Developer's Guide:

A Guide to Building and Development in the City of Bryan, Texas

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CHAPTER 1 INTRODUCTION

The City of Bryan Development Services Department is proud to provide the Developer's Guide: A Guide to Building and Development in the City of Bryan, Texas. In this guide, you will find basic information on completing a development project in our city. We hope the information is presented in an easy-to-read, user-friendly package. However, we realize that every development project is different and encourage you to contact us by email, telephone or visit our offices on the first floor of the Bryan Municipal Office Building located at 300 South Texas Avenue at the intersection of South Texas Avenue and 29th Street in downtown Bryan. Our Development Services Coordinator, Kevin, Russell, your central point of contact for your development-related needs, as well as representatives from the Engineering, Planning and Building Services Departments are available to assist you Monday through Friday from 8 a.m. to 5 p.m. No appointment is needed. For more information about the City of Bryan, you may visit the City's website at www.bryantx.gov.

The Developer's Guide is divided into chapters that explain the various processes related to development in the City of Bryan. Short summaries, flowcharts as well as Question-and-Answer segments and checklists are included for easy navigation and understanding. The chapters of this guide are arranged to match the different steps involved to complete a development project, beginning with zoning approval and ending with a Certificate of Occupancy. In addition, issues that may not apply to most development projects but may still be of interest to you, for example, annexation, historic preservation and street abandonments, are also briefly discussed. In the Appendix, you will find development-related contact information, application submission deadline and meeting calendars for the various City boards and commissions as well as detailed submission requirements for the different development processes.

Please keep in mind that the development process described in this Developer's Guide is the result of a continuing process to gather and evaluate data and make informed decisions based upon constantly changing conditions. Development Services staff oversees this continual process of change and is charged with the responsibility of keeping the development process accessible and efficient for you, the user.

Likewise, this Developer's Guide is a living document and is updated periodically. Its usefulness depends on feedback from the development community. Please feel free to forward any comments or suggestions regarding the development process or this guide to the Development Services Department. Your input is greatly appreciated.

Thank you for your interest in the City of Bryan!

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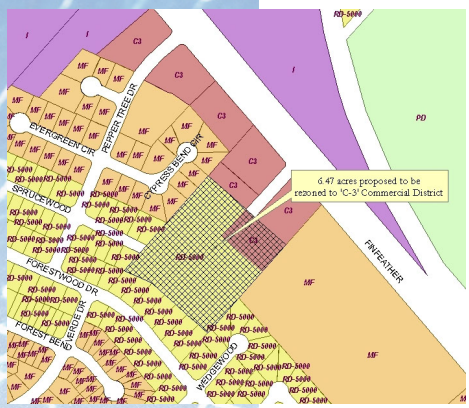
CHAPTER 2 ZONING

Zoning Process – Overview

The City of Bryan's Zoning Ordinance was adopted in February 1990. It provides for the division of land into different zoning districts, including various residential as well as office, retail, commercial and industrial districts. Land uses in each zoning district are regulated according to type, density, height, lot size, placement, building bulk, and other development standards.

When considering developing a property in the City of Bryan, your first step should be to find out if the land use you propose for that property is allowed in the zoning district in which the property is located. You can check the official zoning map online at www.bryantx.gov or contact Planning staff in the Development Services Department. Planning staff serves as your point of contact throughout the zoning process.



If it is determined that your proposed use of a property is allowed in the zoning district in which the property is located, you can focus on site plan approval, platting, public infrastructure and building permit processes described in Chapters 3 through 6 of this guide as they may apply to your development project. If it is determined that a use is potentially allowed but only with approval of a Conditional Use Permit, you should follow the procedure for Conditional Use Permit approval described below. If it is determined that your proposed use of a property is not allowed in the zoning district in which it is located, you may make an application to change that zoning designation to one that would allow the proposed use. Rezoning requests are amendments to the official zoning map and require approval of an ordinance by the City Council.

Your first step in the zoning change process should be to contact the Planning staff or the Development Services Coordinator at (979) 209-5030 to discuss the nature of your zoning request in a pre-development meeting. While a site plan will not be required until after the zoning change process is complete, if you have a particular development in mind, it may be beneficial for you to share your plans with staff to make sure that what you want to do on your property is possible when all applicable codes are applied. Staff will help you explore the feasibility of your request and identify possible alternatives.

Rezoning requests are reviewed for compatibility with existing and anticipated land uses in a property's vicinity and the City of Bryan Comprehensive Plan, a long-range master plan intended to guide policy decisions relating to the physical development of our community. Please refer to Chapter 7 of this Guide for more on the City of Bryan Comprehensive Plan and other long-range plans.

If you wish to apply for a zoning change, you must submit a completed rezoning application form, a required processing fee, and a legal (metes-and-bounds) description of the property you wish to rezone, to the Development Services Department. All rezoning requests are first considered by the Planning and Zoning Commission during a public hearing. The Planning and Zoning Commission is a body made up of nine citizens, appointed by the City Council to hear and make recommendations on zoning and other development-related matters. Property owners within 200 feet from the property for which a rezoning is requested will receive a letter informing them of the date and time of the public hearing. Planning staff will prepare a report summarizing the request and present this report with a staff recommendation to the Planning and Zoning Commission. The Commission will then hold a public hearing where interested citizens may come forward to speak for or against the request. Planning and Zoning Commission meetings are generally held on the 1st and 3rd Thursday of the month at 6:00 p.m. in Council Chambers on the first floor of the Municipal Office Building at 300 S. Texas Avenue. Following the public hearing, the Commission will make a recommendation concerning the rezoning request to the City Council.

City Council will then hold its own public hearing on the matter. City Council generally meets on the 2nd and 4th Tuesday of the month at 6:00 p.m. in Council Chambers on the first floor of the Municipal Office Building at 300 S. Texas Avenue. Following that public hearing, City Council may approve, approve with modifications, or deny the proposed rezoning. It is recommended that the applicant or a representative attend all public hearings related to his or her request and be prepared to answer any questions from Planning and Zoning Commission and/or Council members.

The approval process for Conditional Use Permits is similar to that for rezonings, with the exception that the Planning and Zoning Commission has been delegated the authority by the City Council to approve a conditional use permit request.

A 'conditional use' is one which may be appropriate at some but not all locations in the zoning district where potentially allowed. Consideration of a Conditional Use Permit allows the Planning and Zoning Commission to impose conditions on the conduct and appearance of a specific use at a particular location to help lessen any adverse effects such a use might have on the surrounding environment, if warranted.

If you wish to apply for a Conditional Use Permit, you must submit a completed Conditional Use Permit application form and the required processing fee to the Development Services Department. A Conditional Use Permit application must also be accompanied by a site plan showing existing and planned development features, for example, buildings, off-street parking areas, driveways and landscaping. This site plan must be approved by the Site Development Review Committee (SDRC) before your request can be considered by the Planning and Zoning Commission. The SDRC is made up of representatives from various city departments with a stake in development as well as utility company representatives. The Committee's purpose is to ensure that a proposed development complies with all applicable city codes and ordinances and can receive the required utility services. Please see the Appendix of this Guide for more detailed information about the SDRC and site plan form and content requirements.

Once the site plan is approved by the SDRC, Planning staff will prepare a report summarizing the request and present this report with a staff recommendation to the Planning and Zoning Commission during a public hearing. Following the public hearing, the Commission may approve, approve with modifications, or deny your Conditional Use Permit.

A Planned Development (PD) zoning district is one in which the type of activities allowed there (as well as standards for their development) are tailor-made to meet the particular characteristics of a specific site. PD Districts may successfully be used to accommodate new or innovative concepts in land utilization not permitted in one of the City's standard zoning classifications. Rezoning applications for Planned Development Districts are processed generally the same way as other rezoning requests. Requests for PD zoning are first reviewed by the SDRC before they are forwarded to the Planning and Zoning Commission and City Council. As with any rezoning request, it is recommended that you contact Planning staff to discuss the nature of your request before making a formal application. Staff will help you explore the feasibility of your request and identify possible alternatives, if necessary.

As soon as the property you wish to develop has the appropriate zoning, the next step in the development process is the site plan review process described in the following Chapter 3. Please contact Planning staff or the Development Services Coordinator in the
Development Services Department at (979) 209-5030 if you have any questions regarding the zoning process and your development project.

Ch. 2 Zoning Process – Frequently Asked Questions

What is the Zoning Ordinance?

The Zoning Ordinance is part of the City of Bryan's Code and provides for the division of land into different zoning districts and regulates the type, scale and intensity of development which may occur in those districts. Land uses in each district are regulated according to type, density, height, lot size, placement, building bulk, and other development standards.

How do I check the zoning of my property?

The Planning Division of the Development Services Department is your point of contact for information regarding the zoning process. You can call us at (979) 209-5030 or visit our offices on the first floor of the Municipal Office Building, 300 South Texas Avenue, Monday – Friday, 8:00 a.m. – 5:00 p.m. No appointment is needed. You can also check the zoning of a property online at www.bryantx.gov (click on the "Maps" link).

What if the zoning of a property does not allow my proposed use?

You have two choices: (1.) request that the zoning be changed to a classification that allows your proposed use, or (2.) find another property with a zoning classification that allows the proposed use. Only Bryan's City Council can approve a change to the zoning classification on a property. Please be advised that there is no guarantee that the City Council will approve your rezoning request. Rezoning requests are reviewed for compatibility with existing and anticipated land uses in a property's vicinity and the City of Bryan Comprehensive Plan, a long-range master plan intended to guide policy decisions relating to the physical development of our community. Contact Planning staff at (979) 209-5030 to discuss zoning as it relates to your development project.

What are my options regarding rezoning?

Probably the most common type of rezoning request is a change from one standard zoning classification to another, for example, a residential zoning district to a retail zoning district. In certain circumstances, depending on the characteristics and demands of a specific site, a rezoning to a Planned Development District may be appropriate. Contact Planning staff at (979) 209-5030 to discuss zoning as it relates to your development project.

How do I know what zoning designation is right for me?

Contact Planning staff or the Development Services Coordinator at (979) 209-5030 to discuss zoning as it relates to your development project. Staff will help you explore the feasibility of your request and identify possible alternatives.

How is a property rezoned?

Rezoning requests are amendments to the official zoning map and require approval of an ordinance by City Council. Rezoning requests are first considered by the Planning and Zoning Commission during a public hearing at which interested citizens may come forward to speak for or against a request. The Commission makes a recommendation to the City Council. City Council then holds its own public hearing before it approves, approves with modifications, or denies a rezoning request. Please note that ordinances must appear twice on the Council's agenda for approval. The first reading of the ordinance is usually on the same agenda as the public hearing of a rezoning request. The second reading is usually scheduled for the following Council meeting without another public hearing.

How long will the rezoning process take? How much does it cost?

On average, rezoning requests take approximately two months to process from the date an application is made until the City Council makes a final decision on the matter. Meeting dates, application deadlines and application fee amounts can be found on the Development Services' website at www.bryantx.gov. Please note that application fees are generally non-refundable.

How do I initiate a rezoning request?

Rezoning application forms are available in the Development Services Department offices or online at www.bryantx.gov. To initiate a rezoning request, complete the application form and return it to the Development Services Department with the required application fee and supplemental information. Please be advised that there is no guarantee that the City Council will approve your rezoning request. We recommend discussing a rezoning request with Planning staff before making a formal application. Staff will help you explore the feasibility of your request and identify possible alternatives.

Ch. 2 Frequently Asked Questions cont.

When and where do the Planning and Zoning Commission and City Council meet?

The Planning and Zoning Commission meets on the 1st and 3rd Thursday of the month at 6:00 p.m. in Council Chambers on the first floor of the Municipal Office Building at 300 S. Texas Avenue. The City Council generally meets on the 2nd and 4th Tuesday of the month at 6:00 p.m. also in the Council Chambers.

How do the Planning and Zoning Commission and City Council obtain public input?

The public has opportunities to provide input during public hearings before the Planning and Zoning Commission and the City Council. Ten days prior to a public hearing before the Planning and Zoning Commission, the Development Services Department mails a public hearing notice to property owners within 200 feet of the property for which a rezoning/Conditional Use Permit is requested. Prior to a hearing before the City Council, a public hearing notice is published in the newspaper. Commission and Council meeting agendas are posted publicly in front of the Municipal Office Building and online at www.bryantx.gov. The public may also mail or fax written comments in favor or against a request to the Development Services Department offices. Any comments received before a scheduled hearing will be shared with Commission and Council members.

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What happens at the public hearings?

At the public hearings, property owners and concerned citizens have an opportunity to voice their opinion on a rezoning/Conditional Use Permit request, usually following the presentation of a staff report. It is recommended that applicants or their representative attend the public hearings and are prepared to answer questions relating to their request from Commissioners or Council members.

What if the Planning and Zoning Commission recommends denying my request?

Should the Planning and Zoning Commission recommend denying your rezoning request, you may ask that the item be forwarded to the City Council with that negative recommendation. Such a request must be made, in writing, to the Development Services Department within 10 days of the Planning and Zoning Commission's recommendation to deny your request. The matter will then be scheduled for a public hearing on the next available City Council meeting.

How should I prepare for the public hearings?

You should plan to attend all public hearings concerning your request, to present your case and answer any questions from Commissioners or Council members. If you are unable to attend a meeting, you may send an authorized representative to speak on your behalf. Presentations to the Planning and Zoning Commission or the City Council should be brief and concise. While presentations are not generally required, they may help your case. If you desire to use visual aids, please notify the Development Services Department at least 24 hours prior to the meeting so that projectors, easels, etc. can be provided. Please note that there may be time restrictions regarding the length of presentations.

If City Council approves my rezoning request, what do I do next?

Before a building permit can be issued, the flowing processes must be completed, if applicable:

site plan approval (see Chapter 3)
platting (see Chapter 4)
installation of public infrastructure (see Chapter 5)
building plan approval (see Chapter 6)

Where can I find more information?

For more information on the zoning process, please refer to the Zoning Ordinance on the Development Services Department's website at www.bryantx.gov. Please contact Planning staff or the Development Services Coordinator in the Development Services Department at (979) 209-5030 if you have any questions regarding the zoning process and your development project.

TO DO

Ch. 2 Zoning Process – Checklist

If a property's zoning designation allows the use you propose, you should proceed to the next chapter (site plan review). If the zoning designation of a property does not allow the use you propose, the following steps may be taken:

Meet with Planning staff in the Development Services Department to discuss your development project (optional);

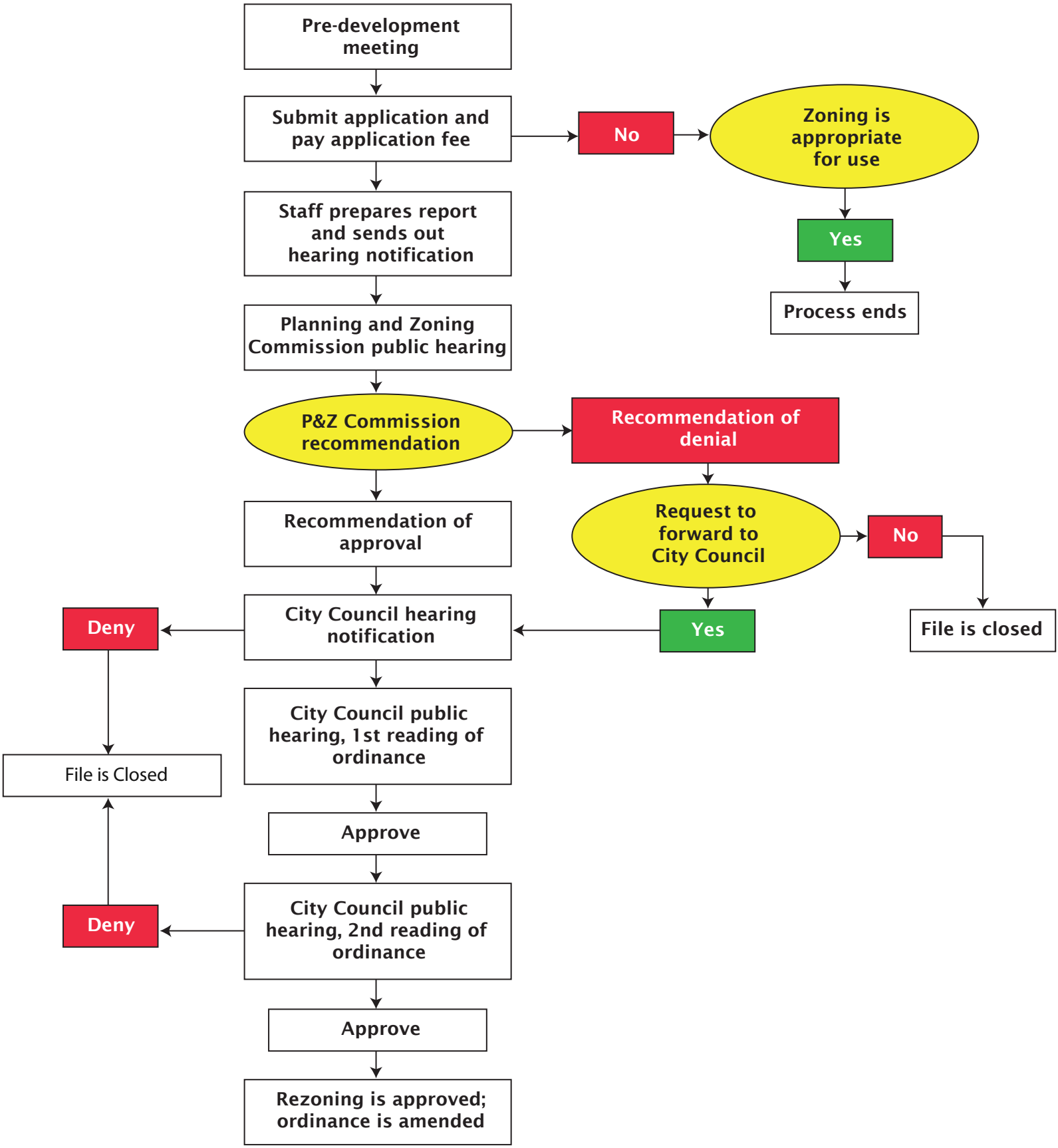
Submit the following items to the Development Services Department:

- Rezoning application form bearing the property owner's signature;
- Legal (metes-and-bounds) description of the property; and
- Nonrefundable application fee;

Attend public hearing before the Planning and Zoning Commission (the Commission generally meets on the 1st and 3rd Thursday of the month at 6:00 p.m. in Council Chambers on the first floor of the Municipal Office Building, 300 S. Texas Avenue); and

Attend public hearing and ordinance readings before the City Council (City Council generally meets on the 2nd and 4th Tuesday of the month at 6:00 p.m. in Council Chambers on the first floor of the Municipal Office Building, 300 S. Texas Avenue).

