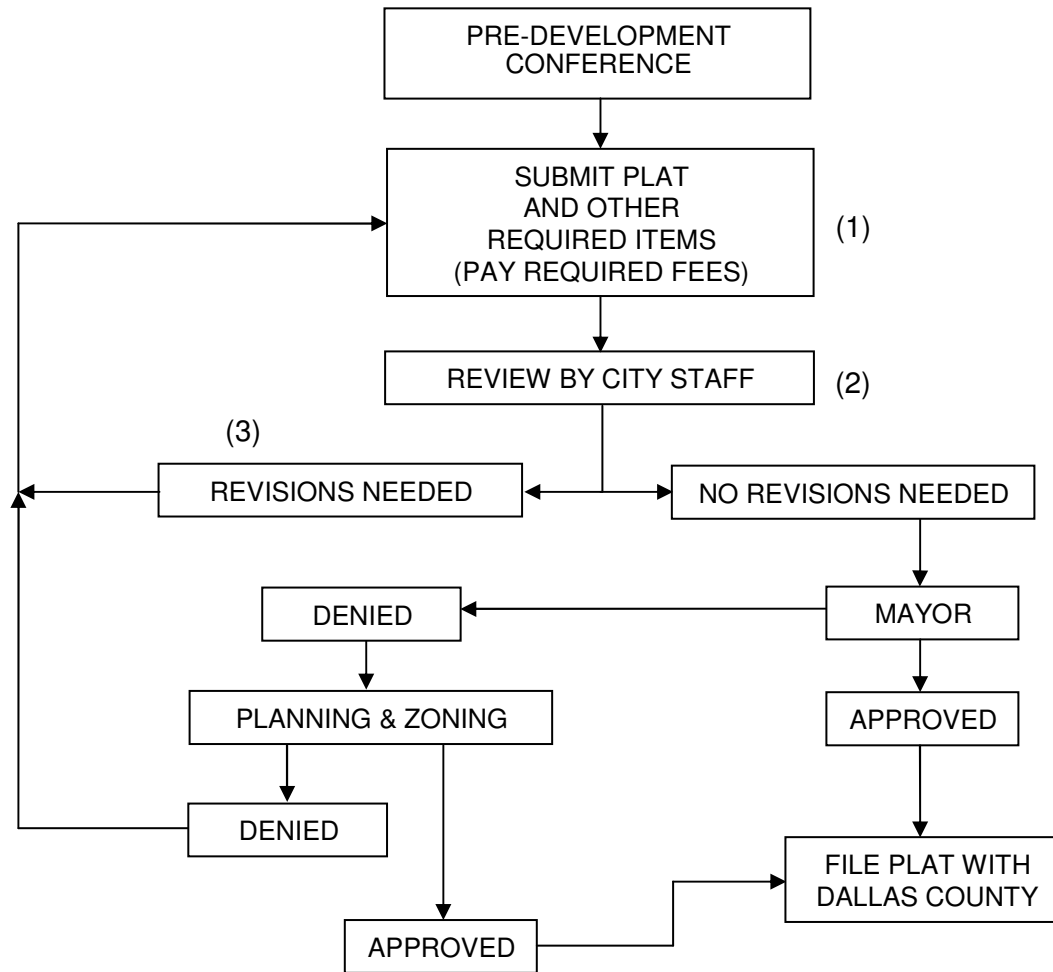
FIGURE 1

- (1) Submit required items and pay all fees at this time.
- (2) Staff will attempt to review and provide comments within 15 working days after the 1st submittal (larger projects may require longer time).
- (3) Staff will attempt to review and provide comments within 10 working days after revisions are submitted.

* City Council may approve a variance, but all other criteria must be met before approving the plat.

** A park dedication agreement shall be finalized at the time of approval of any Final Plat including all dedication and/or fees to be paid at this time. The agreement, including approval date, must be noted on the face of the plat.

**MINOR PLAT OR CONVEYANCE PLAT
PROCESS FLOWCHART**



(1) Submit required items and pay all fees at this time.

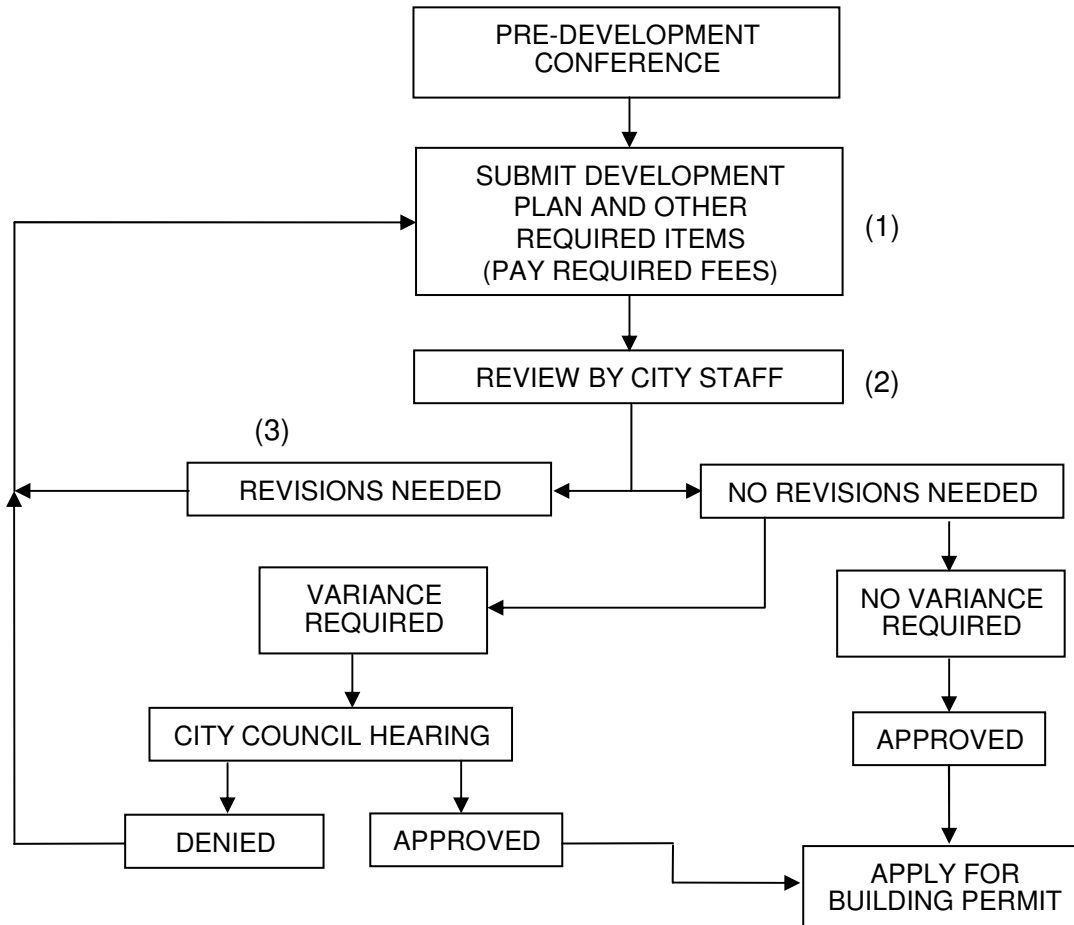
(2) Staff will attempt to review and provide comments within 15 working days after the 1st submittal (larger projects may require longer time).

(3) Staff will attempt to review and provide comments within 10 working days after revisions are submitted.

* A park dedication agreement shall be finalized at the time of approval of any Minor Plat including all dedication and/or fees to be paid at this time. The agreement, including approval date, must be noted on the face of the plat.

FIGURE 2

**DEVELOPMENT PLAN
PROCESS FLOWCHART**



- (1) Submit required items and pay all fees at this time.
- (2) Staff will attempt to review and provide comments within 15 working days after the 1st submittal (larger projects may require longer time).
- (3) Staff will attempt to review and provide comments within 10 working days after revisions are submitted.

* City Council may approve a variance, but all other criteria must be met before approving the Development Plan.

FIGURE 3

ARTICLE IV. SUBMITTAL REQUIREMENTS AND CHECKLISTS

Sec. 401. SUBMITTAL ITEMS

(a) Submittals shall comply with all requirements as set forth in this development manual. Submittal documents which do not include all of the necessary items or comply with the submittal standards as described throughout this development manual may be subject to rejection. .

(b) The following items shall be submitted to the Building Inspection Division of the Public Works Department and to the City Engineer (Bannister Engineering, LLC):

Staff Review Submittals for Plats and Development Plans:

Submit directly to the Building Inspection Division

- Two (2) full size, 22"x34", bond paper copies
- Four (4) half size, 11"x14", bond paper copies
- City Fees and Current Tax Certificates

Submit directly to Bannister Engineering, LLC *

- One (1) full size, 22"x34", bond paper copy
- PDF copy of all drawings

P&Z Submittals for Plats and Development Plans:

Submit directly to the Building Inspection Division

- Two (2) full size, 22"x34", bond paper copies
- Ten (10) half size, 11"x14", bond paper copies
- City Fees and Current Tax Certificates

Submit directly to Bannister Engineering, LLC *

- One (1) full size, 22"x34", bond paper copy
- PDF copy of all drawings

City Council Submittals for Plats and Development Plans:

Submit directly to the Building Inspection Division

- Two (2) full size, 22"x34", bond paper copies
- Ten (10) half size, 11"x14", bond paper copies
- City Fees and Current Tax Certificates

Submit directly to Bannister Engineering, LLC *

- One (1) full size, 22"x34", bond paper copy
- PDF copy of all drawings

Final Submittals for Plats and Development Plans:

Submit directly to the Building Inspection Division

- One (1) full size, 22"x34", mylar signed, sealed and dated copy
- Four (4) half size, 11"x14", bond paper copies
- City Fees and Current Tax Certificates

Submit directly to Bannister Engineering, LLC *

- One (1) full size, 22"x34", bond paper copy
- PDF copy of all drawings, signed, sealed and dated
- AutoCAD dwg files, version 2010 or later, showing all line work and text

Staff Review Submittals for Construction Plans, Building Plans, Tree Surveys, Etc.:

Submit directly to the Building Inspection Division

- Two (2) full size, 22"x34", bond paper copies
- Four (4) half size, 11"x14", bond paper copies
- City Fees and Current Tax Certificates

Submit directly to Bannister Engineering, LLC *

- One (1) full size, 22"x34", bond paper copy
- PDF copy of all drawings

Final Submittals for Construction Plans, Building Plans, Tree Surveys, Etc.:

Submit directly to the Building Inspection Division

- Two (2) full size, 22"x34", bond paper signed, sealed and dated copies
- Four (4) half size, 11"x14", bond paper copies
- City Fees and Current Tax Certificates

Submit directly to Bannister Engineering, LLC *

- One (1) full size, 22"x34", bond paper copy
- PDF copy of all drawings, signed, sealed and dated
- AutoCAD dwg files, version 2010 or later, showing all line work and text

* Note: Hard copies and electronic media can be delivered by hand delivery, courier, FedEx, UPS, US Postal Service, etc. Electronic files can also be sent by email or FTP. Please call or check the City Engineer's web site for current mailing address and email.

Bannister Engineering, LLC
www.bannister-engineering.com
817-842-2094 (office)

NOTE: ALL DEVELOPMENT PLANS, PLATS, CONSTRUCTION PLANS, CITY FEES, AND TAX CERTIFICATES ARE DUE AT THE TIME OF INITIAL SUBMITTAL. ALL FEES AND TAX CERTIFICATES SHALL BE SUBMITTED DIRECTLY TO THE CITY (NOT THROUGH THE CITY ENGINEER).

Sec. 402. SINGLE-LOT SINGLE-FAMILY RESIDENTIAL DEVELOPMENT PLANS

This section applies to individual single-family construction projects involving infill development. Single-family construction projects which involve multiple lots shall comply with the Multi-Lot Single-Family Residential Development Plan criteria. The following is a checklist for items, which shall be included, as applicable, on each Single-Lot Single-Family Residential Development Plan submitted for review:

- (1) A title block located at the bottom right hand side of the page to include project's name, addition's name, lot, block and phase designations, total acreage, zoning classification and address if available (see Appendix 1 for title block)
- (2) A summary table to include total land area (square feet / acres) and the building area (square feet)
- (3) Staff signature block (see Appendix 1)
- (4) North arrow
- (5) Date (all revision dates should also be indicated)
- (6) Location map (at legible scale)
- (7) Sheet size of 22" X 34"
- (8) Scale (must be legible)
- (9) Name, address and phone number of contact persons of developer/owner and Engineer of Record (or Architect of Record)
- (10) Distances and bearings of the lot including total land area and subdivision lot & block designation. The entire platted lot or tract shall be shown on the Development Plan
- (11) Iron rods set or found and shown on the plan
- (12) Contours with intervals of two feet (2') or less or spot elevations indexed to the NAD 1983 State Plane Coordinate System using the appropriate horizontal projection for the applicable zone, and indexed to the NAVD 1988 vertical datum
- (13) Building setback lines

- (14) Zoning of subject lot and adjoining property
- (15) Easements, deed restrictions or encumbrances which impact development of the lot
- (16) Control of access lines, corner clips and clear vision areas
- (17) Streets, alleys and easements adjacent to the site showing right-of-way and limits of paving
- (18) Existing and proposed streets, driveways and sidewalks
- (19) Existing and proposed water and sanitary sewer utilities and services
- (20) Fire protection including fire hydrants, fire lanes, fire lines and related devices, if applicable
- (21) Franchise utilities serving the property
- (22) Finished floor elevation. The builder is responsible to furnish the City with a form survey (surveyor certification of elevation and location) prior to construction of a foundation.
- (23) Requested variances from City requirements shall be clearly listed on the face of the Development Plan
- (24) All Development Plans must include a note with the following wording:

"Notice: Approval of this Development Plan does not entitle the developer to deviate from City zoning, development policy, construction standards, or building standards, except for those variances which are listed on the Variance Table provided on this Development Plan. All other deviations shown on the Development Plan, whether deviations from City zoning, City development requirements, or City design standards, are not approved and the developer shall be required to seek official variance approval or provide a conforming, substantially similar, alternative for staff review prior to approval of any construction or building permits."

