

SESSION 3.1

SITE PLANNING

PRESENTER:

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City of Houston Planning and Development
Department, Development Services



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PSEFI 2015 SESSION 3.1

SITE PLAN REVIEW

-How is it **GOVERNED & ENFORCED?**

-What's the **PURPOSE?**

-What's the **PROCEDURE?**



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Site Plan Review

How it's Governed and Enforced?



It's Governed by

Chapter 42 Sec 42- 4(b)

&

Chapter 42 Sec 42-22



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How it's Governed and Enforced?

It's Enforced by the Building Official

Chapter 42-4 (b) states:

(b) The **building official** shall not issue a building permit:

- (1) For construction on property that was subdivided after March 15, 1963 unless the property is included in a **recorded subdivision plat or**
- (2) For a development unless there is attached to the application a **development plat.**





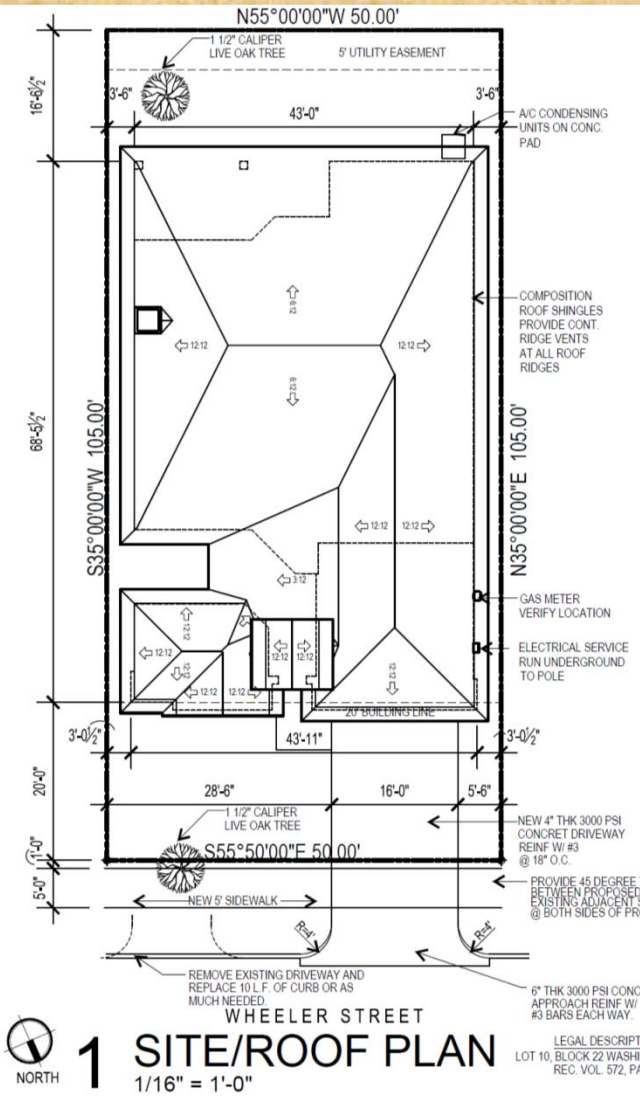
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How it's Governed and Enforced?

Governed by Chapter 42 Sec 42-22

A Development Plat Is a **SITE PLAN** prepared and approved pursuant to section 42-22 of this Code.