Ch. 2 Zoning - Process Flowchart



CHAPTER 3 SITE PLAN REVIEW

Site Plan Review Process – Overview

Before building permits can be issued for nonresidential and/or multi-family residential developments, a site plan must be submitted for review and approval by the City of Bryan. While a limited site plan review may be possible for some projects, most developments proposals require a full site plan review by the Site Development Review Committee (SDRC).[1] The SDRC is composed of representatives from City departments with a stake in development, utility companies and other development stakeholders. The Committee is organized to ensure that a proposed development complies with all applicable codes, ordinances and guidelines and can receive the required utility services. In addition to site plans, the SDRC also reviews subdivision plats, Planned Development rezonings and right-of-way abandonments. Please note that site plans for Conditional Use Permit requests must be approved by the SDRC before they can be scheduled for consideration by the Planning and Zoning Commission. Please see the Appendix of this Guide for more detailed information about the SDRC.

The type and complexity of your development project determine the level of detail that will be required on a site plan. You can draw the site plan yourself or enlist the services of a professional draftsman. Please refer to the Appendix for form and content as well as submission requirements for site plan applications.

To initiate a site plan review, complete a site plan application form and return it to the Development Services Department with the required application fee and 15 copies of the site plan.[2] Site plan review applications can be made on any workday. Applications submitted before 12:00 Noon on a Wednesday will be reviewed by Committee representatives by the following Tuesday.

On Tuesdays, SDRC representatives are available to discuss issues related to a site plan/development project with applicants in individual appointments coordinated by the Development Services Coordinator. During the appointment, applicants receive a written notification of the Committee's review comments. If you or your representative are unable to attend an appointment, written comments will be mailed, emailed and/or faxed to you. Revisions requiring the Committee's approval follow the same deadline schedule as first time submissions. Your application will not be considered further until you resubmit the site plan with the required revisions.

Approval of site plan may be contingent upon a property's representation on a final plat or replat (resubdivision) and/or the installation of public infrastructure. Please note that in these circumstances, a site plan cannot be approved until the plat is approved and/or the infrastructure is constructed and accepted (or financially guaranteed). Please see Chapters 4 and 5 for more information on the platting and public infrastructure processes. If your site plan is approved and the platting and infrastructure processes do not apply to your project, you can skip Chapters 4 and 5 and proceed to obtain the necessary building permits, as described in Chapter 6. Please contact the Development Services Coordinator at (979) 209-5030 if you have any questions regarding the site plan review process.

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1 While it may be required at the discretion of the SDRC Chair, single-family residential site plans generally do not require full site plan application.

2 An application for Conditional Use Permit approval must also be accompanied by 15 site plan copies for review and approval by the SDRC.

Ch. 3 Site Plan Review Process – Frequently Asked Questions

What is the first step in the site plan review process?

Prior to submission of a site plan application, it is recommended that you meet with representatives of the Development Services Department to discuss procedures, policies, and standards required by the City for a development project. Such a pre-development meeting may save time and expenses during the approval process. To schedule a pre-development meeting, please contact the Development Services Coordinator at (979) 209-5030.

Who approves my site plan?

Site plans are generally approved administratively by the Site Development Review Committee (SDRC). Other development applications, for example, subdivision plats, Conditional Use Permits and right-of-way abandonments require approval from the Planning and Zoning Commission and/or the City Council after the SDRC conditionally approves them. See Chapters 2 and 4 for the zoning and plat approval processes and the Appendix for more detailed information about the SDRC.

How do I get a site plan prepared?

You can draw the site plan yourself, as long as it meets form and content requirements (see Appendix). Alternatively, you can enlist the services of a professional to draw the site plan.

Is there a deadline for submission of site plans and what are the fees?

Site plan review applications can be made on any workday. Applications submitted before 12:00 Noon on a Wednesday will be reviewed by the following Tuesday. Please refer to the fee schedule in the Appendix.

Do I have to be present on Tuesdays to discuss my project with SDRC members?

While attendance is not mandatory, we encourage you to meet with SDRC members to help resolve issues that may arise. If you are unable to meet on a Tuesday, a copy of the Committee's review comments will be mailed, emailed and/or faxed to you. To schedule a meeting with SDRC members on another day, please contact the Development Services Coordinator at (979) 209-5030.

What happens if the SDRC identifies unresolved issues?

Applicants receive a copy of the Committee's review comments. Site plans should be modified or supplemental information submitted to satisfy any deficiencies. Revisions requiring the Committee's approval follow the same deadline schedule as first time submissions.

What do I do after my site plan has been approved?

If your site plan is approved and there are no platting or public infrastructure requirements in conjunction with your development project, you may apply for a building permit, by following the steps described in Chapter 6.

Where can I find more information?

The site plan review process and submission requirements are described in the Land and Site Development Ordinance. Site development standards are described in the Land and Site Development Ordinance and the Zoning Ordinance. Both documents are available on the Development Services Department's website at www.bryantx.gov. Please contact the Development Services Coordinator at (979) 209-5030 if you have any questions regarding the site plan review process.

TO DO

Ch. 3 Site Plan Review Process – Checklist

Meet with staff in the Development Services Department to discuss your development project (optional);

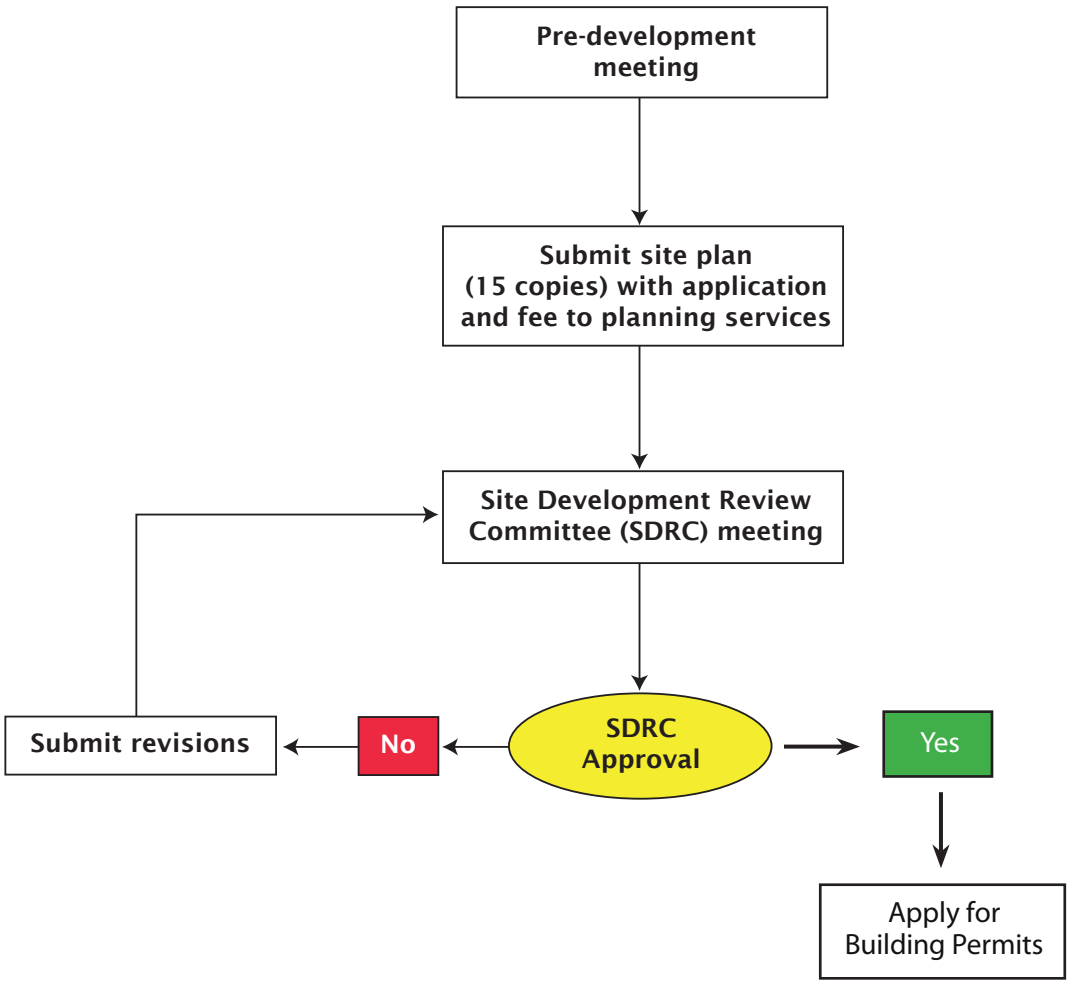
Submit the following items to the Development Services Department:

- Site plan application form bearing the property owner's signature;
- Nonrefundable application fee; and
- 15 copies of the site plan;

Attend the review meeting specifically scheduled for your project (meetings are scheduled for Tuesdays, usually in the morning);

Submit revised drawings for approval by the Site Development Review Committee, if necessary.

Ch. 3 Site Plan Review - Process Flowchart



CHAPTER 4 PLATTING

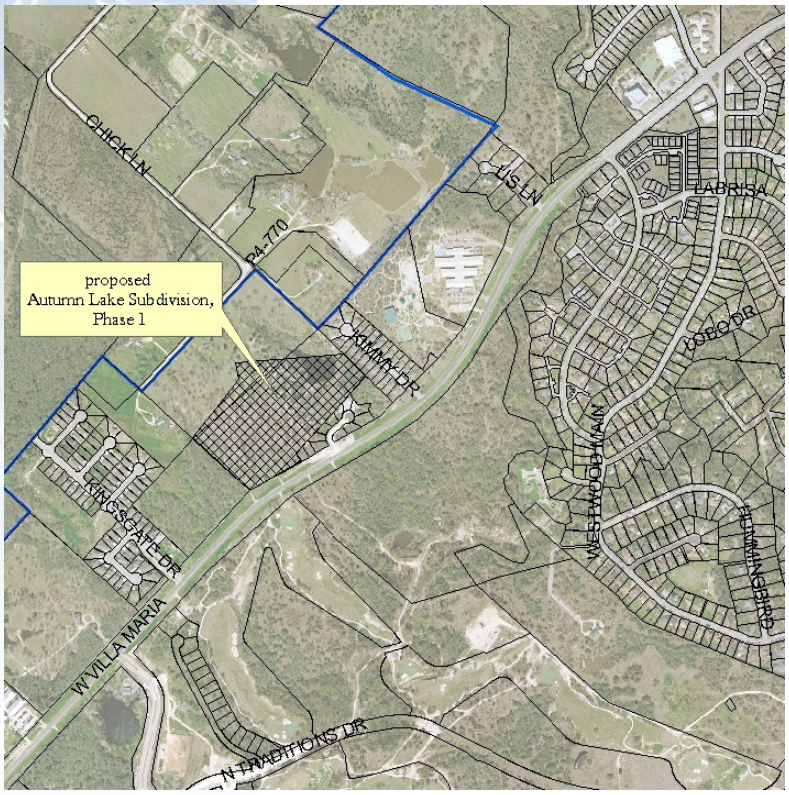
Platting Process – Overview

Platting is the process through which land is divided into building lots (subdivision). In the platting process, the layout of streets and utilities is established; the streets identify blocks, and blocks are further subdivided to create lots for individual ownership. This process is also used to further divide or combine existing platted lots which may not involve extension of public improvements (resubdivision/replat).

The manner in which land is subdivided, how streets are designed and how the lots are laid out have a lasting effect on the physical character of the City. Streets, water, sewage and drainage systems must be of a safe, effective design and construction. Streets must be adequately sized to accommodate the maneuvering of emergency vehicles, and the future property owner must be guaranteed a parcel with facilities suited to its intended use. The City of Bryan Subdivision Ordinance regulates the subdivision of all property within the corporate limits of the City of Bryan and its extraterritorial jurisdiction (ETJ).[3]

A plat is required in the following circumstances:

1. Subdivision of land into two or more parts.
2. Changed configuration of existing filed plats.
3. Division of land where there is not access to the tract.
4. Division of land where new public infrastructure is required.
5. Development of land where new public infrastructure is required.



It is important to note that if any of the above-mentioned circumstances apply to a development project, no building permits can be issued until the plat is approved by the City.

Plat approval is divided into three distinct phases: master plan, preliminary plan, and final plat. A master plan is required when large pieces of property are developed in phases, or in areas under common ownership where comprehensive planning issues are identified. Preliminary plans provide a detailed layout of the subdivision with existing and proposed features. A preliminary plan is mutually beneficial to both the developer and the City in that it provides an opportunity for the developer to explore the feasibility of the project while allowing the City to provide initial direction on the availability of City services. Final plats are the legal instruments that create lots, block and streets. Final plats are filed with the Brazos County Clerk.

Following the filing of a final plat, newly created lots in a subdivision may be sold individually. A replat represents the resubdivision of a parcel or parcels of property that have already been subdivided and for which a final plat has been filed with the County Clerk.

3 The ETJ is a 3½-mile wide area adjacent to and outside of the City of Bryan in which the City has authority to exercise its subdivision regulations.

The approval process for preliminary plans, final plats and replats consists of five major steps:

1. Submission of plan or plat as well as engineering documents (e.g., engineering drainage, water and sewer system report) with completed application form and applicable fee;
2. Review by the Site Development Review Committee (see Appendix);
3. Approval by either City staff or the Planning and Zoning Commission (see Appendix);
4. Construction and acceptance of required infrastructure (if applicable); and
5. Filing of the final plat with the Brazos County Clerk.

Master plan approval only requires the first three aforementioned steps.

Plat approval applications can be made on any workday and require submission of a completed plat application form to the Development Services Department with the required application fee (see Appendix) and 15 copies of the plat document. Plat applications submitted before 12:00 Noon on a Wednesday will be reviewed by the Site Development Review Committee (SDRC) by the following Tuesday. Please note that only a licensed professional land surveyor can prepare subdivision plat documents. A licensed professional engineer will be needed if the installation of public infrastructure is required Engineering documents should be submitted directly to Engineering Services.

A member of the Planning staff will be assigned to your case and will be your primary contact throughout the platting process. At the same time, a member of the Engineering staff will be assigned to your case to review submittals relating to public infrastructure and stormwater requirements.

Following staff's or the Planning and Zoning Commission's approval of a final plat or replat, any outstanding fees, e.g., off-site easement fees, street signs, or parkland dedication fees must be paid and the following documents must be submitted to the Development Services Department:

- A Mylar copy of the approved plat;
- An electronic version of the approved plat in dwg, dxf, or dgn format; and
- A tax certificate from the Brazos County Appraisal District showing no outstanding taxes being owed on subject acreage no more than 30 days prior to the filing of the plat.

If no public infrastructure (roads, water, sewer, drainage facilities) is required to be installed in conjunction with the final plat or replat, staff will file the plat with the Brazos County Clerk once all the aforementioned items are received. In that circumstance, you may then proceed to the building permit process described in Chapter 6.

Please note that final plats or replats requiring installation of public infrastructure are not filed with the County Clerk until the infrastructure is actually constructed and accepted, or financially guaranteed. The public infrastructure process is described in the following Chapter 5. Please contact Planning staff, Engineering staff or the Development Services Coordinator at (979) 209-5030 if you have any questions regarding the platting process.

Ch. 4 Platting Process – Frequently Asked Questions

What is the first step in the platting process?

Prior to submission of an application, it is recommended that you meet with representatives of the Development Services Department to discuss procedures, policies, and standards required by the City for a development project. Such a pre-development meeting may save time and expenses during the approval process. To schedule a pre-development meeting, please contact the Development Services Coordinator at (979) 209-5030.