The following is a list of accompanying documents or items, which shall be included, as applicable, with each Single-Lot Residential Development Plan submitted for review:

- (a) Tax certificate showing all tax payments to the City of Hutchins are current.
Note: Taxes must be current as of the date of formal City approval of the Development Plan.
- (b) Tree Survey

- (c) Tree Preservation and Mitigation Plan (if applicable)

Sec. 403. MULTI-LOT SINGLE-FAMILY RESIDENTIAL DEVELOPMENT PLANS

The following is a checklist for items, which shall be included, as applicable, on each Multi-Lot Single-Family Residential Development Plan submitted for review:

- (1) A title block located at the bottom right hand side of the page to include project's name, addition's name, lot, block and phase designations, total acreage, zoning classification and address if available (see Appendix 1 for title block)
- (2) A summary table to include total land area (square feet / acres), total area per phase (square feet / acres), total number of lots and number of lots per phase, minimum lot size (square feet / acres), minimum dwelling size (square feet), and density per acre
- (3) Staff signature block (see Appendix 1)
- (4) North arrow
- (5) Date (all revision dates should also be indicated)
- (6) Location map (at legible scale)
- (7) Sheet size of 22" X 34"
- (8) Scale (must be legible)
- (9) Name, address and phone number of contact persons of developer/owner and engineer.
- (10) Distances and bearings of the lot including total land area, subdivision lot & block designation and phase lines (if any). The entire platted lot or tract shall be shown on the Development Plan.
- (11) Iron rods set or found and shown on the plan
- (12) Existing contours with intervals of two feet (2') or less or spot elevations indexed to the NAD 1983 State Plane Coordinate System using the appropriate horizontal projection for the applicable zone, and indexed to the NAVD 1988 vertical datum
- (13) Building setback lines
- (14) Zoning of subject lot and adjoining property

- (15) Easements, deed restrictions or encumbrances which impact development of the lot
- (16) Control of access lines, corner clips and clear vision areas
- (17) Streets, alleys and easements adjacent to the site showing right-of-way and limits of paving
- (18) Existing and proposed streets, driveways and sidewalks
- (19) Existing and proposed water and sanitary sewer utilities and services
- (20) Fire protection including fire hydrants, fire lanes, fire lines and related devices, if applicable
- (21) Common areas and common area access and parking
- (22) Screening devices, if applicable
- (23) Dumpster location, if applicable
- (24) Franchise utilities serving the property
- (25) Finished floor elevation. The builder is responsible to furnish the City with a form survey (surveyor certification of elevation and location) prior to construction of a foundation.
- (26) Requested variances from City requirements shall be clearly listed on the face of the Development Plan
- (27) Location of all proposed freestanding signage. The City's adopted policy regarding signs is located in Article 3.11 "Signs" of the City of Hutchins Code of Ordinances.
- (28) All Development Plans must include a note with the following wording:

"Notice: Approval of this Development Plan does not entitle the developer to deviate from City zoning, development policy, construction standards, or building standards, except for those variances which are listed on the Variance Table provided on this Development Plan. All other deviations shown on the Development Plan, whether deviations from City zoning, City development requirements, or City design standards, are not approved and the developer shall be required to seek official variance approval or provide a conforming, substantially similar, alternative for staff review prior to approval of any construction or building permits."

The following is a list of accompanying documents or items, which shall be included, as applicable, with each Multi-Lot Residential Development Plan submitted for review:

- (a) Tax certificate showing all tax payments to the City of Hutchins are current.
Note: Taxes must be current as of the date of formal City approval of the Development Plan.
- (b) Preliminary site improvement plans/exhibits prepared by a Texas Licensed Professional Engineer (including grading, drainage, water, and sanitary sewer)
- (c) Preliminary Landscape Plan
- (d) Tree Survey
- (e) Preliminary Tree Preservation and Mitigation Plan (if applicable)

**Sec. 404. NON-RESIDENTIAL (OR COMMERCIAL) DEVELOPMENT PLANS
AND MULTI-FAMILY RESIDENTIAL DEVELOPMENT PLANS**

The following is a checklist for items, which shall be included, as applicable, on each Non-Residential (Commercial) Development Plan submitted for review:

- (1) A title block located at the bottom right hand side of the page to include project's name, addition's name, lot, block and phase designations, total acreage, zoning classification and address if available (see Appendix 1 for title block)
- (2) A summary table to include total land area (square feet / acres) and the building area (square feet)
- (3) Staff signature block (see Appendix 1)
- (4) North arrow
- (5) Date (all revision dates should also be indicated)
- (6) Location map (at legible scale)
- (7) Sheet size of 22" X 34"
- (8) Scale (must be legible)
- (9) Name, address and phone number of contact persons of developer/owner and engineer.

- (10) Distances and bearings of the lot including total land area, subdivision lot & block designation and phase lines (if any). The entire platted lot or tract shall be shown on the Development Plan.
- (11) Iron rods set or found and shown on the plan
- (12) Existing contours with intervals of two feet (2') or less or spot elevations indexed to the NAD 1983 State Plane Coordinate System using the appropriate horizontal projection for the applicable zone, and indexed to the NAVD 1988 vertical datum
- (13) Building setback lines
- (14) Zoning of subject lot and adjoining property
- (15) Easements, deed restrictions or encumbrances which impact development of the lot
- (16) Control of access lines, corner clips and clear vision areas
- (17) Streets, alleys and easements adjacent to the site showing right-of-way and limits of paving
- (18) Existing and proposed streets, driveways, fire lanes, sidewalks, and parking areas
- (19) Existing and proposed water and sanitary sewer utilities and services
- (20) Fire protection including fire hydrants, fire lanes, fire lines and related devices, if applicable
- (21) Landscape and open space areas
- (22) Screening devices, if applicable
- (23) Dumpster locations, if applicable
- (24) Franchise utilities serving the property
- (25) Finished floor elevations. The builder is responsible to furnish the City with a form survey (surveyor certification of elevation and location) prior to construction of a foundation.
- (26) Requested variances from City requirements shall be clearly listed on the face of the Development Plan
- (29) Location of all proposed freestanding signage. The City's adopted policy regarding signs is located in Article 3.11 "Signs" of the City of Hutchins Code of Ordinances.

(30) All Development Plans must include a note with the following wording:

"Notice: Approval of this Development Plan does not entitle the developer to deviate from City zoning, development policy, construction standards, or building standards, except for those variances which are listed on the Variance Table provided on this Development Plan. All other deviations shown on the Development Plan, whether deviations from City zoning, City development requirements, or City design standards, are not approved and the developer shall be required to seek official variance approval or provide a conforming, substantially similar, alternative for staff review prior to approval of any construction or building permits."

The following is a list of accompanying documents or items, which shall be included, as applicable, with each Non-Residential (Commercial) Development Plan submitted for review:

- (a) Tax certificate showing all tax payments to the City of Hutchins are current.
Note: Taxes must be current as of the date of formal City approval of the Development Plan.
- (b) Preliminary site improvement plans/exhibits prepared by a Texas Licensed Professional Engineer (including grading, drainage, water, and sanitary sewer)
- (c) Preliminary Landscape Plan
- (d) Tree Survey
- (e) Preliminary Tree Preservation and Mitigation Plan (if applicable)

Sec. 405. PRELIMINARY PLATS

The following is a checklist for items, which shall be included, as applicable, on each Preliminary Plat submitted for review:

- (1) A title block located at the bottom right hand side of the page to include project's name, addition's name, lot, block and phase designations, total acreage, zoning classification and address if available (see Appendix 1 for title block)
- (2) A summary table to include (as applicable):
 - a. Non-Residential: total land area (square feet / acres) and the building area (square feet) for Non-Residential developments
 - b. Residential: total land area (square feet / acres), land area per phase (square feet / acres), total number of lots and number of lots per phase,

minimum lot size (square feet / acres), minimum dwelling size (square feet), and density per acre

- (3) City of Hutchins signature block (see Appendix 1)
- (4) North arrow
- (5) Date (all revision dates should also be indicated)
- (6) Location map (at legible scale)
- (7) Sheet size of 22" X 34"
- (8) Scale (must be legible)
- (9) Name, address and phone number of contact persons of developer/owner and engineer and/or surveyor
- (10) Iron rods set or found and shown on the plan
- (11) Contours with intervals of two feet (2') or less or spot elevations indexed to the NAD 1983 State Plane Coordinate System using the appropriate horizontal projection for the applicable zone, and indexed to the NAVD 1988 vertical datum
- (12) Abstract(s) and Survey(s) of subject tract
- (13) Abstract and Survey lines
- (14) Boundary line, accurate in scale, of the subject tract
- (15) Building setback lines
- (16) The layout and approximate dimensions of proposed lots, blocks, etc.
- (17) Lot number, block letter designations, and square footage / acreage of each lot
- (18) Zoning of subject property and adjoining property
- (19) The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of unplatted land
- (20) Designation of boundaries of municipalities, counties, and special districts
- (21) Existing and proposed streets and alleys including widths of right-of-way and pavement, street names, and any proposed dedication of right-of-way in accordance with the requirements of the Thoroughfare Plan

- (22) Easements, deed restrictions or encumbrances
- (23) Control of access lines, corner clips and clear vision areas
- (24) Median openings, turning lanes, acceleration and deceleration lanes
- (25) For residential developments, park dedication provisions are to be addressed by the Park Board prior to approval of the preliminary plat. The park dedication agreement shall be noted on the face of the plat with the approval date.
- (26) All land proposed for public use dedication or to be reserved for the common use of all property owners, together with conditions or limitations of such use. Such reservations and dedications must be identified with a lot and block designation except street and alley rights-of-way. Right-of-way dedication square footage and acreage must be listed on the plan.
- (27) Other features which impact the subject property including, but not limited to, buildings, cemeteries, parks, landfills and monuments
- (28) Phase lines must be clearly delineated, with improvements capable of standing alone as development occurs and not depending on future construction to meet City standards or requirements.
- (29) Variances from this development manual that may be requested shall be listed on the face of the plat.

The following is a list of accompanying documents or items, which shall be included, as applicable, with each Preliminary Plat submitted for review:

- (a) Tax certificate showing all tax payments to the City of Hutchins are current.
Note: Taxes must be current as of the date of formal City approval of the Preliminary Plat.
- (b) A copy of an approved Development Plan or a copy of a Development Plan to be considered by the City
- (c) Preliminary site improvement plans/exhibits prepared by a Texas Licensed Professional Engineer (including grading, drainage, water, and sanitary sewer).
- (d) Preliminary Landscape Plan
- (e) Tree Survey
- (f) Preliminary Tree Preservation and Mitigation Plan (if applicable)

Sec. 406. FINAL PLATS, REPLATS, AND MINOR PLATS

The following is a checklist for items, which shall be included, as applicable, on each Final Plat, Replat, or Minor Plat submitted for review:

- (1) A title block located at the bottom right hand side of the page to include project's name, addition's name, lot, block and phase designations, total acreage, zoning classification and address if available (see Appendix 1 for title block)
- (2) A summary table to include (as applicable):
 - a. Non-Residential: total land area (square feet / acres), total number of lots, minimum lot size (square feet / acres)
 - b. Residential: total land area (square feet / acres), total number of lots, minimum lot size (square feet / acres), minimum dwelling size (square feet), and density per acre
- (3) City of Hutchins signature block (see Appendix 1)
- (4) North arrow
- (5) Date (all revision dates should also be indicated)
- (6) Location map (at legible scale)
- (7) Sheet size of 22" X 34"
- (8) Scale (must be legible)
- (9) Name, address and phone number of contact persons of land owner and surveyor
- (10) Location of corner pins and monuments, including description and indication of whether found or set
- (11) Abstract(s) and Survey(s) of subject tract
- (12) Abstract and Survey lines
- (13) Zoning of subject property and adjoining property
- (14) The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of unplatted land
- (15) Designation of boundaries of municipalities, counties, and special districts

- (16) Boundary line, accurate in scale and with exact distances and bearings, of the subject tract and each lot within the subdivision including exact acreage and square footage per lot
- (17) Designations of lots and blocks within the subdivision
- (18) Metes and bounds description of the subdivision, with exact acreage, in reference to the deed records of the County, including the volume and page of the deed for the land being platted
- (19) Building setback lines
- (20) Existing and proposed street and alley right-of-way and access easements, indicating street names, right-of-way or easement widths, and curve data. Any proposed dedication of right-of-way, including right-of-way dedication square footage and acreage, in accordance with the requirements of the Thoroughfare Plan.
- (21) Easements, deed restrictions or encumbrances. A note regarding responsibility for maintenance shall be included for all drainage easements
- (22) Control of access lines, corner clips and clear vision areas
- (23) All land proposed for public use dedication or to be reserved for the common use of all property owners, together with conditions or limitations of such use. Such reservations and dedications must be identified with a lot and block designation except street and alley rights-of-way.
- (24) Right-of-way and public property to be abandoned should be identified on the plat, but information being provided separately as required for the creation of an abandonment ordinance.
- (25) The 100-year flood plain per current FEMA Flood Insurance Rate Map (FIRM), if applicable, shall be delineated. If the floodplain is not mapped, the developer is responsible for making this determination using a FEMA-approved method.
- (26) Other features which impact the subject property including, but not limited to, buildings, cemeteries, parks, landfills and monuments
- (27) For all residential development, the park dedication shall be finalized at the time of approval of the final plat including all dedications and/or fees to be paid at this time. The park dedication agreement, including the approval date, must be noted on the face of the plat.
- (28) Variances from this development manual shall be listed on the face of the plat.
- (29) Certification by a Registered Professional Land Surveyor (R.P.L.S.), registered in the State of Texas, to the effect that the plan represents a survey made by

him or under his direct supervision and that all the monuments and corner pins shown exist and are correctly described

- (30) An Owner's Certificate of Dedication of all streets, alleys, parks, easements and other public ways, signed and acknowledged before a notary public by the owner, trustee(s) or person(s) duly authorized to sign the plat. This will include any lien holder(s) on the property (see Appendix 1).
- (31) All plats must include the following wording:

"Notice: Selling a portion of this addition by metes and bounds is a violation of the city Subdivision Ordinance and State platting statutes and is subject to fines and withholding of utilities and building permits."

The following is a list of accompanying documents or items, which shall be included, as applicable, with each Final Plat, Replat, or Minor Plat submitted for review:

- (a) Tax certificate showing all tax payments to the City of Hutchins are current.
Note: Taxes must be current as of the date of formal City approval of the Plat.
- (b) A copy of an approved Development Plan or a copy of a Development Plan to be considered by the City
- (c) Site construction plans prepared by a Texas Licensed Professional Engineer (including grading, paving, drainage, water, sanitary sewer, erosion control, and construction details)
- (d) Landscape Plan
- (e) Tree Survey
- (f) Tree Preservation and Mitigation Plan (if applicable)

Sec. 407. CONVEYANCE PLATS

The following is a checklist for items, which shall be included, as applicable, on each Conveyance Plat submitted for review:

- (1) A title block located at the bottom right hand side of the page to include project's name, addition's name, lot, block and phase designations, total acreage, zoning classification and address if available (see Appendix 1 for title block)
- (2) City of Hutchins signature block (see Appendix 1)
- (3) North arrow

- (4) Date (all revision dates should also be indicated)
- (5) Location map (at legible scale)
- (6) Sheet size of 22" X 34"
- (7) Scale (must be legible)
- (8) Name, address and phone number of contact persons of land owner and surveyor
- (9) Location of corner pins and monuments, including description and indication of whether found or set
- (10) Abstract(s) and Survey(s) of subject tract
- (11) Abstract and Survey lines.
- (12) Zoning of subject property and adjoining property
- (13) The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of unplatted land
- (14) Designation of boundaries of municipalities, counties, and special districts
- (15) Boundary line, accurate in scale and with exact distances and bearings, of the subject tract/lot including exact acreage and square footage
- (16) Lot and block designation
- (17) Metes and bounds description of the tract/lot, with exact acreage, in reference to the deed records of the County, including the volume and page of the deed for the land being platted
- (18) Building setback lines
- (19) Existing street and alley right-of-way and access easements, indicating street names, right-of-way or easement widths, and curve data
- (20) Easements, deed restrictions or encumbrances
- (21) Control of access lines, corner clips and clear vision areas
- (22) The 100-year flood plain per current FEMA Flood Insurance Rate Map (FIRM), if applicable, shall be delineated. If the floodplain is not mapped, the developer is responsible for making this determination using a FEMA-approved method.

