

# City of Bells

## **DEVELOPMENT HANDBOOK**

*December 2021 Edition*





**City  
of Bells**

**DEVELOPMENT HANDBOOK**

**PREPARED FOR:**

City of Bells, Texas  
203 S. Broadway Street  
Bells, TX 75414

(903) 965-7744 - [cityadmin@cityofbells.org](mailto:cityadmin@cityofbells.org)

**PREPARED BY:**

The Antero Group LLC  
1212 N. Ashland Avenue  
Chicago, IL 60622

We encourage the use of this resource, however, the contents of the City of Bells Development Handbook are subject to review and under the guidance and direction of the City Council. As such, content including, but not limited to, fees and forms within this handbook may periodically change. The most up-to-date version of this handbook can be accessed by visiting [www.cityofbells.org](http://www.cityofbells.org).



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# OVERVIEW

This Development Guidebook includes resources for city staff, property owners, developers, consultants, and community members. It is intended to provide a clear understanding of the City of Bells’ development review process. Each section explains a step of the process in greater detail. Our hope is that this manual and guide will make the process more predictable, timely, logical, accountable, and customer-focused.

The development process can be challenging due to a number of activities occurring simultaneously. The Development Services Center serve as the point of contact and one-stop location during the development process to provide guidance along the way.

<b>Fee Schedule</b>	<b>Residential</b>	<b>Other</b>
Preliminary Plat	\$200/Plat	\$200/Plat
Final Plat	\$200/Plat	\$200/Plat
Engineering Plan Review*		
Rezoning	\$200 Application Fee	

\* As determined by City Engineer and through Professional Services Agreement

## CITY INFORMATION

### City of Bells

203 S. Broadway Street  
 Bells, TX 75414  
 (903) 965-7744

Monday-Friday  
 8:00 AM – 5:00 PM

citysecretary  
 @cityofbells.org





## Contact Information

The City of Bells' website ([www.cityofbells.org](http://www.cityofbells.org)) contains maps, applications, the City's Land Development Regulations and Master Plan, and much more.

<b>Contact List</b>	<b>Contact Information:</b>	<b>Contact For:</b>
<b>Economic Development</b>		
<p>The Bells Economic Development is a tax-supported non-profit corporation whose primary income is from sales tax collected within the City of Bells and dedicated exclusively to economic development.</p>		
<p>(903) 965-7744 Contact City Hall for Information</p>		<ul style="list-style-type: none"> <li>• General development and development approval process questions</li> <li>• General Zoning Ordinance requirements</li> <li>• Economic Development assistance &amp; site selection</li> </ul>
<b>Planning &amp; Zoning Commission</b>		
<p>The Planning &amp; Zoning Commission formulates and recommends to the City Council a city plan for the orderly growth and development of the city in addition to formulating a zoning plan deemed best to carry out the goals of the city plan.</p>		
<p>(903) 965-7744 Contact City Hall for Information</p>		
<b>Zoning Board of Adjustment</b>		
<p>The Zoning Board of Adjustment hears and decides appeals regarding enforcement of zoning ordinances and authorizes variances in specific cases.</p>		
<p>(903) 965-7744 Contact City Hall for Information</p>		
<b>City Staff</b>		
<p>Beth Woodson</p>	<p>(903) 965-7744 cityadmin@cityofbells.org</p>	
<b>Development Services</b>		
<p>Pam Winkler</p>	<p>(903) 965-7744 citysecretary@cityofbells.org</p>	<ul style="list-style-type: none"> <li>• Permits</li> <li>• Building Inspections</li> </ul>
<p>Antero Group</p>	<p>(312) 772-5085 mschmitz@anterogroup.com</p>	<ul style="list-style-type: none"> <li>• Engineering</li> <li>• Planning</li> </ul>

# QUICK SUMMARY

## **Getting Started**

- Gather property and development information (zoning, allowed uses, utilities, floodplains, etc.)
- Check city website resources: [www.cityofbells.org](http://www.cityofbells.org)

## **Pre-Design Conference**

- Submit sketch plan and project narrative, and schedule meeting
- Attend meeting with City Staff to discuss project
- Receive meeting summary and use for guidance in preparing application submittals

## **Development Application Submittal**

- Submit development application to City Administrator
- Submit public improvement plans to City Engineer (Antero Group)
- Submit building permit to City Hall
- Pay applicable fees with each submittal

## **Plan Review, Approval, & Permitting**

- The City Administrator coordinates development application notices and review
- Approval from P&Z, City Council, or City Staff depending on application
- Public Works coordinates public improvement plan review
- Administrative approval of plans
- Building Inspection coordinates building permit review
- Administrative approval of building permits

## **Construction, Inspections, & Certificate of Occupancy**

- Schedule a pre-construction meeting
- Certificate of occupancy/completion will be issued when all inspections are complete.



# DEVELOPMENT PROCESS FLOWCHART

Days shown below are estimates of total process time, including city and applicant reviews. City response times follow a set schedule. Applicant response times may vary.

	<b>ANNEXATION</b> <b>30 DAYS</b>	Annexation is only required if the property is not located within the City limits. <b>IF PROPERTY IS WITHIN THE CITY LIMITS, PROCEED TO ZONING.</b>
	<b>ZONING</b> <b>60 DAYS</b>	Zoning may run concurrently with annexation. If a PUD is requested, add 60 days. Meetings required: Planning & Zoning, City Council. <b>IF PROPERTY IS ZONED, PROCEED TO CONCEPT PLAN.</b>
	<b>CONCEPT PLAN</b> <b>70 DAYS</b>	Concept plans are required for projects subject to long form platting. Meetings required: Planning & Zoning, City Council
	<b>PRELIMINARY PLAT</b> <b>30 DAYS</b>	Preliminary plats provide the type of development, provision of services, development procedure and timing, and engineering requirements as identified by the City Engineer. A public hearing is required for variances (add 15 days). Meetings required: Planning & Zoning, City Council
<b>CONCURRENT REVIEW (if eligible)</b> <b>120 DAYS TOTAL</b>	<b>CONSTRUCTION PLANS</b> <b>120 DAYS</b>	Construction plans include details for required public infrastructure such as water lines, wastewater lines, stormwater system, and public drainage. Plans are required to comply with all technical manuals and general engineering practices. Plans are reviewed and approved administratively.
	<b>FINAL PLAT</b> <b>30 DAYS</b>	Final plats are recorded in the maps and plats records at the County and include lot layout, easements, ROW dedication, and any other land dedication. Residential replats require a public hearing (add 15 days). Meetings required: Planning & Zoning <b>IF PROPERTY IS FINAL PLATTED, PROCEED TO SITE DEVELOPMENT.</b>
	<b>SITE DEVELOPMENT</b> <b>120 DAYS</b>	Site development plans include details for private improvements on non-residential and multi-family projects (ie. building footprints, parking, landscaping, drainage, setbacks, sidewalks, and park improvements). Site development plans are not required for single-family projects with individually platted lots. Plans are reviewed and approved administratively. Property must be platted prior to site development plan approval.
	<b>BUILDING PERMIT</b> <b>60 DAYS</b>	Building permit plans include detailed plans for building structures, which demonstrate compliance with city ordinances and applicable building, fire, plumbing, electrical, and mechanical codes. Permits are reviewed and approved administratively.

# PURPOSE

The City of Bells uses a Pre-Design Conference as a means of providing a one-on-one dialogue with the primary personnel responsible for reviewing and permitting your projects for an efficient and effective development process.

In preparation for the conference, applicants are required to provide a sketch plan and general description of the development project.

## What to expect

- A pre-design team of City staff from Planning & Zoning, Engineering, and Public Works will meet with you to discuss the project. This is an opportunity for the applicant to ask questions about the development review process.
- The pre-design conference will provide technical information related to the property and proposed project. You will also receive information regarding potential issues and how to be proactive in addressing issues.
- The information generated by this meeting will help make informed decisions about moving forward with a project. Additionally, applicants will be provided summary notes from the meeting to assist applicants with initial application submittals.

## BENEFITS OF A PRE-DESIGN CONFERENCE

- First-hand information from plan reviewers who will ultimately evaluate your application.
- Identification of issues that may affect your proposal.
- Tips on how to make your review process as smooth and cost effective as possible.
- Detailed notes from the meeting with links to important forms, city specifications, applications, and fees you will need in preparation for your submittals.

The pre-design conference is an introduction to the City's development process, including submittal, approval, and permitting requirements. The meeting is offered at no cost and is suitable for landowners, business owners, developers and their consultants who are interested in proceeding with a development project. Applicants are encouraged to take advantage of a pre-design conference early in the process.



# FREQUENTLY ASKED QUESTIONS

- 1 I am not sure what I would like to develop. I am looking for some preliminary information on how to proceed or get additional information.**

Call or email the City Administrator. Our staff will provide you with direction and can help answer any preliminary questions you may have.
- 2 I want to skip the Pre-Design Conference and simply move forward with the plan submittal process.**

Although the Pre-Design Conference is not a prerequisite, we do strongly advise you that it will help you move through the process with more efficiency.
- 3 What information should I bring to the Pre-Design Conference?**

The more information you have available, such as surveys, site plans, plats, etc. The better City Staff will be able to assist you.
- 4 How do I schedule a Pre-Design Conference?**

Simply complete the Pre-Design Conference Request Form and submit to the City of Bells to request a meeting. Request forms may be submitted by mail to 203 S. Broadway, Bells, TX 75414, or email [cityadmin@cityobells.com](mailto:cityadmin@cityobells.com)
- 5 When and where are the Pre-Design Conferences held?**

Pre-Design Conferences are scheduled based on the availability of required attendees including City staff. Please call (903) 965-7744 after submitting your request form to schedule a conference with the plan administrator and City Engineer/planner as needed.
- 6 How long does it take to get through the development process?**

The length of the development process depends on the number of required steps.
- 7 What is the cost of the development process?**

The cost of the development process is dictated by the size of the project and the number of required steps.