When is a master plan required?

A master plan is required when large pieces of property are developed in phases or sections, or in areas under common ownership where comprehensive planning issues are identified. Contact Planning or Engineering staff at (979) 209-5030 to discuss platting as it relates to your development project.

Do all plats require approval by the Planning and Zoning Commission?

No, Planning and Zoning Commission approval is not required for amending plats and minor plats (subdivisions involving less than four lots and where no public infrastructure is required to be installed). These plats are approved administratively by City staff.

How do I get a plat document prepared?

You will need to enlist the services of a licensed professional land surveyor. A licensed professional engineer will be needed if the installation of public infrastructure is required. You can locate a professional engineer or land surveyor by contacting the Texas Society of Professional Engineers, the Texas Surveyor's Association or consulting a phone directory. Blue or black line prints and a digital copy of the graphics file should be prepared. Please refer to the Appendix for plat form and content and plat application submission requirements.

What kind of development plans will I need to submit if public infrastructure improvements are involved?

A final plat submittal must be accompanied by infrastructure design and construction documents. These documents must bear the seal and signature of a professional engineer licensed in the State of Texas. All plans must be prepared in accordance with the Bryan/College Station Unified Design Manual. Contact Engineering staff at (979) 209-5030 to discuss required public infrastructure improvements as they relate to your development project.

Is there a deadline for submission of plats and fees?

Plat applications submitted before 12:00 Noon on a Wednesday will be reviewed by the Site Development Review Committee (SDRC) members by the following Tuesday. If a subdivision plat is conditionally approved by the SDRC, it will be scheduled for final approval on the Planning and Zoning Commission's next available agenda. Please see the Appendix for more information on the SDRC, the Planning and Zoning Commission and the fee schedule.

What if the SDRC identifies unresolved issues?

Applicants receive a copy of the Committee's review comments. Drawings should be modified or supplemental information submitted to satisfy any deficiencies. Revisions requiring the Committee's approval follow the same deadline schedule as first time submissions. Plats cannot be scheduled for consideration by the Planning and Zoning Commission until they are conditionally approved by the SDRC.

Ch. 4 Frequently Asked Questions cont.

What is the next step after the staff or the Planning and Zoning Commission approve a final plat and no public infrastructure (roads and water, sewer, drainage facilities) is required?

Following approval by City staff or the Planning and Zoning Commission, other applicable fees, for example, parkland dedication fees will need to be paid. In addition, the following documents must be submitted to the Development Services Department:

- Mylar copy of the approved plat; an electronic version of the approved plat in dwg, dxf, or dgn format; and
- Tax certificate from the Brazos County Appraisal District showing no outstanding taxes being owed on subject acreage no more than 30 days prior to the filing of the plat.

Staff will then file the plat with the Brazos County Clerk.

What is the next step after the staff or the Planning and Zoning Commission approve a final plat and installation of public infrastructure is required?

In addition to payment of fees and submission of a Mylar copy, an electronic version of the approved plat and the tax certificate, engineering construction plans for public infrastructure (roads and water, sewer, drainage facilities) must be submitted for review and approval by Engineering staff. Please see the following Chapter 5 for subsequent steps in the development process. Final plats or replats requiring installation of public infrastructure are not filed with the County Clerk until the infrastructure is actually constructed and accepted, or financially guaranteed.

Where can I find more information?

For more information on the platting process, please refer to the Subdivision Ordinance online at www.bryantx.gov. Please contact Planning or Engineering staff or the Development Services Coordinator at (979) 209-5030 if you have any questions regarding the platting process.

TO DO

Ch. 4 Platting Process – Checklist

Meet with staff in the Development Services Department to discuss development project (optional);

Submit the following items to the Development Services Department:

- Application form bearing the property owner's signature;
- 15 copies of plat document; and
- Nonrefundable application fee (see Appendix).

Attend review meeting specifically scheduled for your project in the Development Services Department on the first floor of the Municipal Office Building at 300 S. Texas Avenue (meetings are scheduled for Tuesdays, usually in the morning);

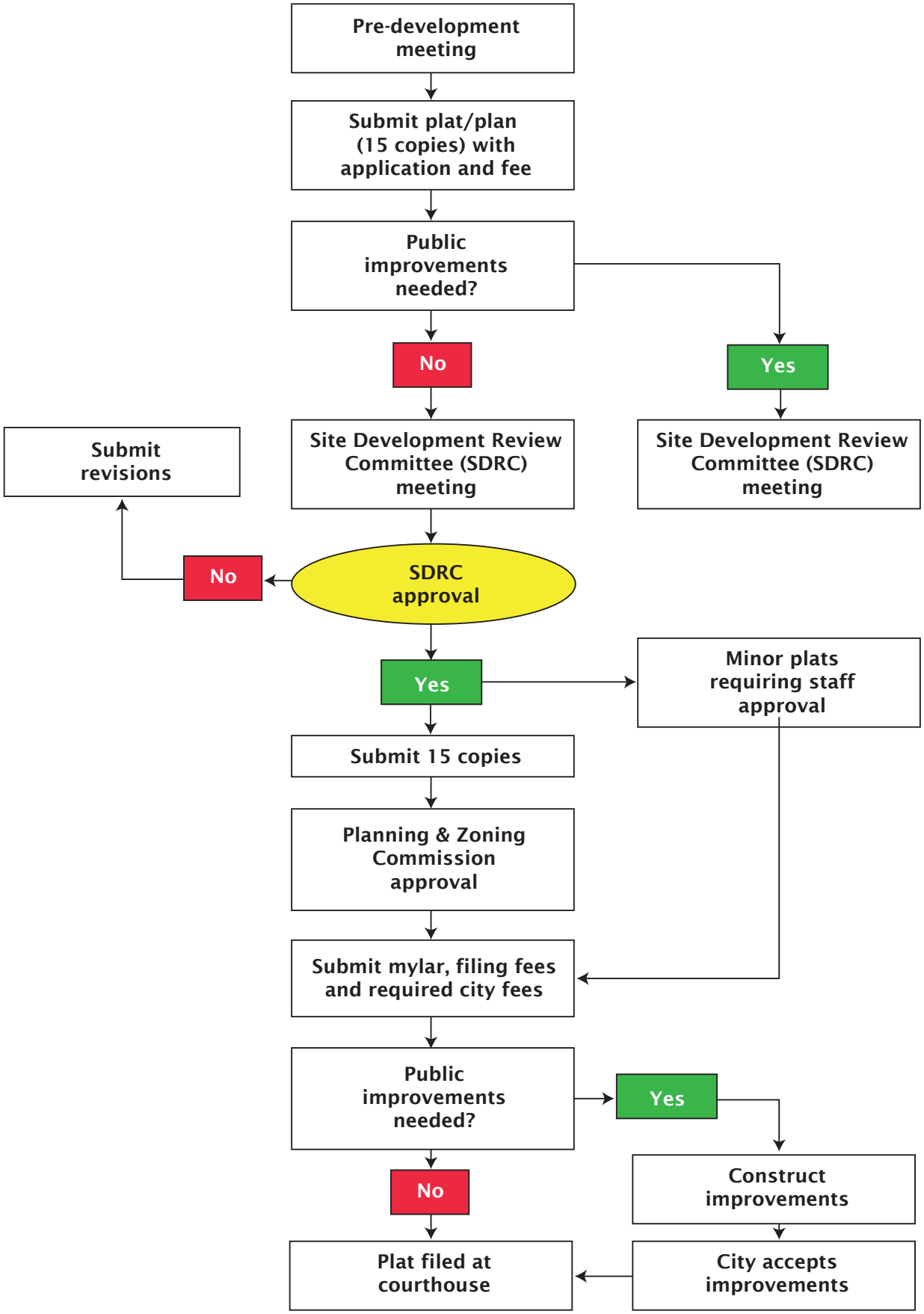
Submit revised drawings to the Development Services Department for SDRC review, if necessary;

Attend Planning and Zoning Commission meeting, if applicable (the Commission generally meets on the 1st and 3rd Thursday of the month at 6:00 p.m. in Council Chambers on the first floor of the Municipal Office Building at 300 S. Texas Avenue);

Submit Mylar, tax certificate, filing fee and other required fees (the Mylar copy must contain the notarized signature of the property owner(s) as well as the signature and seal of an engineer/land surveyor licensed in the State of Texas).

The final plat is then filed for record with the Brazos County Clerk unless installation of public infrastructure required. If so, the plat will be held until the infrastructure is constructed and accepted. The Mylar copy of the recorded plat is returned to the Development Services Department where it is archived.

Ch. 4 Platting - Process Flowchart



CHAPTER 5 PUBLIC INFRASTRUCTURE & STORMWATER MANAGEMENT

Public Infrastructure Process – Overview

Public infrastructure (roads and water, sewer, drainage facilities) are generally the responsibility of the developer and must be physically constructed (or financially guaranteed) and accepted by the City before full building permits for a development project can be issued and/or a plat is filed. During this process, the developer, contractor and the City's Engineering staff work together to achieve a quality and cost effective project and provide a product that is beneficial to everyone.

The first step in the public infrastructure construction process is the submission of detailed engineering construction plans for a development project to the City's Engineering staff for review and comment. A plan review fee, which is 0.5% of the engineers estimate, is required for this review that must be paid before the plans are released for construction. These plans provide a common reference base for all parties during the construction and inspection phase and ensure that improvements meet minimum City standards. The Cities of Bryan and College Station work together to provide a common set of design guidelines, technical specifications and standard details for water, sewer, streets and drainage facilities in the B/CS Unified Design Guideline Manual for Water, Sewer, Streets and Drainage. The design guidelines are available online at www.bcsunited.net.

There is no established time in the process before which detailed engineering construction plans must be submitted. However, the sooner plans are submitted, the better. Generally, a two-week turnaround for plan review can be anticipated. In some cases, it may be better to wait until the preliminary plan is approved to avoid multiple revisions. In all instances, construction plans should address drainage, paving, and utility improvements by employing the minimum requirements as outlined in the Design Guideline Manual.

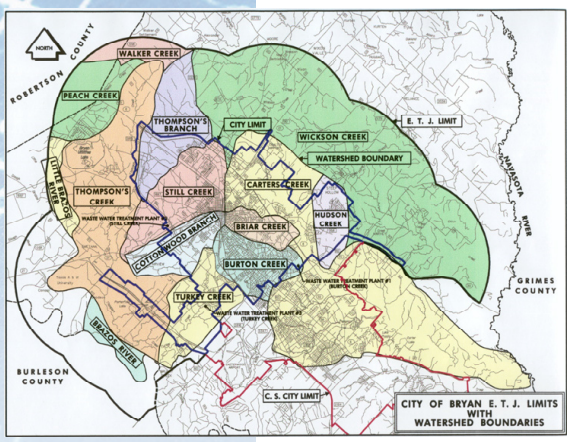
Once engineering construction plans are approved by the City, they will be stamped "Released for Construction". At this point, it is suggested that the developer, the developer's contractor and the City's Engineering staff hold a pre-construction meeting to coordinate construction activities. An Engineering Inspector will be assigned to the job to ensure that all City codes, policies, and procedures are followed. Please also see the public infrastructure process checklist below. The developer's contractor shall notify Engineering Services at least 48 hours before construction work is planned to begin.

When construction is complete, a final field inspection will be conducted by Engineering Services to generate a punch list. After the construction items on the punch list have been completed, a Letter of Acceptance will be issued. This is the formal acceptance of the public infrastructure by the City. Mylar as-built drawings and a 1-year Letter of Guarantee bearing the signatures of the design engineer and contractor must be submitted to the City. As-built drawings should show all deviations from the originally approved engineering construction drawings. The 1-year Letter of Guarantee is the developer's/contractor's guarantee on the materials and workmanship of the public improvements for a period of one year after completion of construction. A Letter of Guarantee is required prior to the filing of the plat, before full building permits or a Certificate of Occupancy can be issued.

In some instances, the City may participate in extra width paving and/or oversizing of utility facilities. A developer may request the City's oversize participation by submitting a letter outlining utility facility requirements and the public benefit that would be derived from the City's participation in the project. This request should be submitted prior to the City's approval of engineering construction drawings. If the City elects to participate, a refund for the agreed-upon participation amount will be issued to the developer after the Letter of Acceptance has been issued for the newly-installed infrastructure. Most oversize participation requests will go to the City Council for approval.

A permit from the Texas Department of Transportation (TxDOT Permit) is required for any work within a state right-of-way. Examples of such work include driveways, sidewalks, utilities (water, sewer, drainage, etc.) and street construction. TxDOT Permits must be submitted to Engineering Services for review. Engineering Services will then submit the permit application to TxDOT on behalf of the applicant. TxDOT Permit applications are available in the Development Services Department offices or online on Engineering Services' website at www.bryantx.gov. If improvements to actual TxDOT pavements or medians are needed, such as decel lanes, a "donation agreement" with TxDOT will be required. Engineering Services can coordinate with TxDOT for the developer, but because these items take an additional coordination external to the City of Bryan, it is recommended to submit these early on in the process.

When all required infrastructure is constructed and accepted, any outstanding fees, e.g., off-site easement fees, street sign, or parkland dedication fees must be paid and the following documents must be submitted to the Development Services Department:



- A Mylar copy of the approved plat;
- An electronic version of the approved plat in dwg, dxf, or dgn format; and
- A tax certificate from the Brazos County Appraisal District showing no outstanding taxes being owed on subject acreage no more than 30 days prior to the filing of the plat.

Staff will file the final plat or replat with the Brazos County Clerk once all the aforementioned items are received. Once the plat is filed, you can proceed to the building permit process described in the following Chapter 6. Please contact Engineering staff at (979) 209-5030 if you have any questions concerning the subjects discussed in this chapter.

Stormwater Management - Overview

A Drainage Report is required for all developments in order to evaluate the impacts to the existing drainage system and determine compliance with Master Drainage Plans. Mitigation measures such as stormwater detention facilities are typically required. The requirement to build a detention pond is determined by a number of factors, including the amount of increased runoff, the location of the development as it relates to its drainage basin and the effects of detention (both upstream and downstream) from a proposed development. Please refer to the B/CS Unified Design Guideline Manual for additional information regarding drainage reports and detention ponds.

The City of Bryan has a Municipal Storm Water Protection Ordinance that requires developments to comply with State of Texas regulations regarding stormwater quality and comply with the State's general permit for construction activities. Notice of Intent, Erosion Control Plans, Storm Water Pollution Prevention Plans, etc. are all requirements for development.

A Floodplain Development Permit is required when a developer wishes to build in property that is located in a potential flood hazard area, for example the 100-year floodplain. Proposed developments in the 100-year floodway are prohibited unless an engineer, licensed in the State of Texas, can demonstrate through hydrologic and hydraulic analyses in accordance with standard engineering protocol that proposed encroachments would not result in any increase in flood levels through the community. The engineer will need to submit the study and supporting hydraulic data to the City's Engineering Services Department. Since the information will be reviewed and approved by the City as well as the Federal Emergency Management Agency (FEMA), appropriate FEMA application forms and fees must also be submitted. A detailed study may also be required for development in areas that do not yet have a mapped floodway but have been identified as floodplain. If the proposed grading or improvements only involve property in the floodplain fringe, a development plan and floodplain development permit application (with the appropriate certifications) will need to be submitted to Engineering Services for City review and approval. This may also require FEMA submittals. After construction, Elevation and/or Floodproofing Certificates will be required as applicable to the project

Ch. 5 Public Infrastructure Process – Frequently Asked Questions

What is public infrastructure?

Essentially, public infrastructure includes water, sanitary sewer and storm sewer lines, as well as streets and sidewalks that are built by the developer and then dedicated to be owned and maintained by the City of Bryan. Other infrastructure such as electric, natural gas, cable and telephone are handled by private utility companies. Please see the Appendix for utility provider contact information.

How do I know when public infrastructure is required?

Public infrastructure needs are usually identified during pre-development meetings with City staff and site inspections. More specific requirements are identified during the site plan review process described in Chapter 3.

Who can prepare construction plans for my project?

You will need to enlist the services of a professional engineer licensed in the State of Texas to design and prepare construction plans associated with new infrastructure. You can locate a professional engineer by contacting the Texas Society of Professional Engineers or by consulting a phone directory.

Once my plans are stamped "Released for Construction", what's next?

Notify Engineering Services at (979) 209-5030 if you would like to have a pre-construction meeting or at least 48 hours prior to beginning work. An Engineering Inspector will be assigned to your project to monitor compliance with City codes, policies and procedures.

How far do I need to extend public utilities to serve my development?

Public water and sewer mains as well as streets need to be extended "to and through" the property your development is occurring on so that adjacent property owners can tie into these utilities and extend them to the boundaries of their property as development occurs. Typically, the extension of public utilities occurs in public rights-of-way or public utility easements. Contact Engineering staff at (979) 209-5030 if you have questions about utility extensions.

When do I have to construct a detention pond?

Storm water detention is required of most developments within the City of Bryan. Detention requirements depend on the type of development and its location and impact on the drainage system. Contact Engineering staff at (979) 209-5030 if you have questions about detention facilities.

When does the City accept the public infrastructure that I build?