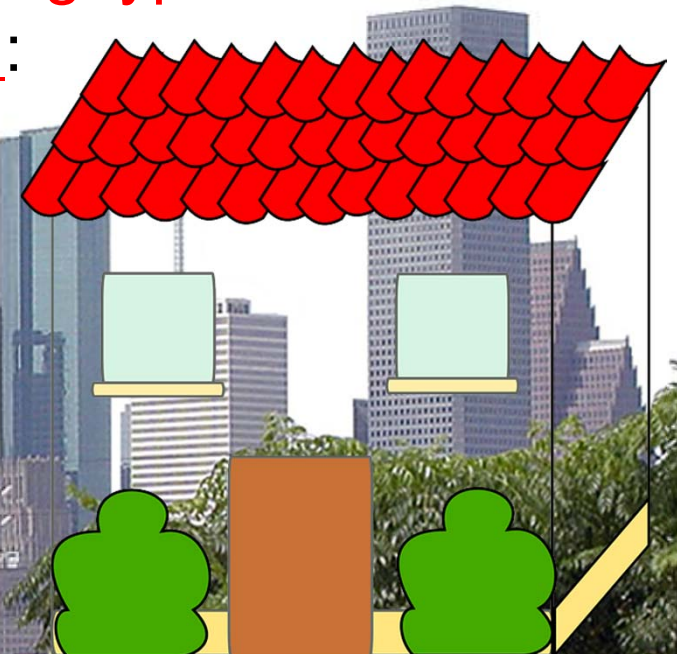
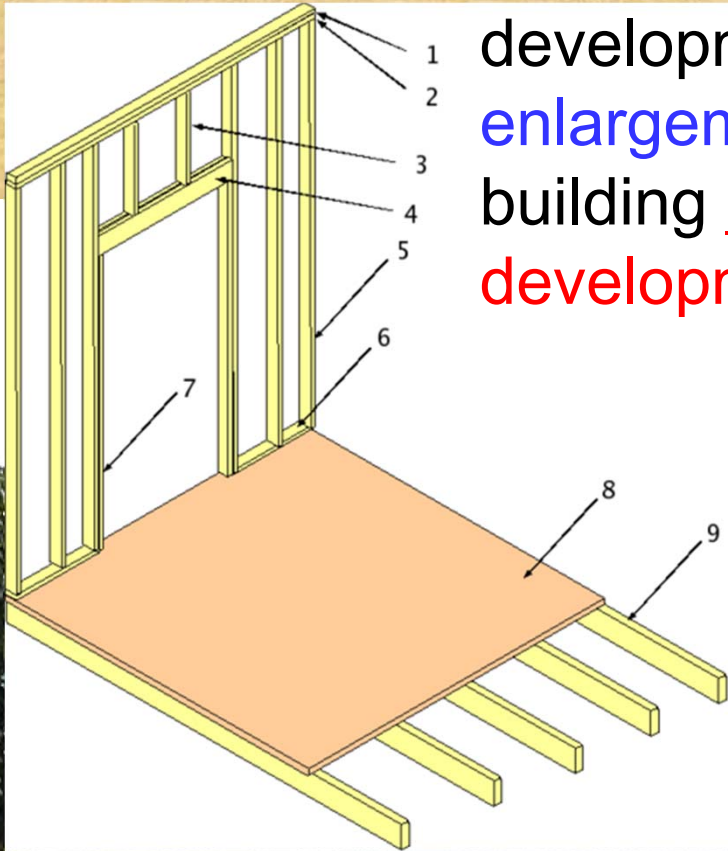


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How it's Governed and Enforced?

Sec. 42-22. – A development plat is required for the development of property with new construction or enlargement of any exterior dimension of any building except that the following types of development shall be exempt :



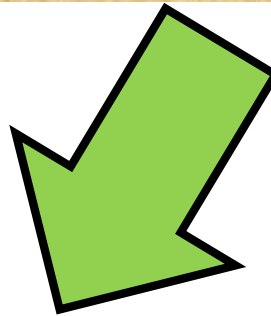


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How it's Governed and Enforced?

(1) Buildings, structures or improvements within the central business district;





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How it's Governed and Enforced?



(2) Alterations to any building or improvement, including enclosing an existing canopy or porte-cochere, that do not increase the exterior square footage by more than 100 square feet and that do not result in an encroachment into the building line requirement.



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How it's Governed and Enforced?