# FLOWCHART





# City of Bells

## PRE-DESIGN CONFERENCE REQUEST FORM

Please complete the following form prior to requesting a Pre-Design Conference with the City of Bells.

### SITE INFORMATION

Development or Project Name: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Property Address or Property ID: \_\_\_\_\_

Current Land Use Type:  COMMERCIAL  RESIDENTIAL  INDUSTRIAL  OTHER

Proposed Land Use Type:  COMMERCIAL  RESIDENTIAL  INDUSTRIAL  OTHER

General Description (Provide a brief description of the site)

**PLEASE BE SURE TO INCLUDE A SCREENSHOT OF LOCATION USING THE GRAYSON CENTRAL APPRAISAL DISTRICT INTERACTIVE MAP.** Visit [www.graysonappraisal.org/interactive-map](http://www.graysonappraisal.org/interactive-map) to generate a screenshot.

### CONTACT INFORMATION

Developer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Civil Engineer: (if known) \_\_\_\_\_ Phone: (if known) \_\_\_\_\_

Address: (if known) \_\_\_\_\_ Email: (if known) \_\_\_\_\_

Architect: (if known) \_\_\_\_\_ Phone: (if known) \_\_\_\_\_

Address: (if known) \_\_\_\_\_ Email: (if known) \_\_\_\_\_

### SITE PLAN SKETCH

**PLEASE ALSO PROVIDE A SITE PLAN SKETCH OR OTHER EXHIBIT DEPICTING THE FOLLOWING:**

- |                                              |                                                                                                            |                                                                                        |                                                                                     |                                                 |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------|
| <input checked="" type="checkbox"/> Location | <input checked="" type="checkbox"/> Arrangements of streets, alleys, and lots (including ingress & egress) | <input checked="" type="checkbox"/> Existing and proposed utilities                    | <input checked="" type="checkbox"/> Floodplains and environmentally-sensitive areas | <input checked="" type="checkbox"/> Wetlands    |
| <input checked="" type="checkbox"/> Parcels  |                                                                                                            | <input checked="" type="checkbox"/> Unit count or associated nonresidential floor area |                                                                                     | <input checked="" type="checkbox"/> Green space |

REMIT PRE-DESIGN CONFERENCE REQUEST FORM TO:

**City of Bells**

203 S. Broadway - Bells, Texas 75414  
903.965.7744 Phone - [cityadmin@cityofbells.org](mailto:cityadmin@cityofbells.org)





# CITY COUNCIL

## Overview and Responsibilities

The City Council of Bells, Texas meets on the second Tuesday of each month at 6:00 PM unless otherwise specified. The City Council is made up of five (5) members and a mayor that each serve a 2-year term.

### Responsibilities include:

- Legislative functions
- Establishing the tax rate
- Approving the budget
- Planning for capital improvements
- Adopting City ordinances
- Selecting citizens to serve on City boards and commissions
- Approving the issuance and selling of municipal bonds
- Purchasing and selling property
- Hiring the City Administrator
- Working closely with the City Administrator to formulate the City's annual budget

### Final Action:

- Concept Plan Applications
- Special Use Permit Applications
- Zoning Amendment Applications
- Annexations
- Development Agreements
- Ordinance Amendments
- Appeals of Planning & Zoning Commission action on Subdivision Applications

## MEETING INFORMATION

### Second Tuesday of Each Month

Bells City Hall - 203 S. Broadway Street  
Bells, TX 75414

6:00 PM (unless otherwise specified)



# PLANNING & ZONING

## Overview and Responsibilities

The Planning & Zoning Commission of the City of Bells meets when requested at a time and place. The Planning & Zoning Commission is made up of five (5) members that each serve a 2-year term.

The Commission's function is to study proposed developments that may have an impact on the community's growth and environment. This Commission ensures that proposed developments will meet the City of Bells' technical, environmental, and aesthetic standards. The Commission holds public hearings as required by state law to review subdivision and zoning applications to ensure they comply with the City's regulations for development.

## Recommendations to City Council:

- Concept Plan Applications
- Special Use Permit Applications
- Zoning Amendment Applications

## Final Action:

- Preliminary Plat Applications
- Subdivision Variance Applications
- Sign Variance Applications
- Final Plat Applications

## MEETING INFORMATION

### Meets When Requested

Bells City Hall - 203 S. Broadway Street  
Bells, TX 75414

6:00 PM (unless otherwise specified)



# ZONING BOARD OF ADJUSTMENT

## Overview and Responsibilities

Established by Article 211.008-211.011 of the Texas Local Government Code, the Zoning Board of Adjustment, consisting of five (5) appointed members, is a quasi-judicial board which is charged with hearing variance requests, appeals based on error, and special exceptions as identified in the City's Zoning Ordinance. Each member serves a 2-year term.

**In deciding variance petitions, the Zoning Board of Adjustment is required to apply the following criteria in order to grant the request:**

- The nature of the proposed use of the land involved
- Any existing uses of land in the vicinity
- The probable effect such variance will have upon traffic conditions and upon the public health, safety, convenience and welfare of the community
- The request for variance shall have a public hearing unless there are special circumstances or conditions that would deprive the applicant of reasonable use or unnecessary hardship in the property's development, and that the conditions are not self-imposed or based solely on economic gain or loss.
- The property involved is otherwise in compliance with all other applicable city ordinances, rules and regulations

### Final Action:

- Zoning Variance Applications
- Appeal of Zoning Rule Decision by Administrative Officer

## MEETING INFORMATION

### Meets When Requested

Bells City Hall - 203 S. Broadway Street  
Bells, TX 75414

Time varies as needed

# CITY STAFF & DEPARTMENTS

## Overview and Responsibilities

The City Staff is responsible for the review and processing of development applications. Staff facilitates the administration of the Composite Zoning Ordinance and the Subdivision Ordinance for the City of Bells.

### Review/Report to Planning & Zoning Commission:

- Preliminary Plat Applications
- Special Use Permit Applications
- Zoning Amendment Applications
- Final Plat Applications

### Review/Report to City Council:

- Concept Plan Applications
- Special Use Permit Applications
- Zoning Amendment Applications

### Review/Report to Planning & Zoning Commission and City Council:

- Zoning Variance Applications
- Appeal of Zoning Rule Decision by Administrative Officer

### Final Action:

- Amended Plat Applications
- Site Development Permit Applications
- Building Permit Applications
- Subdivision Construction Plan Applications
- Certificate of Completion
- Certificate of Occupancy



# DEVELOPMENT SERVICES

## Overview

Development Services includes the Engineering, Planning, Building Permits & Inspection, and Public Works Departments.

## ENGINEERING

The City of Bells' Engineering staff works in conjunction with outside agencies including the Texas Commission on Environmental Quality, Red River Water Ground Water Conservation District, and the Texas Department of Transportation. The department reviews construction plans for subdivision infrastructure in accordance with the City Construction Specifications and Standards, the Transportation Criteria Manual, and the Drainage Criteria Manual. Other responsibilities include the design, inspection, and contract administration relating to new development projects, water systems, sewer systems, streets, traffic control, and drainage facilities.

### Common Services:

- Drainage & Floodplain Issues
- Placement of Driveways
- Utility Availability & Design
- Street Design

## BUILDING PERMITS & INSPECTIONS

The Building Permits & Inspections staff are responsible for the issuance and inspection of all building construction related permits, as well as the issuance of Certificates of Occupancy.

### Common Services:

- Permits
- Residential Building Permit Application Submittal
- Building Inspections
- Contractor Registration
- Signage Requirements
- Certificate of Occupancy
- Commercial Building Permit Application Submittal
- Permit Statistics



**PLANNING**

The Planning staff provide comprehensive land use services, both to the public and to the City, in support of the preservation, assistance and regulation of development in the City of Bells and its Extra Territorial Jurisdiction (ETJ). The goal is to ensure and enhance the quality of life in the community while accommodating growth and development, and to provide for orderly, safe, and healthy development for the community.

**Responsibilities:**

- Properly oversees the current, long-range, and regional planning issues of importance to Bells and the surrounding area.
- Provides information on development standards to those wishing to develop property within the City or ETJ.
- Provides for the preservation of neighborhoods through ordinance compliance.
- Maintains and updates the City's various maps including Zoning, City Limits and ETJ, Roadway Plan, and Transit-Oriented Development (TOD) Transect.
- Provides staff support to the Planning & Zoning Commission, City Council, Board of Adjustment, and other citizen advisory committees by providing public information, reviews, recommendations, and preparation of reports.
- Administers the zoning, subdivision, and site development processes.

**Common Services:**

- Annexation
- Landscaping Regulations
- Population Projections
- Site Development
- Subdivision Development
- Zoning Regulations
- Transit-Oriented Development
- Comprehensive Plan





# ZONING

## Purpose

Zoning is an important responsibility of a municipal government and is authorized by state law under the police powers of the City to control nuisances. Zoning allows the local government to regulate the development and use of land within its jurisdiction through the establishment of districts. The city regulates land use, site conditions, and architectural standards with zoning districts. The intent of zoning is to protect health, safety, and welfare of the public as well as preserve the development rights of private land owners. In addition, zoning plays a major role in the preservation of existing neighborhoods as well as in the development of new neighborhoods. Through the zoning process, the City of Bells strives to promote compatible land use patterns and minimize conflicts between uses.

## PERMITTED USES

The first step in determining whether or not a proposed use is permitted is to identify the current zoning of the property. The zoning district can be found on the zoning map located on the City's website or by calling the City Hall.

The next step is to review the schedule of use for the property's current zoning district. If there is a "P" in the district type column, then the use is permitted within the zoning designation.

## CHANGES TO ZONING DESIGNATION

The zoning of a property may be changed to accommodate a proposed use for a property that conflicts with the allowable uses or standards determined by the zoning district. A zoning change may be necessary to:

- ✓ Change the use component
- ✓ Change the site component
- ✓ Change the architectural component
- ✓ Request a Planned Unit Development (PUD)
- ✓ Request a Special Use Permit (SUP)

Applicants interested in changing the zoning of a property may schedule a meeting with staff to discuss the project proposal and submit the application. The zoning application will be reviewed by City Staff and scheduled for a public hearing before both the Planning and Zoning Commission and the City Council. The Planning and Zoning Commission will review the request and make a recommendation that will be forwarded to the City Council. The City Council will then review the recommendation and make a final decision.