Official acceptance of developer-constructed public infrastructure occurs through issuance of a Letter of Acceptance. A Letter of Acceptance is issued at the completion of all public infrastructure construction.

Where can I find more information?

For technical specifications and construction details, please refer to the B/CS Unified Design Guideline Manual for Water, Sewer, Streets and Drainage online at www.bcsunited.net. Please contact Engineering staff in the Development Services Department at (979) 209-5030 if you have any questions concerning the subjects discussed in this chapter.

TO DO

Ch. 5 Public Infrastructure Process - Checklist

Submit all applicable engineering construction documents:

- Construction Drawings (5 sets minimum for review);
- Water or Sewer Engineering Reports (2 copies);
- Drainage Reports and Grading Plans (2 copies)
- Engineering Cost estimates (2 copies);
- Development Permits (1 copy); and
- TxDOT Permits (5 copies of complete packet)

Submit any revisions, if required per Engineering Services review comments and pay the required Construction Plan Review fee..

Obtain a set of City-approved construction plans stamped "Released for Construction" (at least one copy must be kept at job site).

Obtain necessary TxDOT permits for work in state rights-of-way, if applicable (keep a signed copy of permit at job site).

Arrange a pre-construction meeting with City Engineering staff and representatives from all utility providers (optional).

Notify Engineering Services at least 48 hours in advance of beginning infrastructure construction.

Ongoing City inspections.

Final inspection.

Punch list generated by Engineering Inspector.

Punch list items completed.

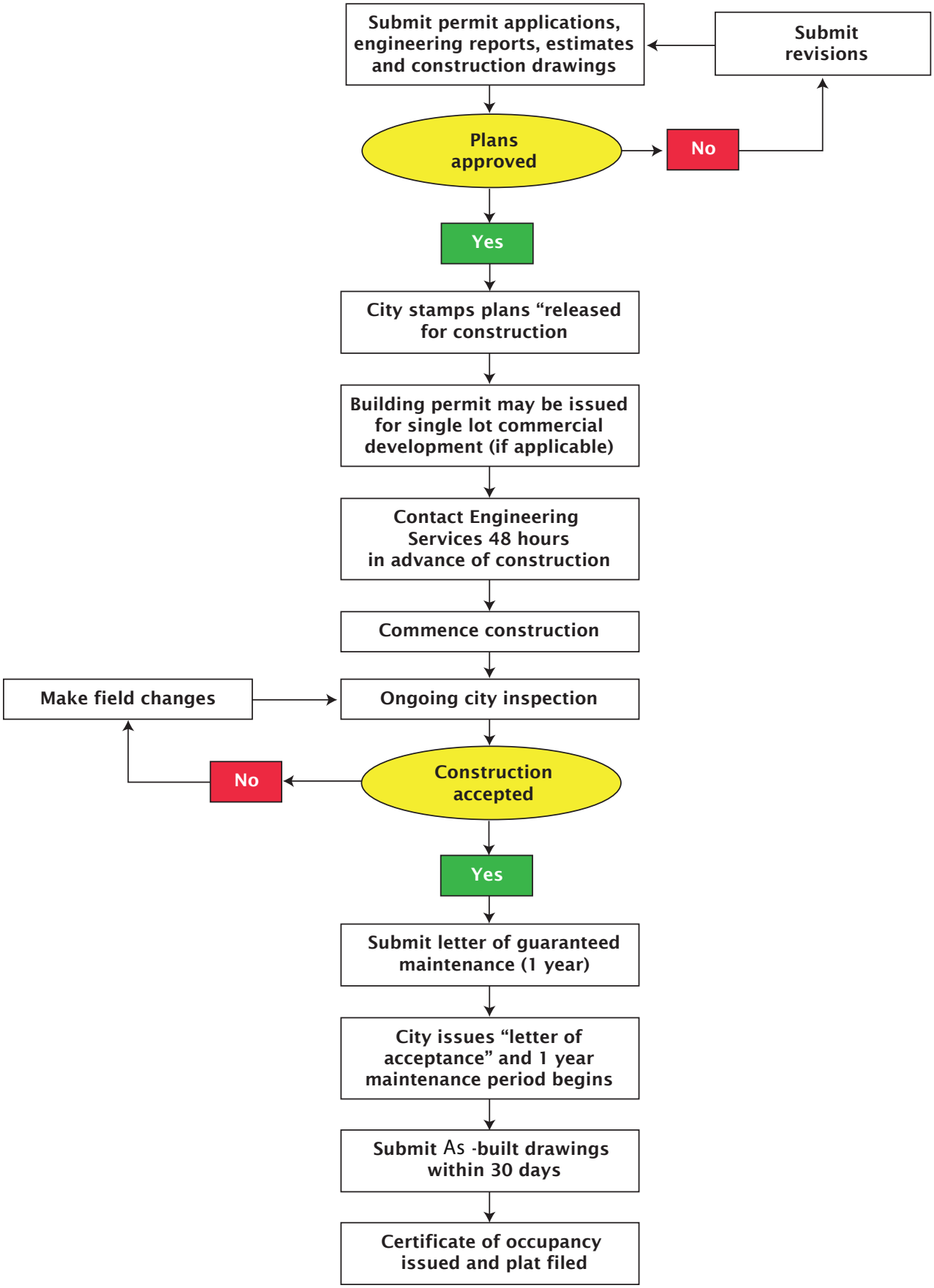
Letter of Acceptance issued by Engineering Services.

As-built drawings with signatures of design engineer and contractor submitted.

1-year Letter of Guarantee submitted.

Plat filed, full building permit released, or Certificate of Occupancy issued.

Ch. 5 Public Infrastructure - Process Flowchart



CHAPTER 6 BUILDING PERMITS

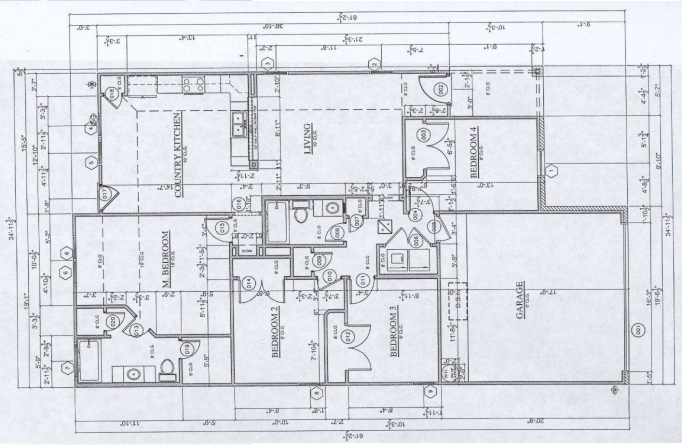
Commercial Building Permit Process – Overview

Building permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites to safeguard the public health, safety, and general welfare. The process includes submittal of building plans, issuance of a building permit, inspections, and the issuance of a Certificate of Occupancy upon successful completion of construction. This process is the same for all developments in the City of Bryan.

New construction of, as well as additions and alterations to, structures used for nonresidential purposes require a commercial building permit. Multi-family residential projects, including duplexes, are also required to go through the commercial building permitting process.

Once a site plan for a commercial or multi-family residential development project has been approved by the Site Development Review Committee (SDRC), a building permit may be sought.[4] A complete building permit application must include two sets of printed building plans and one electronic version, as well as a completed building permit application form and the required building permit fee. Building permit applications can be made on any workday in the Development Services Department's offices. Application forms are available on Building Services' website at www.bryantx.gov. If a property is located in a floodplain, a Floodplain Development Permit and Elevation Certificate must also be submitted with the building permit application to ensure that the structure is built at least one foot above the base flood elevation. See Chapter 5 for more information on Floodplain Development Permits.

Building plan review is ordinarily completed within two to four weeks from the date of a submission, provided that plans are complete and no problems arise that might require a resubmission. Upon review and approval of the building plans and payment of the required fee, a building permit is issued. Construction must begin within one year of the issuance of an approved site plan and within 180 days following of the issuance of a building permit. At least one building inspection must occur during each 180 days following the issuance of a building permit or the work will be considered abandoned. If the work is considered abandoned, a new permit must be issued, before work on a project can continue. Once all final building inspections and approvals have been obtained from the City, the owner or tenant must apply for and receive a Certificate of Occupancy before a new structure can be occupied.



Building Services is your central point of contact during the building permitting process. When review or inspection by other City departments, for example, Fire Services, is required, Building Services will schedule the necessary meetings or inspections and ensure that you are kept informed about the status of your project. Contact Building Services at (979) 209-5010 or the Development Services Coordinator at (979) 209-5030 to discuss building permit requirements as they relate to your development project.

4 In some circumstances, the release of full building permits may require prior installation of public infrastructure (see preceding Chapter 5).

Ch. 6 Commercial Building Permit Process – Frequently Asked Questions

Under what conditions must I apply for a commercial building permit?

New construction of, as well as additions and alterations to, structures used for nonresidential purposes require a commercial building permit. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the City of Bryan codes, or to cause any such work to be done, shall first make application for a building permit. Multi-family residential projects are also required to go through the commercial building permitting process. Contact Building Services at (979) 209-5010 or the Development Services Coordinator at (979) 209-5030 to discuss building permit requirements as they relate to your development project.

What building codes has the City of Bryan adopted?

The City of Bryan has adopted the following building codes:
2009 International Building Code
2009 International Existing Building Code
2009 International Plumbing Code
2009 International Mechanical Code
2005 National Electrical Code
2009 International Residential Code
2009 International Energy Conservation Code
2009 International Fuel Gas Code
Additional standards can be found in Chapter 14 of the City of Bryan Code of Ordinances (Buildings and Building Regulation), available online at www.bryantx.gov.

What are the preliminary requirements for pursing a commercial building permit?

Before applying for a commercial building permit, check to ensure that a development project complies with all zoning, site plan review and platting requirements discussed in Chapters 2, 3 and 4 of this Guide.

What are building plan review submittal requirements?

Building Services will review either a complete building construction plan set or a preliminary building construction plan set. What type of plan set is submitted is the choice of the applicant/developer. The more complete the plan set is, the more complete the results of the review will be. Submit at least two comprehensive sets of building plans and a permit application. Contact Building Services at (979) 209-5010 to discuss building permit requirements as they relate to your development project. Please also refer to the Appendix for complete submittal requirements for commercial building permits.

Now that I have met all the zoning, site plan and platting requirements and I have submitted the required paperwork for a building permit, what is my next step?

Building Services will notify you whether your application has been approved or denied, usually within two weeks following the submission of a complete application. You may call Building Services at (979) 209-5010 for a status update at any time.

When are fees required and how much are they?

Payment of fees is normally required after approval of building plans and before a building permit is issued. The fee amount is contingent on the type of work that is being proposed. Contact Building Services at (979) 209-5010 to inquire about building permit fees.

When can I start building construction?

Building construction must begin within 180 days following of the issuance of a building permit. A City-issued permit identification card must be prominently displayed on the job site. At least one building inspection must occur during each 180 days following the issuance of a building permit or the work will be considered abandoned. If the work is considered abandoned, a new permit must be issued, before work on a project can continue.

How many City departments are involved in the inspection of my construction and when are these inspections being done?

The number of City departments involved in the inspection of a construction project varies with the complexity of a job. For example, if the permit involves a restaurant and subdivision work on utilities, then the following divisions are involved: Building Services, Fire Services, Health Services, Environmental Services and Engineering Services. However, Building Services will give you a list of the inspections required for your specific project and let you know when you must contact us to schedule these for you. Ordinarily, Building Services performs its construction inspections in the following order:

1. Plumbing/Sewer Rough in
2. Building Foundation Slab prior to placing concrete
3. Electrical Rough in or wall cover
4. Mechanical Rough in (can wait until ceiling cover)
5. Plumbing Top Out (can wait until ceiling cover)
6. Building Frame Inspection
7. Insulation Inspection
8. Sheetrock Inspection (in some cases not all)
9. Electrical Ceiling Cover
10. Plumbing Final
11. Electrical Final
12. Mechanical final
13. Building Final

Contact Building Services at (979) 209-5010 to discuss building inspection requirements as they relate to your development project.

If I am not at the site at the time the inspections are made, how will I know if the work has been approved?

A green, yellow or red tag will be posted in the immediate vicinity of the work inspected. A green tag indicates approval, a yellow tag indicates that there are questions and a red tag indicates disapproval. If you receive a yellow or red tag, contact the issuing inspector for information on what work needs to be done to receive a green tag. After the work has been corrected, contact Building Services at (979) 209-5010 for the next inspection.

When can I use and occupy my building?

Once all final inspections and approvals have been obtained from the City, the owner or tenant must apply and receive a Certificate of Occupancy. Only after a Certificate of Occupancy has been issued can a building be occupied.

What kind of permit will I need if I plan to alter or remodel a commercial structure?

You will need to obtain building permits for those parts of the structure that will be affected by the proposed alteration/remodeling. For example, if you plan to install a new heating system, replace a sewer line, and rewire the existing structure, a separate permit would be required for each aspect of the remodeling job. Contact Building Services at (979) 209-5010 to discuss building permit requirements as they relate to your development project.

Where can I find more information?

For more information on building permits, please refer to Building Services' website at www.bryantx.gov. Please contact Building staff in the Development Services Department at (979) 209-5010 or the Development Services Coordinator at (979) 209-5030 if you have any questions concerning the subjects discussed in this chapter.

TO DO

Ch. 6 Commercial Building Permit Process – Checklist

Procedural

Have you met all the zoning, site plan review and platting requirements?

Have you checked with Building Services about general requirements for the building permit(s) you are seeking?

Submittal

Submit a site plan for review and approval by the Site Development Review Committee (see Chapter 3).

Upon site plan approval, submit two sets of building plans for review by Building Services. Be sure your plans include the following:

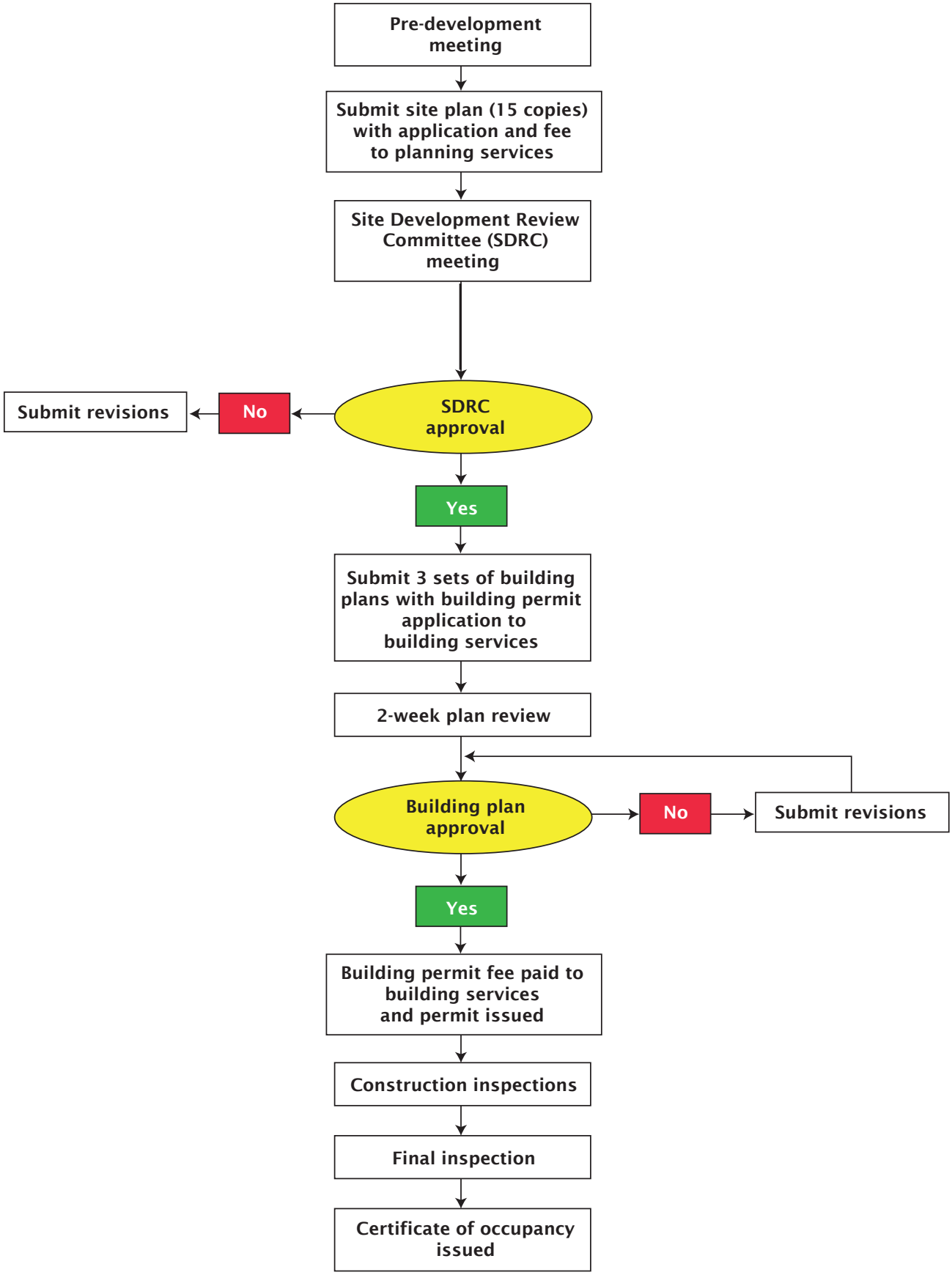
- Approved Site Plan
- Proposed General Use
- Floor Plans and Elevators
- Foundation Design
- Structure Design
- Mechanical, Plumbing, Electrical Designs, if required
- Architect or Engineer's Seal, if required

Upon review and approval of the building plans, obtain building permit and begin construction within 180 days.