- (23) Other features which impact the subject property including, but not limited to, buildings, cemeteries, parks, landfills and monuments
- (24) Certification by a Registered Professional Land Surveyor (R.P.L.S.), registered in the State of Texas, to the effect that the plan represents a survey made by him or under his direct supervision and that all the monuments and corner pins shown exist and are correctly described
- (25) An Owner's Certificate, signed and acknowledged before a notary public by the owner, trustee(s) or person(s) duly authorized to sign the plat. This will include any lien holder(s) on the property (see Appendix 1).
- (26) All Conveyance Plats must be titled "Conveyance Plat" and include a note with the following wording:

“Notice: A Conveyance Plat is a record of property approved by the City for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit shall be issued nor permanent public utility service provided until a Final Plat is approved, filed of record, and public improvements accepted in accordance with the provisions of the City of Hutchins requirements. Selling a portion of this property by metes and bounds, except as shown on an approved, filed, and accepted Conveyance Plat, Final Plat, or Replat is a violation of the City ordinance and State law.”

The following is a list of accompanying documents or items, which shall be included, as applicable, with each Conveyance Plat submitted for review:

- (a) Tax certificate showing all tax payments to the City of Hutchins are current.
Note: Taxes must be current as of the date of formal City approval of the Plat.

Sec. 408. BUILDING PERMIT APPLICATIONS

The following is a list of accompanying documents or items, which shall be included, as applicable, with each Building Permit application submitted for review:

- (a) Tax certificate showing all tax payments to the City of Hutchins are current. .
- (b) A copy of an approved Development Plan.
- (c) A copy of the filed Final Plat, Replat or Minor Plat (a Conveyance Plat is not acceptable).
- (d) Architectural plans (floor plan, building elevations, etc.)
- (e) Mechanical, electrical, and plumbing plans (MEP)
- (f) Structural plans

- (g) Site construction plans prepared by a Texas Licensed Professional Engineer (including grading, paving, drainage, water, sanitary sewer, erosion control, and construction details). See Section 409 below.
- (h) Landscape Plan
- (i) Tree Survey
- (j) Tree Preservation and Mitigation Plan (if applicable)
- (k) Any other plans or information needed for proper review of the Building Permit application

Sec. 409. CONSTRUCTION PERMIT APPLICATIONS

Construction plans shall contain engineering data for the construction of all improvements consistent with current city development standards and master plans. The following is a checklist for items, which shall be included, as applicable, as part of each set of construction plans submitted for review:

- (1) The plans shall be signed, sealed, and dated by a Professional Engineer licensed in the State of Texas (the Engineer of Record). In addition to the license number of the Engineer of Record, the plans shall indicated the firm registration number of the engineering firm responsible for preparation of the plans, which shall be registered as an engineering firm with the Texas Board of Professional Engineers. If standardized construction detail sheets, schedules, or specifications are included in the plans they shall be noted on the sheet index. If such standardized construction detail sheets, schedules, or specifications are not sealed by the Engineer of Record, then the Engineer of Record shall include a statement under the sheet index stating that the construction detail sheets, schedules, and/or specifications have been selected by the Engineer of Record and have been deemed appropriate by the Engineer of Record for their specified use on the project.
- (2) The plans shall be drawn to a standard sheet size of 22" X 34".
- (3) The plans shall have a cover sheet including, at a minimum, the project name/description, engineer and firm licensure/registration information as described above, a location map, a sheet index, and the contact information for the developer/owner and engineer. When possible, contact information for the surveyor should also be included.
- (4) The maximum scale for all construction plans shall be 1" = 40' (1" = 20' is preferred). Construction plans for street construction shall be drawn to a scale of 1" = 20'.
- (5) Typical plan and/or profile sheets shall include the following basic items:

- a. Title block including project name/description and information about the Engineer of Record and the engineering firm
 - b. North arrow on all plan sheets
 - c. Date (all revision dates should also be indicated)
 - d. Scale (must be legible)
 - e. Engineer's seal for completed plans or a preliminary stamp (specifying that plans are preliminary, for review only, and not for construction purposes)
 - f. Benchmark description indexed to the NAD 1983 State Plane Coordinate System using the appropriate horizontal projection for the applicable zone, and indexed to the NAVD 1988 vertical datum
- (6) Construction plan sets should typically include the following plan sheets as well as other sheets deemed appropriate by the Engineer of Record:
- a. A grading plan including existing and proposed one-foot interval elevation contours and spot elevations. Grades shall be indexed to the NAD 1983 State Plane Coordinate System using the appropriate horizontal projection for the applicable zone, and indexed to the NAVD 1988 vertical datum. The grading plan shall include a proposed finished floor elevation for all buildings and a proposed finished pad elevation for all pad sites. Note that the builder is responsible for furnishing a certification of the foundation elevation and location prior to construction of a foundation.
 - b. Typical Cross-Sections of proposed public streets and alleys drawn to a maximum scale of 1" = 10' horizontal and 1" = 2' vertical, and drawn from beyond right-of-way to beyond right-of-way. Proposed street and alley pavement sections shall conform to City of Hutchins standards unless otherwise approved by the Director of Public Works.
 - c. Paving Plans for driveways, fire lanes, parking areas, and sidewalks indicating pavement types, thicknesses, and dimensions
 - d. Paving Plans and Profiles for each public street and alley with top of curb grades for streets and centerlines for alleys. The plan view shall show all existing features and the profile view shall include the existing ground. The profile grade lines and cross-sections of intersecting streets should be adjusted to provide a smooth junction and proper drainage.
 - e. Roadway Cross-Sections for each arterial or collector street indicating cut and fill and the limits of earth work

- f. A Drainage Area Map which shall include size and delineation of drainage areas, storm frequency, storm water runoff calculations, designation of points of concentration, and any additional data necessary for the proper design of drainage facilities
- g. Drainage Plans for storm sewers showing drainage calculations, hydraulic data, pipe grades and sizes, manholes and junction boxes, other pipe connections, inlets, and outfall structures. Storm sewers for public systems (and all other storm sewers as required by the City Engineer or Director of Public Works) must be profiled and shall include hydraulic grade line.
- h. Drainage Plans for open channels showing drainage calculations, hydraulic data and depth of flow, channel grades, channel material, channel geometry, inlet structures, culverts, bridges, and outfall structures (such as concrete rip-rap, etc.). Open channels for public systems (and all other open channels as required by the City Engineer or Director of Public Works) must be profiled and shall include depth of flow. Cross-sections may be required on a case-by-case basis.
- i. Drainage Plans for storm water detention ponds showing drainage calculations, hydraulic data, pond depth and geometry, pond material, and other information necessary for proper design review and construction of the proposed improvements. If an underground storm water detention facility is proposed, then appropriate plans and details should be provided.
- j. Water Line Plans showing pipe sizes, location of valves, fire hydrants, fittings and other appurtenances, including installation and backfill details. All public water lines (of any size) and all private water lines 12" in diameter and larger must be profiled. Water line profiles shall include the station, elevation and description of utility crossings.
- k. Sanitary Sewer Plans and Profiles indicating pipe grades and sizes, manholes, cleanouts and other appurtenances, including installation and backfill details. Profiles are not required for private sanitary sewer services under 250 feet long and 6-inches or less in diameter, if they do not cross other private properties. Sanitary sewer lines or services crossing other private properties must be in easements and must be profiled. Sanitary sewer connections which extend more than 10 feet into the paved section of public streets must be profiled for the section which is located in the right-of-way. Private sanitary sanitary sewer profiles shall include the station, elevation, existing and proposed ground lines, and the location and description of utility crossings.
- l. An Erosion Control Plan prepared in accordance with the current Texas Pollution Discharge Elimination System (TPDES) requirements and all other applicable requirements of the Texas Commission on

Environmental Quality (TCEQ). For all projects requiring a SWPPP based on TPDES/TCEQ requirements, the contractor or the developer/owner shall provide the Department of Public Works with a copy of the SWPPP and the Construction Site Notice (and NOI if applicable) prior to any earth disturbance activities.

- m. A Traffic Control Plan shall be submitted for all proposed construction within a street right-of-way. The traffic control plan shall incorporate all applicable requirements of the Texas Manual on Uniform Traffic Control Devices (TMUTCD).
- n. Street Lighting Plan for all projects involving public street construction

The following is a list of accompanying documents or items, which shall be included, as applicable, with each Construction Permit application submitted for review:

- (a) Tax certificate showing all tax payments to the City of Hutchins are current.
Note: Taxes must be current as of the date of formal City approval of the Plat.
- (b) A copy of an approved Development Plan
- (c) A copy of the filed Final Plat, Replat or Minor Plat (a Conveyance Plat is not acceptable)
- (d) Landscape Plan
- (e) Tree Survey
- (f) Tree Preservation and Mitigation Plan (if applicable)

Sec. 410. EARTH DISTURBANCE PERMIT APPLICATIONS

The following is a list of accompanying documents or items, which shall be included, as applicable, with each Earth Disturbance Permit application submitted for review:

- (a) Tax certificate showing all tax payments to the City of Hutchins are current.
Note: Taxes must be current as of the date of formal City approval of the Plat.
- (b) A copy of an approved Development Plan
- (c) A copy of the filed Final Plat, Replat or Minor Plat (a Conveyance Plat is not acceptable)
- (d) A Grading Plan prepared and submitted in accordance with the plan preparation/submittal requirements described under the section on Construction Permit Application Submittals above.

- (e) Drainage Plans prepared and submitted in accordance with the plan preparation/submittal requirements described under the section on Construction Permit Application Submittals above.
- (f) An Erosion Control Plan prepared in accordance with the current Texas Pollution Discharge Elimination System (TPDES) requirements and all other applicable requirements of the Texas Commission on Environmental Quality (TCEQ). For all projects requiring a SWPPP based on TPDES/TCEQ requirements, the contractor or the developer/owner shall provide the Department of Public Works with a copy of the SWPPP and the Construction Site Notice (and NOI if applicable) prior to any earth disturbance activities. Note: Erosion control plans shall be prepared in accordance with the plan preparation/submittal requirements described under the section on Construction Permit Application Submittals above.
- (g) Tree Survey
- (h) Tree Preservation and Mitigation Plan (if applicable)

Sec. 411. DRIVEWAY PERMIT APPLICATIONS

Application for a driveway permit can be made as part of the Development Plan request or as a separate request. Driveway permit applications shall contain sufficient information to allow the city to fully assess the adequacy of the proposed driveway design. A Driveway Permit application shall include a driveway plan. The following is a checklist for items, which shall be included, as applicable, on the driveway plan:

- (1) Title block including property address, property legal description, and information contact information for the property owner and contractor
- (2) North arrow
- (3) Date
- (4) Scale (must be legible)
- (5) The dimensions, locations and design of the driveway(s) being requested
- (6) The location of any building or structure on the site, either existing or proposed
- (7) List uses on commercial lots (such as office, retail store, gas station, etc.)
- (8) The layout of all drive lanes, fire lanes, and parking areas including the proposed internal circulation patterns

- (9) All existing or proposed driveways, gutters, storm sewers, manholes, fire hydrants, utility poles, underground utilities, service fixtures, etc., which may be impacted by the driveway construction or may affect driveway operations
- (10) Any existing driveways or curb cuts located on the property, adjacent properties, or properties across the street
- (11) The geometric design features of the connecting roadway, including the roadway width, roadway material (concrete or asphalt), the presence of a median, the number and width of travel lanes, the presence of a shoulder or a parking lane, etc.
- (12) The distances to the nearest intersecting streets and driveways

The following is a list of accompanying documents or items, which shall be included, as applicable, with each Driveway Permit application submitted for review:

- (a) Tax certificate showing all tax payments to the City of Hutchins are current.
Note: Taxes must be current as of the date of formal City approval of the Plat.
- (b) A copy of the filed Final Plat, Replat or Minor Plat (a Conveyance Plat is not acceptable)
- (c) A Traffic Control Plan shall be submitted for all proposed construction within a street right-of-way. The traffic control plan shall incorporate all applicable requirements of the Texas Manual on Uniform Traffic Control Devices (TMUTCD).

Sec. 412. SIGN PERMIT APPLICATIONS

No sign permit shall be issued except after receipt of an application prescribed by the building official and showing the sign location, size, type, height, materials of constructions, surface area and such other information as the building official shall require. When required by the building official, plans shall be prepared by a registered professional engineer or architect. The applicant shall comply with all requirements as described in the City's sign ordinance (see Article 3.11 "Signs" of the City of Hutchins Code of Ordinances).

ARTICLE V. PUBLIC IMPROVEMENTS

Sec. 501. GENERAL CONSTRUCTION STANDARDS

(a) General Provisions. All improvements shall be in conformance with the City's construction standards and specifications (City standards) except as may be otherwise provided. The requirements of this development manual are considered minimum requirements and are not intended to replace accepted engineering judgment or practices. Improvements may be constructed based on alternative standards and specifications only if approved by the City Engineer and the Director of Public Works. The developer shall provide the City Engineer and Director of Public Works with a written detailed listing of all variations from City Standards at the time of permit application. The City shall not be required to accept any deviation from City standards which were not authorized in writing by the City prior to construction. Authorization to deviate from City standards does not remove liability from the developer, engineer, and/or contractor. Design and construction appropriateness shall be the responsibility of the developer, engineer, and contractor (as applicable) and no review, approval, or acceptance by the City or anyone working on behalf of the City shall imply any liability accepted by the City, the City Engineer, the Director of Public Works, or any other agents or employees of the City.

The developer of a subdivision shall install all water, sewer, street, sidewalk and drainage improvements, and any other facilities required by this development manual, which are necessary for the proper development of the subdivision. The design, construction and inspection of any public facilities shall be a cost to the developer, unless the City has entered into an agreement for cost sharing. All such facilities shall be designed and constructed in accordance with the criteria contained in this development manual, unless otherwise agreed by the City, and shall be in conformance with the general layout of the City of Hutchins Comprehensive Plan and Capital Improvements Plan. The public facility requirement of this section shall be applicable to the upgrading of any existing facilities which do not meet current standards.

If a proposed subdivision is situated adjacent to an existing street or municipal utility which does not meet the standards contained in this development manual, the developer shall bear the cost for constructing the infrastructure improvements required by this development manual in order to serve the proposed development.

For the purpose of this regulation, the calculation used for estimating the reconstruction costs for an unimproved street shall include all street paving, curb and gutter, traffic control and traffic signals, sidewalks, hike and bike trails, water and sewer utilities, and drainage improvements. The improvements shall be sized in accordance with the most recently approved Thoroughfare Plan or Capital Improvements Plan, whichever is applicable.

(b) Apportionment of Infrastructure Costs. As a condition of the approval of a development, the developer's portion of the costs may not exceed the amount required for infrastructure improvements that are roughly proportionate to the projected impact of

the proposed development, as determined by a professional engineer, licensed in the State of Texas, and who is retained by the City of Hutchins.

