



Flatwork, Decking & Driveway

**** All Forms Listed Must Be Completed Fully.**

1. Permit Application
2. Copy of the Survey
3. Must Show All Proposed Setbacks
4. Home Owner Affidavit Form
5. Home Owner Association Approval (if applicable)
6. Area Calculation Form
7. Memorial Village Water Authority Approval
8. Person Responsible for Job Site Form
9. Authorized Work Hours Form
10. List all Steel Detail and Concrete Specifications
11. Approach and Curb Cut Details (if applicable)
12. Provide Where Driveway Meets Garage Detail and Garage Foundation Lip Elevations (may be required)
13. Must Submit 4 Copies of Drainage Plans (if applicable)
14. Tree Disposition Form (if trees are to be removed) Must follow Tree Ordinance
15. See New Fee Schedule (Effective 04.26.2021)
16. All applications are to be **dropped-off** to the city.

Helpful Notes:

- Driveway and flatwork permits require plan review by the plan examiner and City Forester.
- All driveways are to be 3 feet from the property line.
- Temporary tree protection fencing may be required or modified if it is a new construction project.
- Drainage may be required. Driveways are to be designed in conjunction with the city's most recent approved drainage plan.

- Please review the city's drainage ordinance.
- All driveways are to be designed to meet the most current drainage rule.
- Per the city's ordinance, in the rear 1/3 of the property the driveway/flatwork must be 10' off the side and rear property line.
- Clean outs cannot be covered by any concrete.
- A driveway steel and a driveway final are required for this permit.
- Indicate if additional partial inspections will be required.
- All flatwork, brick pavers and concrete surfaces are counted into your lot coverage calculations.
- If it is a new construction project and drainage was previously approved, you will need to attach a copy of the city approved drainage plan to your proposed driveway plan.
- Both the proposed driveway and drainage plan must match.
- By enlarging or changing the configurations of the driveway, it may require you to revise your original drainage plan.
- No field changes are allowed other than the city stamped plan.
- Call 811 before scheduled digging.

Plan Examiners

- Kimberly Perez – Intake
- Annette Arriaga – City Building Official
- Jason Bienek – Plan Examiner
- Cary Moran – City Forester



Building, Planning & Development Department
PERMITS AND INSPECTIONS DIVISION
 7676 Woodway Dr, Suite 300
 Houston, Texas 77063
 Phone: (713) 782-1757 / Fax: (713) 782-3178
 bldgofficial@pineypt.org

FOR OFFICE USE ONLY	
P#	_____
PERMIT FEE:	_____
INSPECTION FEE:	_____
GRAND TOTAL:	_____

PERMIT APPLICATION REQUEST

(ALL INFORMATION IS REQUIRED)

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: _____

PHONE NUMBER: _____ MOBIL: _____

FAX NUMBER: _____ E-MAIL: _____

TOTAL COST OF IMPROVEMENTS: \$ _____

TYPE OF PERMIT

- | | | |
|--|---|--|
| <input type="checkbox"/> ACCESSORY STRUCTURE | <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> NEW SINGLE FAMILY |
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> FENCE | <input type="checkbox"/> PLUMBING |
| <input type="checkbox"/> DECKING | <input type="checkbox"/> FIRE SPRINKLER | <input type="checkbox"/> REMODEL |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> GENERATOR | <input type="checkbox"/> ROOF |
| <input type="checkbox"/> DRAINAGE | <input type="checkbox"/> HVAC | <input type="checkbox"/> SWIMMING POOL |
| <input type="checkbox"/> DRIVEWAY/FLATWORK | <input type="checkbox"/> IRRIGATION SPRINKLER | <input type="checkbox"/> OTHER |

IF OTHER, PLEASE SPECIFY: _____

JOB DESCRIPTION / DETAILED SCOPE OF WORK

(Job description and detailed scope of work is required.)

SIGNATURE OF APPLICANT

PRINT NAME OF APPLICANT

(Signatures are required for all applications.)

SIGNATURE OF HOMEOWNER

PRINT NAME OF HOMEOWNER

(Homeowner signatures are required for all new single-family homes, additions, and renovations.)