Call in all inspections at (979) 209-5010; obtain approval or green tag prior to proceeding with work.

Upon successful completion of construction, obtain Certificate of Occupancy.

Ch. 6 Commercial Building Permit - Process Flowchart



Ch. 6 Residential Building Permit Process – Overview

A residential building permit is required for all new construction, additions and alterations of single-family structures. All other types of construction, additions and alterations, including multi-family residential projects, are required to go through the commercial building permit process described above.

The residential building permit process is similar to the commercial building permit process. Residential building plan review is ordinarily completed within one week of plan submission, provided that plans are complete and no problems arise that might require a resubmission. Upon review and approval of the building plans and payment of the required fee, a building permit is issued. Construction must begin within one year of the issuance of an approved site plan and within 180 days following of the issuance of a building permit. At least one building inspection must occur during each 180 days following the issuance of a building permit or the work will be considered abandoned. If the work is considered abandoned, a new permit must be issued, before work on a project can continue. Once all final inspections and approvals have been obtained from the City, the owner or tenant must apply for a Certificate of Occupancy before a new structure is occupied.

Building Services in the Development Services Department are your central point of contact during the permitting processes. When review or inspection by other City departments, for example, Fire Services, is required, Building Services will schedule the necessary meetings or inspections and ensure that you are kept informed about the status of your project. Please contact Building Services at (979) 209-5010 if you have any questions regarding the residential building permit process.

Ch. 6 Residential Building Permit Process – Frequently Asked Questions

Under what conditions must I apply for a residential building permit?

A residential building permit is required for all new construction, additions and alterations of single-family, duplex or townhouse structures. All other types of construction, additions and alterations, including multi-family residential projects, are required to go through the residential building permit process described above. Please contact Building Services at (979) 209-5010 to discuss building permit requirements as they relate to your project.

What should I do before applying for a residential building permit?

Before you apply for a residential building permit, you need to determine whether the property is zoned appropriately for the proposed residential use. You may contact Planning staff or the Development Services Coordinator at (979) 209-5030 to inquire about zoning issues. Please also refer to Chapter 2 of this Guide.

What do I need to do to obtain a residential building permit?

To obtain a residential building permit, submit a site plan and a residential site plan application with all required documents to Building Services for review and approval. If the property is located in the regulatory floodplain, a Floodplain Development Permit and Elevation Certificate will be needed to ensure that the structure is built at least one foot above the base flood elevation. Contact Building Services at (979) 209-5010 to discuss building permit requirements as they relate to your project.

Do I need a permit to install, replace, alter or enlarge a residential driveway?

Yes. All new driveways for new construction and existing sites or existing homes need to be reviewed by the City and require submission of a site plan and driveway permit application. City inspections are required prior to placing concrete or asphalt (where asphalt is allowed) for any new, altered, or enlarged driveways.

What building codes has the City of Bryan adopted?

As of May 10, 2005, the City of Bryan has adopted the following building codes:

- 2009 International Building Code
- 2009 International Existing Building Code
- 2009 International Plumbing Code
- 2009 International Mechanical Code
- 2005 National Electrical Code
- 2009 International Residential Code
- 2009 International Energy Conservation Code
- 2009 International Fuel Gas Code

Additional standards can be found in Chapter 14 of the City of Bryan Code of Ordinances (Buildings and Building Regulation), available online at www.bryantx.gov.

What type of plans do I submit to Building Services?

As part of your permit application you will submit the following documents:

- Permit application;
- Two complete sets of construction plans, floor plans need to be to scale and dimensioned.
- Two detailed 8½" x 11" site plans, showing property lines, streets, building setbacks, existing structures, proposed structures, sewer and water tap locations.
- Engineered foundation plan and specifications for post-tension slabs, slabs with piers, or slabs that do not comply with City of Bryan minimum foundation standards.

When will I know if I have approval to begin construction?

Provided that your application is complete and no technical problems are identified, you should have approval within one working week of your plan submission if everything is complete and no revisions are required. Upon building plan approval, a building permit will be issued once the applicable fee paid. You will be given a permit identification card that must be prominently displayed on the job site.

Ch. 6 Frequently Asked Questions cont.

When can I begin construction?

You can begin construction upon your payment of fees and receipt of your approved building permit application. You must begin construction within 180 days and receive at least one inspection for each 180 days following issuance of your permit.

What inspections will be required?

Ordinarily, with the complete construction of a residential unit (as opposed to remodeling or add-ons), you will have ten inspections performed in the following order:

- Plumbing/Sewer Rough in
- Building Foundation prior to placing concrete
- Electrical rough in
- Plumbing Top Out
- Mechanical Rough in
- Building Frame inspection
- Insulation Inspection
- Sheetrock Inspection (in some cases not all)
- Plumbing Final
- Electrical Final
- Mechanical final
- Driveway Inspection prior to placing concrete or asphalt (if allowed)
- Building Final

You will need to contact Building Services at (979) 209-5010 for each inspection and receive approval prior to proceeding to the next stage. A green, yellow or red tag will be posted in the immediate vicinity of the work inspected. Green tags indicate approval, yellow indicates that there are questions and red tags indicate disapproval. If you receive a yellow or red tag, contact the issuing inspector for information regarding any corrective action required. After the work has been corrected, contact Building Services for the next inspection.

When can the dwelling be occupied?

After the final inspection has been performed and the work is approved, the City will file a release for utilities. At this time, a Certificate of Occupancy is issued and the unit is ready for occupancy.

What about add-ons and remodeling?

The process is basically the same as for new construction. The construction plans will only reflect those portions of the structure affected. Similarly, permits will be required for the specific type of work being performed, for example, separate plumbing, electrical, or mechanical permit. Contact Building Services at (979) 209-5010 to discuss building permit requirements as they relate to your project.

Where can I find more information?

For more information on building permits, please refer to Building Services' website at www.bryantx.gov. Please contact Building staff in the Development Services Department at (979) 209-5010 or the Development Services Coordinator at (979) 209-5030 if you have any questions concerning the subjects discussed in this chapter.

TO DO

Ch. 6 Residential Building Permit Process Checklist

Procedural

Have you determined that the property is zoned appropriately for the proposed use?

Have you determined that your property is platted?

Have you determined the property's location relative to any floodplain?

Submittal

Submit the following documents to Building Services:

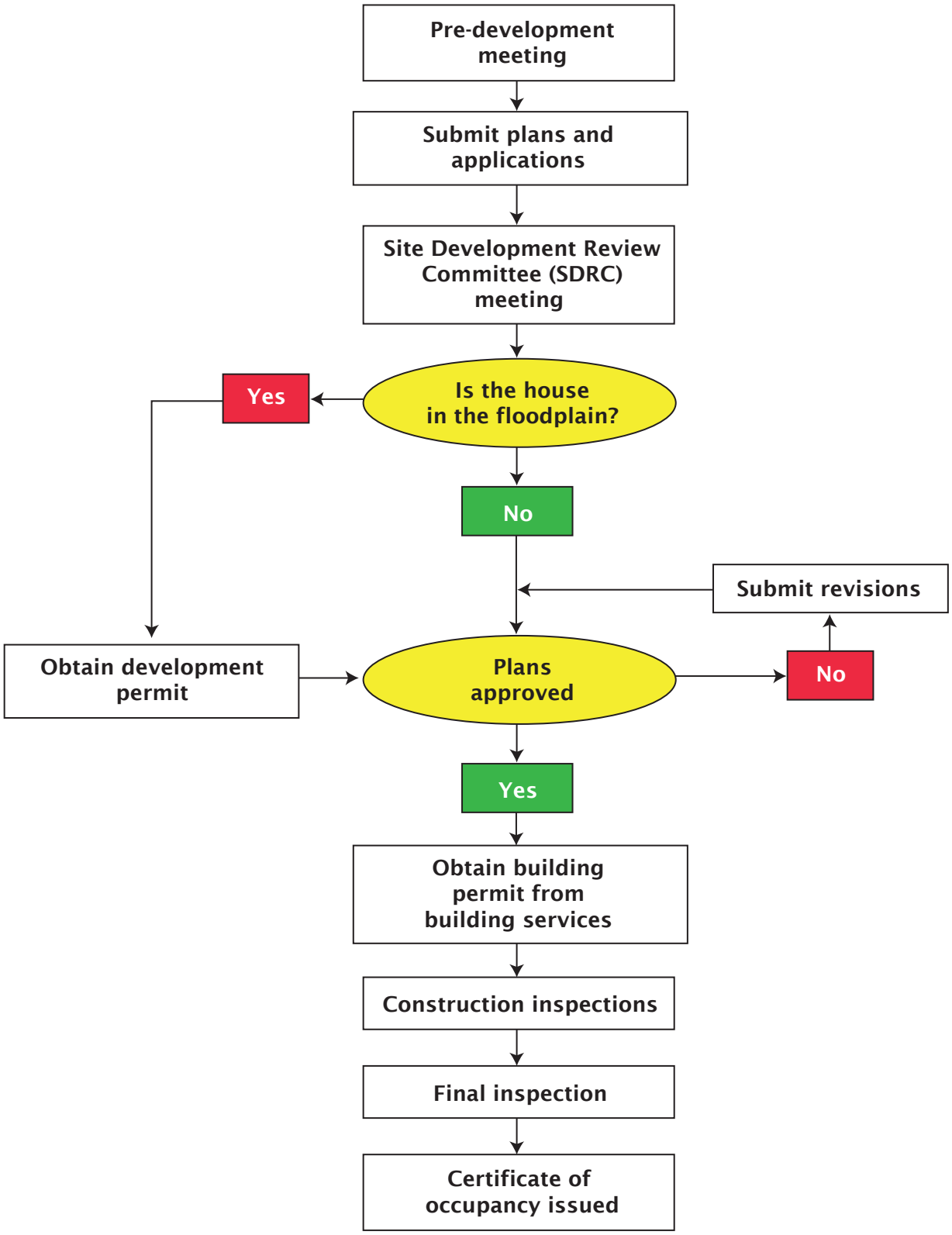
- Permit application
- Two complete sets of construction plans, floor plans need to be to scale and dimensioned.
- Two detailed 8½" x 11" site plans, showing property lines, streets, building setbacks, existing structures, proposed structures, sewer and water tap locations.
- Engineered foundation plan and specifications for post-tension slabs, slabs with piers, or slabs that do not comply with City of Bryan minimum foundation standards.

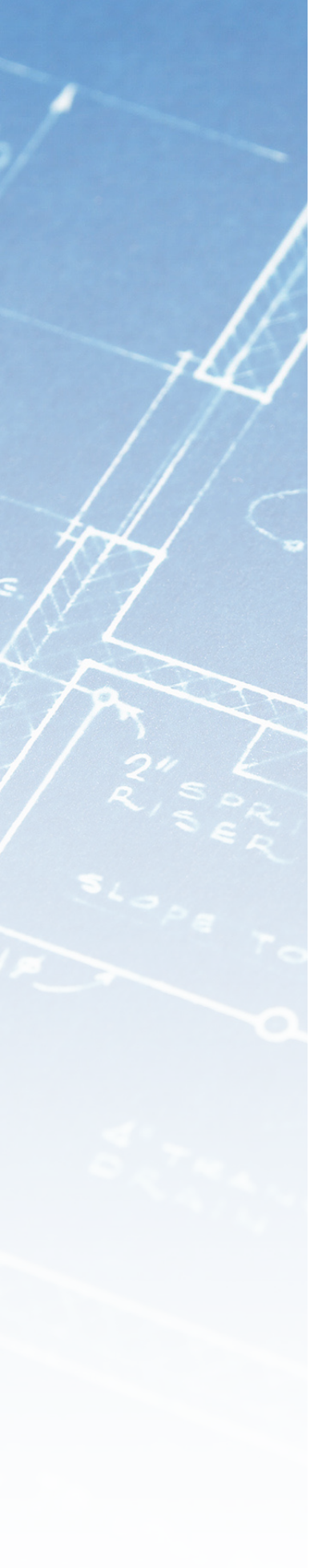
Upon review and approval of the building plans, obtain building permit and begin construction within 180 days.

Call in all inspections at (979) 209-5010; obtain approval or green tag prior to proceeding with work.

Upon successful completion of construction, obtain Certificate of Occupancy

Ch. 6 Residential Building Permit - Process Flowchart





CONGRATULATIONS!

The issuance of a Certificate of Occupancy concludes your development project. We hope that your experience in developing property in the City of Bryan was a pleasant one. As we aim to make developing in the City of Bryan user-friendly, straight-forward and efficient for you, please feel free to forward your comments or suggestions regarding the development process or this guide to the Development Services Department. Your feedback is greatly appreciated.

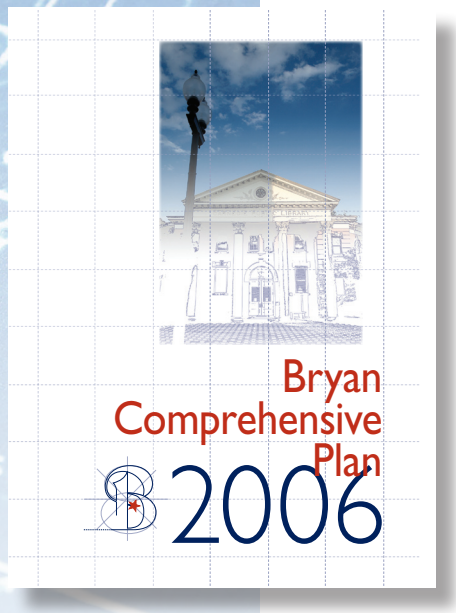
City of Bryan – Development Services
300 S. Texas Avenue
P.O. Box 1000
phone: (979) 209-5030
fax: (979) 209-5035
planningservicesweb@bryantx.gov
www.bryantx.gov

The following chapter highlights miscellaneous development-related issues that may not be applicable to all development projects, but may still be of interest to you.

CHAPTER 7 MISCELLANEOUS DEVELOPMENT-RELATED ISSUES

Long-range plans

The Bryan Comprehensive Plan was most-recently updated in January 2007. The plan was prepared as a guide for Bryan's future physical growth expressed through goals, objectives and policies. It is a decision making tool whereby proposals for land use and infrastructure extension can be evaluated in the context of the City's long-term vision. The plan is also a development strategy that provides a framework for identifying and scheduling essential capital projects constructed by both the private and public sectors. It is a flexible instrument able to be adjusted and amended as future conditions warrant that is readily comprehensible by residents and decision-makers. It is the framework for the establishment of zoning and other land regulatory tools.



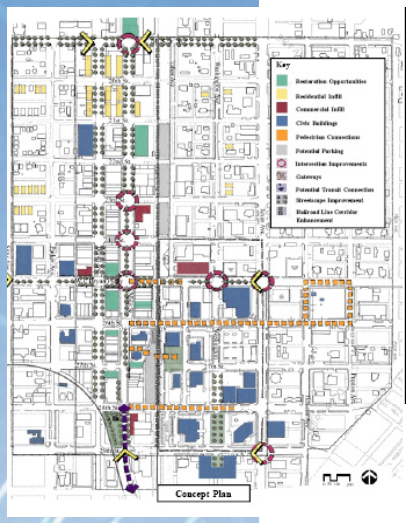
The primary objectives of the Bryan Comprehensive Plan are:

- Manage growth in an orderly manner;
- Minimize conflict between land uses;
- Facilitate public and private development;
- Ensure the efficient delivery of public services;
- Increase the cost-effectiveness of capital improvements; and
- Provide a rational and reasonable basis for making decisions about the community.

The Bryan Comprehensive Plan includes policies and recommendations related to the various physical aspects of the community. These aspects are supported by a set of goals and objectives drawn from the desires and aspirations of the citizens. These goals and objectives are intended to maintain Bryan as an attractive place to live, work and raise a family. Each objective can be implemented by a specific set of action statements set forth in the plan.

The Central Business Corridor Plan is one of the main implementation initiatives of the 1999 Bryan Comprehensive Plan Update and was adopted in August 2001. The urban design component of the Comprehensive Plan created the new designation of Central Business Corridor (CBC) to assign greater importance to Villa Maria Road/ Briarcrest Drive as a major east-west corridor and gateway to the City of Bryan. The CBC also connects the core of Bryan's business community to the main growth areas and resort projects to the east and west. The CBC Plan includes concepts and recommendations regarding land use strategies, streetscape standards, and street name options.

