

# Plan Review Check List

## Primary Structure

Information for filling out this form can be obtained online at (terrell-hills.com) go to Code of Ordinances Chapter 14

ADDRESS: \_\_\_\_\_ 1 STORY or 2 STORY

Is Property Located in the Flood Plain: \_\_\_\_\_ If YES: How do you plan to meet NFIP Requirements? \_\_\_\_\_

Primary Structure: New Residence or New Addition Lot Width: \_\_\_\_\_ feet

Front Setback (min.feet from front property line) (refer to a): \_\_\_\_\_

- a. *Or not less than the existing range of front setbacks on the block or 20% of the depth of the lot, whichever is greater provided that no dwelling shall hereafter be erected or structurally altered, the front of the building, porch or terrace of which is nearer to the front property line than any existing dwelling in the same block and facing the same front street. No dwelling shall hereafter be erected unless it fronts and faces the street faced by an existing dwelling in the same block.*

Side Setback (left side) \_\_\_\_\_ Side Setback (right side) \_\_\_\_\_ (refer to b)

- b. *For lots wider than 115 feet, the cumulative total of side setbacks for the primary structure must be a minimum of 20% of the lot width and not less than 10 feet on either side (see also the special side yard setback minimum for corner lots) Corner lots less than 115 ft—20 ft from property line & over 115 ft will be 25 ft*

Rear Setback with alley: \_\_\_\_\_ Rear Setback w/o alley: \_\_\_\_\_

\_\_\_\_\_ Refer to Dimensional Chart

Wall Plate Height (left side): \_\_\_\_\_ Wall Plate Height(right side): \_\_\_\_\_ (refer to c)

- c. *For lots 115 feet or less in width, an exception shall be made to raise the maximum permitted wall plate height at the minimum side setback to 20 feet for the first 40 feet to the rear of the front setback on one but not both sides of the lot. The maximum wall plate height at the minimum side setback will be 10 feet on all other portions of the lot. The side of the lot where this exception will apply shall be at the property owner's discretion. See Figure 1 in the Section (4)(d)(2) "Bulk Plane"*

Lot less than 115 ft conforms to (refer to c): (max side--20 ft max plate height for first 40 ft from front setback line) yes / no

Minimum side conforms to 10 ft wall plate or 1 for 1 from property line: yes / no

**Height of Primary Structure:** \_\_\_\_\_ feet (refer to d) Sloping Roof or Flat Roof  
*Measured from natural grade at the lowest point to the highest point of the ridge or top of parapet*

*d. Provided the height to the roof ridge for a sloping roof on an accessory structure shall not exceed 1.5 times the height of the wall plate and the parapet for a flat roof shall not exceed a height greater than 5 feet above the height of the wall plate, see Figure D.*

**Gable Roof** conforms with (Figure J) (no more than 8 ft) yes / no

**Dormers** conform to (see section d-3): yes / no

**Attached Garages and Detached Accessory Structures** conforms to: yes / no  
(see section d-4)

Conforms to Bulk Plane Guidelines: yes no

Lot Size: \_\_\_\_\_ sq ft Total house sq.ft: \_\_\_\_\_ 1<sup>st</sup> floor: \_\_\_\_\_ sq.ft.  
2<sup>nd</sup> floor: \_\_\_\_\_ sq.ft. Total Addition: \_\_\_\_\_ sq. ft. Renovation: \_\_\_\_\_ sq.ft.

**Building Coverage: Primary Structure Only** (max 35%) \_\_\_\_\_ %

**Floor Area Ratio** (refer to e) --- \_\_\_\_\_

*e. For additions to structures at or above a .38 FAR that were pre-existing on the date of ordinance adoption, the Planning and Zoning Commission may recommend to City Council that an exception to allow the permitted maximum FAR to be increased to .40. For a new addition to qualify, the original pre-existing structure must account for at least 85% of the total floor area of the original structure and new addition. The maximum permitted FAR shall not exceed .40 on any site excepting excluded portion of detached rear garages. See Section (4)(d)(i) "Attached Garages and Detached Accessory Structures"*

**Landscaping Requirements:**

# of shade trees within front setback (see section d-7)--- \_\_\_\_\_

**Paving Area, Front Yard (max) (refer to f)**

f. Measured between minimum required front setback and front property line.

