



## Fence Permit Help Sheet & Forms

- 1.) Permit Application -Completed
- 2.) Copy of Survey Required
- 3.) Memorial Village Water -Approval
- 4.) Home Owner Affidavit Form- Completed & Notarized
- 5.) If Home Owner Association Applies, Must have HOA Approval
- 6.) Corner Lot Form- Competed
- 7.) Person Responsible for Construction Job Site Form Completed
- 8.) City of Piney Point Work Hours Form –Completed
- 9.) Must Provide Fence Detail for each for example (Cedar, Iron)
- 10.) Specify Fence Square feet for each
- 11.) For a Solid Stucco Fence or Retaining Wall (Engineering Approval Required)
- 12.) Show Fence Gate Details (Latch Heights, Swing in or Out) details
- 13.) Area Calculation Form Required for Solid Fence (Columns and Walls)
- 14.) Drainage Plan Required for Retaining Wall of Brick Fencing
- 15.) **(New)** for all new fence applications a neighbor letter to all neighbors on all sides of the new or replacement fence is required. Must be submitted to the city in an envelope and proper postage must be attached. The neighbor letters must be unsealed. Neighbor letter will be mailed by the city.
- 16.) It is the responsibility of the owner of the property and the fence contractor to work with all neighbors and to properly communicate of the fence construction and make sure all residents are aware of the new or replacement fence being constructed.
- 17.) **(New)** Applicant must complete the shared or non-shared fence letter.

**Helpful Tips; All fences must be within the property line. A fence post hole inspection and a fence final is required for completion of a fence. If installing a pool, all fencing must comply with the pool barrier codes. No fence signage is required on fences. Fencing on a corner lot must be iron and not exceed six foot. Please refer to City Ordinances and regulations. Chapter 74, Piney Point Code of Ordinances, Section 245. Supplementary district regulation. (i) Fences, front yard thru (5) Replacement of nonconforming fences. A fence permit is required before demolition of the old fence. All old fence debris must be removed from the property. Please make sure you call 811 before you dig. At the time of inspections, all fence holes must be completed and you must run a string line. For partial inspections, extra permit fees apply. When construction a fence the fence post holes specification must be: for a 6 'fence, 8 "inch wide hole and 2 'deep. For a 7' fence, 8" inch hole and 30 inches deep which is 2.5 '. For an 8' fence, 8" inch hole and 36" deep which is 3'. Inspections are done Monday thru Fridays**

**Codes to be used; IRC 2012**

**Plan Examiners; Jason Bienek and Cary Moran City Forester.**

**Updated: 06/16/2020 AraDoc**

The City of Piney Point Village  
7676 Woodway, Suite 300, Houston, TX 77063  
Telephone: 713.782.1757 Fax: 713.782.3178

## PERMIT APPLICATION REQUEST

### PROPERTY OWNER INFORMATION

DATE: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MOBIL: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### CONTRACTOR INFORMATION

CONTRACTOR COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ STATE LICENSE# \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MOBIL: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TOTAL COST OF IMPROVEMENTS:\$ \_\_\_\_\_

### TYPE OF PERMIT

NEW RESIDENCE:	SWIMMING POOL	ACCESSORY STRUCTURE:
PLUMBING:	FENCE:	FIRE SPRINKLER:
ELECTRICAL:	CULVERTS:	IRRIGATION SPRINKLER:
HVAC:	DRAINAGE:	DRIVEWAY/FLATWORK:
ADDITION:	REMODEL:	ROOF:
GENERATOR:	DECKING:	OTHER:

### JOB DISCRPTION/DETAIL SCOPE OF WORK

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**NOTE:** No use of any building is permitted without a Certificate of Occupancy, including the storage of any items. Use of building prior to issuance of a Certificate of Occupancy will require the gas and electric to be terminated. Not to exclude other penalties. The City of Piney Point Village has the right to include the current resident/home owner in every aspect of the building permitting process.

THE UNDERSIGNED, IN ACCORDANCE WITH PROVISIONS OF THE BUILDING AND ZONING ORDINANCES OF THE CITY OF PINEY POINT VILLAGE, HEREBY APPLIES FOR THE PERMIT DESCRIBED HERIN. APPLICANT HERBY CERTIFIES THAT ALL PROVISIONS OF BUILDING LAWS AND ORDINANCES WILL BE COMPLIEDWITH AND THAT ALL STATEMETS MADE HEREIN ARE TRUE AND CORRECT.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINT NAME OF APPLICANT

I ACKNOWLEDGE THAT I HAVE RECEIVED AND REVIEWED ALL OF THE FORMS AND DOCUMENTS LOCATED IN THE BUILDERS HANDBOOK FOR CONSTRUCTION.