In order to restore the prominence of the historic South College Avenue corridor the City of Bryan initiated a comprehensive development effort that resulted in the adoption of the South College Avenue Corridor Redevelopment Plan in February 2002. The South College Avenue corridor is one of the major gateways into the city, as well a historic link between downtown Bryan and Texas A&M University. The revitalization plan, which was developed with extensive collaboration from the Brazos County Transportation District, local citizens, area professionals, and consultants, set the standard for redevelopment of properties along South College Avenue. The plan makes recommendations regarding urban design, enhancement of public transportation as well as infrastructure improvement and repair. Some of these recommendations have since been realized with the adoption of a South College Corridor Overlay District (see below). The ultimate goal of the plan is to transform South College Avenue into a viable thoroughfare and destination point for the Bryan/College Station community.



Like most historic downtowns, Bryan's downtown area has been impacted in past decades by changing market demands. Our downtown is unique; therefore, it is critical that extraordinary measures be focused towards reviving the greatness of Downtown Bryan that citizens once enjoyed. The Downtown Bryan Master Plan, adopted in September 2001, was a major planning effort built extensively on public input. The plan makes recommendations regarding the following aspects of downtown Bryan: intersection and gateway enhancements, streetscape improvements, restoration and infill opportunities, parking and transit initiatives, economic and marketing strategies and land use. The plan also contains street by street recommendations for downtown building façade improvements.

All of the aforementioned plans may be accessed online at www.bryantx.gov. Please contact Planning staff in the Development Services Department at (979) 209-5030 if you have any questions regarding any long-range plans.

Corridor Overlay Districts

The City of Bryan has established several corridor overlay districts intended to allow greater control over the aesthetic and functional characteristics of development along certain major thoroughfares, which serve as major entry and exit ways for traffic to and from the community. These overlay districts are intended to supplement development standards for existing zoning district classifications assigned to land adjacent to these thoroughfares, with additional and/or more restrictive standards, to enhance the City's image as a desirable place to live, work, and shop.

The West Villa Maria, FM 2818 and FM 158 Corridor Overlay District extends for a distance of two-hundred (200) feet in depth or the depth of the existing abutting lot, whichever is less, adjacent to either side of right-of-way for the following specified thoroughfare segments:

1. West Villa Maria Road between Finfeather Road and State Highway 47;

2. The southwest side of FM 2818 from Villa Maria Road southeast to the city limits; and

3. FM 158 from 200 feet west of its intersection with Villa Maria Road to the city limits at Cole Lane.

The State Highway 47 Corridor Overlay District extends for a distance of five-hundred (500) feet in depth adjacent to either side of right-of-way for State Highway 47 inside the city limits.

The South College Corridor Overlay District includes all land within the boundaries of the SC-B (South College Business) and SC-R (South College Residential) Districts.

Please contact Planning staff in the Development Services Department at (979) 209-5030 if you have any questions regarding corridor overlay districts.

Annexation

From time to time municipalities legally incorporate into their existing city limits a certain amount of land or territory outside their legal boundary. This may be done, for example, to consolidate two governments into one or perhaps to increase property tax revenue for the municipality.

The City of Bryan is a home rule city. Annexation by home rule cities in Texas may be done unilaterally by ordinance of the annexing city government. Texas state law specifies different types of annexation with different procedures.

Standard annexation procedure requires prior adoption of an annexation plan. Adopting an annexation plan initiates a 3-year-long series of formal notifications, hearings, inventories of services and facilities, as well as plans for the extension of those same services and facilities. Within 31 days following the third anniversary of the date the annexation plan is adopted, the annexation of the affected area(s) must be completed by ordinance.

No annexation plan is required in the following circumstances (exemptions):

a. The area contains fewer than 100 separate tracts of land on which one or more residential dwellings are located on each tract.

b. The area will be annexed by petition of more than 50% of real property owners in the area proposed for annexation.

c. The area is or was the subject of an industrial district contract.

d. The municipality determines that annexation of the area is necessary to protect the area from imminent destruction of property or injury to persons, or from a condition that constitutes a public or private nuisance as defined by background principles of nuisance and property law.

e. The area is sparsely occupied, and annexation is requested by petition of area landowners:

   1.) Area must be ½ mile or less in width.
   2.) Area must be contiguous to the annexing municipality.
   3.) Area must be vacant and without residents, or on which fewer than three qualified voters reside.

The following procedures are required for all but the last above-mentioned exemption:

1. Before publication of a notice for the first of two hearings required by item "2" below, a service plan must be prepared for extending municipal services to the area proposed to be annexed.

2. Before any ordinance to annex is even introduced to City Council, the City Council must conduct two public hearings at which persons interested (in the annexation) are given the opportunity to be heard.

3. Such hearings must be conducted on or after the 40th day but before the 20th day before the date that an ordinance (to annex) is introduced to City Council.

4. Annexation of the area must be completed within 90 days after the date that an ordinance (to annex) is introduced to City Council.

Please contact Planning staff in the Development Services Department at (979) 209-5030 if you have any questions regarding annexation.

Historic Preservation (Certificate of Appropriateness)

The City of Bryan has two historic districts, the East Side Historic District and the Downtown Historic District, as well as many individual historic landmarks. The East Side Historic District is generally bounded by East 28th Street, South Ennis Street and South Texas Avenue. The Downtown Historic District is generally bounded by East 24th Street, East 28th Street, as well as Tabor and Parker Avenues.

Properties located within these two districts and designated historic landmarks have special rules to protect their historic value and integrity. Properties within these districts must have approval of a Certificate of Appropriateness by the Historic Landmark Commission in the following circumstances:

- Exterior alteration to an existing structure;
- Construction of a new structure; and
- Demolition or removal of a structure.

The Historic Landmark Commission is a body of seven citizens appointed by City Council to protect the historic resources of the City. Approval of a Certificate of Appropriateness is required before exterior alteration, construction or demolition work can begin. It is important to remember that even minor alterations, for example, building a fence or painting a structure, may require approval from the Historic Landmark Commission. Some properties outside the historic districts may have state or federal designations which require design review from a designated official before exterior alterations are allowed. All COA applications should follow the City of Bryan Design Guidelines for Historic Districts found at www.bryantx.gov

If your property is located in a historic district, is a designated historic landmark or has state or federal protection, please contact Planning staff in the Development Services Department at (979) 209-5030 before you begin any exterior alteration, construction or demolition work. Please also contact Building Services at (979) 209-5010 to inquire about building permit requirements as they may pertain to your development project.

Abandonment (permanent closing) of public streets and/or alleys and release (elimination) of easements

Sometimes development projects, especially in older parts of Bryan, may require the abandonment (permanent closing) of dedicated public streets and/or alleys or the release (elimination) of easements[5]. If you are considering requesting the release of an easement or the abandonment of a street or alley, it is recommended that you contact the Development Services Coordinator at (979) 209-5030 to arrange a pre-development meeting to discuss your proposal with staff.

In general, only Bryan's City Council is authorized to officially abandon all or portions of rights-of-way dedicated for public use. Before a request can be considered by the City Council, it is reviewed by the Planning and Zoning Commission following the Site Development Review Committee's conditional approval. If utilities are located in a right-of-way that is proposed to be abandoned, easements may have to be reserved. Such easements ensure access for repairing and replacing these utilities and help prevent buildings or structures from interfering with access to these utilities.

Submission and processing requirements for public right-of-way abandonments in residential and nonresidential districts are slightly different. Right-of-way abandonments in residential districts require payment of a nonrefundable application fee and submission of the following:

5 For example, public access or utility easements.

Completed right-of-way abandonment application form signed by all abutting property owners concurring with the proposed abandonment;

A drawing showing existing and proposed lot configurations (following preliminary plan/ final plat form and content requirements);

A copy of field notes (prepared by surveyor) of the right-of-way proposed to be abandoned;

A copy of field notes of any easements to be retained by the City (if applicable); and

A copy of each field notes and survey of each parcel to be quitclaimed to individuals (if applicable).

Property owners within 200 feet from the property for which a right-of-way abandonment is requested will receive a letter informing them of the date and time of the public hearings before the Planning and Zoning Commission and City Council. If inclined to approve abandoning a right-of way, City Council will ratify an ordinance authorizing the Mayor to execute a quitclaim deed relinquishing the public's interest in that right-of way, to abutting property owners.

In nonresidential districts, two processes are required to abandon a public right-of-way: approval to abandon the right-of-way (by City Council) and approval of a replat (by the Planning and Zoning Commission) showing the new lot configuration if the abandonment is approved. Right-of-way abandonments in nonresidential districts require payment of a nonrefundable application fee and submission of the following:

Completed right-of-way abandonment application form signed by all abutting property owners concurring with the proposed abandonment;

A drawing showing existing and proposed lot configurations (following preliminary plan/ final plat form and content requirements);

A copy of field notes (prepared by surveyor) of the right-of-way proposed to be abandoned;

A copy of field notes of any easements to be retained by the City (if applicable); and

A copy of each field notes and survey of each parcel to be quitclaimed to individuals (if applicable); AND

A complete application for a replat (see Chapter 4).

Easements that are shown on a subdivision plat can only be eliminated (released) by means of a replat (see Chapter 4). Only Bryan's City Council is authorized to release easements that are not shown on a subdivision plat, i.e., (unplatted) easements that were created by separate legal instrument. The Planning and Zoning Commission reviews requests to release easements that were created by separate legal instrument before the item is forwarded to the City Council for a final decision. Please contact Planning staff or the Development Services Coordinator at (979) 209-5030 if you wish to initiate the release of an unplatted easement.

Use of public rights-of-way (Special Use License)

The City of Bryan may grant a Special Use License for use of public right-of-way. A Special Use License may be granted, for example, for the following activities, improvements, facilities or uses in the public right-of-way:

- Temporary banners placed over streets;
- Supportive or decorative columns, arches or other structural or decorative features; and
- Neighborhood gateway signs and landscaping.

In downtown Bryan, a Special Use License may also be granted for awnings, canopies, marquees, or signs as well as removable chairs or planters (for sidewalk cafes) in the public right-of-way. Special Use Licenses may not be granted for state or federal roadways. Special Use License requests are reviewed and approved by the Site Development Review Committee (SDRC). A license may be revoked at 90 days' notice. An application for a Special Use License requires submission of the following:

Completed Special Use License application form;

Completed hold harmless and indemnification agreement;

A plan of the area for which the Special Use License is being requested, showing all adjacent lots, easements and other improvements in the public right-of-way as well as all proposed improvements;

A letter detailing the request and outlining special circumstances or conditions which may apply to the request; and

A certificate of liability insurance ($250,000.00 for each person, $500,000.00 for each single occurrence for bodily injury or death and $100,000.00 for each single occurrence for injury to or destruction of property).

Please contact Planning staff in the Development Services Department or the Development Services Coordinator at (979) 209-5030 if you have any questions regarding Special Use Licenses. See the Appendix of this guide for more information on the Site Development Review Committee.

APPENDIX

Contact Information

The Development Services Coordinator is your central point of contact for your development-related needs in the City of Bryan. If you have a question related to development and you do not know who to call, the Development Services Coordinator can either find you an answer to your question or get you in touch with a person who can.

Kevin Russell, Interim Development Services Coordinator
City of Bryan – Development Services Department
krussell@bryantx.gov
phone: (979) 209-5030
fax: (979) 209-5035

City of Bryan
P.O. Box 1000
300 S. Texas Avenue
Bryan, Texas 77805
www.bryantx.gov

Development Services Department
phone: (979) 209-5030
fax: (979) 209-5035

Kevin Russell, Director
krussell@bryantx.gov

Paul Kaspar, City Engineer
pkaspar@bryantx.gov

Lindsey Guindi, Assistant Director
lguindi@bryantx.gov

Greg Cox, Chief Building Official
gcox@bryantx.gov

Martin Zimmermann, Planning Administrator
mzimmermann@bryantx.gov

Economic Development Department/Bryan Business Council
Dennis Goehring, Director
bbc@bryantx.gov
phone: (979) 209-5102
fax: (979) 209-5106

Environmental Services Department
Nick Koski, Environmental Compliance Officer
nkoski@bryantx.gov
phone: (979) 209-5900
fax: (979) 209-5959

Fire Services Department
Marc McFeron, Fire Marshal
mmcferon@bryantx.gov
phone: (979) 209-5960
fax: (979) 209-5989

Parks and Recreation Department
Darrell Lovelette, Manager
dlovelette@bryantx.gov
phone: (979) 209-5528
fax: (979) 209-5524

Police Services Department
Lt. Wayland Rawls, Assistant Police Chief
rawlsw@bryantx.gov
phone: (979) 209-5301
fax: (979) 209-5303

Solid Waste Department
Cody Cravatt, Supervisor
ccravatt@bryantx.gov
phone: (979) 209-5934
cell: (979) 820-4676

Transportation and Drainage Department
Dale Picha, Director
dpicha@bryantx.gov
phone: (979) 209-5900
fax: (979) 209-5959

Water Services Department
Jayson Barfknecht, Director
jbarfknecht@bryantx.gov
phone: (979) 209-5900
fax: (979) 209-5959

Brazos County

County Engineer (Road and Bridge Department)
Gary Arnold
garnold@co.brazos.tx.us
phone: (979) 822-2127

Health Department
Don Plitt, Director of Environmental Health Services
201 North Texas Avenue
Bryan, Texas 77803
phone: (979) 361-4440 or (979) 361-4450
fax: (979) 823-2275
www.brazoshealth.org

Texas Department of Transportation – Bryan Area Office
2102 Tabor Road
Bryan, Texas 77803
www.dot.state.tx.us

Karl Nelson
knelson@dot.state.tx.us
(979) 778-6233

Chad Bohne
chad.bohne@txdot.gov

Utility Provider Contact Information

BTU - Bryan Texas Utilities (Electric)
Randy Trimble
rtrimble@btutilities.com
phone: (979) 821-5700
fax: (979) 821-5795

ATMOS Energy Corporation (Natural Gas)
Kimberly Winn
Kimberly.winn@atmosenergy.com
phone: (979) 774-2506
fax: (979) 774-2503

Suddenlink Communications (Cable)
Charles White
phone: (979) 595-2429
fax: (979) 268-0138

Verizon Communications (Telephone)
Brenda Vajdak
Supervisor Network Engineering
phone: (979) 821-4770

Anthony Vitanza
OSP Engineer
Anthony.Vitanza@verizon.com
phone: (979) 821-4754

Joe Young
OSP Engineer
phone: (979) 821-4303

Utility Provider Construction Requirements

BTU - Bryan Texas Utilities (Electric)
Developers are responsible for furnishing and installing all underground conduit for feeders, laterals and services within a subdivision. BTU requires a blanket easement for all new subdivisions before any infrastructure can be installed. Blanked easements will be rescinded once a final plat showing all necessary easements is approved and filed. If existing electric lines are to be removed, please contact BTU Line Design at (979) 821-5770 as soon as possible to start the process. Please contact BTU Line Design at least 45 days prior to needing electrical service to begin the process of bringing power to a site.

ATMOS Energy Corporation (Natural Gas)
Developers are responsible for the installation all natural gas facilities within a development in most cases. All natural gas facilities will be installed within Public Right of Ways or Public Utility Easements. Please contact Kimberly Winn, P.E. at 979-774-2506 or Trey Aston at 979-774-2551 for further information and requirements.

Suddenlink Communications (Cable)
Suddenlink Communications requires that developers place a conduit from a utility easement or public right-of-way to a demarcation location at the building(s) under construction on a site. This conduit should be placed in the same trench with the electrical services and/or telephone line. The conduit usually follows the electrical line. When stubbing up the conduit in the easement or right-of-way, allow a minimum of four (4) feet of clearance around an electrical transformer or turn up next to an electrical pole. At the building, stub up into a mechanical room, telecom room, or next to the building by the electrical meters. The PVC conduit should be at least two inches or larger and all sweeps must be a minimum of 18 inches in radius. Placing conduit during construction will allow less costly and easier access to future building tenants that may want Suddenlink cable or internet services. Please contact Suddenlink at (979) 595-2429 to discuss easements as well as building entrance and demarcation points.

Verizon Communications (Telephone)

Verizon requires utility easements into and throughout subdivisions, to bury telephone lines. Verizon requires that developers place a conduit from a utility easement or public right-of-way to a demarcation location at the building(s) under construction on a site. While there are several options for a demark location, conduit must be places within twenty (20) feet of the power MGN ground. Please contact the Verizon Local Access Design office at (979) 821-4770 to discuss easements as well as building entrance and demarcation points.

Boards, Commissions and Committees

Site Development Review Committee

The Site Development Review Committee (SDRC) regulates the non-residential development of property within the corporate limits of the City of Bryan. All site plans, subdivision plats, Planned Development rezonings as well as Conditional Use Permits and right-of-way abandonment requests must be submitted to the SDRC for review and/or approval. The SDRC is organized to ensure that a proposed development complies with all applicable codes, ordinances and guidelines and can receive the required utility services. The SDRC is composed of representatives from the following City departments and development stakeholders:

Building Services, Engineering Services, Environmental Services, Fire Services, Parks & Recreation, Planning Services, Police Services, Transportation and Drainage, Solid Waste, Water Services, Bryan Texas Utilities (BTU), ATMOS Energy Corporation, Verizon Communications, Brazos County Health Department, Brazos County Road and Bridge Department and the Texas Department of Transportation.