**Vehicular Use Area (refer to g) --- \_\_\_\_\_%**

g. *The 36" tall buffer may include but is limited to, a hedge, raised planter, low wall, flagstones, a berm planted with plants, shrubs or perennial flowers, or a combination thereof, with or without additional ground cover, which provides a screen of not less than 36" in height. See Figure E and Section (4)(d)(5) "Vehicle Use Area"*

**Curb Cuts**

Maximum driveway width within the front setback \_\_\_\_\_ feet (refer to h)

h. *Excluding an apron designed to allow for turning movements. An apron may be constructed based on a radius which shall not exceed 6 feet or a flair which shall not extend further than 3 feet from each side of the drive at the curb and must intersect the drive within 6 feet of the curb. See Figure B & C and Section (4)(d)(6) "Curb Cut Width and Location"*

Max number of curb cuts per lot, no alley access \_\_\_\_\_ (refer to i & j)

Max number of curb cuts per lot w/alley access \_\_\_\_\_ (refer to i & j)

i. *For non-corner lots less than 80 feet in width, one curb cut is allowed along the primary street. Where an alley exists, an additional curb cut may be used to access the alley for a total of two curb cuts. See Section (4)(d)(6) "Curb Cut Width and Location"*

j. *For non-corner lots 80 feet or more in width, two curb cuts are allowed along the primary street. Where an alley exists, an additional curb cut may be used to access the alley for a total of three curb cuts. See Section (4)(d)(6) "Curb Cut Width and Location"*

Max number of curb cuts per corner lot, no alley access (refer to k & l): \_\_\_\_\_

Max number of curb cuts per corner lot w/alley access (refer to k & l): \_\_\_\_\_

k. *For corner lots less than 80 feet in width, one curb cut is allowed along the primary street (the street that is considered to be paralleling the front facade of the house) and one curb cut along the side street. Where an alley exists, an additional curb cut may be used to access the alley for a total of three curb cuts. See Section (4)(d)(6) "Curb Cut Width and Location"*

l. *For corner lots 80 feet or more in width, two curb cuts are allowed along the primary street (the street that is paralleling the front facade of the house) and one curb cut from the side street. Where an alley exists, an additional curb cut may be used to access the alley for a total of four curb cuts. See Section (4)(d)(6) "Curb Cut Width and Location"*

Distance at curb cut from side property line \_\_\_\_\_ feet  
*Minimum distance to side property line is 3 feet*

**Paved Surface** (Distance from property line to any paved surface): \_\_\_\_\_ feet  
*Lot width less than 80 feet—2 foot minimum*  
*Lot width of 80 feet or more—3 foot minimum*

**Cut and Fill** Conforms to (section d-9): yes / no  
*d-9. In order to minimize the impact of cut and fill on sloped sites of 10% or more, the following regulations shall apply:*

*Develop a site plan that seeks to limit the amount of cut and fill required for site improvements. The maximum amount of unfinished exposed foundation shall not exceed 4 feet at any point, from natural or finished grade, whichever is the most restrictive. It is the intent of the City for new development to minimize the amount of cut and fill required for installation of a new or improved driveway. To the extent feasible, a new driveway shall follow existing topographic contours. Any resulting road cuts 18 inches or greater must integrate a combination of a finished retaining wall and plant material. Where a site retaining wall is necessary, it shall blend with the natural features of the landscape and convey a scale and texture similar to traditional materials found within the neighborhood and complimenting the primary structure. Limit the height of a retaining wall to less than four feet. Where greater heights in a retaining wall must occur, use a series of terraced or stepped walls. The width of a retaining wall terrace shall not be less than three feet. The City may vary the retaining wall height and width requirements depending on site conditions.*

**Wall Articulation** Conforms to (section d-10): yes / no  
*d-10. In order to eliminate large expanses of blank, unarticulated building facades on structures taller than one-story and to encourage architectural detailing on all sides of a new and/or renovated structure, the following regulations shall apply:*  
Blank walls over 15 feet in height and 40 feet in length shall include the following architectural elements: perforations that impact the solid-to-void ratio such as doors or windows and a 2 foot offset for every 40 feet of façade.

**To be filled out and signed by architect or engineer:**  
I certify that all information has been properly filled out and that work will be performed in compliance with the IRC 2021 and the Terrell Hills Code of Ordinances:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title