# FREQUENTLY ASKED QUESTIONS

## **1 How can I find out what my property is zoned as?**

The zoning map is available on the City's website [www.cityofbells.org](http://www.cityofbells.org) or you may contact the City Hall for assistance.

## **2 What can I do to let the City know that I am either in support of or opposed to a proposed rezoning?**

The Planning and Zoning Commission and the City Council always seek input on rezoning requests. Simply email or mail a letter to the City Hall. You can even attend the public hearing and speak about the request.

## **3 How do I find out what uses are allowed in each zoning?**

Articles 3 - 9 of the City's Zoning Ordinance identify a schedule of uses for each zoning district. The "P" means that the use is permitted within that particular zoning district. The "S" means that a special use permit may be obtained when meeting all applicable standards identified in Article 14 Use Regulations. The "-" means the use is not permitted.

## **4 What if my zoning district does not allow for the use I want to develop?**

You will need to request a rezoning of the property or find a property that is already zoned properly for your proposed use.

## **5 How long is the rezoning process?**

The rezoning process may take up to forty-five (45) days.

## **6 Is there a deadline for me to submit my zoning request?**

Zoning applications are accepted by appointment. Once staff has finished reviewing the application and confirmed its completeness, it will be scheduled for the next available Planning and Zoning Commission and City Council public hearings. State law requires public notification to occur prior to the hearings.

## **7 What is the cost to rezone a property?**

The cost of the rezoning is \$200. The fee schedule is available as part of the Zoning Application.

# ZONING CHANGE PROCESS FLOW CHART

The Zoning Change Application & Checklist is available on the City’s website [cityofbells.org](http://cityofbells.org), and includes a detailed description of the zoning change process as well as the following flow chart. Applications and checklists for Zoning are also available on the City’s website.





## ZONING AMENDMENT REQUEST FORM

Please complete the following form to request a zoning amendment with the Bells Planning & Zoning Commission.

Zoning Amendment Request:  ZONING PETITION  SPECIFIC USE  VARIANCE

### APPLICANT INFORMATION

Name of Person Making Application: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Description of Property (*Legal description and map must be attached. Application is incomplete without.*)

\_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Street No.: \_\_\_\_\_

Applicant's Interest in Property: \_\_\_\_\_

*(Owner, Agent, Lease, Option, Etc.)*

### CHANGE REQUEST

Current Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_

Reason for Request

\_\_\_\_\_

Proposed Use of Property

\_\_\_\_\_

Are there deed restrictions which would prevent this property from being used in the manner herein proposed?  YES  NO

Signature of Property Owner

Date

*Note: Zoning Change or Specific Use Permits may take up to 45 days to process. There will be two (2) Public Hearings concerning this application with property owners within 200 feet being notified of the Public Hearings and allowed to speak.*

**THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.**

I, \_\_\_\_\_, do hereby certify that I am authorized to act for \_\_\_\_\_, owner of the above-named property, in making this zoning application.

Signature

Address

Phone

State of Texas, County of \_\_\_\_\_

Subscribed and Sworn to before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Date Accepted \_\_\_\_\_

By: \_\_\_\_\_

Paid: \$ \_\_\_\_\_

CHECK  CASH  CREDIT

Notary Signature

My Commission Expires \_\_\_\_\_





# SUBDIVISION/PLATTING

## Overview

Platting, or the subdivision of land, is a tool utilized to provide public infrastructure to lots including streets, utilities, and adequate drainage improvements. It is also utilized to implement various ordinances for parkland and park improvements and other standards to promote reasonable growth with the City of Bells. This process is utilized to subdivide land prior to the development or selling of the property. During the platting stage, street layouts, drainage improvements, and utilities are established. Platting is also used to subdivide existing platted plots which do not involve the extension of public improvements.

## IMPORTANCE OF SUBDIVISION/PLATTING

The method in which land is subdivided, streets are planned, and lots are laid out can have a lasting effect on the physical character of the City of Bells. The system of improvements for streets, water and wastewater services, utilities, drainage, public facilities, and community amenities determine in large measure the quality enjoyed by the residents of the community.

## SUBDIVISION PROCESS

The subdivision process consists of four steps, including:

- |                     |                       |
|---------------------|-----------------------|
| 1. Concept Plan     | 3. Construction Plans |
| 2. Preliminary Plat | 4. Final Plat         |

Each step of the development process has expectations that are required to be met in order for the application and any approvals to remain valid, in effect, and eligible to continue to the next step of the development process.

## WHEN TO PLAT

A plat must be prepared for a property if one of the following conditions exists:

1. A property is not currently platted or grandfathered and the owner wishes to develop.
2. The property owner wishes to subdivide the property and/or sell portions of the original tract.
3. An existing platted lot is subdivided or amended.

All plans and plats are submitted to the City Staff. Appointment required to submit an application.



## CONCEPT PLAN

A Concept Plan is required for all subdivisions of land. The purpose of the Concept Plan is to demonstrate conformance with the City's Comprehensive Master Plan. Additionally, it should show compatibility of the proposed development with the City Ordinances and the coordination of improvements within and among individually platted parcels, sections, or phases of development, prior to consideration of a Preliminary Plat. The Planning and Zoning Commission makes a recommendation to the City Council for action on the Concept Plan. The City Council takes action on the Concept Plan.

## PRELIMINARY PLAT

The Preliminary Plat provides detailed graphic information and associated text indicating property boundaries, easements, land use, streets, utilities, drainage, and other information required to evaluate proposed subdivisions of land. The Preliminary Plat requires the approval of the Planning & Zoning Commission and then the City Council.

## CONSTRUCTION PLANS

Construction Plans are administratively approved by City Staff and consist of detailed construction drawings illustrating the location, design, and composition of all public improvements identified in the Preliminary Plat. Construction Plans may be submitted for review and approval simultaneously with a Final Plat.

## FINAL PLAT

The Final Plat provides detailed graphic information and associated text indicating property boundaries, easements, streets, utilities and drainage. After the approval of the plat by the Planning and Zoning Commission and City Council, the Final Plat is then recorded at the County Courthouse.

# FREQUENTLY ASKED QUESTIONS

**1****What is a Plat?**

A plat is a document, prepared by a registered land surveyor or engineer, that delineates property lines and shows monuments and other landmarks for the purpose of identifying a property. It also includes dedication, approval, certification, and recording notes. Most importantly, a plat includes the provision of any needed public improvements to support the development of the property.

**2****Are there any exemptions from the Subdivision Ordinance?**

Exemptions to the Subdivision Ordinance, if any, can be found within the Subdivision Ordinance.

**3****My property is located in Bells' Extraterritorial Jurisdiction (ETJ). Am I required to submit a plat if I would like to subdivide my property?**

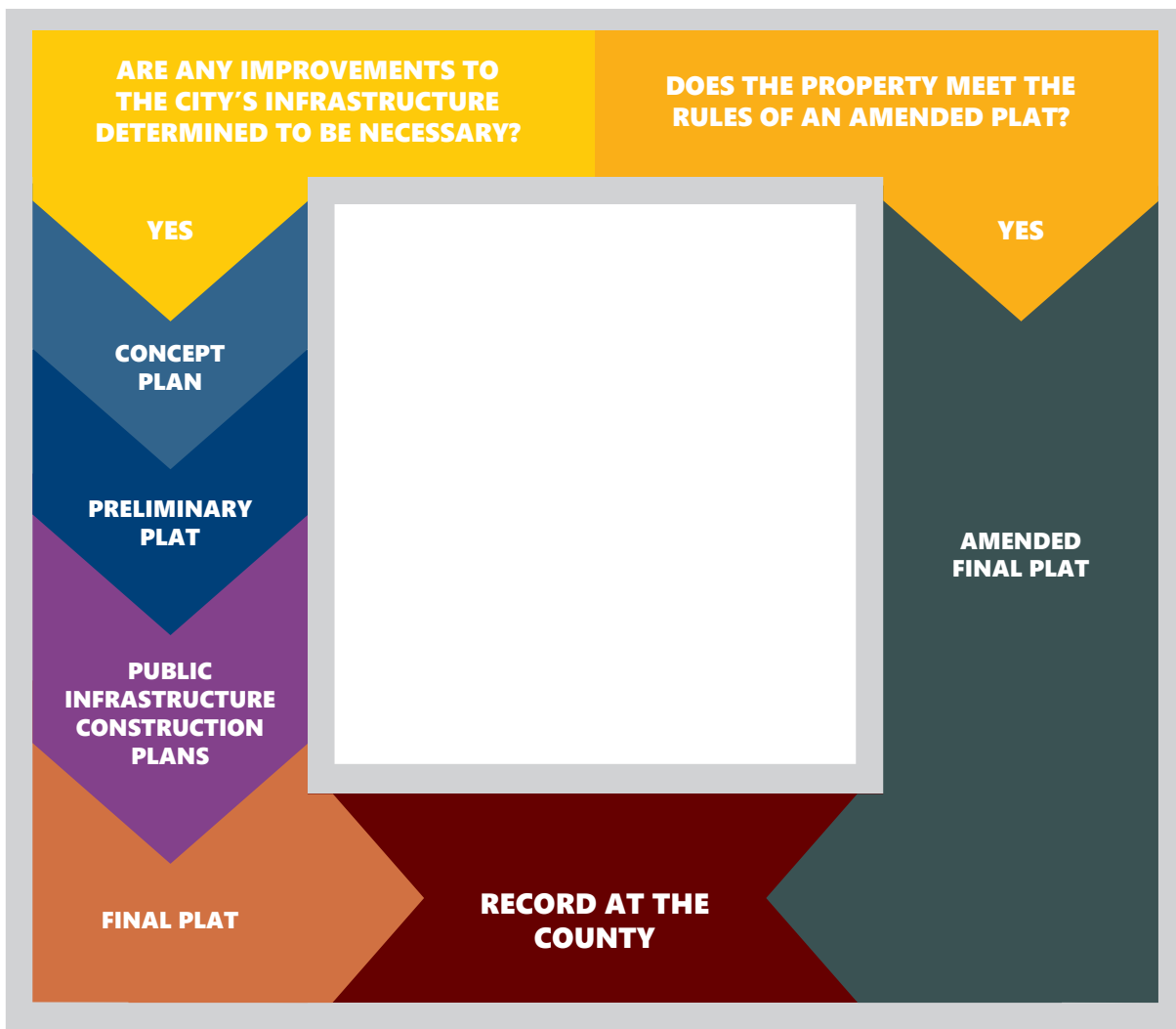
Yes. If you would like to subdivide a property in the City of Bells' ETJ, you are required to submit a subdivision plat.