*(not required)*  
\_\_\_\_\_  
SIGNATURE OF HOMEOWNER

\_\_\_\_\_  
PRINT NAME OF HOMEOWNER

# Area Calculations Form

**Property Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Type of Permit:** \_\_\_\_\_

**Area of Lot:** \_\_\_\_\_ **Square Footage:** \_\_\_\_\_

## Lot Coverage Calculations

	Existing Area	Proposed Area	Total Area
<b>Main Structure (Total Covered Area)</b>			
<b>Accessory Structure</b>			
<b>Driveways, Walkways &amp; Sidewalks</b>			
<b>Pool and Pool Decking</b>			
<b>Total Lot Coverage</b>			

**Percent of Lot Coverage by Main Structure:**

<b>Area of Main Structure/ (divided by)</b>	<b>Area of Lot      =</b>	<b>30% Max Coverage</b>

**Percent of Lot Coverage by Main Structure:**

<b>Total Lot Coverage/ (divided by)</b>	<b>Area of Lot      =</b>	<b>50% Max. Coverage</b>

**Reference, City of Piney Point Code of Ordinances, Chapter 74- Section, 244. Regulations. (g)**

The undersigned, in accordance with the provisions of the Zoning Ordinance of the City of Piney Point Village, hereby certifies that all statements made herein are true and correct.

**Signature of Property Owner and/or Applicant:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_



**CITY OF PINEY POINT VILLAGE -  
CORNER LOT FENCE SUPPLEMENT**

HOMEOWNER \_\_\_\_\_ ADDRESS \_\_\_\_\_

YES \_\_\_ NO \_\_\_ IS THE LOT A CORNER LOT?

YES \_\_\_ NO \_\_\_ IS THE LOT A CORNER LOT ADJACENT TO A FOUR  
LANE ESPLANADE STREET?

YES \_\_\_ NO \_\_\_ DOES THE CORNER LOT HAVE AN EXISTING FENCE?

YES \_\_\_ NO \_\_\_ IS THE EXISTING FENCE MADE OF WOOD  
CONSTRUCTION?

YES \_\_\_ NO \_\_\_ WAS THE EXISTING FENCE CONSTRUCTED WHEN THE  
HOUSE WAS BUILT?

YES \_\_\_ NO \_\_\_ IS THE PROPOSED FENCE ADJACENT TO THE STREET  
BUILT USING THE SAME LIKE MATERIAL AS THE  
EXISTING FENCE IN THE SAME LOCATION (NOT  
EXTENDING FENCE)?

YES \_\_\_ NO \_\_\_ IS THE PROPOSED FENCE ADJACENT TO THE STREET  
MAXIMUM SIX FEET IN HEIGHT?

YES \_\_\_ NO \_\_\_ IS THE PROPOSED FENCE BEING CONSTRUCTED WITH  
THE CONSTRUCTION OF A NEW HOUSE?

YES \_\_\_ NO \_\_\_ DOES THE FENCE ADJACENT TO THE STREET MEET  
THE 80% OPEN AREA 20% SOLID REQUIREMENT?

YES \_\_\_ NO \_\_\_ IS YOUR SUBMITTED SURVEY CURRENT?

THE UNDERSIGNED APPLICANT HEREBY CERTIFIES THAT ALL PROVISIONS  
OF BUILDING LAWS AND ORDINANCES WILL BE COMPLIED WITH AND  
THAT ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.

\_\_\_\_\_  
SIGNATURE OF APPLICANT AND COMPANY DATE

\_\_\_\_\_  
PRINT NAME OF APPLICANT AND COMPANY



## Builder Responsible for Construction Correspondence:

Date: \_\_\_\_\_

Permit Number: P# \_\_\_\_\_

Property Address: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_

Title: \_\_\_\_\_  
Example: superintendent

Contact Phone Numbers: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Home: \_\_\_\_\_

e-mail: \_\_\_\_\_

Estimated build out time: \_\_\_\_\_

If any of this information changes or you are no longer in charge of the property as indicated above please contact the city of the update and/or change. The City of Piney Point Village can contact the current owner of the property for example the property owner to discuss any construction activity while the building is still under a permit and all final inspections have not been finalized with the city.

*Annette R. Arriaga*

Building Official  
Official Form Date 10.18.07





## **Important Contractor Notification &**

### **Acknowledgement!**

**No Work On Sundays!!**

#### **Sec. 10-1. Time limitations on building activities.**

(a) It shall be unlawful for any person to cause, permit or perform any construction, renovation, alteration, repair or demolition of any building or structure, or any excavation related thereto, within the city, except between the hours of 7:00 a.m. and 7:00 p.m. on Mondays through Fridays, and between the hours of 8:00 a.m. and 6:00 p.m. on Saturdays.

(b) The provisions of subsection (a) shall not apply to any construction, renovation, alteration, repair, demolition or related excavation for which a city permit is not required, or to any such work performed within an enclosed building or structure and for which the noise therefrom is inaudible from all adjacent properties.

(c) The city building official is hereby authorized and directed to issue stop work orders as are necessary to assure compliance with the provisions of this section.

(d) Any person who shall violate any provision of this section shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined as prescribed in section 1-11.

(Ord. No. 777, §§ 2--5, 8-22-94)

**Cross references: Environment, ch. 26.**

#### **Sec. 10-5. Penalty.**

Any person who shall violate or cause to be violated any provision of this chapter or who shall fail to comply herewith, or with any of the requirements hereof, or who shall erect, construct, alter, repair, move or demolish any structure, or who shall have erected, constructed, altered, repaired, moved or demolished a building or structure in violation of a detailed statement or drawing submitted and approved hereunder shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined as provided in section 1-11.