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

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 City of Piney Point Village
7676 Woodway Suite #300
Houston, Texas 77063
(713) 782-1757 phone (713) 782-3178 fax

THE STATE OF TEXAS § DEED RESTRICTION AND DEVELOPMENT PLAT
COUNTY OF HARRIS § AFFIDAVIT FOR RESIDENTIAL
§ BUILDING PERMIT

ADDRESS OF PROPERTY: _____

TYPE OF PERMIT: _____

Before me, the undersigned authority, on this day personally appeared _____ (Type or legibly print name of Affiant) who being first duly sworn by me, on her/his oath deposed and said the following:

"This affidavit is given in connection with the application for a building permit that is attached hereto. I am eighteen years or older, and I am of sound mind. I have personal knowledge of the facts set forth in this affidavit including, without limitation, personal knowledge of the title to the real property to which the building permit application appertains, of the plans and specifications for the work to be performed under the building permit, if issued, and of the intended use of the improvements to be constructed thereunder.

(a) (Each Affiant must initial (1) or (2) as applicable):

- (1) _____ I am owner of the real property to which this building permit application appertains.
(2) _____ I am the duly designated agent of the owner or owners of the real property to which this building permit application appertains, and I have been expressly authorized by the owner or owners to make this affidavit on their behalf.

(b) (Each Affiant must initial this term):

_____ The building permit application to which this affidavit appertains is for the repair, remodeling or construction of a single family detached residence or auxiliary structure thereto (e.g., a garage) that is designed and intended for single family residential use exclusively.

(c) As used in this part (c), the term "deed restrictions" means any and every restriction or covenant running with and affecting the use and enjoyment of the land that is contained in or incorporated by reference in a properly recorded plan, plat, re-plat, deed or any other instrument affecting a subdivision or portion thereof inside its boundaries that relates in any manner to the property to which this building permit application appertains. The term shall not include any covenant or restriction that has expired through lapse of time by its own terms without renewal, revival or extension. Additionally, the term shall not include any covenant or restriction to the extent, that it has expressly been declared invalid by final order of a court of competent national origin of persons who may enjoy the use of the property. (If there are no deed restrictions, then the Affiant shall initial item (1) below; if there are deed restrictions then the Affiant must initial and complete item (2) below.)

- (1) _____ I am personally familiar with the title to the real property to which this building permit application appertains, and I swear that this property is not encumbered by any deed restrictions.
(2) _____ I am personally familiar with the title to the real property to which this building application appertains, and I have personal knowledge that this real property is encumbered by deed restrictions, which provide in part as follows:
(3) _____ Nothing on the submitted plans will violate any deed restrictions.

Uses authorized: _____
Setbacks: _____
Front: _____
Side/interior: _____
Minimum/maximum lot size: _____
Number of stories authorized: _____
Back/rear: _____
Side Street: _____
Minimum/minimum house size: _____
Number of structures authorized: _____

Application – Affiant

SWORN TO AND SUBSCRIBED before me, the undersigned authority on this _____ day of _____, 20____, to certify witness my hand and seal of office.

Notary Public in and for the State of TEXAS

Area Calculations Form

Property Address: _____ Date: _____

Type of Permit: _____

Area of Lot: _____ Square Footage: _____

Lot Coverage Calculations

	Existing Area	Proposed Area	Total Area
Main Structure (Total Covered Area)			
Accessory Structure			
Driveways, Walkways & Sidewalks			
Pool and Pool Decking			
Total Lot Coverage			

Percent of Lot Coverage by Main Structure:

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

Percent of Lot Coverage by Main Structure:

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

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: _____



Building, Planning & Development Department
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 bldgofficial@pineypt.org

Tree Disposition Plan
Driveway/Flatwork

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: Driveway/Flatwork**

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.

City Urban Forester – Cary Moran – (832) 952-1136 – cary@pineypt.org

Drainage Acknowledgement

It is understood and acknowledged that any site improvements including driveways, flatwork, landscaping, etc. performed on the property must adhere to the permitted drainage plan. If site improvements do not adhere to the permitted drainage plan, a Certificate of Occupancy will NOT be issued. Prior to issuing a Certificate of Occupancy, it will be required that either the site improvements be revised to adhere to the permitted drainage plan, or the permitted drainage be revised to incorporate site changes, submitted to the City, and receive a letter of no objections. A letter of no objections will not be issued for a revised drainage plan if it does not adhere to the City drainage criteria and the City Code of Ordinances, **no exceptions**.

Additionally, it is understood and acknowledged that all site improvements including driveways, flatwork, landscaping, etc. will comply with Section 34-122 of the City Code of Ordinances that states: “the height to which any point on the lot can be filled, other than the foundation, shall be limited to no more than the amount needed to create a maximum elevation equal to one percent slope from the existing top of curb, edge of road (if no curb exists), existing high bank or property lines from all sides. The calculation only applied to additional fill above the existing ground elevation (pre-construction elevations). In no case shall more than twelve inches of fill be allowed on any lot.”