1. In making the rough proportionality determination, consideration shall be given to the availability of adequate and minimum levels of public facilities and accessibility to the site for delivery of emergency services.
2. The professional engineer making the proportionality determination may rely on categorical findings from comparable public improvement projects for establishing a cost basis.
3. A developer who disputes the determination by said professional engineer may appeal to the City Council and present testimony and evidence in support of the appeal. The appeal shall be written and filed with the City Secretary within ten (10) days after the date action taken by the Planning and Zoning Commission on the development proposal. The developer shall not be required to waive the right to appeal as a condition of approval of the development project.

(c) Optional Escrow Provision. Where, in the opinion of the City, construction of a required public improvement should be deferred to a future date, the developer shall place in escrow with the City, an amount equal to the estimated cost of the improvements, as determined by the Director of Public Works. The Planning and Zoning Commission or City Council may consider an alternate arrangement when appropriate.

(d) City Participation in Over-Sizing. Where over-sizing of a public improvement is required by the Comprehensive Plan, Thoroughfare Plan, Water or Sewer Capital Improvements Plan or other planning document adopted by the City, City participation shall be in accordance with the provisions of any applicable Impact Fee Ordinance or City-Developer Agreement, which has been approved by the City Council.

(e) Standard Specifications. The "Standard Specifications for Public Works Construction" as published under the authority of the North Central Texas Council of Governments, along with the amendments and Special Provisions to the document, approved or issued by the City, shall comprise the Standard Specifications for the City of Hutchins as indicated in Article 3.09 "Public Works Construction Standard Specifications" of the City of Hutchins Code of Ordinances. Reference Article 3.09 for further details.

(f) Special Specifications. Special Specifications are those construction specifications that are not covered by the Standard Specifications. Special Specifications shall be required for all projects having items of construction not adequately covered by the Standard Specification. All Special Specifications shall be subject to review and approval by the City.

(g) Construction Standards. Construction of public improvements within the City of Hutchins shall be performed in accordance with this development manual, the City of Hutchins Standard Construction Details, and the Standard Specifications as described in Section 501(e) above.

(h) Pre-Construction Meeting. The contractor for each project, or for any phase, shall notify the City of Hutchins of the intent to commence work. Sufficient notice shall be given so that a pre-construction conference may be held. No work shall commence except as specifically authorized at the pre-construction meeting.

(i) Construction Permit. The City will issue a permit based on approved engineering plans. No work shall be started until a permit is duly issued.

(j) Construction Inspection Fee. Prior to the issuance of any public works construction permit, the City will collect all applicable fees in accordance with the fee schedule listed in Appendix A of the City of Hutchins Code of Ordinances (not to be confused with Appendix A of this development manual).

(k) Exception for Utility Companies. Utility companies are not required to secure a permit for repairs and day-to-day maintenance operations but shall notify the City. Utility companies are required to get a permit without fee for new developments and for all relocations.

(l) Traffic Control Plans. Each set of construction plans submitted to the City for review and approval shall include traffic control plans. The plan shall provide for the safe handling of traffic through and adjacent to the area of construction. Construction signing, barricades, etc., shall be in conformance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD).

(m) Construction Methods. All utility lines installed under existing concrete paving shall be installed by a method other than open cut, except as specifically approved by the City. The Director of Public Works may approve, on case-by-case basis, open cut of existing pavement for utility installation/construction. Examples of reasons why the Director of Public works might approve open cuts are as follows:

- (1) The main to be connected onto is under paving. In this case, the open cut shall be limited to the area of the main, the remaining installation to be by other than open cut
- (2) A boring machine cannot be used because of space limitations
- (3) The size of the utility line is too large to be economically feasible (in the judgment of the Director of Public Works) to be installed by methods other than open cut
- (4) Conditions are such that it would be impossible or impractical to install the utility line by means other than open cut

In the event the open cut method is approved, the pavement shall be removed in complete panels and replaced with early yield high strength concrete in accordance with the approved plans. The traffic control plan shall adequately address the safe handling of traffic through the area of the open cut.

(n) Material Testing. The project owner is responsible for providing all material testing services for the proposed development. The required testing shall be performed by a City approved geotechnical testing laboratory company under the supervision of a licensed professional engineer. The procedures and criteria for testing are generally outlined in North Central Texas Council of Governments (NCTCOG) Standard Specifications. A copy of the test results shall be furnished to the City.

(o) Final Acceptance. Final acceptance is the formal approval by the City. It will be made in writing based on the finding that the improvements have been satisfactorily installed and that all administrative requirements have been satisfied.

(p) Partial Acceptance. Generally, the City will not accept any part of any development prior to the completion and acceptance of the entire development. However, at the discretion of the Director of Public Works, partial acceptance may be granted in unusual circumstances.

(q) Conditional Acceptance. The City may issue a letter of conditional acceptance upon the determination by the City that unusual conditions warrant such acceptance and that the City will not be adversely affected.

(r) Record Drawings. Prior to final acceptance, the Engineer of Record shall furnish the City the revised drawings depicting as-built conditions (one set of mylar reproduces, electronic PDF, and AutoCAD .dwg formats). The plans shall be marked "Record Drawings" on each plan sheet and shall be signed and dated by the Engineer. The Engineer shall certify that the plans accurately depict the work as actually constructed based on the information available to the Engineer of Record. The Engineer of Record will not be responsible for materials used in the construction or workmanship; only the geometrics and elevations of paving, drainage, and sanitary sewer improvements, and the horizontal locations of water line improvements as evidenced by locations of water valves, vaults, fire hydrants, etc. While the Engineer of Record will not be responsible to personally verify all conditions in the field, the Engineer of Record shall, at a minimum, obtain a signed written statement from the contractor or developer indicating the extent of any deviations from the original plans. The Engineer of Record shall not prepare Record Drawings acceptable verification of as-built conditions. Other acceptable verifications shall be personal verification on site by the Engineer of Record or someone working under the direction of the Engineer of Record, or an as-built survey of the completed project.

(s) Surveyors Certification of Monumentation and Pinning. Prior to final acceptance, a Texas Registered Professional Land Surveyor (R.P.L.S.) employed by the developer, shall provide the City with a written certification that all lot and right-of-way lines have been marked as evidenced by the setting of iron rods or other appropriate monumentation.

(t) Maintenance Bonds. Prior to final acceptance, the developer shall furnish the City with an acceptable fifty percent (50%), two (2) year maintenance bond. The maintenance bond shall cover all items of construction dedicated to the City.

Sec. 502. BLOCKS

(a) The length, widths and shapes of blocks shall be determined based upon adequate building sites suitable to the special needs of the type of use proposed as well as the needs for convenient access, circulation, control, and safety of traffic.

(b) Where no existing subdivision controls block lengths, arterial blocks shall be a minimum of 660-feet and a maximum of 2,600-feet in length. Blocks in multi-family, commercial and industrial zoned developments shall be a minimum distance of 500-feet and a maximum distance of 1,800-feet.

(c) Blocks in single-family and two-family residential zoned developments shall not contain more than 18 platted lots on either side between intersections and shall not exceed a maximum distance of 1,800-feet. When conditions prevent the installation of streets to address block lengths, a fire control easement of 40-feet may be allowed to define the appropriate block length. One fire control easement may be used per block. No structures may be allowed within such easement.

(d) In the event a property owner is platting only major street rights-of-way for dedication and construction, the requirements stated herein shall be met with final platting of the property into lots and blocks.

(e) All distances specified shall be measured along the centerline of the street right-of-way between the center points of street intersections.

Sec. 503. LOTS

(a) All lots shall conform to the requirements of this development manual and the City's Zoning Ordinance. Lots shall be arranged to provide access and to avoid foreseeable difficulties due to topography and natural physical features inherent to the property. All lots shall adjoin a public street or may be served by an access easement or private street. Such access easement or private street shall meet the same minimum standards as required for a fire lane, although the easement or private street itself may not be a required fire lane.

No residential lot shall front on or derive access directly from an existing or proposed collector street, or larger, except where the proposed subdivision meets all the following criteria:

1. Where the only street frontage which may be provided to the residential lot is from a collector street due to the shape, topography, or other physical condition of the property;
2. The City Engineer has provided favorable recommendation; and
3. Where the residential lot is designed and dimensioned to permit loop driveways or on-site turnaround facilities so that vehicles can exit the lot facing head into the collector street.

Double frontage and reversed frontage lots shall be avoided except where approved by the City to provide separation of residential development from a collector street or to overcome specific disadvantages of topography and orientation. In single-family residential double frontage situations, a notation should be placed on the plat to limit the facing of residential structures toward collector streets and to prevent driveway access from a collector street.

The width between side lot lines at their foremost points (where they intersect with the street line) shall not be less than eighty (80) percent of the required lot width. In the case of lots on the turning circle of a cul-de-sac, the width may be less than eighty (80) percent of the required lot width. Side lines of lots shall be approximately at right angles to straight street lines and radial to curved street lines, except for single-family attached townhouse developments (three (3) units or more attached).

Every lot shall contain a buildable area that is adequate in size for the proposed development. The buildable area shall be situated out of the 100-year floodplain. If a tract being subdivided contains a water body, or portion thereof, lot lines shall be drawn so as to distribute the entire ownership of the water body among the adjacent lots. The City may approve an alternate plan provided the ownership of and responsibility for maintenance of the water body is so placed that it will not become a City responsibility. Where a watercourse separates the buildable area of a lot from the street by which it has access, provision shall be made for installation of a culvert or other structure, of design approved by the City.

(b) In subdivisions where buildings are to be served by septic tanks, the size of lots shall be sufficiently large to accommodate adequate drainage fields and to meet the standards set forth by the Texas State Department of Health, the Texas Commission on Environmental Quality, and the City of Hutchins.

(c) A lot which had construction thereon or had been platted prior to the adoption of this development manual, which is reduced in size to less than herein required by reason of the widening of an abutting street by the City or other governmental agency, may be used for dwelling purposes. In such instance, the minimum lot area or depth requirements shall be computed on the basis of the original lot size prior to the street widening.

Sec. 504. EASEMENTS AND RIGHT-OF-WAY

(a) General Provisions. Easements and/or right-of-ways (R.O.W.s) shall be provided for all City owned public facilities (streets, water, sanitary sewer and storm drainage) and shown on subdivision plats. Easements and/or R.O.W.s for utilities shall be a minimum of fifteen (15) feet in width, except as otherwise provided. Where a subdivision is bounded by a watercourse, drainage way, channel or stream, there shall be provided a storm sewer easement or drainage right-of-way conforming substantially to the lines of such watercourse or of such width to provide for any future construction.

In situations where a City owned utility lies within its own prescribed minimum easement and a privately owned utility (electric, gas, telephone, cable) is located, underground or overhead, adjacent to and outside the City easement, it would be agreeable to the City that such easements may be mutually shared for ingress-egress and for temporary storage of equipment or materials.

In situations where two City utility systems are to be installed separately in parallel and contiguous easements, the minimum width of the combined easement may be reduced to a width approved by the Director of Public Works on a case-by-case basis.

Easements for the use of utilities of not less than seven and one-half (7.5') feet in width shall be provided on each lot and extend along the entire length of the rear property line and side property lines. Side lot line easements may be reduced in size or waived for narrow lots or other constraints if approved on the Final Plat with the recommendation of the Director of Public Works. Easements shall connect with easements already established on adjoining properties or extend to connect with a public right-of-way. No lot shall be shown with an easement which prevents proper development and full utilization of the lot as a suitable building site for the intended zoning district. When a proposed water, sewer or drainage line will be placed adjacent to a public road maintained by the Texas Department of Transportation, a separate specific use easement shall be provided for each utility or drainage facility.

In single-family residential subdivisions, City owned utilities shall be located within a prescribed right-of-way and shall not be located within easements, unless otherwise approved by the Director of Public Works. If an existing City owned utility is located within a dedicated easement prior to the development of a single-family subdivision, the developer shall convert the easement into a right-of-way or relocate the utility into a street right-of-way.

The following statement of restrictions shall be placed in the dedication instrument of the subdivision plat:

"Any public utility, including the City of Hutchins, shall have the right to move and keep moved all or part of any building, fences, shrubs, other growths or improvements which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems on any of the easements shown on the plat; and any public utility, including the City of Hutchins, shall have the right at all times of ingress and egress to and from and upon said easements for the purpose of construction, reconstruction, inspection, patrolling, maintaining and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone."

(b) Water and Sanitary Sewer Line Easements. Refer to water and sewer design guidelines in this design manual for proper easement widths for different pipe sizes at different depths of cover.

(c) Storm Drainage Easements. Refer to applicable drainage guidelines for proper easement widths for drainage channels and for different pipe sizes at different depths of cover. Additional widths may be required depending upon the engineering

design, size, depth, soil conditions and other criteria as determined by the Director of Public Works or his representative.

The following statement of restriction shall be placed in the dedication instrument of the subdivision plat:

"Drainage Easement Restriction: No construction or filling, without the written approval of the City of Hutchins shall be allowed within a drainage easement, and then only after detailed engineering plans and studies show that no flooding will result and that no obstruction to the natural flow of water will result. Where construction is permitted, all finished floor elevations shall be a minimum of two (2) feet above the 100-year flood elevation."

(d) Access Easements. In lieu of street frontage, lots may be accessed by means of an access and utility easement. Such easement must be dedicated by a plat and filed with the County Clerk. Such easement must be maintained by the owners, shall remain in good repair and shall in no way be the responsibility of the City. The width of such easements shall be sufficient to accommodate a minimum 24 feet of paving. The need for such easements shall be determined by following the usual platting process established in this development manual.

(e) Slope Easements. Slope easements or extension of parkway cross slope shall be required in areas of new development, where significant earth (cut or fill) slopes extend into private property beyond street right-of-way lines. These slopes are required for the stability of the roadway sections, effective erosion control, drainage, and maintenance. At developer's option, either of the following alternates shall be followed:

- (1) The slope easement width shall be sufficient to provide a maximum slope of 4' (horizontal) to 1 foot (vertical) as measured from the right-of-way line to the limit of the slope.
- (2) Other maintenance-free slope protection methods (e.g., concrete riprap, retaining walls, etc.) may be utilized for slopes steeper than 4:1 if approved by the Director of Public Works.

(f) Parkway Cross Slope Extension. The parkway cross slope (2%) shall be extended an additional ten (10) feet beyond the right-of-way line to the hinge point of the slope for cut or fill slopes in excess of three (3) feet in height. No easements or additional right-of-way will be required except that the resulting slope easement may become wider. The additional parkway and cut or fill slope shall be landscaped as required to equal the adjacent public parkway in accordance with the landscaping requirement of this development manual.

(g) Alleys. Alleys shall comply with the following requirements:

- (1) Twenty (20) feet where residential building sites are provided on both sides. Alleys used for fire lanes must be a minimum of twenty-four (24) feet wide.

- (2) Twenty-two (22) feet where residential development abuts commercial or industrial areas. Alleys used for fire lanes must be a minimum of twenty-four (24) feet wide.
- (3) Twenty-four (24) feet where commercial or industrial development abuts on both sides.

Dead-end alleys shall be prohibited except where prior development of land adjoining the subdivision permits no other reasonable design. Under such circumstances alleys shall be provided with turnaround or back-around facilities at the dead-end adequate to permit clear maneuvering of sanitation trucks, utility service vehicles and emergency vehicles.

