

West Lake Hills Construction Acknowledgement of Code of Ordinances

Property Address: _____ Date: _____

Project Name: _____

Applicants requesting review of submitted construction drawings and a building permit for construction in the City of West Lake Hills must read and acknowledge the following items relating to the City's Code of Ordinances. All references to the City's Code of Ordinances can be found on the City's website at www.westlakehills.org.

Instructions: All three parties are asked to confirm their understanding of the code requirements listed below where applicable. The Architect should initial in section A, the contractor/builder should initial in section B, and the property owner/client in Section C. If the item is not relevant to the proposed project, check "Not Applicable," and still initial. If your project is not compliant with the item and you intend to request a variance to that requirement, check "Requesting A Variance," and also initial. All three parties should print and sign their name at the bottom of the form.

1. Impervious cover: (WLH Code Sections 22.03.001 and 22.03.281)

- a) Impervious cover varies with the lot size. For your project, have you correctly determined the allowable percentage of impervious cover?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) Have you correctly determined what various materials/conditions constitute impervious cover: concrete, asphalt, pavers, swimming pools, crushed gravel and granite, decking materials, etc.?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

2. Setbacks: (WLH Code Sections 22.03.175 (Residential), 22.03.249 (Non-Residential), 22.03.275, 22.03.276, and 22.03.281)

- a) Setbacks are determined by the lot size. Have you correctly determined the setbacks for your project?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) If your property fronts one or more streets, each setback along those streets must conform to front setback requirements. Have you checked your project for this condition?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- c) Roof eaves and overhangs are not allowed in the building setbacks. Have you verified that the project's roof eaves and overhangs are not within the setbacks?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- d) Have you insured that no building, accessory building, or structure is located within the setback? This requirement includes but is not limited to retaining walls, patios, fountains, air conditioning pads, pool equipment, pergolas and arbors.
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- e) Do your project's driveways meet the driveway setback requirements?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- f) Do you understand that no site disturbance (cutting, filling, grading, etc.) is allowed in the setback?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

3. Structure height: (WLH Code Section 22.03.001 and 22.03.279)

- a) Has a current, topographic ground survey with 1-foot contour lines produced by a licensed surveyor been submitted? Your height calculations must be determined from this survey.
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) Has the correct methodology as defined in the code, been used to calculate the height of your project?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- c) Do you understand that the height restriction includes all roof appurtenances and building materials?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

4. Trees and vegetation: (WLH Code Sections 22.03.301 to 22.03.305)

- a) Has a current and certified tree survey been submitted to the city inspector?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) Do you understand that no site clearing, brush/undergrowth removal, or tree removal can be done until a tree permit and building permit have been issued by the City?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- c) Do you understand that NO tree with a diameter greater than or equal to 14 inches can be removed without obtaining a variance from the City Council?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- d) Do you understand that all tree replacement must be completed before a certificate of occupancy will be issued?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

5. Additional considerations:

- a) If required, have you reviewed the slope/grade restrictions for driveways? (WLH Code Sections 22.03.175 (Residential) and 22.03.241 (Non-Residential))
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) If required, has a septic system design been submitted to the city inspector for approval? (WLH Code Section 18.03.067)
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- c) Does your site plan show all of the structures, hardscape elements such as retaining walls and planters, patios, decks, sidewalks, driveways, water tanks, pool equipment and other items? Please note that such items are not allowed in the setbacks and may not be installed later without City approval. ? (WLH Code Section 22.03.276 and 22.03.281)
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- d) Do you understand that no work (including but not limited to mailbox construction or placement, planting, grading, landscaping, etc.) may be done in the City Right of Way without City approval? (WLH Code Sections 22.03.484 and 22.03.485)
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- e) Do you understand that a certification letter from a septic designer must be submitted if an existing septic system is being utilized? (WLH Code Section 18.03.067)
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

- f) Do you understand that your project may require a tree permit in addition to a building permit? (WLH Code Sections 22.03.301 to 22.03.305)
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- g) Do you understand that if your project is in the Edward's Aquifer Recharge and/or Contributing Zone, you may be required to submit a Water Pollution Abatement Plan? (State requirement)
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- h) Do you understand that a separate permit must be obtained for fence construction and that the requirements in WLH Code Section 22.03.173 must be followed? Do you understand that front yard fences (as defined in WLH Code Section 22.03.173) have special requirements?
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- i) Do you understand that a separate permit must be obtained for a swimming pool and that the requirements in WLH Code Section 22.03.167 and 22.03.207 must be followed?
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- j) Do you understand that if any professional services (attorneys, engineers, surveyors, etc.) are required to be used by the city that those fees will be passed-through and will be the responsibility of the applicant? (WLH Code Section A9.006).
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- k) Do you understand and have correctly identified any and all nonconforming uses and structures? (38.04.061)
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- l) Have you correctly verified if you project is located within the floodplain and obtained the necessary permits if it is?
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- m) Have you correctly verified that the proposal conforms to any variance and site plan approvals if applicable?
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

I hereby acknowledge that I have read and understand the requirements listed above. I further understand that nothing in this document relieves me of my legal responsibility to comply with any and all relevant West Lake Hills Ordinances regarding this project including the requirements referenced in this document.

NAME

SIGNATURE

DATE

A: Architect: _____

B: Builder/Contractor: _____

C: Property Owner/Client: _____