If such site improvements including driveways, flatwork, landscaping, etc. do not adhere to the City Code of Ordinances, a Certificate of Occupancy will NOT be issued. In the event that the site improvements, including driveways, flatwork, landscaping, etc., are in conflict with the permitted Code of Ordinances, then such site improvements shall be changed to adhere to the Code of Ordinances.

PROPERTY ADDRESS: _____

SIGNATURE OF APPLICANT

PRINT NAME OF APPLICANT

DATE

SIGNATURE OF HOMEOWNER

PRINT NAME OF HOMEOWNER

DATE



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Builder Responsible for Construction Correspondence

Date: _____ Permit Number: _____

Property Address: _____

Responsible Party

Name & Title: _____
First Last Title (Ex: Superintendent)

Contact Phone Numbers: _____
Cell Phone Home

E-Mail: _____

Alternate Contact

Name & Title: _____
First Last Title (Ex: Superintendent)

Contact Phone Numbers: _____
Cell Phone 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 to inform 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. All contact information will be passed on to the city's Code Enforcement Department, 832-849-8446.

Annette R. Arriaga
Building Official



Building, Planning & Development Department
PERMITS AND INSPECTIONS DIVISION
 7676 Woodway Dr, Suite 300
 Houston, Texas 77063
 Phone: (713) 782-1757 / Fax: (713) 782-3178
 bldgofficial@pineypt.org

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 ("building activities"), 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. All building activities are strictly prohibited on Sundays and Holidays. Holidays shall include Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Years Day.

(b) The provisions of subsection (a) shall not apply to any construction, renovation, alteration, repair, demolition or related excavation which is conducted by a governmental entity, or for which a city permit is not required.

(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. [20.02.24.B](#), § 1, 2-24-20)

Cross reference— Environment, [ch. 26](#).

Sec. 10-6. - Penalty for violation of chapter.

Any person who shall violate or cause to be violated any provision of this chapter, including a provision of a code adopted by this chapter, or who shall fail to comply with any of the requirements of this chapter or any code adopted by this chapter, shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished as provided in [section 1-11](#) of the City Code. Each such person shall be deemed guilty of a separate offense for each violation and for each day during which any violation is committed or continued.

(Ord. No. [20.02.24.B](#), § 1, 2-24-20)

I have read all of the contractor work hours for the City of Piney Point Village and 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: _____

Print Name of Applicant: _____

Signature of Applicant: _____

Project Address: _____

Project Type: _____



MEMORIAL VILLAGES WATER AUTHORITY

8955 GAYLORD DRIVE, HOUSTON, TEXAS 77024-2903

PH: 713-465-8318 Email: Info@MVWA.ORG 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.

DO NOT WRITE BELOW THIS LINE

DO NOT WRITE BELOW THIS LINE

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 (at the time form is picked up)



City of Piney Point Village

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

TELEPHONE (713) 782-0271
FAX (713) 782-0821

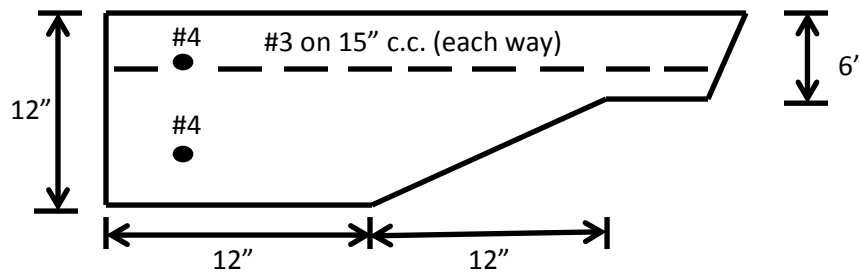
Driveway and Approach Specifications -Concrete-

Concrete driveways shall be a minimum of five (5) inches of 3,000 psi concrete, reinforced with #3 rebar on 15" centers each way, set on chairs at 48" centers each way.