(h) Fire Hydrant and Water Meter Easements. All fire hydrants, fire hydrant leads, water meters, and water services (up to the meter) which are not within City right-of-way shall be placed in a 10 (ten) feet wide water line easement.

(i) Construction Easements. The developer, at his own cost, shall be responsible for obtaining appropriate temporary construction easements or letters of agreement/permission from adjacent property owners for the proper construction of streets, drainage, and water and sewer facilities and provide such documentation to the City.

Sec. 505. PAVING

(a) General Provisions. The paving of streets, alleys, turning lanes, driveways and sidewalks shall be in accordance with this development manual and the construction standards of the City of Hutchins. Temporary asphalt streets, connections and driveways will be considered on an individual basis and shall be constructed in accordance with approved plans.

(b) Streets. The arrangement, character, extent, width, grade and location of all proposed streets shall conform to the Thoroughfare Plan of the City of Hutchins. Design of such streets shall take into consideration existing and planned streets, topographic conditions, public convenience, safety and the relationship of uses that will be served by the streets. The developer is responsible for the dedication of all required right-of-way and construction of all street(s) within the development and one-half of the street(s) that abut the development. Where it is determined by City staff to be impractical to construct one-half (1/2) of the street, the developer shall escrow with the City the full monetary value of these improvements prior to the approval of the final plat/replat. Any off-site street required to provide adequate access to the development shall be the entire responsibility of the developer. These provisions shall apply in all cases including where there is an existing sub-standard street.

When not shown in the City's Thoroughfare Plan, all proposed streets shall:

- (1) Provide for the continuation or appropriate projection of existing streets.

- (2) Conform to a plan for the neighborhood approved or adopted by the City to meet a particular situation where topographical or other conditions make continuation of, or conformance to existing streets impractical.
- (3) Be laid out so that street right-of-way lines intersect at 90 degrees and so that no street curvature is closer to the point of intersection of right-of-way lines than 50 feet.
- (4) Provide necessary minimum left-turn lane storage lanes for entry into subdivisions along both traveled ways, as necessary.

No residential and collector (2-lane) street intersection with arterial streets shall be allowed within 250-feet of a major arterial street intersection (4 lane undivided and above) and/or within proposed right-turn lane limits.

Residential streets shall be laid out in a manner to discourage use by through traffic. Street right-of-way widths shall conform to the City's Thoroughfare Plan. In no case shall a street right-of-way be less than 50-feet.

Every subdivision shall be designed to provide sufficient access into the development to accommodate anticipated traffic demands and to provide for emergency public services using the criteria contained in this Section.

Where a proposed subdivision, or cul-de-sac street, contains more than twelve (12) lots, the development shall provide for two entryways as follows:

- (1) The development shall provide one street entryway and one emergency access easement. The emergency access easement shall be located on an adjacent or opposite side of the subdivision from the main entryway. The widths of the right-of-way and driving surfaces of the street entryway and the emergency access easement shall be in accordance with the standards contained elsewhere in this development manual,

or

- (2) The development shall provide a divided entryway and one emergency access easement. The driving surfaces of the divided entryway shall be separated by a median not less than ten (10) feet in width and provide for one-way traffic. The widths of the right-of-way and driving surfaces of the divided entryway shall be in accordance with the standards contained elsewhere in this development manual. The emergency access easement shall be located on an adjacent or opposite side of the subdivision from the main entryway and be constructed in accordance with the standards contained elsewhere in this development manual.

If it is physically impractical or otherwise impossible to provide two entryways or to incorporate an emergency access easement into the development in accordance with the above stated requirements, the following alternative may be considered by the City Engineer and Director of Public Works:

A single pavement width of forty-one (41) feet which extends from the intersecting street right-of-way into the property a minimum distance of one-hundred (100) feet. All residences within the subdivision shall contain automatic fire-sprinkler systems.

If it is physically impractical or otherwise impossible to comply with the above-stated requirements, an alternative design may be submitted to the City Council for consideration. The City Engineer and Director of Public Works may approve the alternate design if they find that the above-stated requirements cannot be satisfied and that all efforts have been made by the developer to comply with requirements.

Half streets shall be prohibited, except where necessary to the reasonable development of the subdivision in conformance with the other requirements of these regulations and where the City finds it will be practicable to require the dedication of the other half when the adjoining property is subdivided or platted. When a half street has already been provided, the remaining portion of the street shall be platted within such subdivision. Where part of a residential or collector street is being dedicated along a common property line, the first dedication shall be one-half of the proposed street right-of-way plus five (10) feet, with a minimum of 24 feet of pavement width to be constructed.

The reservation in private strips of land at the end of, or adjacent to, proposed or existing streets and intended for the purpose of controlling access to property shall be prohibited.

(c) Concrete Strength Requirements. Public streets and alleys shall meet the minimum concrete strength requirements as described by the City of Hutchins Pavement Design Guidelines (see Appendix) and the City of Hutchins Standard Construction Details.

(d) Pavement Thickness Requirements. Public streets and alleys shall meet the minimum pavement thicknesses as described by the City of Hutchins Pavement Design Guidelines (see Appendix) and the City of Hutchins Standard Construction Details.

Where right-turn, left-turn or deceleration lanes are added to existing streets, the pavement thickness shall be in accordance with the current pavement thickness standards for the street type.

(e) Pavement Width Requirements. The minimum pavement width for residential streets shall be 29-feet measured back to back of curbs. When rollover curbs are approved, the minimum standard width shall be increased to account for any increased curb width from a typical curb section. The use of rollover curbs within public right-of-way will not be allowed without approval of the Director of Public Works.

Non-Residential streets shall be a minimum of 38-feet measured back to back of curbs. Wider street paving shall be constructed to provide the number of through lanes, left turn lanes, right turn lanes, acceleration, and deceleration lanes as required and shown as part of the City's Master Thoroughfare Plan.

(f) Curbs. Curb construction shall be as follows:

- (1) **Monolithic Curbs.** All streets shall be constructed with a monolithic curb continuous on each side of the street pavement. Monolithic curbs shall be six (6) inches in height and six (6) inches wide, in accordance with the appropriate construction standard.
- (2) **Rollover/Mountable Curbs.** The use of rollover curbs are only allowed for front entry residential uses and only with approval of the Director of Public Works.

(g) **Sidewalks.** Public sidewalks along public streets should typically be located in the right-of-way. A minimum of four (4) feet of clear pedestrian width shall be provided for public sidewalks in single-family residential areas. A minimum of five (5) feet of clear pedestrian width shall be provided for public sidewalks in multi-family residential and non-residential areas. Sidewalks which are not separated from the street back of curb by at least three (3) feet shall be widened to a minimum of six (6) feet in single-family residential areas and seven (7) feet in multi-family residential and non-residential areas. The minimum requirements shall be exceeded as necessary to comply with any Texas Accessibility Standards (TAS) standards, Americans with Disabilities Act (ADA) standards, or any other applicable laws, codes or requirements. All projects shall provide accessible routes per TAS and all other applicable laws, codes and requirements. Sidewalks shall be included on construction plans and on development plans.

Developers of tracts of land served by sidewalks not meeting the requirements of this development manual, or not structurally sound, shall be responsible for removing the existing sidewalks and constructing new sidewalks to meet current requirements. The dedication of additional right-of-way or easement may be required to provide adequate space for the construction of sidewalks. Along state routes, a sidewalk easement may be dedicated to the City of Hutchins and the sidewalk shall be constructed within this easement. Sidewalks across bridges shall be continuous and approved safety features shall be incorporated into the design to adequately protect pedestrians.

Sidewalks shall be constructed as part of the infrastructure improvements associated with the developments. When a subdivision is proposed with a masonry or other permanent perimeter screening wall adjacent to a street, the sidewalk shall be constructed by the developer at the same time as the screening wall. Sections of sidewalk construction, at locations approved by the City, may be delayed until development of adjacent lots. Instances in which sidewalk construction may be delayed include the front and side yards of residential and commercial properties where subsequent building construction would likely damage the sidewalk. Sidewalks shall be constructed at street intersections, areas of existing high pedestrian traffic and drainage locations that would not be subject to destruction during later development of the adjacent lot. In areas where sidewalk construction is delayed, grading shall be in full conformance with the typical section.

(h) **Driveways.** All driveways in the City of Hutchins shall be constructed by city permit only. A permit will be granted only after due consideration of safety, traffic flow, and conflicts with existing and proposed facilities. In addition to the above, access to state controlled highways shall require State permits. The contractor shall construct the

proposed driveway within five (5) days of the saw cut and removal of the existing pavement.

(1) Residential driveway approaches shall follow these guidelines:

- a. Width shall be 11-foot minimum and 20-foot maximum, plus a 5-foot curb radius on each side.
- b. The radius or flare point at the street or alley of any driveway shall not extend beyond the property line(s).
- c. All driveway approaches shall be constructed in accordance with the City standard driveway construction details.
- d. The average slope of a residential driveway shall not exceed 8 percent up to the right-of-way line and 14 percent beyond the right-of-way line. Sidewalk crossings shall meet all applicable accessibility codes, standards, and laws.

(2) Commercial driveway approaches shall follow these guidelines:

- a. Width shall be 24-foot minimum and 40-foot maximum, plus a 10-foot curb radius (20-foot curb radius for fire lanes) on each side.

A 30-foot curb radius on each side will be allowed for commercial and industrial sites where significant truck traffic is projected.

- b. The average slope of a commercial driveway shall not exceed 8 percent up to the right-of-way line and 12 percent beyond the right-of-way line. If the driveway is a fire lane, then the average slope of a commercial driveway shall not exceed 8 percent up to the right-of-way line and 8 percent beyond the right-of-way line. Sidewalk crossings shall meet all applicable accessibility codes, standards, and laws.
- c. The minimum spacing between driveways shall be 50 feet. However, the minimum spacing between driveways for single-family residential properties, where adjacent driveways on separate lots are divided by a property line, shall be 10 feet. The measurement for driveway spacing shall be made to the point where the flare or curb return intersects with the street pavement or curb. The minimum spacing for multi-family, commercial, and industrial lots may be reduced upon approval of the Director of Public Works.
- d. All two-way driveways shall intersect streets at 90 degrees.
- e. Adequate site distances and on-site maneuvering shall be available from every driveway.

- f. All driveway approaches shall be constructed in accordance with the City standard driveway construction details.
- g. Driveways on State maintained highways shall meet the Texas Department of Transportation (TxDOT) requirements and must be approved by TxDOT.

(i) Lane Closures. In instances where the proposed construction necessitates the closure of an existing travel lane, the construction plans shall include specifications for traffic control and a work sequence to minimize the effect on existing traffic. As a minimum, early strength concrete shall be specified along with a work sequence whereby lane closures are of minimal duration. Specific details will be reviewed by City staff and approval will be based on the finding that every step has been taken to accomplish the purpose of this section. Depending on conditions associated with the particular site, City staff may alter those requirements where it is determined that existing traffic will not be significantly affected. On major thoroughfares, a cash bond may be required as a guarantee by the contractor to ensure compliance with the specifications.

(j) Fire Lanes. See Section 508 for paving requirements concerning fire lanes and fire apparatus access roads.

Sec. 506. DRAINAGE

(a) General Provisions. The design, size, type and location of all storm drainage facilities in the City of Hutchins shall be in accordance with the City drainage guidelines. The developer and his engineer (the Engineer of Record) shall bear total responsibility for the adequacy of design. The approval of a given drainage facility in no way relieves the developer or the Engineer of Record from their responsibility or liability. Prior to any channel improvement or storm water detention design, the Director of Public Works and the City Engineer shall be consulted regarding preferred flood control strategies for the watershed of interest.

All drainage outfalls into the City-maintained drainage rights-of-ways shall include proper erosion control measures and velocity controls. No concentrated discharges will be permitted near the tops of creek banks. Creek banks disturbed during the construction of storm sewer outfalls shall be properly restored, stabilized, seeded and/or sodded to the satisfaction of the City. It is recommended that the owners/developers conduct a field meeting with City staff during preliminary plat/preliminary engineering stage to identify the locations for proposed drainage outfalls. It shall be the owner's/developer's responsibility to remove trash, debris, fallen trees, etc., and to restore and repair creek banks prior to the dedication of drainage rights-of-way and acceptance of the subdivision.

All drainage structures or improvements in the City of Hutchins shall be designed to properly accommodate the runoff from a storm event of 100-year frequency.

If a site discharges more than 5-cfs of storm water into the right-of-way at each drive approach, an onsite storm drainage system shall be required for connection to an

existing public storm sewer system, unless a public storm sewer is not available near the site which has the capacity to handle the 100-year future discharge.

If the public storm sewer system has inadequate capacity for 100-year storm discharges, the developer has the following design options:

- (1) Option A: To upgrade the public storm sewer system to accommodate the 100 year storm discharges from their site as well as any offsite future 100 year discharges upstream of their property, at their own expense.
- (2) Option B: To design their onsite storm sewer system for a total runoff to include: a) 100 year onsite developed runoff, b) 100 year offsite drainage coming into the property under existing (undeveloped) conditions. The resulting excess discharges (above the capacity of public system) shall be retained or detained onsite, to reduce peak runoff so the existing public drainage system will not be overloaded.

Drainage improvements in residential developments shall be located within public right-of-ways. Street and alley layouts shall be arranged such that the drainage can be provided within the rights-of-way. In the event drainage improvements must be located outside street and alley rights-of-way, a drainage right-of-way shall be dedicated.

Drainage may be designed in a manner which will allow one lot to drain across an adjacent lot and into a permanent structure, such as a concrete flume, lined channel, or proper inlet to an adequate drainage facility, or to a street right-of-way. Sheet flow techniques shall be used for lot-to-lot drainage where possible. If an approved drainage structure is not present, it will be required of the developer to construct the necessary facilities.

(b) Design of Storm Sewer Systems. Storm sewers shall be design per City standards. To the extent practicable, concentrated flows from storm water runoff should be placed in underground storm sewer systems. Open channels may be used for large flows and for situations where underground storm systems are not practical. If the City Engineer and/or Director of Public Works determine that an underground storm system is desirable and practical, then the developer shall provide an underground storm system. Cost of the storm sewer system will not be a determining factor unless deemed to be an undue burden by the City Engineer and/or Director of Public Works. All streets shall be protected from flooding in accordance with City drainage guidelines. Inlets shall be provided along all streets based on inlet and gutter capacity calculations prepared by a Texas Licensed Professional Engineer.

(c) Criteria for Filling in a Floodplain. An area of special flood hazard is defined as the land in the floodplain within a community subject to a one (1) percent or greater chance of flooding in any given year. This area has been identified by the Federal Emergency Management Agency (FEMA) on its Flood Insurance Rate Map. On watercourses not covered by the FEMA Flood Insurance Rate Map (FIRM), the special flood hazard area shall be determined by an appropriate floodplain analysis. The results of such an analysis must be reviewed and accepted by the Director of Public Works prior to design.