Applications submitted before 12:00 Noon on a Wednesday will be reviewed by Committee representatives by the following Tuesday. On Tuesdays, SDRC representatives are available to discuss issues related to a site plan/development project with applicants in individual appointments coordinated by the Development Services Coordinator. During the appointment, applicants receive a written notification of the Committee's review comments. If you or your representative are unable to attend an appointment, written comments will be mailed, emailed and/or faxed to you. Revisions requiring the Committee's approval follow the same deadline schedule as first time submissions.

If you have any questions regarding the Site Development Review Committee, please contact Kevin Russell, SDRC Chair, at (979) 209-5030.

Planning and Zoning Commission

The Planning and Zoning Commission is a body made up of nine citizens, appointed by the City Council to hear, review and decide development-related issues. The Planning and Zoning Commission is authorized to approve subdivision plats, Conditional Use Permits and certain variances or exceptions from development standards. On all rezonings, ordinance revisions, annexations, right-of-way abandonments and easement releases, the Planning and Zoning Commission makes recommendations before these items are forwarded to the City Council for a final decision.

Planning and Zoning Commission meetings are held on the 1st and 3rd Thursday of the month at 6:00 p.m. in Council Chambers on the first floor of the Municipal Office Building at 300 S. Texas Avenue. Applications for items to be considered by the Planning and Zoning Commission must be received by the Development Department at least twenty-two (22) calendar days prior to the scheduled meeting.

If you have any questions regarding the Planning and Zoning Commission, please contact Planning staff at (979) 209-5030.

City Council

The seven-member City Council consists of a mayor and six Council members, with one councilmember elected at-large and the other five elected from single-member districts. The Mayor and Council members are elected for alternating three-year terms with six-year term limits. The role of the City Council is to enact ordinances and resolutions, adopt regulations, and set policy direction for the conduct of the affairs of the city.

City Council meetings are held on the 2nd and 4th Tuesday of the month at 6:00 p.m. in Council Chambers on the first floor of the Municipal Office Building at 300 S. Texas Avenue. Development Services staff coordinates the scheduling of development-related requests that require consideration by the City Council.

If you have any questions regarding the City Council, please contact the City Secretary's office at (979) 209-5002.

Historic Landmark Commission

The Historic Landmark Commission is a body of seven citizens appointed by City Council to protect the historic resources of the City and preserve the architectural integrity and significance of designated historic landmarks and of properties located in the City's historic districts.

The Historic Landmark Commission meets on an as-needed basis on the 2nd and 4th Wednesday of the month at 5:30 p.m. in Council Chambers on the first floor of the Municipal Office Building at 300 S. Texas Avenue.

If you have any questions regarding the Historic Landmark Commission, please contact Planning staff at (979) 209-5030.

Zoning Board of Adjustment

The Zoning Board of Adjustment is a body of five citizens appointed by City Council to provide relief from the provisions of the Zoning Ordinance where such relief is deemed in the public interest. The Zoning Board of Adjustment is a quasi-judicial body. Appeals of a decision must be directed to a district court, county court, or county court at law.

The Zoning Board of Adjustment meets on an as-needed basis on the 2nd Thursday of the month at 5:30 p.m. in Council Chambers on the first floor of the Municipal Office Building at 300 S. Texas Avenue.

If you have any questions regarding the Zoning Board of Adjustment, please contact Planning staff at (979) 209-5030.

Form and Content Requirements

Site Plans

Site plans submitted to the Site Development Review Committee for review and approval shall be clear and complete an be neither more than 24 inches by 36 inches nor less than 8 ½ inches by 11 inches in size. Site plans shall be drafted at an appropriate engineering scale and must contain the following information:

1) Property lines of the subject site and all adjoining parcels, platted or unplatted; platted and unplatted parcels shall be identified with the legal description and the owner's name;
2) Boundaries of the property with dimensions, and with building setback lines on all sides;
3) Existing and proposed streets, alleys, lots, reservations, public and private easements and areas dedicated to public use; easements shall be labeled as to type and volume and page as applicable; in addition, the site plan shall show all driveways, rights-of-way, and street intersections that are adjacent to or directly across from the subject site;
4) The location and design of all means of vehicular access to and from the site onto public rights-of-way, indicating the location and size of all driveways (including those on the adjacent property and the opposite side of the street), curb return radii, curb cuts and location and size of sidewalks and ambulatory ramps when and where required; for any development abutting frontage roads, all entrance and exit ramps shall be shown on the vicinity map;
5) Location of existing and proposed buildings-number of stories, gross square footage of building; solid line indicating slab location and dashed lines indicating line of roof overhangs; AC unit pads and covered entries; retaining walls, fences, culverts, bridges, roadways, etc.; the structures to be removed or abandoned shall be shown with dotted lines;
6) Location of existing and proposed storm drainage structures, storm sewers, grates, inlets, detention ponds, etc., with pipe sizes, grades and direction of flow and associated drainage easements, if any;
7) Limits of existing flood hazard areas within and adjacent to the property, accurately showing the limits of building encroachments and earth fill within this area, with 100-year water surface elevations and proposed finished floor elevations denoted; for any encroachment of buildings or fill in the flood hazard area, the developer must have previously met the requirements set forth in Bryan Code of Ordinances Chapter 46 (Floods);
8) Location of existing and proposed utilities (water, sanitary sewer, cable television, gas, electric and telephone) with service sizes, tap and meter locations, service types, grades and direction of flow; also, related easements that will accommodate more than one utility shall be shown and described;
9) Location of power poles, guy wires, pad mount transformers, and other major electrical equipment;
10) Location of existing and proposed fire hydrants and the vehicle lay-of-hose distance;
11) Location of existing and proposed contour lines with spot elevations for proposed top-of-curb and parking lot slabs; the City Engineer will determine the extent to which this information will be shown in accordance with Bryan Code of Ordinances Chapter 46 (Floods);
12) Location and screening or other description to indicate control and handling of solid waste; indicate location and size of dumpster pad when dumpster is to be used;

13) The planned use or uses of the site;
14) The location and design of any off-street parking areas, including handicapped parking and loading areas, showing size and location of spaces, bays, isles, ramps and barriers in compliance with city standards and Texas Accessibility Standards; all customer parking areas must be clearly defined on the site plan and must be separate from areas to be used for display;
15) Name of development, legal description of property, north arrow, scale, acreage name and address of record owner and engineer, draftsperson, architect and land planner;
16) Both vicinity map and site plan shall be oriented with parallel north arrows; north arrow shall be oriented generally upward;
17) Zoning designation as determined by the official zoning map;
18) Landscaping plan as required by Land and Site Development Ordinance Article VII.;
19) Address of property as assigned by the Development Services Department,
20) Area designated for placement of debris during construction and wash out area for concrete trucks;
21) Location and pavement type for temporary access for vehicles during construction; see Land and Site Development Ordinance Section 62-296 (Access Standards);
22) Location of all waste water pre-treatment devices and sampling well, as applicable;
23) All existing and proposed signage, including height, square footage, setbacks, and landscaping; and
24) Additional information or engineering data, in such form and content as necessary, to determine that the site plan meets the standards of the City.

Residential Site Plans

Residential site plans submitted to the Building Services Department for approval of a residential (other than multi-family residential) building permit must contain the following information:

1) Date of application;
2) Property street address;
3) Legal description of the property (subdivision, phase, lot, block);
4) Date of manufactured home, if applicable;
5) Zoning of property;
6) North arrow;
7) Scale of drawing (or dimensions);
8) Property lines (with lot dimensions);
9) Adjoining streets and/or alleys;
10) Size, location and type of any easements;
11) Location of utility poles, guy wires, sanitary sewer manholes, public mains, fire hydrants, or any other significant feature or obstructions on the property;
12) Outline of all structures using a dashed line to indicate roof line (label existing or proposed);
13) Area in square feet of all structures;
14) Number of stories on structures;
15) Building setback lines;
16) Location of all paved areas including driveways, curbs, sidewalks, patios;
17) Driveway construction material (asphalt or concrete);
18) Existing and proposed fences (including height and type);
19) Existing creeks, culverts, retaining walls or other drainage features on the property; or adjacent property, which may be affected by construction;

20) And a completed checklist.

Commercial/Multi-Family Residential Building Plans

Building plans submitted to the Building Services Department for approval of a commercial or multi-family residential building permit must contain the following information:

1) Site Plan (approved by the Site Development Review Committee);
2) Proposed General Use;
3) Floor Plans and Elevators;
4) Foundation Design;
5) Structure Design;
6) Mechanical, Plumbing, Electrical Designs, if required; and
7) Architect or Engineer's Seal, if required.

Master Plan

A master plan is required when property is developed in more than one phase, or in areas under common ownership where comprehensive planning issues are identified by City staff. It provides an opportunity for the developer to illustrate his or her proposed plans before the expense of extensive design is incurred. A master plan must depict the following:

1) Proposed land uses.
2) Proposed densities and lots sizes if submitting a master preliminary plan.
3) Proposed zoning.
4) Proposed site drainage.
5) Proposed public infrastructure layout.
6) Proposed public facilities, including but not limited to parks and schools.
7) Impacts on existing utilities and traffic, if requested.

Preliminary Plan

The purpose of a preliminary plan is to establish lot design, utility layout as well as street and intersection design for a proposed subdivision. A preliminary plan must be prepared and sealed by a registered professional land surveyor, engineer, architect, or other professional, as applicable, and plotted on 24 inch x 36 inch sheets at a scale of not less than one inch = 100 feet. A note shall be provided referencing the name of the surveyor and the date of the survey. Preliminary plans must contain the following information:

1) Title block including proposed subdivision name, phase, block and lot numbers, current legal description (or reference thereto), acreage, name and address of property owner, name and address of surveyor, and date of survey;
2) Existing boundary and lot lines with bearings and distances;
3) Adjacent property information including present ownership, legal descriptions (recorded volume and page), and property lines;
4) Vicinity map, drawn at a scale to adequately show the relationship of the property to adjacent areas and identifying features;
5) Scale, north arrow, basis of bearing, and benchmarks (datum) and description.
6) Existing contours at intervals of two feet for grades up to five percent and not more than five feet for grades over five percent;
7) Preliminary drainage information (i.e., detention pond location and approximate size; preliminary size of facilities);
8) Location, size and centerline of all existing and proposed utilities;

9) Drainage structures, 100-year floodplain/floodway, watercourses, railroad, structures, and other physical features on or adjacent to the site;
10) Location of existing and proposed streets, alleys, bikeways, and sidewalks on or adjoining the site; such information shall include name, right-of-way widths, type and width of surfacing;
11) Location, size and purpose of all existing and proposed easements on or adjoining
12) The subject property; any areas reserved or dedicated for public uses;
13) Existing zoning designations and associated building setback lines;
14) Existing conditions such as marshes, wooded areas, buildings and other significant features;
15) Significant features on adjacent properties such as slopes, structures, and power lines;
16) Proposed minimum slab elevation for wastewater service based on city approved datum for lots where a low tolerance exists if known;
17) Index sheet for plans with more than one sheet that shows the entire subdivision drawn to a scale that is clearly legible; and
18) Phasing plan if subdivision is to be constructed in phases.

Final Plat

A final plat is the legal instrument that creates lots, blocks and streets. Final plats are filed with the Brazos County Clerk. A final plat shall be prepared and sealed by a registered professional land surveyor in accordance with the associated preliminary plan. The final plat shall be drawn on 24 inch x 36 inch sheets at a scale of not less than one inch = 100 feet. Final plats must contain the following information:

1) Title block, including proposed subdivision name, phase, block and lot numbers, current legal description, acreage, name and address of present property owner, name and address of surveyor, and date of preparation;
2) Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings and similar data shall be referred. The plat shall be located with respect to a corner of the survey or tract, or an original corner of the original survey of which it is a part;
3) Tract boundary lines, lot lines, and right-of-way lines of streets and easements with accurate dimensions, bearings, and deflection angles, radii and central angles of all curves;
4) All on-site easements and associated off-site easements;
5) Lot corner markers and survey monuments by symbol (tie a primary boundary corner to a city control point);
6) Descriptions by metes and bounds of the subdivision which shall close within accepted land survey standards;
7) Adjacent property information including present ownership, legal descriptions (recorded volume and page), and property lines;
8) Vicinity map, drawn at a scale to adequately show the relationship of the property to adjacent areas and identifying features;
9) Scale and north arrow;
10) Floodplains, floodways, significant drainage structures, railroads, significant structures, other physical features on or adjacent to the site and where applicable centerlines of all watercourses and the high banks of significant watercourses;
11) Street name, right-of-way widths, type and width of surfacing, and recorded volume and page of rights-of-way; note: label all private streets;
12) Number to identify each lot and block and computed acreage of each;
13) Any areas reserved or dedicated for public uses;

14) Proposed minimum slab elevation (based on city approved datum) for areas of low wastewater service tolerances, property in or adjacent to a FEMA special flood hazard area, adjacent to detention facilities or as required by the City Engineer;
15) Certifications as shown in Subdivision Ordinance Section 110-34; and
16) Index sheet for plats with more than one sheet that shows the entire subdivision drawn to a scale of not less than one inch = 500 feet.

Public Infrastructure Improvements

All infrastructure improvements shall meet or exceed city's design criteria and specifications of the B/CS Unified Design Guideline Manual for Water, Sewer, Streets and Drainage available online at www.bcsunited.net. Design and construction documents must bear the seal and signature of a professional engineer licensed in the State of Texas and the engineering firm's name and license number. All submittals shall be in accordance with the design guidelines, including, but not limited to the following:

1) Water. Plan and profile, fire flow/water design report, details, specifications, and a detailed engineering estimate.
2) Sanitary sewer. Plan and profiles, a wastewater design report, details, TCEQ submittal letter, specifications, and a detailed engineering estimate.
3) Streets. Plan and profiles and a detailed engineer's estimate.
4) Stormwater. Plan and profiles of culverts and channels, a grading plan with two foot contours, a drainage report, an erosion control plan, delineated drainage basins, details for all structures, specifications and a detailed engineering estimate.
5) Traffic control. Plan showing appropriate traffic control measures in accordance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD).
6) Sediment/erosion control. A stormwater pollution prevention plan (SWPPP) showing how sediment erosion will be minimized and contained.

Submission Requirements

All development-related applications and submissions should be made to the City of Bryan Development Services Department in offices located on the first floor of the Bryan Municipal Office Building located at 300 S. Texas Avenue, Bryan, Texas 77803. All application forms are available in the offices of the Development Services Department or online at www.bryantx.gov.

Site Plan

The following items are required for the review of site plans for nonresidential or multi-family residential developments:

Completed site plan application form bearing the property owner's signature;

Nonrefundable application fee (see the following section of this Appendix); and

15 copies of the site plan.

Residential Site Plans

The following items are required for review of a site plan for a residential development (other than multi-family residential):

Completed residential site plan application form;

Two complete sets of construction plans, floor plans need to be to scale and dimensioned;

Two detailed 8½" x 11" site plans, showing property lines, streets, building setbacks, existing structures and proposed structures; and

Engineered foundation plan and specifications for post-tension slabs, slabs with piers, or slabs that do not comply with City of Bryan minimum foundation standards.

Rezonings

The following items are required to initiate a request to rezone a property:

Completed rezoning application form bearing the property owner's signature;

Legal (metes-and-bounds) description of the property; and

Nonrefundable application fee (see the following section of this Appendix).

Conditional Use Permits

The following items are required to initiate a request for approval of a Conditional Use Permit:

Completed Conditional Use Permit application form bearing the property owner's signature;

Nonrefundable application fee (see the following section of this Appendix); and

15 copies of the site plan.

Subdivision Plats

The following items are required for all types of subdivision plans and plats:

Completed Plat application form bearing the property owner's signature;

Nonrefundable application fee (see the following section of this Appendix); and

15 copies of the plat or plan document.

When all required infrastructure is constructed and accepted, any outstanding fees, e.g., off-site easement fees or parkland dedication fees must be paid and the following documents must be submitted to the Development Services Department:

A Mylar copy of the approved plat;

An electronic version of the approved plat in dwg, dxf, or dgn format; and

A tax certificate from the Brazos County Appraisal District showing no outstanding taxes being owed on subject acreage 30 days prior to the filing of the plat.

Infrastructure Improvements

Technical specifications and construction details for infrastructure improvements can be found in the B/CS Unified Design Guideline Manual for Water, Sewer, Streets and Drainage online at www.bcsunited.net.

Financial Guarantee of Infrastructure Improvements

If a developer elects (and the City Engineer approves) the filing of a Guarantee of Performance in lieu of completing public infrastructure construction prior to recording of a plat, this can be accomplished by one of the following three methods of posting security:

Unconditional Letter of Guarantee/Letter of Credit from a local bank, local federally insured Savings and Loan Association or other financial institution in a form acceptable to the City and signed by a principal officer of the institution, agreeing to pay to the City of Bryan, on demand, a stipulated sum of money to apply to the estimated costs of installation of all infrastructure improvements. The Letter of Credit shall be dated to expire no less than one year from the recording of the final plat or no less than six (6) months after the anticipated completion of the infrastructure improvements, whichever is later.

Performance Bond submitted with the City by a surety company holding a license to do business in the Sate of Texas, in a form acceptable to the City of Bryan, in an amount equal to the cost of all improvements, valid for a period of not less than one (1) year from the date of acceptance of the infrastructure.