**4****My surveyor tells me that I can save money if I do my own plat processing. Is this possible?**

Although it is possible to do your own plat processing, we do not recommend this unless you have done this at least several times before. If you are unfamiliar with plat processing, it will take you longer to go through the process and you will likely make mistakes that can result in potential liabilities that could cost you more money in the end. You will be a middleman between the City and the surveyor making communication more difficult, and you will not be technically prepared to address issues that arise.

# PLATTING PROCESS FLOW CHART

The applications & checklists for each step in the platting process are available on the City's website [www.cityofbells.org](http://www.cityofbells.org). Each application and checklist includes a detailed description and flow chart. The following flow chart provides an overview of the platting process as a whole. For the current Standard and Alternative Submittal Schedules, visit the City's website.





# City of Bells

## PRELIMINARY PLAT APPLICATION

Please complete the following form and submit to the City of Bells with payment according to the City's fee schedule.

### APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address or Property ID: \_\_\_\_\_

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

Proposed Addition Name: \_\_\_\_\_ Acres: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ No. of Lots: \_\_\_\_\_

I hereby request that this Preliminary Plat not be placed on a Planning and Zoning Commission Agenda until all staff comments have been addressed. I hereby further waive the thirty (30) day time period for action on the plat as set forth in §212.009, Local Government Code, as amended.

I hereby request that this Preliminary Plat be placed on the agenda for action at the first available Planning and Zoning Commission meeting even if staff comments have not been addressed and the Plat is not in compliance with City code. I understand that this will likely result in a disapproval of my application and I will be required to pay new filing fees. If this option is chosen, the following is required with this application:

Seven (7) signed, sealed & notarized legible prints of the Preliminary Plat describing the type of development, provision of services, development procedure and timing, and engineering requirements as identified by the City Engineer 24" x 36". Such materials shall be received at time of application submission.

One (1) AutoCAD (.dwg format) electronic format of the Preliminary Plat.

One (1) Adobe Acrobat (.pdf format) electronic file of the Preliminary Plat (unless otherwise requested by the City Engineer).

I hereby certify that I am the sole current owner of record of the property described above. This application is being submitted with my consent and the information contained herein is true and correct. If I am not the sole current owner of record of the real property involved, I have attached notarized written evidence of authorization from the current owner(s) of record. I acknowledge that any invalid information may be cause for denial of this application. **I am the owner or agent authorized to make the statements and representations herein on the behalf of the owner.**

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_



REMIT PRELIMINARY PLAT FORM TO:

**City of Bells**

203 S. Broadway - Bells, Texas 75414

903.965.7744 Phone - cityadmin@cityofbells.org

# City of Bells

## PRELIMINARY PLAT CHECKLIST

### CHECKLIST PERTINENT TO DRAWINGS - PRELIMINARY PLAT (Check all that apply)

#### GENERAL DEVELOPMENT PLAN

When a subdivision is a portion of a tract larger than forty (40) acres in size to be subdivided later in its entirety, a general development plan of the entire tract shall be submitted with the preliminary plat of the portion to be first subdivided. The general development plan shall show the schematic layout of the entire tract and its relationship to adjacent property within the neighborhood unit. When appropriate, more than one (1) tract or subdivision may be included within the general development plan.

The general development plan for each tract sought for subdivision shall delineate the proposed characteristics of the area in terms of major categories of land use, dwelling units and population densities, general layout of lots and streets, drainageways, utility trunk lines, location of sites for parks, schools and other public uses, present and proposed zoning, and such other information as the City staff or commission finds to be necessary for making a decision on the approval of the preliminary plat. It shall contain the name of the proposed subdivision, the name and address of the subdivider and the Engineer or surveyor responsible for the design or survey, tract designation, and other descriptions according to the abstract and survey records of Grayson County, Texas.

A general development plan shall be considered to be a detailing of the comprehensive plan and shall become effective upon final adoption; providing, however, that no general development plan shall be approved other than in substantial conformity with the comprehensive plan. Every general development plan adopted by the commission shall be so certified by the chairman of the commission and a copy thereof shall be placed on file with the city secretary as part of the public record. A general development plan is to continue in force until amended or rescinded by the commission and shall be the official guide to the owners of all property within its area of coverage. Where multi ownerships preclude the preparation of a general development plan by a single owner, the commission is authorized to prepare or to cause such plan to be prepared. No preliminary plat within an area for which a general development plan has been adopted shall be approved except in substantial conformity with such adopted plan.

Commission approval shall include approval of the sequence of development and construction of phases of the project as can reasonably be determined. It may include such stipulations or conditions as the commission deems necessary in order to accomplish the purposes of this ordinance and to protect the health, safety and welfare of the community.

Applicable N/A

- The preliminary plat shall be drawn to a scale of one hundred feet (100') to the inch or larger. The drawing size should be 24" by 36". Preliminary plat should include information and necessary supporting documents describing the type of development, provision of services, development procedure and timing, and engineering requirements as identified by the City Engineer. Ord. 3.03.

#### EXISTING FEATURES INSIDE SUBDIVISION

- Topography to be shown with a mean sea level contour intervals of five feet (5'); or less if requested by the City Engineer.
- The locations, widths, and names of all existing or platted streets, alleys, easements, existing permanent buildings, schools, railroad rights-of-way, and other important features such as creeks, abstract lines, political subdivisions or city limits, and school district boundaries.
- Existing sewers, water mains, culverts, utilities or other underground structures with pipe sizes, grades, and locations indicated.
- It shall show the names of tract owner and the names of adjacent subdivision or names of record owners of adjoining parcels.

#### EXISTING FEATURES OUTSIDE SUBDIVISION

- Similar features to above shall be identified for a distance of two hundred feet (200') outside the proposed subdivision. Property lines and the names of adjacent subdivisions and/or the names of record of adjoining parcels of unsubdivided land shall be indicated. Features outside the subdivision should be shown in lighter or dashed lines as appropriate to distinguish from features within the subdivision.

#### NEW FEATURES INSIDE SUBDIVISION

- The boundary line, accurate in scale, of the tract to be subdivided, with accurate distances and bearings indicated.
- The layout, designations, names and widths of any and all proposed streets, alleys and easements.
- The layout, lot numbers, setback lines, and approximate dimensions of proposed lots and blocks.
- All parcels of land intended to be dedicated or reserved for public use, or reserved in the deeds for the use of all property owners in the proposed subdivision, or reservations for other uses together with the purpose or conditions and limitations of such reservations, if any.



# City of Bells

## PRELIMINARY PLAT CHECKLIST

### CHECKLIST PERTINENT TO DRAWINGS - PRELIMINARY PLAT *(Check all that apply)*

- A schematic plan of the proposed water and sanitary sewer lines and related facilities, and proposed drainage facilities including drainage areas, preliminary estimated runoff, points of concentration, and the location of proposed lines, inlets, culverts, and bridges. Such utility and drainage plans may be submitted on separate sheets at the same scale as the preliminary plat. Proposed connections to existing lines and structures should also be noted.
- Location map: A location map of the proposed subdivision at a scale of one inch (1") to two thousand feet (2,000') showing existing and proposed major features covering an area of at least one (1) mile in all directions from the proposed subdivision, as requested by City Engineer.

#### TITLE INFORMATION

- The proposed name of the subdivision with section of sequencing designation, as appropriate.
- North point, scale, date and acreage of the proposed subdivision.
- The names and addresses of the owner, developer and land planner, engineer, and surveyor, as appropriate.
- The tract designation, abstract and other description according to the real estate records of the city or county.
- Total number of lots, and designation and amounts of land of the proposed uses within the subdivision.
- Acceptance block: The following notice shall be placed on the face of each preliminary plat and utility plan by the subdivider:  
"PRELIMINARY PLAT FOR REVIEW PURPOSES ONLY"  
  
The following certificate shall be placed on the preliminary plat by the subdivider:  
"ACCEPTED FOR PREPARATION OF FINAL PLAT"

\_\_\_\_\_  
Chairperson, Planning and Zoning Commission  
City of Bells

\_\_\_\_\_  
City Secretary  
City of Bells, Texas

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

#### ACCEPTANCE AND EXPIRATION

When a preliminary plat is found to conform to these regulations, or may be made to conform by making certain changes directed by the commission and the City Council, a copy of the preliminary plat with such changes if any made thereon, and the acceptance thereof by the commission and the City Council, conditioned as necessary on said changes, shall be transmitted to the subdivider. Acceptance of the preliminary plat as such shall in no way constitute final acceptance of the subdivision. There shall be no work done in the field on the proposed subdivision until the final plat has been accepted.

When a preliminary plat has been accepted by the commission and the City Council, the final plat for all or a part of the area shall be submitted within six (6) months thereafter, or as allowed by law; otherwise the acceptance shall terminate and shall be void, unless prior to the expiration of said acceptance the time for filing of the final plat is extended at the written request of the subdivider. The first filing extension (not to exceed ninety (90) days) shall be granted by the plan administrator. Any further extensions shall be considered by the City Council.

When the commission finds that the preliminary plat does not conform to these regulations, and that changes to make it conform are not acceptable to the subdivider, the commission shall return a copy of the preliminary plat with a report of such findings to the subdivider. The subdivider at any time thereafter may submit a new design for commission acceptance following the same procedure as required for the original application.