All construction or construction-related activity which is proposed to take place in a special flood hazard area shall be subject to the conditions of this development manual and any amendments thereto, of the City of Hutchins. A Construction Permit and an Earth Disturbance Permit are required to ensure conformance with these requirements. In addition, the following specifications shall also be observed:

- (1) There shall be no increase in the 100-year water surface elevation on any property upstream, downstream, or on the opposite bank (unless developer owns both banks) from the proposed site caused by construction activity in the floodplain. The floodplain may be altered only to the extent permitted by equal conveyance reduction on both sides of channel. The property owner/developer shall be required to provide technically acceptable proof (such as a backwater analysis) that this restriction has not been violated.
- (2) Any increase in mean stream flow velocity shall be limited so as not to exceed the open channel velocity limitations delineated in Section 4.4 of the Drainage Guidelines. In addition, there shall be no increase in erosion on any property upstream, downstream, or on the opposite bank from the proposed site caused by construction activity in the floodplain. The owner or developer shall be required to provide technically acceptable proof (such as backwater analysis) that this restriction has not been violated.
- (3) The toe of any fill slope shall parallel the direction of flow.
- (4) Maximum unreinforced fill slope shall be 4:1 unless approval for a steeper grade is received from the Director of Public Works. Vertical walls, terracing, and other slope treatments will be acceptable subject to approval of construction plans.

(d) Required Technical Information For City Review. The engineer shall be required to submit for City review appropriate hydraulic and hydrologic design calculations and technical information. This includes at a minimum:

<u>Drainage Structure Type</u>	<u>Required Submittal</u>
Open Channels	All information delineated in Section 4.4 of the Drainage Design Guidelines.
Culverts	All information delineated in Section 4.2 of the Drainage Design Guidelines.
Storm Sewers (including inlets)	All information delineated in Section 3.2 of the Drainage Design Guidelines.
Storm Water Storage Facilities	All information delineated in Section 4.5 of the Drainage Design Guidelines.

Construction in a Flood Hazard Zone Hydraulic calculations and/or computer runs providing no increase of flood elevation or erosional activity on neighboring property. Plans for erosion control on cut and fill slopes and restoration of excavated areas.

The City Engineer and Director of Public Works may require additional technical backup information.

Sec. 507. WATER LINES

(a) General Provisions. This section deals with general requirements for water line construction in the City of Hutchins. All water lines shall be sized and designed in accordance with the City's water system master plan. All construction shall be in accordance with City standard specifications and construction standards. The Texas Department of Health, Texas Commission on Environmental Quality (TCEQ), and the Environmental Protection Agency must be consulted for their regulations and specifications, where required. The Water Guidelines of the City of Hutchins shall also be adhered to in regards to the design and construction of water lines.

(b) Water Main Categories. Water lines in the City of Hutchins are categorized as follows:

- (1) Distribution Lines – sizes up to 12-inches (nominal diameter).
- (2) Transmission Lines – sizes greater than 12-inches (nominal diameter).

Distribution lines shall be of sufficient size to provide adequate water for potable and fire protection needs. Transmission line sizes are typically indicated on the City's water system master plan. The City's water system master plan may be periodically revised to meet the current demands as well as future needs as development occurs.

(c) Water Line Requirements. The owner/developer shall be required to install at their own expense, all water lines needed to serve their development, including all engineering costs. It shall be the developer's responsibility to determine the demand of the subject development. All off-site water mains required to connect service to the subdivision shall be installed at the expense of the developer. The developer shall provide all reasonable water line stub outs for connection to future adjacent development. The owner shall also be responsible for obtaining easements, when required, from other property owners for off- site water main connections.

All water lines shall be designed to complete a looped system to avoid dead-end lines. Valves shall be placed at or near the ends of mains in such a manner that a shut down can be made for a future main extension without causing a loss of service on the existing main. When it is not possible to prevent a dead end main, the main shall be terminated with a fire hydrant or blow-off valve.

The following shall apply to the installation of all water lines:

- (1) All water lines shall be installed within a City street right-of-way or when necessary, within an easement that is contiguous to the right-of-way.
- (2) Water lines shall not be installed within a TxDOT right-of-way. A water line easement that is contiguous to the TxDOT right-of-way shall be provided.
- (3) The City reserves the right to consider alternate alignments on a case-by-case basis when field conditions warrant.

Water lines within single-family residential developments shall be installed within right-of-way. Water line easements in single-family residential developments may only be utilized in place of right-of-way with approval from the Public Works.

All service lines shall be installed for each lot, with a suitable marker placed at the point of stub-out for reference in advance of street paving, sidewalk construction or any other item of street construction. A suitable reference marked "W" (minimum letter height of two inches) shall be imprinted by City approved method on the face of the curb, or on pavement where there is no curb. Service connections will not be permitted on transmission mains or fire hydrant leads unless authorized by the Director of Public Works.

(d) Water Line Materials. All water line materials (pipes and fittings) shall conform with AWWA standards and City of Hutchins Standard Specifications. See Section 501(e) for further details.

- (1) Water lines of 12-inches (nominal) or less in diameter shall be P.V.C. AWWA standard C900 pressure class 200 (D.R. 14), unless otherwise approved. (Poly pipe is acceptable for services.)
- (2) Water lines larger than 12-inches (nominal) diameter shall be PVC AWWA standard C905 pressure class 235 (D.R. 18), unless otherwise approved.

Note: For all pipe sizes, concrete pressure pipe, ductile iron pipe, or other material alternatives will require approval by the Director of Public Works.

(e) Backflow Devices. Approved backflow prevention devices must be installed on all privately maintained fire lines, at locations approved by the City.

(f) Booster Pump Stations. The City of Hutchins will operate and maintain only those booster pump stations and force mains that serve the public. Booster pump stations and force mains serving private developments shall be privately maintained.

(g) Oversizing and Extensions. The City of Hutchins may elect to participate in the oversizing of water mains above the size needed to supply the development. If the City of Hutchins agrees to participation in water line construction, the developer shall be

responsible for the design of the project and shall submit the plans for approval and bidding by the City of Hutchins.

Water extensions outside the City of Hutchins will not be granted to private entities. Water extensions outside the City of Hutchins may be granted to neighboring municipalities or governmental entities as approved by the City of Hutchins City Council.

(h) Meter Requirements. Each connection to service individual or multiple spaces or structures shall be metered by a radio read meter (MasterMeter for less than 2" and Octive for 2" and greater). All meters, regardless of size, shall be purchased by the developer, builder, owner, or applicant through the City of Hutchins.

Individuals installing water meters shall pay administration fees, meter costs, meter deposits and capital recovery fees. Meters installed for City owned buildings or street medians are exempt from capital recovery fees. Capital recovery fees shall not be required for fire protection water lines.

All meters shall be dedicated to the City of Hutchins except devices classified as private and utilized for sub-metering.

All required meters, backflow device boxes, and valves shall be approved by the City of Hutchins. Temporary water service shall be metered.

Sec. 508. FIRE PROTECTION

(a) General Provisions. The information provided in this section is for reference purposes only. All development must comply with International Fire Code and any amendments or other fire codes adopted by the City of Hutchins, together the "City of Hutchins Fire Codes". In case of a discrepancy between the City of Hutchins Fire Codes and the information provided in this development manual, the most stringent and restrictive requirement shall govern, unless otherwise approved by the City of Hutchins Fire Department.

(b) Fire Hydrants and Water Lines. The location and number of fire hydrants and water lines shall be situated as to afford adequate fire protection to all buildings located or proposed to be located on the property. Such installation to be completed in a reasonable period of time as the Fire Marshal may direct.

(c) Fire Lanes. Fire lanes shall be provided when any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access as measured by an approved route around the exterior of the building or facility. When required, all fire lanes shall conform to the current edition of the International Fire Code and amendments adopted by the City.

Fire lanes shall be provided to serve all buildings through parking areas to service entrances, loading areas, trash collection areas, and other areas deemed necessary to be available to fire and emergency vehicles. Fire lanes shall include driveways leading onto a public street. Heavily traveled public roadways are not considered for fire

apparatus access due to the dangers involved with operating fire apparatus in close proximity to moving traffic.

Fire lanes shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with an asphalt or concrete surface so as to provide all-weather driving capabilities. Fire apparatus access roads (fire lanes) shall have an unobstructed width of not less than twenty-four feet (24'), an unobstructed vertical clearance of not less than fourteen feet (14'), a minimum inside radius of twenty feet (20'), and a minimum outside radius of forty-four feet (44').

Striping – All fire apparatus access roads (fire lanes) shall be continuously marked by painted lines of red traffic paint six inches (6") in width to show the boundaries of the lane. The words "NO PARKING FIRE LANE" or "FIRE LANE NO PARKING" shall appear in four inch (4") white letters at 25 feet intervals on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on the vertical face of the curb.

Signs – Where required by the Fire Marshal or Building Official, approved signs or other approved notices shall be provided and maintained to identify fire lanes and prohibit obstructions. Signs shall read "NO PARKING FIRE LANE" or "FIRE LANE NO PARKING" and shall be 12" wide and 18" high. Signs shall be painted on a white background with letters and borders in red, using not less than 2" lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be approximately six feet, six inches (6' 6") above finished grade. Signs, when required by the Fire Department or the Building Official, shall be spaced not more than fifty feet (50') apart. Signs may be installed on permanent buildings or walls or as approved by the Fire Chief.

(d) Third Party Review of Fire Sprinkler and Fire Alarm Plans. Fire sprinkler and fire alarm plans must be sent by the applicant (generally a developer or builder) for third party review. The City has a preferred third party reviewer and substitute reviewers will only be allowed under rare circumstances with approval of the City of Hutchins Fire Department. The fees charged by the third party reviewer are the responsibility of the applicant and the applicant shall pay those fees directly to the third party reviewer. The applicant should contact the Fire Department for contact information for the City's currently approved third party reviewer.

Sec. 509. SANITARY SEWER LINES

(a) General Provisions. The design, size, type, and location of all sanitary sewer lines shall be in accordance with City's wastewater master plan, City of Hutchins construction drawings, standards specifications, this development manual and accepted engineering practice. In addition, the design and construction methods shall meet or exceed Texas Commission on Environmental Quality (TCEQ) and Environmental Protection Agency regulations.

All sanitary sewer lines shall be installed within rights-of-way or sanitary sewer easements. Sanitary sewer lines may not be located in easements on any residential lot unless otherwise approved by the Director of Public Works.

(b) Materials. All sanitary sewer materials (pipes and fittings) shall comply with the City of Hutchins Standard Specifications. See Section 501(e) for further details. Sanitary sewer lines 12-inches in diameter and less shall be PVC SDR-35 for depths up to 10 feet. When PVC pipe is used for depths exceeding 10-feet, the pipe material shall be PVC SDR-26. Other pipe materials shall be approved at the discretion of the Director of Public Works. Lines larger than 12-inches diameter shall be as specified by the Director of Public Works. Manholes shall be reinforced concrete. Poured-in-place and pre-cast concrete manholes are allowed.

(c) Manhole Spacing. Manholes shall be provided at all points of directional change. Manholes shall be provided at vertical points of intersection (vertical curves are not allowed). All sanitary sewer lines shall terminate at a manhole. The maximum allowable spacing between manholes on a line shall be 500 linear feet.

(d) Manhole Size Criteria. Sanitary sewer manhole size criteria are established based on manhole depth and maximum pipe size entering manhole. Manhole sizes are subject to approval by the Director of Public Works. All manholes shall have hinged Pamrex lids.

(e) Minimum Pipe Size. The minimum size of sanitary sewer lines shall be 8-inches in diameter for lines that are to be maintained by the City, unless otherwise approved by the Director of Public Works.

(f) Parallel Sanitary Sewer Collection Systems. Residential or commercial sanitary sewer collection lines shall be designed to not exceed maximum depths of 12'-0" measured from finished grade to the bottom of the pipe. Depths greater than 12'-0" will only be permitted when parallel sanitary sewer collection lines to serve properties on both sides of the street are provided. The Director of Public Works shall be consulted to determine the location and design criteria of the parallel lines prior to final design.

(g) Oversizing and Extensions. The City of Hutchins may elect to participate in the oversizing of sanitary sewer mains above the size needed to serve the development. If the City of Hutchins agrees to participation in sanitary sewer construction, the developer shall be responsible for the design of the project and shall submit the plans for approval and bidding by the City of Hutchins.

During the process of development, the owner(s) of the subject property shall extend sewer mains by constructing the necessary sewer line within proper easements/right-of-way, at their sole expense, to serve the adjacent property, when the adjacent property or any portion thereof, are considered to be in the same sewer basin. The construction of the lines shall extend along the frontage or through the property to the furthest point possible, where the adjacent property can readily tie into the system.

Sanitary sewer extensions outside the City of Hutchins will not be granted to private entities. Sanitary sewer extensions outside the City of Hutchins may be granted to

neighboring municipalities or governmental entities as approved by the City of Hutchins City Council.

(h) Clean-Outs. A clean out, directed toward the main, shall be provided on all services at the property line or easement line.

(i) Additional Easements. Additional easements for sanitary sewer lines shall be dedicated along State controlled routes and along other routes when the right-of-way is not sufficient to adequately provide for the orderly construction and maintenance of the sanitary sewer improvements.

(j) Emergency Maintenance. When conditions warrant, the City may perform maintenance operations during the warranty period. The cost of such maintenance shall be paid for by the developer/contractor.

(k) Television Inspection.

- (1) The developer or contractor shall, at its own expense, perform a television inspection of all sanitary sewer gravity lines prior to acceptance by the City. Repairs shall be made if required and the television inspection repeated as many times as needed until the line is deemed acceptable. Prior to final acceptance, the developer or its contractor shall escrow funds to cover the cost of a second television inspection. If the developer or its contractor performs the second television inspection in accordance with the terms stated hereinafter, the escrow shall be refunded less administrative costs.
- (2) All television inspections shall be provided in color.
- (3) The City of Hutchins Inspector must be present during the television inspection, unless specifically otherwise authorized in writing.
- (4) The television inspection of the sanitary sewer mains shall commence after the compaction of backfill, the air test, and the mandrill test are completed.
- (5) The jet ball technique may be used to remove all foreign debris and silt, prior to television inspection.
- (6) The second television inspection shall be made no sooner than the 20th month and no later than the 22nd month after the date of the Letter of Acceptance of the subdivision by the City. In the event the developer or contractor shall refuse or fail to complete the second inspection within time permitted, the City shall use the escrowed funds previously described to cause completion of the inspection.
- (7) All information gathered must be legible, clearly understandable, and of good picture quality.

- (8) A run sheet shall be made, and it shall be compatible with the recording medium for noting deficiencies.
- (9) By audio on the recording, the operator must note the date and time the recording is made, note the developer or contractor's name, project name, and contract number, note the name of company performing the inspection, if other than the developer or contractor, and the operator's name, note the location, line designation, main size, direction of run, identify every 50-foot station, identify the station of each manhole and identify deficiencies and include station number.
- (11) The sewer mains must be televised from manhole to manhole in a downstream manner.
- (12) All sanitary sewer mains must be laced with water. The television inspection must be done immediately following the lacing of the main with no water flow.
- (13) One recording per television inspection shall be furnished to the City of Hutchins.
- (14) Recordings shall be on DVD or as otherwise approved by the City.
- (15) All tapes and run sheets shall be submitted to the City Inspector for storage and inspection by the City. All tapes and run sheets shall become the property of the City of Hutchins.