Trust Agreement placed on deposit in a bank or trust company in the name of the City, and acceptable to the City of Bryan, a sum of money equal to the estimated cost of all infrastructure improvements. Selection of the trustee shall be subject to approval by the City and the trust agreement shall be executed in a form acceptable to the City. Periodic withdrawals may be made from the trust account for a progressive payment of installation costs. The amounts of such withdrawals shall be based upon progress work estimates acknowledged by the City. All such withdrawals shall be approved by the trustee.

Use of public rights-of-way (Special Use License)

An application for a Special Use License requires submission of the following:

Completed Special Use License application form;
Completed hold harmless and indemnification agreement;
A plan of the area for which the Special Use License is being requested, showing all adjacent lots, easements and other improvements in the public right-of-way as well as all proposed improvements;
A letter detailing the request and outlining special circumstances or conditions which may apply to the request; and
A certificate of liability insurance ($250,000.00 for each person, $500,000.00 for each single occurrence for bodily injury or death and $100,000.00 for each single occurrence for injury to or destruction of property).

Right-of-way abandonments in residential districts

Right-of-way abandonments in residential districts require payment of a nonrefundable application fee (see below) and submission of the following:

Completed right-of-way abandonment application form signed by all abutting property owners concurring with the proposed abandonment;

A drawing showing existing and proposed lot configurations (following preliminary plan/ final plat form and content requirements – see Appendix);

A copy of field notes of the right-of-way proposed to be abandoned;

A copy of field notes of any easements to be retained by the City (if applicable); and

A copy of each field notes and survey of each parcel to be quitclaimed to individuals (if applicable).

Right-of-way abandonments in nonresidential districts

Right-of-way abandonments in nonresidential districts require payment of a nonrefundable application fee (see below) and submission of the following:

Completed right-of-way abandonment application form signed by all abutting property owners concurring with the proposed abandonment;

A drawing showing existing and proposed lot configurations (following preliminary plan/ final plat form and content requirements – see Appendix);

A copy of field notes of the right-of-way proposed to be abandoned;

A copy of field notes of any easements to be retained by the City (if applicable); and

A copy of each field notes and survey of each parcel to be quitclaimed to individuals (if applicable); AND

A complete application for a replat (see submission requirements for subdivision plats above).

DEVELOPMENT SERVICES - FEE UPDATE

300 South Texas Avenue, Bryan, TX 77801 979-209-5030

EFFECTIVE DATE: OCTOBER 1, 2010

The City Council passed Resolution 3300, a new Fee Schedule for Planning, Building and Engineering on August 10, 2010. Resolution 3300 updates the current fee structure to align the City of Bryan Fees with other communities in the region.. The new Fee Schedule updates only the fees listed below. See previous fee schedules for all other required fees.

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BUILDING		FEE
Driveway Permit		$25.00
Courtesy Inspection		$20.00
Demolition Permits		$75.00
Commercial Permits (see Building Services)		$30 base fee
Residential Permits (see Building Services)		$66.00 / SF
Sign Permit Plan Review Fee		$25.00
Sign Permits (base fee + additional height and area)		$25.00

PLANNING		FEE
Certificate of appropriateness		$30.00
Preliminary Plan		$250.00
Site Plan		$250.00
Master Plan		$150.00
ROW Abandonment		$150.00
Replat*		$300.00
Amending Plat*		$300.00
Final Plat*		$300.00
ROW Encroachment		$150.00
Administrative Appeal		$300.00
Variance / Exception		$300.00
Conditional Use Permit		$400.00
Rezoning		$550.00
Annexation		$0.00
Manufactured Housing Park License		$500 base + $10/lot
**includes Brazos County filing fee*		

ELECTRICAL PERMITS	FEE
Residential	$35.00
Commercial	$35.00
Repair / Alteration	$30.00
Temporary Electrical Poles	$50.00
New Service	$35.00
Manufactured Home / Private Lot	$35.00
Re-inspection	$25.00

MECHANICAL PERMITS	FEE
New Construction	$20.00
Commercial Kitchen Hood	$50.00
Repair / Alteration	$10.00

PLUMBING PERMITS	FEE
Base Fee	$20.00
Fixtures	$4.00
Gas Openings	$5.00
Irrigation Heads	$20.00 Flat Fee
Back Flow Preventers	$20.00 Flat Fee
Yard Gas Line	$5.00
Yard Water Line	$5.00
Yard Sewer Line	$5.00

ENGINEERING	FEE
Public Infrastructure Inspection and Plan Review	.5% infrastructure value
Floodplain Development Permit	$150.00

Development Services
Application

"To assist development and improve the quality of life for the citizens of Bryan."

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Type of application:

- ❑ Rezoning - $550 *(Supplement A)*
- ❑ Variance - $300 *(Supplement B)*
- ❑ ZBA Variance - $300 *(Supplement B)*
- ❑ Exception - $300 *(Supplement C)*
- ❑ Site Plan – $250 *(Supplement D)*
- ❑ Conditional Use Permit - $400 *(Sup. E)*

***If Plat* – Type of plat:**

- ❑ Preliminary Plan - $250
- ❑ Final Plat - $300*
- ❑ Amending Plat - $300*
- ❑ Replat - $300* *(Supplement F)*
- ❑ Master Plan - $150

** includes Brazos County filing fee*

Stormwater:

- ❑ Floodplain Development Permit - $150 *(Supplement G)*
- ❑ Stormwater Quality Compliance

Property Owner Information

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

E-mail Address _____

Applicant Information

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

E-mail Address _____

Agent or Engineer Information

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

E-mail Address _____

Site Information

Address _____

R Number _____

Legal Description _____

Total Acreage _____

Current Use _____

Proposed Use _____

Current Zoning _____

Proposed Zoning _____

Is any of the property in the floodplain? _____ Yes _____ No

Is this property under a conditional use permit? _____ Yes _____ No

Certification

I hereby certify that I am the owner of the above described property for the purposes of this application. I am respectfully requesting processing and approval of the above referenced rezoning request. I agree to comply with the requirements in all applicable codes. I agree to provide all necessary information concerning this request. I certify that I have been informed and understand the regulations regarding this process as specified by City Ordinance.

_____

Owner's Signature Owner's Printed Name

I also hereby authorize the Applicant, Agent, and/or Engineer listed on this application to act on my behalf during the processing and presentation of this request. They shall be the principal contacts with the City in processing this application.

_____

Owner's Signature Owner's Printed Name

_____

Applicant's Signature Applicant's Printed Name

_____

Agent/Engineer's Signature Agent/Engineer's Printed Name

_____

Rezoning
Supplement A

Minimum Requirements:

- ☐ Metes and Bounds description of property
- ☐ If Planned Development required, then include 7 folded copies and a .pdf of the development site plan

Please list the reasons for this rezoning request:

_____

_____

_____

_____

_____

List the changed or changing conditions in the area or City which make this zone change necessary:

_____

_____

_____

_____

_____

Indicate whether or not this zone change is in accordance with the Future Land Use Plan. If it is not, explain why the Plan is incorrect:

_____

_____

_____

_____

_____

List any other reasons to support this zone change:

_____

_____

_____

Variance
Supplement B

The following page should be completed for all variance requests EXCEPT setback variances. Please proceed to the last page if this request is for a setback variance.

Please describe the type of variance being requested:

_____

_____

_____

_____

Are there special circumstances or conditions affecting the land involved such that the strict application of the ordinance would deprive you reasonable use of the land:

_____

_____

_____

_____

Is the variance necessary for the preservation and enjoyment of substantial property rights:

_____

_____

_____

_____

State how the granting of the variance would not be detrimental to the public health, safety, or welfare or injurious to other property in the area:

_____

_____

_____

_____

State how this variance will not affect the orderly development of the subject property and/or land in the vicinity in accordance with City of Bryan Ordinances:

_____

_____

_____

_____

Setback Variance Request

The following page should be completed ONLY for setback variance requests.

Please describe the type of variance being requested:

_____

_____

_____

State how the granting of the variance will not be detrimental to the public health, safety or welfare or materially injurious to properties in the area:

_____

_____

_____

State how the granting of the variance will not be detrimental to the public health, safety or welfare or materially injurious to properties directly abutting the subject property:

_____

_____

_____

State how the hardships and difficulties imposed upon the owner are greater than the benefits to be derived by the general public through compliance with the requirements of the ordinance:

_____

_____

_____

Exception
Supplement C

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The following page should be completed for all exception requests.

Please describe the type of exception being requested:

_____

_____

_____

_____

Are there special circumstances or conditions affecting the land involved such that the strict application of the ordinance would deprive you reasonable use of the land:

_____

_____

_____

_____

Is the exception necessary for the preservation and enjoyment of substantial property rights:

_____

_____

_____

_____

State how the granting of the variance would not be detrimental to the public health, safety, or welfare or injurious to other property in the area:

_____

_____

_____

_____

State how this exception will not affect the orderly development of the subject property and/or land in the vicinity in accordance with City of Bryan Ordinances:

_____

_____

Site Plan
Supplement D

Site plans submitted must show the following items. All drawings shall be to scale, clear and complete to obtain site plan approval.

- The site plan shall not exceed 24 inches by 36 inches nor be less than 8 1/2 inches by 11 inches. The site plan shall be drafted at an appropriate engineering scale.

- Property lines of the subject site and all adjoining parcels, platted or unplatted. Platted and unplatted parcels shall be identified with the legal description and the owner's name.

- Boundaries of the property with dimensions, and with building setback lines on all sides.

- Existing and proposed streets, alleys, lots, reservations, public and private easements and areas dedicated to public use. Easements shall be labeled as to type and volume and page as applicable. In addition, the site plan shall show all driveways, rights-of-way, and street intersections that are adjacent to or directly across from the subject site.

- The location and design of all means of vehicular access to and from the site onto public rights-of-way, indicating the location and size of all driveways (including those on the adjacent property and the opposite side of the street), curb return radii, curb cuts and location and size of sidewalks and ambulatory ramps when and where required. For any development abutting frontage roads, all entrance and exit ramps shall be shown on the vicinity map.

- Location of existing and proposed buildings-number of stories, gross square footage of building; solid line indicating slab location and dashed lines indicating line of roof overhangs; AC unit pads and covered entries; retaining walls, fences, culverts, bridges, roadways, etc. The structures to be removed or abandoned shall be shown with dotted lines.

- Location of existing and proposed storm drainage structures, storm sewers, grates, inlets, detention ponds, etc., with pipe sizes, grades and direction of flow and associated drainage easements, if any.

- Limits of existing flood hazard areas within and adjacent to the property, accurately showing the limits of building encroachments and earth fill within this area, with 100-year water surface elevations and proposed finished floor elevations denoted. For any encroachment of buildings or fill in the flood hazard area, the developer must have previously met the requirements set forth in chapter 46.

- Location of existing and proposed utilities (water, sanitary sewer, cable

television, gas, electric and telephone) with service sizes, tap and meter locations, service types, grades and direction of flow. Also, related easements that will accommodate more than one utility shall be shown and described.

- Location of power poles, guy wires, pad mount transformers, and other major electrical equipment.

- Location of existing and proposed fire hydrants and the vehicle lay-of-hose distance.

- Location of existing and proposed contour lines with spot elevations for proposed top-of-curb and parking lot slabs. The city engineer will determine the extent to which this information will be shown in accordance with chapter 46.

- Location and screening or other description to indicate control and handling of solid waste. Indicate location and size of dumpster pad when dumpster is to be used.

- The planned use or uses of the site.

- The location and design of any off-street parking areas, including handicapped parking and loading areas, showing size and location of spaces, bays, isles, ramps and barriers in compliance with city standards and Texas Accessibility Standards. All customer parking areas must be clearly defined on the site plan and must be separate from areas to be used for display.

- Name of development, legal description of property, north arrow, scale, acreage name and address of record owner and engineer, draftsperson, architect and land planner.

- Both vicinity map and site plan shall be oriented with parallel north arrows. North arrow shall be oriented generally upward.

- Zoning designation as determined by the official zoning map.

- Landscaping plan as required by article VII.

- Address of property as assigned by planning and development services.

- Area designated for placement of debris during construction and wash out area for concrete trucks.

- Location and pavement type for temporary access for vehicles during construction. See section 62-296 access standards.

- Location of all waste water pre-treatment devices and sampling well, as applicable.
- All existing and proposed signage, including height, square footage, setbacks, and landscaping.

- Additional information or engineering data, in such form and content as necessary, to determine that the site plan meets the standards of the city.

Conditional Use Permit

Supplement E

Minimum Requirements:

- ❑ 15 Folded copies of Site Plan

Please list the reasons for this conditional use permit request:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Replat
Supplement F

Minimum Requirements:

- 15 folded copies within the City and 20 copies for the ETJ

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Certification Regarding Deed Restrictions (Replats Only)

I (We) hereby represent and certify further that (check one):

_____ There are no deed restriction which affect the above described property or Subdivision as addressed in Chapter 212.015(a)(2), as amended, of the Texas Local Government Code.

_____ There are deed restrictions which affect the above described property or Subdivision and such restrictions do limit the use of any or all lots, tracts, or parcels there in to residential use not to exceed two residential units per said lot, tract, or parcel in such property subdivision.

I (We) understand that this certificate is to be part of the official public records used in connection with the filing of a replat of the above described property.

I (We) hereby certify that the foregoing is true and correct.

_____ _____
Signature of Owner(s) Signature of Owner(s)

_____
Date

STATE OF TEXAS:
COUNTY OF BRAZOS:

Sworn to and subscribed before me this _____ day of _____200____.

_____
Notary Public

Floodplain Development Permit

Supplement G

Permit No_____

Watershed _____

Is the proposed work within a Regulatory Floodplain? Yes No

Is the proposed work within a Regulatory Floodway? Yes No

Does the proposed work alter an existing creek or channel? Yes No

Does the proposed work impact the Waters of the U.S.? Yes No

Summary of the proposed work:

_____

_____

_____

_____

Owner Certification:

I _____, as the owner of the property named in this application, acknowledge and affirm that:

1. The referenced site plan and supporting documents complies with the requirements of Ordinance No. 1887, and

2. It is the responsibility of the owner, themselves or through consultants, to identify all utilities on or adjacent to the site, and to notify each utility and the Engineering Services Division of the proposed work prior to submitting this application or making any significant changes in the scope or effect of the work covered by this application, and

3. The granting of a permit covering any floodway encroachment obligates the owner to supply all supporting documentation, fees and engineering studies necessary to obtain an approved Letter of Map Revision from the Federal Emergency Management Administration, and

4. For and in consideration of the approval of this application, the proposed alterations or associated development shall be in accordance with the plans and specifications as approved by the City of Bryan (hereby made a part of this application) and as delineated on the approved permit. All development approved by this permit is subject to the inspection of the Engineering Services Division of the City to verify compliance with the terms and conditions of this permit.

_____

Owner Date

Non-Residential Flood proofing Certification

I, _____, certify that all non-residential structures associated with this permit shall meet the flood-proofing requirements of Section 46-41 and 46-43(3) of Ordinance 1887 and shall submit and receive approval by the City Floodplain Administrator and City Building Official of a technical report proving post-construction compliance prior to receipt of a Certificate of Occupancy.

_____

Architect/Engineer License No. Date

Non-Residential Minimum Elevation Certification

I, _____, certify that the lowest finished floor level, including any basement, of all non-residential structures associated with this permit will be elevated a minimum of one foot above the base flood elevation as confirmed by an elevation certificate prepared on the current FEMA standard form is provided to and approved by the City Floodplain Administrator.

_____

Architect/Engineer License No. Date

Residential Development Certification (does not include manufactured homes)

I, _____, certify that all residential structures associated with this permit shall be constructed such that the lowest finished floor, including any basement, will be elevated a minimum of one foot above the base flood elevation as confirmed by an elevation certificate prepared on the current FEMA standard form is provided to and approved by the City Floodplain Administrator.

_____

Architect/Engineer License No. Date

Manufactured Home Certification

I, _____, certify that the manufactured home covered by this permit meets the Flood Hazard Reduction requirements of Sections 46-41 and 46-43(5) of Ordinance 1887.

_____

Architect/Engineer License No. Date

Floodplain Encroachment Certification (for all work within Regulatory Floodplain)

I, _____, certify that all alterations and development covered by this permit shall not diminish the flood carrying capacity of the waterway adjoining or crossing this site, and that such alterations and developments are consistent with the requirements of Section 46-44 of Ordinance 1887 regarding Floodways encroachment restrictions.

_____

Engineer License No. Date

Infrastructure Protection Certification

I, _____, certify that all public and private infrastructure and service systems provided as part of the development covered by this permit shall meet the Flood Hazard Reduction requirements of Section 46-41 of Ordinance 1887.

_____

Engineer License No. Date

Substantial Improvement Certification

I, _____, certify that the additions, improvements and/or alterations covered by this permit DO or DO NOT (Select one) constitute "substantial improvements" as defined in Section 46-15 of Ordinance 1887.

_____

Architect/Engineer License No. Date

Approval Conditions : The following special conditions or comments are hereby made a part of permit approval:

_____

_____

_____

Approved by:

_____

Floodplain Administrator Date