(Ord. No. 875, § 2, 11-26-01; Ord. No. 884, § 1, 6-24-02)

I have read all of the contractor work hours for the City of Piney Point Village & acknowledge the required work hours and violations. I am aware that no work shall be performed on Sundays for projects that are currently under construction.

Date: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Print name of applicant: \_\_\_\_\_

Project address: \_\_\_\_\_

Project type: \_\_\_\_\_

**CITY OF PINEY POINT VILLAGE  
NEW CONSTRUCTION PERMITS  
TREE DISPOSITION PLAN**

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

SQ FT of Property: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

The following items must be attached:

\_\_\_\_ Trees Removed YES \_\_\_\_ NO \_\_\_\_

\_\_\_\_ Tree Survey (signed by a Certified Forester)  
    Specie, Trees 3"> DBH  
    Narrative/Report on Trees  
    i.e. removals, replacements, treatments  
\_\_\_\_ Proposed Site Plan

Project: (Please circle one of the following)

New Single Family Dwelling    Remodel/Addition    Pool  
Garage    Demolition    Tree Removal    Other *fence*

I hereby certify that I have completed the above information to the best of my ability.  
I understand that any information submitted in error will result in  
Tree Disposition Plans and Surveys being returned and an additional re-checking  
fee being assessed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_ Title \_\_\_\_\_

City Forester \_\_\_\_\_ Date \_\_\_\_\_

**NO OTHER TREE REMOVALS WITHOUT REVISED TDP AND CITY APPROVAL**



**MEMORIAL VILLAGES WATER AUTHORITY**  
 8955 GAYLORD DRIVE, HOUSTON, TEXAS 77024-2903  
 PH: 713-465-8318 FAX: 713-465-8387

**APPLICATION FOR CONSTRUCTION PROJECT APPROVAL**

(TYPE OR PRINT) Incomplete or illegible applications may be delayed in processing.

Date: \_\_\_\_\_

PROJECT LOCATION

APPLICANTS NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

RETURN ADDRESS: \_\_\_\_\_ CITY OF: Hedwig – Hunters Creek – Piney Point  
 (If different than project address)

City, State, Zip: \_\_\_\_\_ SIGN: \_\_\_\_\_

(HM) \_\_\_\_\_ (Ofc) \_\_\_\_\_ (Cell) \_\_\_\_\_

**THIS APPLICATION IS FOR:** (check all that apply)

- Fence Construction (Submit plans)
- Driveway/sidewalk (Submit plans)
- Drainage Plan (Submit plans)
- Other - Describe: \_\_\_\_\_  
 (Submit construction plans if applicable)

COMMENTS: \_\_\_\_\_

**NOTE:** ALL PLANS SHALL SHOW LOCATION OF EXITING WATER METER(S), SANITARY SEWER CLEANOUTS, MANHOLES, FIRE HYDRANTS, WATER VALVES and EASEMENTS.

**MVWA ACTION TAKEN**

APPROVED  APPROVED as noted  RE-SUBMIT as noted  DENIED as noted

- Fence Construction - \_\_\_\_\_
- Driveway/sidewalk - \_\_\_\_\_
- Drainage Plan - \_\_\_\_\_
- Other - \_\_\_\_\_

Acknowledgement by Owner/Representative

MVWA Official

Print Name, Initial & Date \_\_\_\_\_

\_\_\_\_\_



# City of Piney Point Village

7676 WOODWAY DR., SUITE 300  
HOUSTON, TX 77063-1523

TELEPHONE (713) 782-0271  
FAX (713) 782-0281

## CITY OF PINEY POINT VILLAGE

### SHARED FENCE LETTER

DATE: \_\_\_\_\_

Property Address: \_\_\_\_\_

Shared Property Address: \_\_\_\_\_

I \_\_\_\_\_ understand, acknowledge and agree that the fence that I am installing will be a shared fence with my neighbor at \_\_\_\_\_ and the shared fence that I am installing will be on the property line including concrete, and concrete post holes.

### ACKNOWLEDGEMENT:

Signature of Fence Contractor: \_\_\_\_\_

Signature of Property Owner/Resident: \_\_\_\_\_

Signature of Shared Fence Owner/Resident: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_



# City of Piney Point Village

7676 WOODWAY DR., SUITE 300  
HOUSTON, TX 77063-1523

TELEPHONE (713) 782-0271  
FAX (713) 782-0281

## CITY OF PINEY POINT VILLAGE

### NON-SHARED FENCE LETTER

DATE: \_\_\_\_\_

Property Address: \_\_\_\_\_

I \_\_\_\_\_ understand, acknowledge and agree that the fence that I am installing will only be inside the property line including concrete, and concrete post holes. And in addition we will be leave the existing fence on the property line as is.

### ACKNOWLEDGEMENT:

Signature of Fence Contractor: \_\_\_\_\_

Signature of Property Owner/Resident: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_