(l) Criteria for Repair. The developer shall make repairs if the City Inspector notes problems, including but not limited to the following:

- (1) Pulled or slipped joints.
- (2) Water infiltration.
- (3) Cracked or damaged pipe.
- (4) If standing water is found in pipes of gradients equal to or greater than 0.7 percent.
- (5) In pipes of gradients less than 0.7 percent, a maximum one-half (1/2) inch of standing water will be allowed in 8-inch through 12-inch diameter pipes; and a maximum ten (10) percent of pipe size or three (3) inches, whichever is less in pipes greater than 12-inches diameter.
- (6) Structural damage to pipe.

The City will review the television inspection recording and notify the developer or contractor of required repairs.

If repairs are required, another television inspection of the repaired area shall be made after the repairs are complete, at the developer or contractor's expense. Repairs shall be made to the satisfaction of the City of Hutchins.

(m) Lift Stations and Force Mains. The City of Hutchins will operate and maintain only those lift stations and force mains which serve the public. Lift stations and force mains serving private developments shall be privately maintained.

(n) Sanitary Sewer Services. No sanitary sewer service of less than four inches in diameter shall be connected to a City-maintained sanitary sewer main. Services of six inches in diameter or larger shall connect to sanitary sewer lines only at manholes. An "S" shall be imprinted by City approved method on the face of the curb or on pavement where there is no curb, to identify the exact location of the sanitary sewer service. A sanitary sewer service shall be stubbed out to all residential lots to a point, eight (8) feet minimum, within the lot. The elevation of all services shall be shown on the plans and shall be established such that the lot will be adequately served. For connection fee information, refer to the schedule listed in Appendix A of the City of Hutchins Code of Ordinances (not to be confused with Appendix A of this development manual).

Sec. 510. EROSION CONTROL

(a) General Provisions. Private property owners, developers, or builders shall be accountable for any erosion of their property or construction site that results in measurable accumulation of sedimentation in dedicated streets and alleys. Any accumulation deeper than one (1) inch in dedicated streets, alleys, or offsite private property constitutes a violation of this policy.

- (1) Maximum use shall be made of vegetation to minimize soil loss.
- (2) Natural vegetation shall be retained wherever possible.
- (3) Where inadequate natural vegetation exists, or where it becomes necessary to remove existing natural vegetation, temporary controls shall be installed promptly to minimize soil loss and insure that erosion and sedimentation does not occur.
- (4) Erosion control plans shall be submitted to the Director of Public Works for approval prior to any earth disturbance activities.
- (5) Wastes or disposal areas and construction entrances shall be located and constructed in a manner that will minimize the amount of sediment entering streams and City storm sewers.
- (6) When work areas or material sources are located in or adjacent to live streams, such areas shall be separated from the stream by a dike or other barrier to keep sediment from entering a flowing stream. Care shall be taken during the construction and removal of such barriers to minimize the sediment transport into a stream.

- (7) Should preventative measures fail to function effectively, the developer and contractor shall act immediately to bring the erosion and/or siltation under control by whatever additional means are necessary.
- (8) Runoff shall be diverted away from construction areas as much as possible.
- (9) Developers, builders, or owners of property shall permanently stabilize all disturbed areas prior to final acceptance of the subdivision, development, structure, or other improvements. Stabilization shall be accomplished through the use of perennial vegetative cover or other permanent means, such as channel lining, retaining walls, etc.

(b) Permanent Erosion Control. Permanent erosion controls are installed at or near end of the construction project when no further disturbance of the area will occur. The purpose of these controls is to permanently minimize erosion.

(c) Temporary Erosion Control. Temporary erosion control methods are used to abate sediment runoff from construction sites. The application of control devices can yield significant water quality and drainage benefits at a minimal cost to the developer. The erosion control measures can be grouped as barriers, filter devices, or routing devices.

(d) Erosion Control Standards. Erosion control shall comply with City of Hutchins standards, the North Central Texas Council of Governments Public Works Construction Standards, and the ISWM. In addition, the developer or contractor shall be responsible to provide an Erosion Control Plan prepared in accordance with the current Texas Pollution Discharge Elimination System (TPDES) requirements and all other applicable requirements of the Texas Commission on Environmental Quality (TCEQ). For all projects requiring a SWPPP based on TPDES/TCEQ requirements, the contractor or the developer/owner shall provide the Department of Public Works with a copy of the SWPPP and the Construction Site Notice (and NOI if applicable) prior to any earth disturbance activities.

(e) Enforcement. Should proper erosion controls fail or become inoperative, the developer/owner and builder/contractor shall correct the issues immediately. The City shall have the right to revoke the construction permit, building permit, or earth disturbance if erosion control violations are not promptly addressed by the developer/owner and builder/contractor. The City shall also have the right to withhold issuance of a certificate of occupancy or final acceptance.

Sec. 511. PRIVATE UTILITIES

(a) General Provisions. In the course of development the services of various private utility agencies may be required, including:

- (1) Telephone

- (2) Gas
- (3) Electric
- (4) Cable
- (5) Solid Waste

In addition, gas (if applicable) and electrical service shall be available to each lot prior to the issuance of a building permit.

(b) Utility Locations. In areas where no overhead utility lines currently exist, all new utility lines of 60KV and below shall be placed underground.

In areas where overhead utility lines exist, the utility companies may augment, upgrade, repair, replace and maintain as necessary.

Relocations may take place based on no change in the character of service. Overhead lines may be relocated overhead and underground lines shall be relocated underground.

The utility companies shall be responsible for developing administrative policies and cost reimbursement procedures for the installation and extension of underground facilities. These policies should permit the utility companies to recover the cost differential between the cost of extending and installing overhead and underground service, in the event the City or a developer requests such facilities from the utility companies.

All utilities shall be constructed and installed in accordance with current standards of the City of Hutchins and the utility companies. No utility shall be constructed closer than two (2) feet to any curb.

Adequate easements shall be provided at the time of platting for all underground utilities.

Sec. 512. MISCELLANEOUS CONSTRUCTION

(a) General Provisions. The developer shall be responsible for the construction, or payment in lieu of construction, of all traffic control devices, railroad crossings and bridges within or adjacent to the development.

(b) Traffic Control Devices. Traffic control devices include traffic signage, street name signs, pavement markings, school beacons, traffic signals, and all related items. All traffic control devices as shown on plans and approved by the City shall be installed by the developer or contractor at their sole cost, unless otherwise directed. Any developer or property owner requesting the installation of a traffic signal shall pay 100% cost for the design and construction. The City, upon evaluation of the needs and justified warrants of

the proposed signal shall help coordinate the approval process on its own thoroughfares, as well as TXDOT routes. Any developer whose development necessitates the modification of an existing traffic signal shall pay for 100 percent of the total cost of the design and construction of the modifications to the traffic signal, roadway approaches, signage and all related items.

(c) Street Lighting. The developer shall submit a proposed street lighting plan as part of the construction plans for public improvements. The street lighting plan shall be approved by the Public Works Department prior to the commencement of construction. Streetlights are required to be installed at intervals along all streets defined within the Paving Guidelines (see Appendix). Additionally, streetlights are required to be installed at street intersections, cul-de-sacs, bridges, railroad crossings and other selected points when the City determines that a streetlight is needed for traffic safety.

Streetlights will typically be located in rights-of-way on residential and undivided streets. On divided streets, streetlights with dual mast arms and fixtures will be located within the median.

Once the proposed street lighting plan is approved by the Public Works Department, the developer shall arrange for the installation of all street lighting with the appropriate electrical utility company. The developer shall be responsible for all costs associated with the installation of the proposed street lighting system. The City will pay the monthly charges for all required streetlights.

Any streetlights that exceed the standards listed above must be located on private property and on a separately metered service. Installation cost, maintenance, and the monthly electrical charges will be the responsibility of the property owner.

The above requirements do not apply to signalized intersections where the streetlights are an integral part of the traffic signal, or for streetlights located within Texas Department of Transportation rights-of-way.

(d) Railroad Crossings. The developer shall bear 100% of the total cost of all proposed railroad crossing design and construction triggered by new development. The developer who first develops any quadrant of a street/railroad crossing shall pay 100% of the total cost of the construction and may be eligible for reimbursements from future development if an agreement is made with the City.

(e) Bridges. The developer shall bear 100% of the total cost of all proposed bridge design and construction triggered by new development(s). The City shall help coordinate approval processes through other federal and state agencies, as needed.

(f) Payment. Payments made to the City as a condition of this section shall be made prior to the approval of the final plat or Development Plan (if a final plat is not required).

ARTICLE VI. TREE PRESERVATION AND LANDSCAPING REQUIREMENTS

Sec. 601. GENERAL PROVISIONS

The purpose of this article is to establish incentives for the preservation of existing and protected trees, replanting of trees lost due to development and to provide guidelines for minimum landscaping on new and redeveloped sites. Clear cutting of trees is prohibited within the City of Hutchins. Cutting of trees, grading and land clearing may be done, only for development purposes, in accordance with an approved final plat with construction plans and/or Development Plan. Cutting of trees and land clearing for other than development purposes shall be considered by the City Council. The existing natural landscape character of the city shall be preserved to the extent reasonable and feasible.

Sec. 602. TREE PRESERVATION AND MITIGATION

(a) Only trees from the list provided in this section will be considered to meet the requirement of this development manual. For every recommended tree in healthy, thriving condition that is preserved, the developer/owner shall be given credits as outlined below. Tree caliper shall be measured four and a half (4.5) feet from the base of the tree. Multi-trunk trees shall count as one (1) tree and the total caliper inches for the tree shall be the sum of the largest trunk plus one-half the sum of the remaining trunks. Credits for trees saved in the required 10-foot landscape strip (Sec. 605) will only be applicable for trees required in the landscape strip area. Credits for trees saved in parking areas will be applicable only for trees required in the parking area. A "credit" shall equal one required three (3) inch caliper tree from the Approved Tree List.

SIZE OF EXISTING TREES FROM RECOMMENDED LIST	CREDITS
5" – 11" Caliper	1
12" – 24" Caliper	2
25+ " Caliper	3
Points granted for trees greater than 25 caliper inches will be considered on a case-by-case basis by City staff.	

(b) Where conflict exists regarding existing protected trees versus site layout and parking lot design, developers are encouraged to protect trees.

(c) The requirements of this section shall apply to all properties subject to approval of a Development Plan.

(d) A landscape plan including a tree schedule shall be submitted as part of the Development Plan.

(e) Where the location of existing overhead utility lines conflict with the required landscaping strip, planting of ornamental trees at a rate of two (2) ornamental trees per one (1) required canopy tree will be required.

(f) Where easements containing underground utilities conflict with the required landscaping strip, required tree planting shall be outside the easement on the property owner's side.

(g) Required landscaping must be permanently maintained in a healthy growing condition at all times. The property owner is responsible for regular weeding, mowing of grass, irrigating, fertilizing, pruning and other permanent maintenance of all plantings, as needed.

(h) Only trees from the list provided in this section will be considered as acceptable canopy trees for planting with a new development. Other tree species may be considered by City staff upon request.

Approved Canopy Tree List

<i>Scientific Name</i>	<i>Common Name</i>
Acer saccharum "Caddo"	Caddo Maple
Cercis canadensis	Eastern Red Bud
Chilopsis linearis	Desert Willow
Diospyrus texana	Texas Persimmon
Fraxenis texensis	Texas Ash
Liquidambar styraciflua	Sweetgum
Magnolia grandiflora	Southern Magnolia
Pinus nigra	Austrian Pine
Pinus eldarica	Afghan Pine
Pyrus calleryana 'Aristocrat'	Aristocrat Pear
Pyrus calleryana 'Bradford'	Bradford Pear
Quercus accutissima	Sawtooth Oak
Quercus macrocarpa	Bur Oak
Quercus virginiana	Live Oak
Quercus shumardii (a.k.a. texana)	Shumard Red Oak (a.k.a Texas Red Oak)
Quercus muhlenbergii	Chinquapin Oak
Ulmus crassifolia	Cedar Elm
Ulmus parvifolia	Lacebark Elm
Pistacia chinensis	Chinese Pistachio
Pinus thunbergii	Japanese Black Pine
Taxodium accendens	Pond Cypress
Taxodium distichum	Bald Cypress

(i) Only trees from the list provided in this section will be considered to meet the requirement of a protected tree for this development manual.

Protected Tree List

<i>Scientific Name</i>	<i>Common Name</i>	<i>Minimum</i>
Fraxenis Texensis	Texas Ash	5"
Quercus Macrocarpa	Bur Oak	5"
Quercus Virginiana	Live Oak	5"
Quercus Shumardii (aka Texana)	Shumard Red Oak (aka Texas Red Oak)	5"
Quercus Muhlenbergii	Chinquapin Oak	5"
Carya Illinoensis	Pecan	5"

Quercus Accutissima	Sawtooth Oak	5"
Quercus Stellata	Post Oak	5"
Quercus Marilandica	Black Jack Oak	5"
Ulmus Crassifolia	Cedar Elm	5"

(j) Protected trees, if removed, shall be replanted on a 1:1 ratio per caliper inch and shall be from the protected tree list. If protected trees are removed and not replaced, penalties for removal shall be paid according to the following chart:

Size of Tree Removed (Cal. Inches)	Cost of Removing Protected Trees (Per Tree)
5-9"	\$500
10-14"	\$1,000
15-24"	\$1,500
25"+	\$2,000

Payment for tree removal shall be due prior to the approval of the applicable tree survey. Funds received for tree removal shall be designated to a general beautification fund as determined by the City.

Required tree planting for interior landscaping and any landscape strip will not count towards replanting or the cost assessed for removing protected trees.

Sec. 603. TREE SURVEY AND MITIGATION REQUIREMENTS

This section shall apply to all new construction in single-family and non-residential developments.

A tree survey and mitigation plan shall be prepared by a civil engineer, arborist, landscape architect or surveyor. A tree survey and mitigation plan shall be required with single-family preliminary plats, single-family final plats with construction plans, development plan submittals and with individual building permit applications for single-family residential development (new lots). Trees within rights-of-way and City easements do not have to be shown.

Tree surveys, protection and inspection shall include the following:

(a) Single Family: Protected Trees (both caliper size and species) outside the building and driveway areas.

(b) Commercial: Protected Trees (both caliper size and species) outside the building pad, driveways and mutual accesses.

(c) Any Protected Tree (both caliper size and species) with an established drip line that falls within the envelope of a building area for single-family parcels of land or building pads for non-single-family parcels of land shall be considered as within the envelope of said building area or pad.

(d) All protected trees shall be protected during construction by marking protected trees, fencing drip lines and inspections by the developer. All tree protection measures shall be in place and approved prior to the commencement of any on-site demolition, grading, or construction. Protection measures such as fencing shall be maintained at all times during construction.

(e) If determined by a registered arborist or licensed landscape architect and the City that a protected tree is diseased, it shall be exempt from the requirements of this section.

(f) Prior to issuance of a certificate of occupancy, the project landscape architect shall perform a site visit and provide signed and sealed documentation stating that all landscaping and irrigation system items are installed and operational as specified in the approved project plans and specification.