#### COMBINATION PRELIMINARY AND FINAL PLAT

The subdivider may, at his option, elect to combine his preliminary plat and final plat whenever the tract of land (i) is to be resubdivided to affect no more than three (3) lots, and (ii) no change of street locations would be required, and (iii) the proposed development will be of the same type of use and of comparable intensity as adjacent existing or planned development.



# City of Bells

## WAIVER OF LOCAL GOVERNMENT CODE §212.009

### SECTION 212.009 WAIVER

**Section 212.009.** The Texas Local Government Code (LGC) requires that the municipal authority responsible for approving plats shall act on a plat within thirty (30) days after the date the plat is filed. A plat is considered approved by the municipal authority unless it is disapproved within that period. If an ordinance requires that a plat be approved by the governing body of the municipality in addition to the planning commission, the governing body shall act on the plat within thirty (30) days after the date the plat is approved by the planning commission or is considered approved by the inaction of the commission. A plat is considered approved by the governing body unless it is disapproved within that period.

I hereby waive the thirty (30) day statutory limit of Section 212.009, Local Government Code, as amended.

Signature: \_\_\_\_\_  
*(Letter of Authorization required if signature is other than Property Owner)*

Printed Name: \_\_\_\_\_

### NOTARY PUBLIC

Known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this \_\_\_\_\_ day \_\_\_\_\_ of 20\_\_\_\_.

Notary Public Signature: \_\_\_\_\_



# City of Bells

## FINAL PLAT APPLICATION

Please complete the following form and submit to the City of Bells

### APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address or Property ID: \_\_\_\_\_

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

Proposed Addition Name: \_\_\_\_\_ Acres: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ No. of Lots: \_\_\_\_\_

I hereby request that this Final Plat not be placed on a Planning and Zoning Commission Agenda until all staff comments have been addressed. I hereby further waive the thirty (30) day time period for action on the plat as set forth in §212.009, Local Government Code, as amended.

I hereby request that this Final Plat be placed on the agenda for action at the first available Planning and Zoning Commission meeting even if staff comments have not been addressed and the Plat is not in compliance with City code. I understand that this will likely result in a disapproval of my application and I will be required to pay new filing fees. If this option is chosen, the following is required with this application:

- Seven (7) signed, sealed, and notarized legible prints of the Final Plat (24" x 36" at a scale of one hundred feet (100') to the inch or larger).
- One (1) mylar drawing of the Final Plat (24" x 36" at a scale of one hundred feet (100') to the inch or larger).
- One (1) AutoCAD (.dwg format) electronic format of the Final Plat.
- One (1) Adobe Acrobat (.pdf format) electronic file of the Final Plat (unless otherwise requested by the City Engineer).

I hereby certify that I am the sole current owner of record of the property described above. This application is being submitted with my consent and the information contained herein is true and correct. If I am not the sole current owner of record of the real property involved, I have attached notarized written evidence of authorization from the current owner(s) of record. I acknowledge that any invalid information may be cause for denial of this application. **I am the owner or agent authorized to make the statements and representations herein on the behalf of the owner.**

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**The attached and referenced plat has been fully and properly processed in accordance with the provisions of the City of Bells Subdivision Ordinance.**

City of Bells Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_



REMIT FINAL PLAT FORM TO:  
**City of Bells**  
 203 S. Broadway - Bells, Texas 75414  
 903.965.7744 Phone - cityadmin@cityofbells.org



# City of Bells

## FINAL PLAT CHECKLIST

### CHECKLIST PERTINENT TO DRAWINGS - FINAL PLAT *(Check all that apply)*

Applicable    N/A

#### SCALE AND DRAWING SIZE

- Seven (7) legible prints of the final plat (24" x 36" at a scale of one hundred feet (100') to the inch or larger).
- Index sheet at a reduced scale (applicable when more than one (1) sheet is required).
- Signed mylar drawings and copies of final plat in size acceptable to the county for recording.

#### FEATURES TO BE SHOWN

- All necessary data to locate and reproduce the final plat on the ground must be shown on the final plat.
- The boundary lines with accurate distances and bearings, a metes and bounds description of the boundary with an error of closure not to exceed one in ten thousand.
- Exact Acreage.
- The exact location and width of all existing or platted streets intersecting with the boundary of the tract.
- One (1) copy of the traverse closure sheet shall accompany the final plat.
- Bearings and distances to the nearest established street lines, official monuments, or subdivision corner, which shall be found and accurately described on the final plat.
- Abstract lines and municipal and school district boundaries shall be shown.
- An accurate location of the subdivision in reference to the deed records of the county which shall include the volume and page of the deed of the property to be subdivided.
- The layout, width, and names of all streets and/or alleys with the bearings and distances between points of curvature.
- The length of all arcs, radii, internal angles, points or curvature, length and bearings of the tangents. Such data to be provided on a table keyed to the curves on the final plat.
- The location, width, and description of all easements for right-of-way provided for public services, utilities or fire lanes and any limitations on use of the easements.
- All lot lines with accurate dimensions in feet and hundredths and with bearings and angles to the street and alley lines to the nearest second.
- A certification that each and every lot complies with the minimum size requirements (acreage or square footage) of either this ordinance or the zoning ordinance as appropriate. Lots of lesser size shall be individually identified and sized in tabular form.
- For all lots located wholly or partially within or immediately adjacent to a flood plain area, as designated on maps provided by the Federal Insurance Administration, a designation of the minimum floor elevation allowed, which shall be at least two feet (2') above the one hundred year (100) flood elevation at that point.
- A continuous and sequential lettering and/or numbering of blocks and lots within the subdivision.
- Required building setbacks.
- An accurate outline description and area to the nearest hundredth of an acre of all parcels of land which are offered for dedication or reserved for public use, or reserved in the deeds for the use of all property owners in the proposed subdivision or reservations for other uses, together with the purpose and conditions or limitations of such reservations and/or dedications, if any.
- The accurate location, material and approximate size of all monuments and bench marks.

#### LOCATION MAP

- A location map of the proposed subdivision at a scale of one inch (1") to two thousand feet (2,000') showing existing and proposed major features covering an area of at least one (1) mile in all directions from the proposed subdivision if requested by the City Engineer.



# City of Bells

## FINAL PLAT CHECKLIST

### CHECKLIST PERTINENT TO DRAWINGS - FINAL PLAT *(Check all that apply)*

#### TITLE INFORMATION

- The proposed name of the subdivision with section or sequencing designation, as appropriate.
- North point, scale and date.
- The names and addresses of the owner, developer and land planner, engineer, and surveyor responsible for actual design of the subdivision.

#### CERTIFICATES REQUIRED

- A certificate, signed by the city tax assessor, stating that all taxes and assessments then due and payable on the land contained within the subdivision have been paid.
- A certificate of ownership and dedication, of a form approved by the commission, of all streets, alleys, parks, open spaces and public ways to public use forever, signed and acknowledged before a notary public by the owner and any and all lien holders of the land, and a complete and accurate description of the land subdivided and dedications made.
- Certification by a registered public surveyor, registered in the State of Texas, to the effect that the plat represents a survey made by him or under his direct supervision and that all the monuments shown thereon actually exist, and that their location, size and material are correctly shown.
- Before approval and acceptance of any final plat, the developer shall place a sum of money, equal to the total estimated cost (as determined by the City Engineer) of the required street improvements, in escrow or shall give the City of Bells a certified check in this amount or shall present other financial guarantees, as sufficient to ensure that the required improvements will be made at developer expense, and approved by the City Council.
- Know all men by these presents:**  
  
 THAT I, \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Bells, Texas.  
  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*The surveyor shall affix his seal on the plat adjacent to the certification.*
- Certificate of acceptance by the City Planning and Zoning Commission: (To be placed on the plat in a manner that will permit the completion of the certificate by filling in the blank spaces.)
- Accepted this \_\_\_\_\_ day \_\_\_\_\_ of 20\_\_\_\_, by the City Planning and Zoning Commission of the City of Bells, Texas.  
  
 Chairman, Bells Planning and Zoning Commission: \_\_\_\_\_  
  
**Attest:**  
  
 Secretary, Bells Planning and Zoning Commission: \_\_\_\_\_
- Certificate of acceptance by the City Council (To be placed on the plat in a manner that will permit the completion of the certificate by filling in the blank spaces.)



# City of Bells

## FINAL PLAT CHECKLIST

### CHECKLIST PERTINENT TO DRAWINGS - FINAL PLAT *(Check all that apply)*

- Accepted by the City Council of the City of Bells.  
Mayor, City of Bells: \_\_\_\_\_ Date: \_\_\_\_\_

The undersigned, the City Secretary of the City of Bells, hereby certifies that the foregoing final plat of \_\_\_\_\_ Subdivision or Addition to the City of Bells was submitted to the City Council on the \_\_\_\_\_ day \_\_\_\_\_ of 20\_\_\_\_, and the City Council by formal action then and there accepted the dedication of streets, alleys, easements, and public places, as shown and set forth in and upon said map or plat, and said City Council further authorized the Mayor to note the acceptance thereof by signing his name as hereinabove subscribed.

Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_.