(3) Construction of a detached single-family residential unit (or enlargement thereto) that meets the requirements of article III of this chapter on a lot that is part of, and in a manner that complies with, a recorded subdivision plat or an unrecorded subdivision plat that is recognized as a plat for the purposes of property conveyance;



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How it's Governed and Enforced?





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Site Plan Review *-What's the PURPOSE?*

TO ENFORCE

Chapter 42 – Development Regulations

Chapter 33 – Landscaping Requirements

Chapter 26 – Parking Requirements

TO PREVENT

Development Conflicts with Land Use

Encroachments into Building Lines & Easements

Lack of Landscaping and Parking



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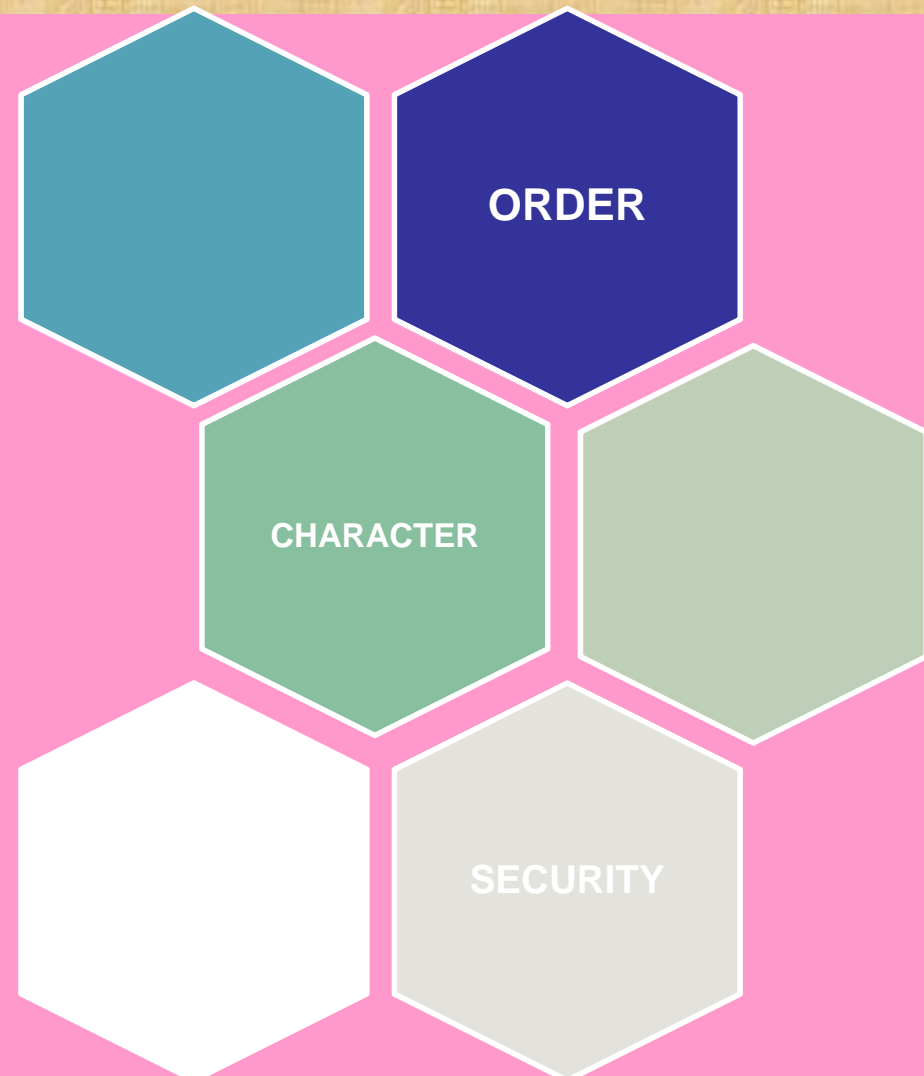
-What's the PURPOSE?