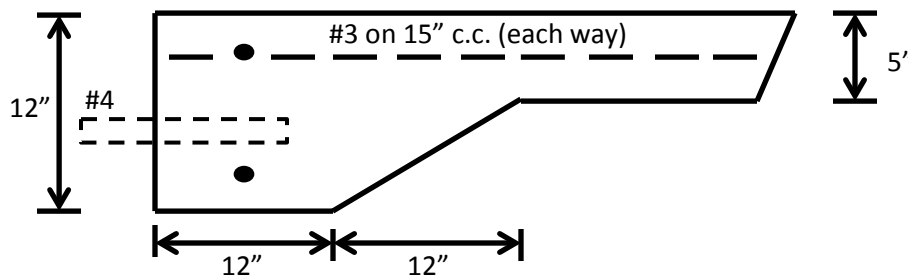
- 3 ft. from the property line
- In rear, 1/3 of property must be 10 ft. away from rear yard

Install one (1) inch expansion joints for depth of concrete at twenty feet (20') maximum centers, with a 4# dowels x 12" with plastic sleeve on one end at 24" centers.

The Approach from the street to the property line shall be a minimum of six (6) inches, 3,000 psi concrete, reinforced as show in item #1. Provide a minimum of 12" x 12" beam at connection to street, with additional #4 rebar top and bottom of beam.



Where the driveway meets the garage slab, install #4 dowels by 24" with plastic sleeve on one end of dowel on 24" centers and additional #4 bar top and bottom of beam.



NOTE: Welded wire mesh shall only be permitted in sidewalk construction. The addition of poly mesh is acceptable in lieu of reinforcing of sidewalks.

- Flexible Base Payment (for asphalt and paver surfacing)

A minimum of six (6) inches of flexible base or equivalent of base and asphalt surfacing. At the garage and the approach to the street, the edges shall be thickened to a minimum of 15"x15".

In the ROW (between property line and street) the base shall be a minimum of eight (8) inches of flexible base with 2" of Hot Mix Asphaltic Concrete surfacing.+

Sec. 74-244. - Regulations.

(g) *Building area.* The building area, exclusive of driveways and uncovered walkways, shall not exceed 30 percent of the lot area, exclusive of roadway easements; and the building area, inclusive of all structures (including driveways, tennis or other play courts, uncovered walkways, all other structures and impervious surfaces), shall not exceed 50 percent of the lot area.

(h) *Impervious surface* shall be any material applied to the surface of land which does not permit the natural infiltration or passage of water into the ground.

(i) *Overhang into yard space.* No balcony, porch or eave of any kind may extend into or over any required yard or building line a distance of more than 36 inches.

Sec. 74-24. - Supplementary district regulations.

(a) *Visibility at intersections.* On a corner lot vegetation shall not be planted or allowed to grow in such a manner as to impede vision between a height of three feet and ten feet above the center line grades of the intersecting streets in the area bounded by the street lines on the corner lots and a line joining points along the street lines 30 feet from the point of the intersection.

(b) *Driveways, walkways and sidewalks.* Notwithstanding any other provision of this chapter, driveways, walkways and sidewalks are permitted in or along the edge of any required yard. However, no driveway or sidewalk shall be permitted within ten feet of the side and rear lot lines if such driveways or sidewalks are located in the rear third of the lot.

(c) *Structures to have access.* Every building shall be on a lot adjacent to a public street or an approved private street, and all structures shall be so located on a lot so as to provide safe and convenient access for servicing, emergency and fire protection.

(k) *Driveway curbcuts.* Except as provided below, it shall be unlawful for any person to cause or permit the construction of any driveway curbcut which constitutes a driveway with any street other than the street adjacent to the front yard of the lot upon which the driveway is situated.

- (1) On a corner lot, one curbcut shall be allowed in a side yard adjacent to a side street. The curbcut shall be allowed as long as:
 - a. No accessory building or structure (except a conforming fence) is located within the side yard containing the curbcut;
 - b. No garage door opening faces the street adjacent to such side yard, and such openings are at angles of not less than 90 degrees to such side street;
 - c. No driveway located within the front yard of the same lot is connected with the driveway utilizing such side yard curbcut. Notwithstanding the foregoing, no side yard curbcut shall be permitted on or adjacent to the following streets: Memorial Drive, San Felipe Drive, Greenbay Road, Claymore Road, Smithdale Road, Taylorcrest Road, Beinhorn Road, Hedwig Road, Piney Point Road, Blalock Road and/or South Piney Point Road.

Sec. 10-36. – Construction or alteration of certain buildings without driveways.

(a) It shall be unlawful for any person to construct, or to make any material structural alteration to, any main building which is located more than 200 feet from the public or private street from which such building is provided access, unless such main building is served with

an all-weather surface driveway, designed, constructed and maintained so as to allow immediate access to such main building by medical emergency vehicles, under emergency conditions. No gate or other similar blocking device shall be erected across any such driveway which denies immediate access by emergency medical vehicles in emergency conditions. For the purposes of this section, the term "material structural alteration" shall mean the reconstruction of more than 25 percent of the main building upon any lot, or the construction of an addition to such main building containing square footage which exceeds 25 percent of the floor area of such main building prior to such addition.