City Secretary, City of Bells: \_\_\_\_\_

*Note: All signatures and seals must be clear and distinct in **black ink**.*

#### CONSTRUCTION PLANS

- Construction plans and profile sheets for all public improvements shall be submitted with the final plat (hard copies and electronic copies as specified by the City Engineer).
- The approval of the final plat shall be contingent upon acceptance of construction plans and specifications by the City Engineer.
- Construction plans and profiles shall be drawn on sheets measuring twenty-two (22) or twenty-four (24) by thirty-six (36) inches, and shall be the same size as the final plat. Each sheet shall include north point, scales, date and bench mark description to sea level datum. Each sheet shall show the seal and signature of the professional engineer who prepared the plans and shall include the following:
  - A plan and profiles of each street with top of curb grades shown. Scales shall be in one inch (1") equals forty feet (40') horizontally, and one inch equals four feet (4') vertically or such other scale approved by the City Engineer.
  - The cross-section of proposed streets, alleys and sidewalks showing the width and type of pavement, base and subgrade and location within the right-of-way.
  - A plan and profile of proposed sanitary sewers with grades and pipe size indicated and showing locations of manholes, cleanouts and other appurtenances, section of embedment.
  - A plan of the proposed water distribution system showing pipe sizes and location of valves, fire hydrants, fittings and other appurtenances, with a section showing embedment.
  - A plan to scale of all areas contributing storm water runoff or drainage within and surrounding the proposed subdivision. Such plan shall indicate size of areas, storm frequency and duration data, amounts of runoff, points of concentration, time of concentration and other data necessary to adequately design drainage facilities for the area.
  - A plan and profile of proposed storm sewers, showing hydraulic data, pipe grades and sizes, manholes, inlets, pipe connections, culverts, outlet structures, bridges and other structures.
  - The plans shall contain all necessary information for construction of the project, including screening walls.
  - Owner certifications as specified by the City engineer, including dedications of rights of way, easements and other matters, subject to approval and acceptance by the City.





# SITE DEVELOPMENT PROCESS

## Overview

During the site development process, City staff review all proposed site improvements including, but not limited to, zoning compliance, utility connections, traffic impact, legal lot status, building setbacks, sidewalks, landscaping, driveway locations, parking, and fire hydrants. These improvements must meet the requirements of codes, including the Subdivision Ordinance and Fire Code.

Any person who develops, or causes to be developed, property located within the City, will be required to submit a Site Development Permit Application unless one of exceptions identified on the following page apply.

## SITE DEVELOPMENT PERMIT APPLICATION

The Site Development Permit Application is submitted to City Hall. This application is a set of civil construction plans that address the proposed site improvements. The reviewing departments include Planning, Engineering, Fire, and Public Works. These departments review the plans and return comments to the applicant.

The applicant revises the site development plans and the reviewing departments review the revised site development plans. The site development plans are approved administratively and are not subject to public hearings.

**EXCEPTIONS**

Site Development Permit Applications must be submitted unless one of the following exceptions apply:

- ✓ Construction, alteration, or addition to a single-family or two-family residential structure, or an accessory building to any such structure.
- ✓ Alteration or finish-out of an existing building when the alteration or finish-out does not increase the square footage of the building or change the building footprint as long as one of the following applies:
  1. The use does not change, or if the use changes, the new use does not require more parking than is currently existing and no additional parking spaces, aisles or driveways are proposed;
  2. The alteration, finish-out or change of use is in compliance with all applicable codes and regulations of the City; and
  3. The proposal does not increase the degree of any non-conforming use or non-conforming structure.
- ✓ Construction of a fence, but no exception is granted by this subsection for construction of a retaining wall or for a fence that may obstruct or change the flow of water.
- ✓ Substantial restoration that is commenced within a period of one (1) year of a building damaged by fire, explosion, flood, tornado, riot, act of the public enemy, or accident of any kind.
- ✓ A canopy or carport placed over existing parking spaces or other paved area.
- ✓ Rough grading for which a permit has been issued by the City Engineer prior to beginning the rough grading.
- ✓ Any other minor site activity similar to those listed above and approved by City Staff prior to beginning such site activity or work.



# SITE DEVELOPMENT FLOW CHART

The Site Development Permit Application & Checklist is available on the City's website [www.cityofbells.org](http://www.cityofbells.org), and includes a detailed description of the site development review process as well as the following flow chart. Contact the City for the current Standard and Alternative Submittal Schedules.





# City of Bells

## DEVELOPMENT PERMIT APPLICATION

Please complete the following form and submit to the City of Bells.

### PROJECT INFORMATION

Name: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

Location: \_\_\_\_\_

Check all that apply to this Development Permit Application

EROSION CONTROL       GRADING       UTILITIES       PAVING       LANDSCAPING

OFFSITE IMPROVEMENTS: \_\_\_\_\_

SUBDIVISION IMPROVEMENTS       SITE IMPROVEMENTS       IMPROVEMENTS AT OR NEAR FLOOD PLAINS

DRIVEWAY/CULVERT/SIDEWALK       BORING

### APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

I hereby certify that I am the sole current owner of record of the property described above. This application is being submitted with my consent and the information contained herein is true and correct. If I am not the sole current owner of record of the real property involved, I have attached notarized written evidence of authorization from the current owner(s) of record. I acknowledge that any invalid information may be cause for denial of this application. **I am the owner or agent authorized to make the statements and representations herein on the behalf of the owner.**

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**NOTE:** The applicant shall pay all applicable fees prior to issuance of the Development Permit. The Development Permit Approval, on which all fees will be noted, will be sent to the applicant for signature. That form will need to be returned to the City of Bells for execution, and the applicant's signed copy of the Development Permit Approval will be made available at the Pre-Design Conference. Arrangements for the Pre-Design Conference may be made with the City Engineer after the applicant has signed the Development Permit Approval. All contractors listed on the application are required to attend the Pre-Design Meeting.

REMIT DEVELOPMENT PERMIT APPLICATION TO:

**City of Bells**

203 S. Broadway - Bells, Texas 75414  
903.965.7744 Phone - cityadmin@cityofbells.org





# BUILDING PERMIT

## Purpose

The Building Permits & Inspection Department is responsible for the issuance and inspection of all construction-related permits, as well as the issuance of Certificates of Occupancy.

## PERMITS

- ✓ New construction (commercial and residential)
- ✓ Remodels (relocation or removal of interior walls, and/or electrical, mechanical, or plumbing)
- ✓ Additions to existing structures
- ✓ Accessory buildings and structures
- ✓ Swimming pools
- ✓ Driveways/culverts
- ✓ Signs (new or re-facing)
- ✓ Demolition
- ✓ Moving structures
- ✓ Water/wastewater connections
- ✓ Irrigation systems
- ✓ Electrical service upgrades and standalone installations
- ✓ Plumbing repair with or without foundation repairs
- ✓ Water heater changeouts

In most cases, properties located outside of the City limits and within the Bells ETJ are only required permits for signs and water/wastewater connections.

## BUILDING CODES

A permit is required prior to the commencement of any construction located on property within the City limits. Activities requiring permits are listed below:

- ✓ 2012 International Building Code
- ✓ 2012 International Residential Code for One and Two-Family Dwellings
- ✓ 2012 International Mechanical Code
- ✓ 2012 International Plumbing Code
- ✓ 2012 International Fire Code
- ✓ 2012 International Fuel Gas Code
- ✓ 2012 International Energy Conservation Code
- ✓ 2012 International Property Maintenance Code
- ✓ 2011 National Electrical Code (with local amendments)

These codes can be purchased in their entirety through the International Code Council.

## **CONTRACTOR REGISTRATION**

All Plumbing, Electrical, and Mechanical contractors shall be licensed by the State of Texas. All general contractors and subcontractors shall be required to have an updated registration form on file with the City of Bells.

Commercial projects greater than \$50,000 in costs shall be required to submit project information to the Texas Department of License and Regulation (TDLR) for architectural barriers review. The TDLR registration number is required when submitting the application to the City.

## **COMMERCIAL AND RESIDENTIAL APPLICATION SUBMITTALS**

Requirements are available on the City's website [www.cityofbells.org](http://www.cityofbells.org). Specific requirements can be found on the Building Permits & Inspections page at [cityofbells.org/permits](http://cityofbells.org/permits)

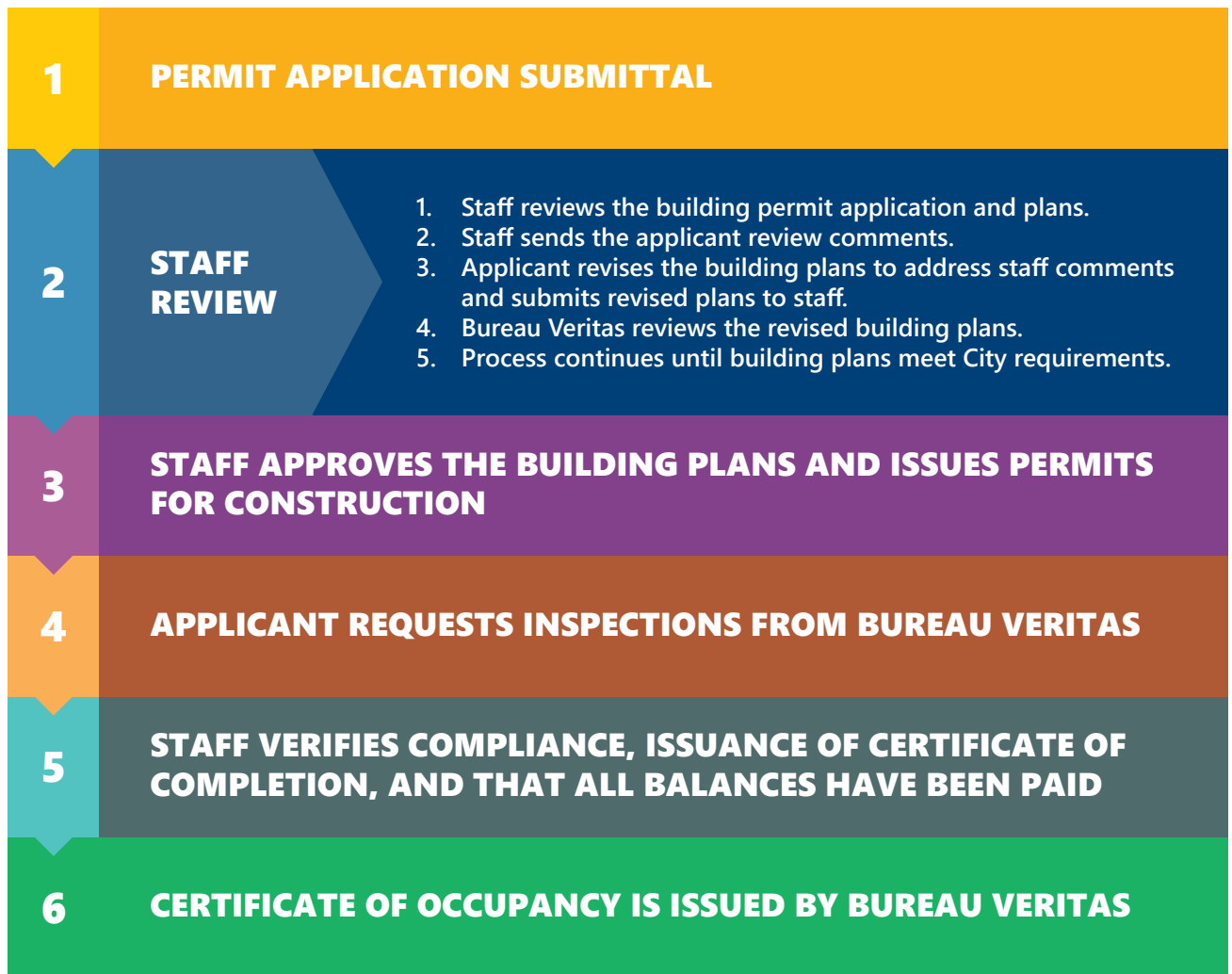
## **SIGNAGE**

All signs erected or modified within City limits or the ETJ require the issuance of a Sign Permit as specified in the City's Sign Ordinance. The modification of an existing sign includes the changing of the face.