Sec. 604. SINGLE-FAMILY RESIDENTIAL LANDSCAPING REQUIREMENTS

(a) These standards shall apply to all residential lots, excluding multi-family. These standards may be met by saving existing trees on the site or planting new trees from the approved list.

(b) All required trees must be planted prior to request for final building inspection of dwelling units.

(c) One (1) shade tree (3" caliper minimum) shall be provided for all single-family residential lots less than 6,000 square feet

(d) Two (2) shade trees (3" inch caliper minimum) shall be provided for all single-family residential lots of 6,000 square feet to less than 9,000 square feet.

(e) Three (3) shade trees (3" caliper minimum) shall be provided for all single-family residential lots of 9,000 square feet or more.

Sec. 605. MULTI-FAMILY AND NON-RESIDENTIAL LANDSCAPING REQUIREMENTS.

(a) These standards shall apply to all multi-family residential uses as well as all non-residential uses. These standards may be met by saving existing trees on the site or planting new trees from the approved lists.

(b) Landscaping shall be provided by the planting of a landscaped strip adjacent to all public and private streets. The landscaped strip shall be located within any such street setback and shall begin at the right-of-way line and extend to the front of the building or a maximum depth of ten (10) feet, whichever is greater. Within the landscaped strip, one (1) approved shade tree (3" caliper minimum) and five (5) evergreen shrubs (5 gallon, minimum) shall be provided per every fifty (50) linear feet of frontage.

(c) Interior parking areas shall be landscaped in addition to any landscaped strip. Trees must be provided in each parking lot spaced at a ratio of one (1) shade tree (3 inch caliper minimum) for each fifteen (15) parking spaces provided, or any fraction thereof. These trees must be spaced a maximum of fifteen (15) parking spaces apart.

(d) Parking lot islands at the end of a row of parking shall be a minimum of nine (9) feet wide, measured face of curb to face of curb. Landscape strips between head to head parking spaces, if provided, shall be a minimum of four (4) feet, measured face of curb to face of curb.

(e) The required landscaping for parking lots shall be more or less evenly distributed throughout the parking lot, although adjustments may be approved by the Public Works Department where the shape or size of the parking lot, the location of existing trees or other natural constraints reasonably prevent such distribution.

(f) Where parking lots are adjacent to the landscape strip along a public street frontage, evergreen shrubs must be provided for screening. The shrubs must be five (5) gallon in size and at least twenty-four (24) inches at planting, with a mature height of thirty-six (36"). The maximum spacing between shrubs shall be thirty (30) inches.

(e) Dumpster enclosures that are visible from a public street frontage shall be screened with evergreen shrubs. The shrubs must be five (5) gallon in size and at least thirty (30) inches at planting, with a minimum height of forty-eight (48) inches. The maximum spacing between shrubs shall be thirty (36) inches.

(e) All landscaped areas, including the permeable areas and drip lines around existing trees and planting beds used for visual screening which abut any parking lot or vehicular travel area, shall be protected with curbs, parking blocks or similar barriers sufficient to protect them from vehicular intrusion.

(f) A water conserving automatic irrigation system is required for all landscaping.

Sec. 606. LANDSCAPE PLAN REQUIREMENTS

(a) Submittal of Plans. Landscape construction plans shall be submitted as part of the overall construction plans associated with a related plat or development plan, whichever is applicable. The plans shall include the following:

(1) Appropriately scaled drawings, clearly indicating the location, type, size and description of all proposed landscape materials and existing utilities. Planting design of materials must be submitted to ensure adequate coverage.

(2) Standard sheet size of be 22" X 34".

- (3) Title block including project name/description, contact information for the developer/owner, and contact information for the Landscape Architect who prepared the plan.
- (4) North arrow on all plan sheets
- (5) Date (all revision dates should also be indicated)
- (6) Scale (must be legible)
- (7) A table summarizing the landscape and tree preservation items, both required and proposed to be provided by the developer.
- (8) Plant and irrigation specifications, general notes and applicable details.
- (9) A clear indication of the configuration, location, type and size of all irrigation, piping, heads and controllers, including the name, address and license seal of the designer.
- (10) Such other information reasonably deemed necessary by the Public Works Department.
- (11) Landscape Architect's seal for completed plans or a preliminary stamp (specifying that plans are preliminary, for review only, and not for construction/installation purposes)

ARTICLE VII. SCREENING DEVICES AND FENCE REGULATIONS

Sec. 701. GENERAL PROVISIONS

(a) The intent of this section is to provide for visual screening of non-single family parking lots, trash container and storage areas.

(b) A screening device shall be a solid wood, brick, stone or decorative block masonry wall not less than six (6) feet nor greater than eight (8) feet in height measured at the highest finished grade. Brick, stone or decorative block masonry walls shall be designed by a Texas licensed engineer. Construction and location details of the required screening devices shall be shown as part of the Development Plan for all multi-family and non-residential uses. The required screening device shall be constructed prior to any building permits being issued for multi-family and non-single-family developments.

In areas where multi-family development or non-residential development is proposed adjacent to established single-family residential dwellings, the screening device shall be constructed prior to issuance of a building permit. The developer/owner will not be allowed to escrow the screening device portion of the project costs under the performance escrow policy.

(c) A four (4) foot screening wall maintenance easement shall be provided on private property for all City-maintained screening walls adjacent to a City right-of-way.

Sec. 702. SCREENING WALL BETWEEN SINGLE-FAMILY RESIDENTIAL AND MULTI-FAMILY RESIDENTIAL USES

There shall be constructed a minimum six (6) foot screening device along any portion of a multi-family parking lot or trash container area which adjoins any portion of a single-family detached and attached residential use. The construction of the screening wall is the responsibility of the multi-family property owner.

Sec. 703. SCREENING WALL BETWEEN NON-RESIDENTIAL AND RESIDENTIAL USES

There shall be constructed a minimum six (6) foot screening device along any portion of a non-residential development parking lot or trash container area which adjoins any portion of a single-family detached or attached residential, townhouse, or multi-family residential use. The construction of the screening wall is the responsibility of the commercial property owner.

Sec. 704. SCREENING OF PARKING LOTS AND TRASH CONTAINER AREAS

Refer to Section 604, (f) and (e).

Sec. 705. SCREENING REQUIREMENTS FOR OUTSIDE STORAGE

Where outside storage of equipment, material, goods and supplies for non-retail purposes is permitted by ordinance, all outside storage shall be screened from the view of any adjacent public street by a screening wall not less than six (6) feet in height. Materials and supplies may not be stacked higher than the height of the wall. The wall shall be placed beyond the required ten (10) foot landscaped strip. Other portions of the storage yard not adjacent to or fronting a street, may be fenced with a solid, opaque fence.

A detail of the proposed opaque fence in section and elevation and/or a manufacturer's detail and specifications must be provided on the Development Plan for a project and/or as part of the fence permit process. The fence must completely conceal outside storage.

This provision does not apply to display of goods for sale incidental to a retail use, plant nursery, sales and rental of motor vehicles, mobile homes, boats or trailers.

Sec. 706. SCREENING REQUIREMENTS FOR ROOF PROJECTIONS

Screening shall also be required for approved projections above the building roofline. These shall include but are not limited to such projections as satellite dishes, communication towers, and heating and air conditioning units. The screening shall consist of materials similar to that used in the front façade of the building and shall be constructed to a height appropriate for screening the allowed projection from view at ground level within sixty (60) feet of the subject building.

Sec. 707. MAINTENANCE REQUIREMENTS

(a) Required screening walls shall be maintained in good condition by the property owner.

(b) Required screening walls which are to be maintained by the City when within the right-of-way or within a wall maintenance easement, at the time of initial development, the developer shall pay 20 percent of the total cost of initial construction, to be placed in the City's screening wall maintenance account for future repair and upkeep of the screening walls within the City.

ARTICLE VIII. OFF-STREET PARKING REQUIREMENTS

Sec. 801. GENERAL PROVISIONS

Off-street parking spaces shall be provided at the time any building or structure is erected or structurally altered. Parking which is provided shall be shown on a Development Plan when such a plan is required. All parking and loading or unloading facilities, approaches, access driveways and stacking or storage parking spaces for vehicles shall be paved with concrete or asphalt. This provision shall also apply to any use located on the property with no building or structure, i.e. public or private parking lots. Trailers are defined as vehicles.

Sec. 802. PARKING REQUIREMENTS BASED ON USE

(a) Businesses are encouraged to provide as many spaces as possible utilizing parking formulas in this Section. Parking which is provided shall be shown on a Development Plan, when such a plan is required.

(b) All required off-street parking shall be in accordance with the following requirements.

- (1) Business or Professional Office: One (1) parking space for each three hundred (300) square feet of floor area.
- (2) Assembly or Exhibition Hall: One (1) parking spaces for each one hundred (100) square feet of floor area used thereof. With fixed seating, one (1) parking space for each four (4) seats or bench seating spaces.
- (3) Day Care: One (1) parking space per faculty plus one (1) parking space per ten (10) children plus one (1) stacking spaces per three (3) children.
- (4) Dwellings, Single-Family Attached or Detached: A minimum of one (1) car garage plus one (1) additional parking space shall be provided.
- (5) Dwellings, Multi-Family: Two (2) parking spaces for each dwelling unit.
- (6) Hospital: One (1) space per bed, plus additional parking as required for other listed categories.
- (7) Hotel, Motel or Inn: One (1) parking space for each one (1) guest room or suite for the first one-hundred (100) guests and three-quarters (0.75) of a parking space for each one (1) guest room or suite for additional guests plus one (1) space for each three hundred (300) square feet of commercial floor area contained therein.

- (8) Manufacturing or Industrial Establishment: One (1) parking space for each three hundred (300) square feet of floor area.
- (9) Retail Store or Personal Service Establishment: One (1) parking space for each 250 square feet of Gross Leasable Area.
- (10) Restaurant, Night Club, Cafe or Similar Recreation or Amusement Establishment: One (1) parking spaces for each one hundred (100) square feet of floor area.
- (11) Warehouse or Storage: One (1) parking space for each 2,000 square feet of floor area.

Sec. 803. RULES FOR COMPUTING NUMBER OF PARKING SPACES

(a) "Floor area" shall mean the gross floor area of the specific use. Where fractional spaces result, the parking spaces required shall be constructed to the nearest whole number.

(b) The parking space requirement for a use not specifically mentioned herein shall be the same as required for a use of similar nature.

(c) Whenever a building or use constructed or established after the effective date of this development manual is changed or enlarged in floor area, number of employees, number of dwellings units, seating capacity or otherwise, to create a need for an increase of ten (10) percent or more in the number of existing parking spaces, such spaces shall be provided on the basis of the enlargement or change. Whenever a building or use existing prior to the effective date of this development manual is enlarged to the extent of fifty (50) percent or more in floor area or in the area used, said building or use shall then and thereafter comply with the parking requirements set forth herein.

(d) In the case of mixed uses, the parking spaces required shall equal the sum of the requirements of the various uses computed separately. In the event that the developer of a mixed-use development wishes to reduce the overall parking provided, a parking study based on recognized industry standards and indicating how the uses work together in a way that their peak use periods are phased, may be submitted for review by City staff. An approval of reduced parking would be in the form of a parking variance, to be approved by the City Council.

Sec. 804. LOCATION OF PARKING SPACES

(a) Where an increase in the number of spaces is required by a change or enlargement of use or where such spaces are provided collectively or used jointly by two (2) or more buildings or establishments, the required spaces may not be located in excess of five hundred (500) feet from any other non-residential building served.

(b) In any case where the required parking spaces are not located on the same lot with the building or use served, or where such spaces are collectively or jointly provided and used, a written agreement thereby assuring their retention for such purposes, shall be properly drawn and executed by the parties concerned and shall be filed with the development plan application.

(c) For detached single family or duplex residential uses, it shall be unlawful for any owner of property to allow a driveway or parking surface in the required front yard setback to exceed 27 feet in width on lots 60 feet wide or greater or 45 percent of the lot width for lots less than 60 feet in width. For purposes of this requirement, the lot width shall mean the width of the lot measured at the front yard setback. Driveways shall be paved with concrete except that expansion of an existing driveway may be with concrete or a continuation of an existing non-conforming material adjacent to the side of the driveway being expanded, provided that the total parking area complies with the width requirements herein and not more than 45 percent of the required front yard shall be used for parking. A permit is required for all driveway and parking surface improvements.

Sec. 805. MINIMUM DIMENSIONS FOR OFF-STREET PARKING

- (a) The minimum dimensions for off-street parking shall be as follows:
- (1) Ninety (90) Degree Angle Parking: Each parking space shall be not less than nine (9) feet wide or less than eighteen (18) feet in length. Maneuvering space shall be in addition to parking space and shall be not less than twenty-four (24) feet perpendicular to the building or parking line.
 - (2) Sixty (60) Degree Angle Parking: Each parking space shall be not less than (9) feet wide perpendicular to the parking angle nor less than twenty (20) feet in length when measured at right angles to the building or parking line. Maneuvering space shall be in addition to parking space and shall be not less than twenty (20) feet perpendicular to the building or parking line.
 - (3) Forty-Five (45) Degree Angle Parking: Each parking space shall be not less than nine (9) feet wide perpendicular to the parking angle nor less than nineteen (19) feet in length when measured at right angles to the building or parking line. Maneuvering space shall be in addition to parking space and shall be not less than eighteen (18) feet perpendicular to the building or parking line.
 - (4) Parallel Parking: Each parking space shall be not less than ten (10) feet wide nor less than twenty four (24) feet in length. Parallel parking will not be considered except when it can be situated in such a manner that persons entering and exiting vehicles will be out of the flow of traffic.

(b) When off-street parking facilities are located adjacent to a public alley, the width of said alley may be assumed to be a portion of the maneuvering space requirement. Where off-street parking facilities are provided in excess of the minimum amounts herein specified, or when off-street parking facilities are provided but not required by this development manual, said off-street parking facilities shall comply with the minimum requirements for parking and maneuvering space herein specified.

Sec. 806. MINIMUM DIMENSIONS FOR OFF-STREET LOADING AREAS

All buildings (except single-family, duplex and multi-family dwellings) hereafter erected, reconstructed or enlarged so as to require additional parking spaces shall have adequate permanent off-street facilities providing for the loading and unloading of merchandise and goods within or adjacent to the building in such a manner as not to obstruct the freedom of traffic movement on the public rights-of-way.

- (a) All loading areas are to be indicated on the development plan.
- (b) Required off-street loading facilities may be adjacent to a public alley or private service drive, or may consist of a berth within a structure.
- (c) No portion of a loading facility or space may extend into a public right-of-way, a fire lane, or into an off-street parking space.
 - a. Loading spaces may, with the approval of the City, be located within off-street parking spaces that are anticipated to be unused when deliveries are to be made. Typically, this will apply to fast-food restaurants, and pad retail sites.
- (d) The off-street loading spaces or truck berths shall provide maneuvering areas on site to prevent any blockage of public right-of-way.

Sec. 807. HANDICAPPED PARKING REQUIREMENTS

Handicapped parking spaces and/or loading zones shall be provided by the building or facility owner, agent, or occupants in accordance with the Americans With Disabilities Act (ADA), Texas Department of Licensing and Regulation (TDLR) and other applicable agency requirements, if any. All other requirements shall be established by the state or federal authority having jurisdiction.