TO PRESERVE

Order
Character
Security

TO PROVIDE

Growth
Sustainable Development





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Site Plan Review *-What's the PROCEDURE?*

- **Complete the building permit application**
(WHICH INCLUDES DEED RESTRICTION AFFIDAVIT)
- **Address Verification**
(FOR NEW CONSTRUCTION ONLY)
- **Project Number**
(FROM PERMITTING SECTION)



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-What's the PROCEDURE?



Submit complete applications and plans for review at:
The Permit Center, 1002 Washington Avenue, 3rd Floor








Customer Assistance / Information **XXX-XXX-XXXX**



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Site Plan Review

-What's the PROCEDURE?

SITE PLAN REVIEW REQUIRED FOR: Single Family Residential	
New Construction	
Addition	
Remodel - INTERIOR REMODEL ONLY	
Garage/Carport (new)	
Repair - INTERIOR REPAIR ONLY	
Fence	
Driveway Sidewalk (new)	



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-What's the PROCEDURE?

SITE PLAN REVIEW REQUIRED FOR: Commercial	
New Construction	
Additions	
Conversions -CHANGES IN USE	
Driveways, Sidewalks & Curb Cuts (new)	



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Site Plan Review

-What's the PROCEDURE?

- **SUBMIT COMPLETE PLANS & AVOID DELAYS BY:**
 - Checking your plans for accuracy & provide the following:
 - Dimensioned Site Plan – 2 copies
 - Recorded Plat
 - Survey of the property
 - Checking your deed restrictions
 - Including separately filed recorded documents to the plan set
 - Including approvals from previous submissions, variances or other departments



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Site Plan Review *-What's the PROCEDURE?*

- **ADDRESS CHAPTER 26, 33 & 42 TO AVOID DELAYS BY:**
 - Checking your plans for accuracy
 - Parking Requirements
 - Landscaping Requirements
 - Building Set backs, Land Use, Ordinance & Plat Restrictions
 - Checking your deed restrictions
 - Including separately filed recorded documents to the plan set
 - Including approvals from previous submissions, variances or other departments



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Site Plan Review *PROCEDURE TIPS*

- **AVOID THE MOST COMMON REASONS FOR REJECTIONS:**
 - ❑ Attach an accurate survey or recorded subdivision plat
 - ❑ Legal description and address must be correct and correlate with the permit application.
 - ❑ Identify the building lines and do not encroach them other than that allowed by Chapter 42.
 - ❑ Identify the required trees on the site plan. Include species, caliper and locate in the proper place on the plans.



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Site Plan Review *PROCEDURE TIPS*

- Visit our website for updated news, announcements, amendments & information
- [www. Houstonplanning.com](http://www.Houstonplanning.com)
- Planning Commission Meeting Dates & Information
- Related forms for Site Plan Review
- Development Site Plan Review

INSTRUCTIONS & APPLICATION

- **Searchable Code of Ordinances**
can be found at www.municode.com



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Sign up for the eNewsletter on Plat Tracker Public Links

The screenshot shows the City of Houston Plat Tracker website. The page title is "Welcome to the Plat Tracker home page". The main content area includes a "Current Message Board" with several items, including "1. The recent amendments to Chapter 42 are effective Friday, July 24th. Click [here](#) to view the ordinance." and "2. [Plat Submittal Policies and Guidelines](#)".

On the right side of the page, there is a "Plat Tracker Public Links" section with a list of links:

- Street Name Check
- Subdivision Name Check
- Subdivision Plat Submittal Reqs.
- Recordation
- Development Regulations
- Major Thoroughfare Plan
- Infrastructure Design Manual (coming)
- Archived Meeting Minutes
- Registry Drawing Instructions
- Registry Template (AutoCAD required)
- Request newsletter updates**

A red circle highlights the "Request newsletter updates" link, and a red arrow points to it from the right. Below the links is a "My City - Houston Online Application" section with a "My City Houston" logo and "MAPS & APPS" text.



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QUESTIONS?