## **CERTIFICATE OF OCCUPANCY**

Businesses are required to have a certificate of occupancy to conduct business within the City of Bells. There is a cost to apply for a certificate of occupancy. Upon application, inspectors will visit the location and inspect the site for code compliance and safety. Once each inspection passes, a certificate of occupancy will be issued. Please note that for commercial projects, an inspection for site work is required prior to issuance of a Certificate of Occupancy.

# **BUILDING PERMIT FLOW CHART**



# FREQUENTLY ASKED QUESTIONS

## 1 **When is a building permit required?**

A person, firm, or corporation shall not erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, convert, equip, use, occupy, or maintain a structure or building service equipment without first obtaining a permit from City Hall.

## 2 **When is a permit needed for mechanical upgrades and repairs?**

A permit is required when an air conditioner or furnace is replaced. A plan review is not required, but a permit fee is due upon permit issuance.

## 3 **When is a permit needed for electrical upgrades and repairs?**

A permit is required for all service upgrades or circuit replacements. A plan review is not required, but a permit fee is due upon permit issuance.

## 4 **When is a permit needed for plumbing upgrades and repairs?**

A permit is required when a gas line is added, replaced or repaired, installing gas logs inside your fireplace, replacing a gas or electric water heater, or adding a water softener to your home or sprinkler system. A plan review is not required, but a permit fee is due upon permit issuance.

**All mechanical, electrical, and plumbing work described above requires an inspection and Contractor Registration.**

## 5 **What is an Accessory Structure?**

An accessory building is one which: (a) is subordinate to and serves a principal building or principal use; and (b) is subordinate in area, extent, or purpose to the principal building or principal use served; and (c) contributes to the comfort, convenience, and necessity of occupants of the principal building or principal use served; and (d) is located on the same building lot as the principal use served. Requirements for an Accessory Building can be found in Section 13.02 of the City of Bells Zoning Ordinance.

## 6 **When is a permit needed for Accessory Structures?**

A permit and plan review are required for all Accessory Buildings with a floor area of 200 sq. ft. or more. A permit fee is due at submission of application.

# City of Bells

## RESIDENTIAL PERMIT APPLICATION

Please complete the following form and submit to the City of Bells.

### PROJECT INFORMATION

Building Permit No.: \_\_\_\_\_ Valuation: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Project Address: \_\_\_\_\_ Bells, TX Subdivision: \_\_\_\_\_ No. of Stories: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Area Sq. Feet: Living: \_\_\_\_\_ Garage: \_\_\_\_\_ Covered Porch: \_\_\_\_\_ Total: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

- Project Description:
- |                                     |                                               |                                             |                                     |
|-------------------------------------|-----------------------------------------------|---------------------------------------------|-------------------------------------|
| <input type="checkbox"/> NEW SFR    | <input type="checkbox"/> SFR REMODEL/ADDITION | <input type="checkbox"/> ACCESSORY BUILDING | <input type="checkbox"/> PLUMBING   |
| <input type="checkbox"/> MECHANICAL | <input type="checkbox"/> LAWN IRRIGATION      | <input type="checkbox"/> SWIMMING POOL      | <input type="checkbox"/> ELECTRICAL |
| <input type="checkbox"/> FENCE      | <input type="checkbox"/> OTHER _____          |                                             |                                     |

Is this property in a floodplain?  YES  NO *If yes, provide Flood Plain Certificate*

Owner Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*(Must have email for inspections)*

Mechanical Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Contractor License No.: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Contractor License No.: \_\_\_\_\_

Plumber/Irrigator: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Contractor License No.: \_\_\_\_\_

**A permit becomes null and void if work or construction authorized is not completed within 180 days. An extension request must be made in writing before expiration of permit. All permits require final inspection.**

IT SHALL BE UNLAWFUL TO USE OR OCCUPY OR PERMIT THE USE OR OCCUPANCY OF ANY BUILDING OR PREMISES CREATED, ERECTED, CHANGED, CONVERTED, ALTERED, OR ENLARGED IN ITS USE OR STRUCTURE UNTIL A CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN ISSUED BY THE ADMINISTRATIVE OFFICIAL.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

BV Project No.: \_\_\_\_\_ Received by: \_\_\_\_\_

Total Permit Fees: \_\_\_\_\_ Date: \_\_\_\_\_



REMIT RESIDENTIAL PERMIT APPLICATION TO:

**City of Bells**

203 S. Broadway - Bells, Texas 75414  
903.965.7744 Phone - cityadmin@cityofbells.org



# City of Bells

## NEW RESIDENTIAL PERMIT SUBMITTAL REQUIREMENTS

- 1. Construction Document Submittals:** Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.
- 2. Site Plans (Plot Plans):** Drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.
- 3. Floor Plans:** Drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.
- 4. Exterior Elevation Plans:** Drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.
- 5. Structural Plans:** Where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.
- 6. Foundation Plans** (*Must be sealed by a State of Texas Licensed Engineer*) **or Foundation Detail** (*Reference IRC*): Drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tension cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.
- 7. Engineer's Foundation Design Letters:** Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.
- 8. Masonry on Wood Details,** if applicable. Must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.
- 9. Electrical Plans:** May be included with Floor Plan. Drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.
- 10. Plumbing Plans:** May be included with Floor Plan. Drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.
- 11. Energy Compliance Report**

# City of Bells

## RESIDENTIAL PLAN REVIEW CHECKLIST

### CHECKLIST PERTINENT TO RESIDENTIAL PLAN REVIEW

Address: \_\_\_\_\_ Date Received: \_\_\_\_\_

- Two (2) Site Plans including:**
- North area point & scale.
- Property lines and lot dimensions.
- All easements.
- Proposed structure and all existing buildings.
- Setbacks for front, rear and sides of house.
- Two (2) Residential Energy Code Compliance Reports** (Rescheck, IC3 report, and Energy Star Reports accepted.)
- Two (2) Foundation Plans** (Conventional Rebar Slab Foundation - Regionally Accepted Practices: Foundation detail (reference IRC or Engineered plans or Post Tension Foundation - Engineered Foundation plans and letter. Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the IRC).
- Two (2) Sets of House Plans** including: floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, and shear wall detail.
- Two (2) Foundation Plans** (Conventional Rebar Slab Foundation - Regionally Accepted Practices: Foundation detail (reference IRC or Engineered plans or Post Tension Foundation - Engineered Foundation plans and letter. Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the IRC).
- Driveway approaches and drainage culverts** - Engineered plans (Driveways accessing State Highways require a TxDOT permit).
- Contractor Registration REQUIRED for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester, Third-Party Energy Provider.

### BUREAU VERITAS CONTACT INFORMATION

#### PERMIT SUBMITTAL

The permit documents and fees will be submitted to the City. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the City for a complete list of permit submittal requirements.

#### PLAN REVIEW

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (469) 241-1834 or toll-free (800) 906-7199.

#### INSPECTION REQUESTS

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection Line: (817) 335-8111 or (972) 980-8401

Inspection Fax Line: (817) 335-8110 or (972) 980-8400

Toll-Free Number: (877) 837-8775 Toll-Free Fax Line: (877) 837-8859

Inspection Requests may also be emailed to [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

#### FIELD INSPECTIONS

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office for your inspector's name and number.



# City of Bells

## COMMERCIAL PERMIT APPLICATION

Please complete the following form and submit to the City of Bells.

### PROJECT INFORMATION

Building Permit No.: \_\_\_\_\_ Valuation: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Address: \_\_\_\_\_ Bells, TX

Area Sq. Feet: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

Project  NEW  ADDITION  REMODEL  PLUMBING  FINISH OUT

Description:  MECHANICAL  SIGN  ELECTRICAL  OTHER \_\_\_\_\_

Is this property in a floodplain?  YES  NO *If yes, provide Flood Plain Certificate*

Owner Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Engineer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Contractor License No.: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Contractor License No.: \_\_\_\_\_

Plumber/Irrigator: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Contractor License No.: \_\_\_\_\_

**A permit becomes null and void if work or construction authorized is not completed within 180 days. An extension request must be made in writing before expiration of permit. All permits require final inspection.**

IT SHALL BE UNLAWFUL TO USE OR OCCUPY OR PERMIT THE USE OR OCCUPANCY OF ANY BUILDING OR PREMISES CREATED, ERECTED, CHANGED, CONVERTED, ALTERED, OR ENLARGED IN ITS USE OR STRUCTURE UNTIL A CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN ISSUED BY THE ADMINISTRATIVE OFFICIAL.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

BV Project No.: \_\_\_\_\_ Received by: \_\_\_\_\_

Total Permit Fees: \_\_\_\_\_ Date: \_\_\_\_\_

REMIT COMMERCIAL PERMIT APPLICATION TO:

**City of Bells**

203 S. Broadway - Bells, Texas 75414  
903.965.7744 Phone - cityadmin@cityofbells.org



# City of Bells

## **NEW COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS**

1. **Construction Document Submittals:** Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form. An additional set of plans may be required for fire sprinklered buildings.