Sec. 50-97. Lots.

(e) *Street access limitations.* Rear and side vehicular driveway access from lots to adjacent streets designated as major thoroughfares or any other public street which carries a traffic volume where additional vehicular driveways would create a traffic hazard or impede the flow of traffic shall not be approved, and such access restriction shall be noted directly upon the plat and adjacent to the lots in question.

Sec. 50-161. Owner's acknowledgement.

FURTHER, owners do hereby covenant and agree that all of the property within the boundaries of this plat shall be restricted to provide that drainage structures under private driveways shall have a net drainage opening area of sufficient size to permit the free flow of water without backwater and in no instance have a drainage opening of less than one and three quarters square feet (18-inch diameter) with culvert or bridges to be provided for all private driveways or walkways crossing such drainage facilities.

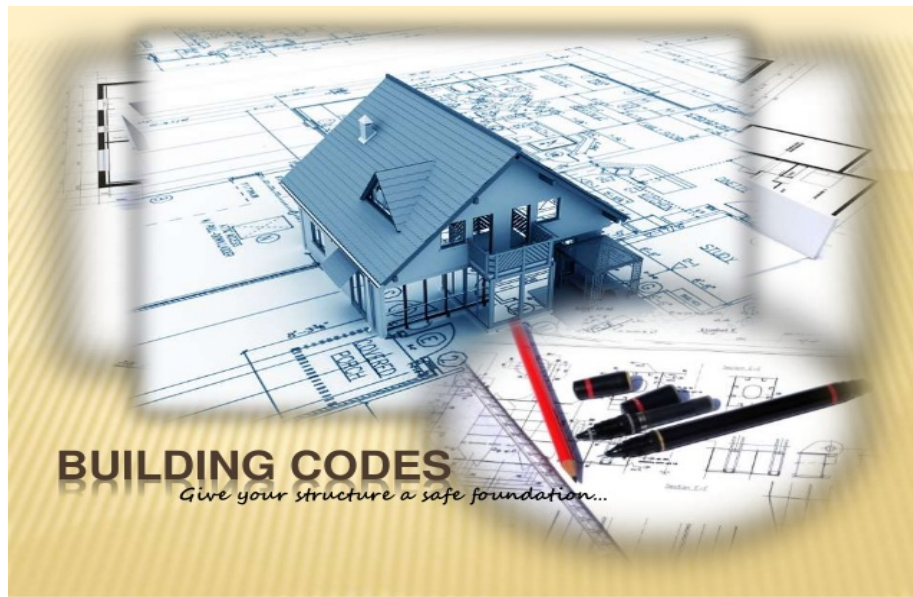
Sec. 74-1. Definitions.

Structure shall mean anything constructed or erected that requires location on the ground, or is attached to something having a location on the ground, including but not limited to signs, fences, walls, water fountains, ponds, air-conditioning/heating equipment, swimming pool motors and filters, gazebos, tennis/sports courts, driveways, walkways, poles, and buildings, whether of a temporary or permanent nature.

(1) *Yard, front,* means a yard extending across the front of a lot between the side lot Lines and being the horizontal distance between the street line providing access to such lot and the main building other than the usual uncovered steps, sidewalks and driveways.

Sec. 74-151. Required

f. The exact sizes and locations on the lot of any driveways or other structures to be constructed, including the calculations of the square foot footprint of all existing and to be constructed structures.



New Building Codes

International Residential Code

- IRC 2018

International Fire Code

- IFC 2018

International Plumbing Code

- IPC 2018

International Mechanical Code

- IMC 2018

International Energy Code Council

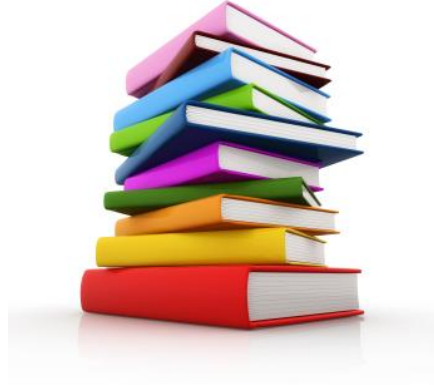
- IECC 2018

National Electrical Code

- NFPA 70 2020

For All Code Information

Please go to www.municode.com



Go to:

Municode Library

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State of Texas

Go To:

Piney Point Village