*Note: Drawings containing a label such as "not for construction" or "for pricing only" will NOT be accepted for permit application.*

2. **Professional License:** Each drawing and document shall be sealed, signed, dated, and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

3. **Required Drawings and Documents:** City Building Inspection Department may request additional information if necessary. Drawings must be drawn to scale, dimensioned and of sufficient clarity.

- |                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Site Plan (a)</li> <li>2. Floor plans and roof plans</li> <li>3. Exterior elevation</li> <li>4. Door schedules, window schedules, hardware schedules</li> <li>5. Construction details; interior elevations and interior finish schedules</li> <li>6. Structural plans must include foundation plans, roof and floor framing plans, wall sections and details</li> </ol> | <ol style="list-style-type: none"> <li>7. Mechanical, electrical and plumbing site plans and schedules</li> <li>8. Plumbing plans (including riser diagram)</li> <li>9. Mechanical plans</li> <li>10. Electrical plans (including riser diagrams)</li> <li>11. Certified Energy Compliance Report (b)</li> <li>12. Asbestos Survey (for renovation or demolition permits) (c)</li> <li>13. Texas Department of Licensing and Regulation architectural barriers project registration information (d)</li> </ol> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Note:** (a) The Plat must be approved and the Site Plan must be released by the Planning/Engineering Department before a permit will be issued. (b) U.S. Department of Energy, [www.energycodes.org](http://www.energycodes.org). (c) Texas Department of Health, Asbestos Program Branch (1-512-834-6600, [www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos)). (d) Texas Department of Licensing and Regulation (1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us))



# City of Bells

## COMMERCIAL PLAN REVIEW CHECKLIST

Permit Application with an original signature must be completed and submitted with the following information:

### CHECKLIST PERTINENT TO COMMERCIAL PLAN REVIEW

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

- Three (3) Site Plans including:**
  - Legal Description (lot, block, subdivision).
  - All easements.
  - Property Lines and Lot Dimensions.
  - North area point & scale.
  - Proposed Structure and All Existing Structures.
  - Existing and Proposed Location of Utility Poles, Pad-Mounted Transformers.
- Three (3) Parking Lot Layout Plans**
- Three (3) Grading Plans**
- Two (2) Commercial Energy Code Compliance** - To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.
- Three (3) Sets of Plans** to include floor plan, exterior elevations, roof design, foundation plan, mep design, construction details, and window/door schedule.
- Fire Lane Location and Construction Plan and Details, Fire Suppression System Plans and Documents, and Fire Alarm System Plans**
- Driveway approaches and drainage culverts** - Engineered plans (Driveways accessing State Highways require a TxDOT permit).
- TDLR #** - Architectural Barriers Registration (if \$50,000.00 or over)
- Asbestos Survey or Compliance Statement** (if demo or remodel)
- Contractor Registration REQUIRED for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester, Third-Party Energy Provider.

### BUREAU VERITAS CONTACT INFORMATION

#### PERMIT SUBMITTAL

The permit documents and fees will be submitted to the City. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the City for a complete list of permit submittal requirements.

#### PLAN REVIEW

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (469) 241-1834 or toll-free (800) 906-7199.

#### INSPECTION REQUESTS

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection Line: (817) 335-8111 or (972) 980-8401

Inspection Fax Line: (817) 335-8110 or (972) 980-8400

Toll-Free Number: (877) 837-8775 Toll-Free Fax Line: (877) 837-8859

Inspection Requests may also be emailed to [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

#### FIELD INSPECTIONS

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office for your inspector's name and number.



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# City of Bells

## BUILDING PERMIT SIGN DEPOSIT

### **\$20 REFUNDABLE DEPOSIT - CASH ONLY**

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

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

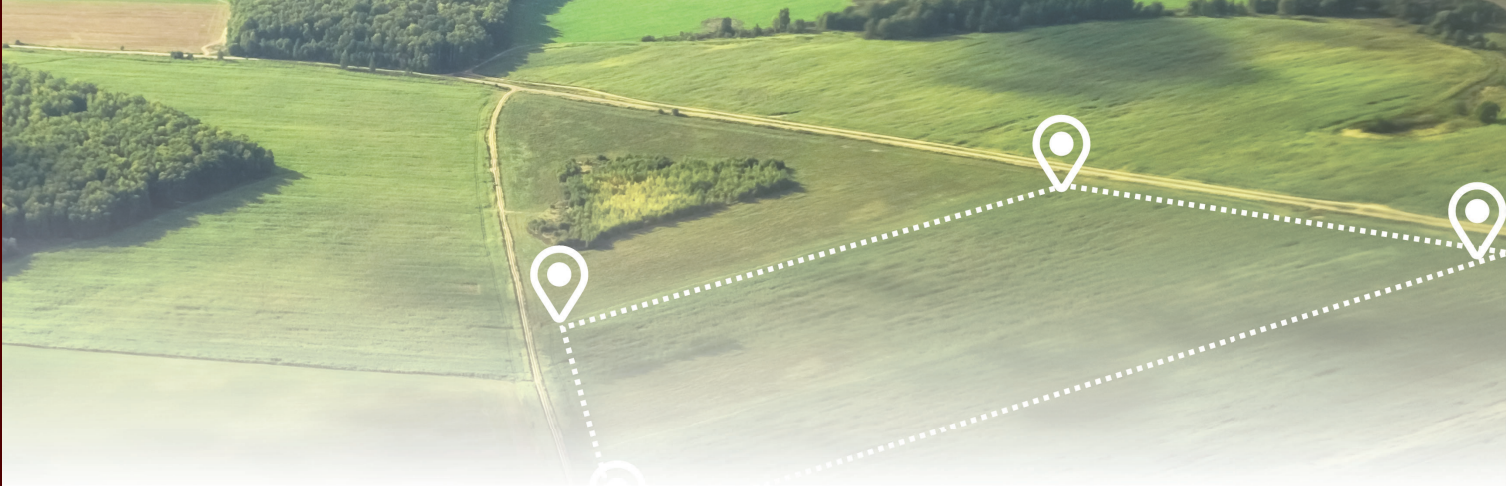
Permit No.: \_\_\_\_\_ Sign No.: \_\_\_\_\_

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

I have returned my sign and have received my deposit back.

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





# ANNEXATION

## Overview

Annexation is the process by which the City of Bells may assume jurisdiction over unincorporated territory adjacent to its boundaries. Annexation provides for a means to maintain unified land use and to promote orderly growth. Annexation is also a means of ensuring that current and future residents and businesses outside of the City's corporate limits who benefit from access to City facilities and services share the tax burden associated with constructing and maintaining those facilities and services.

## ANNEXATION PROCESS

An ordinance, which must be approved by the City Council, is required to make an annexation effective. In order for the City of Bells to consider annexation of property, a petition must be presented to the City Secretary by either a majority of the inhabitants of the land to be annexed or by the owner(s) of the property to be annexed as follows:

### 1. INHABITANT'S PETITION

The majority of the inhabitants of the area to be annexed who are qualified to vote must present a petition for annexation with an attached affidavit of any three (3) of the inhabitants certifying the vote. The petition must contain a legal description of the land to be annexed; or

### 2. OWNER'S PETITION

The owner(s) of land desiring to be annexed must present a petition requesting annexation. The petition must contain a legal description of the land to be annexed. The land to be annexed by owner's petition must contain less than three (3) qualified voters.

### 3. DESCRIPTION OF LAND TO BE ANNEXED

The description of the land shall include a legal description and property exhibit prepared and sealed by a land surveyor registered in the State of Texas. The legal description and property exhibit shall include the following information:

1. **Exhibit A** (max size 8 1/2" x 11"): A metes and bounds description of the boundary and exact acreage; bearings and distances to a known point on or within the Bells City Limits; and an accurate location of the property in reference to the deed records of Grayson County, which shall include the volume and page of the deed of the property to be annexed;
2. **Exhibit B** (max size 11" x 17"): An exhibit depicting the information in Exhibit A; and
3. **Exhibit C** Service Plan for area proposed to be annexed signed and notarized by the owner.

## ANNEXATION APPLICATION & PETITION

Please complete the following form and submit your annexation petition to the City of Bells.

### APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Area: \_\_\_\_\_ No. of Tracts: \_\_\_\_\_ Owner(s): \_\_\_\_\_

Abstract(s) Name & Number: \_\_\_\_\_

### VOLUNTARY ANNEXATION PETITION

#### TO THE MAYOR AND CITY COUNCIL OF THE CITY OF BELLS, TEXAS:

The undersigned owner(s) of the hereinafter described tract of land, which is vacant and without residents or on which fewer than three (3) qualified voters reside, petition the City of Bells, Texas, (the "City") pursuant to Texas Local Government Code § 43.028 to extend the present City limits so as to include and annex as a part of the City of Bells, Texas, the property described by the metes and bounds in Exhibit "A", attached hereto and incorporated herein for all purposes (the "Property").

We certify that the Property is one-half mile or less in width, that it is contiguous to the City, and that this petition is signed and duly acknowledged by each and every person and corporation having an interest in the Property.

#### OWNER(S)

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

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

\_\_\_\_\_, a, \_\_\_\_\_

By: \_\_\_\_\_ Its: \_\_\_\_\_ Date: \_\_\_\_\_

### ACKNOWLEDGEMENT

State of Texas, County of \_\_\_\_\_

This instrument was acknowledged before me on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.

\_\_\_\_\_, My Commission Expires \_\_\_\_\_

Notary Public in and for the State of Texas Notary ID # \_\_\_\_\_

State of Texas, County of \_\_\_\_\_

This instrument was acknowledged before me on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_ of \_\_\_\_\_,

a \_\_\_\_\_, on behalf of said \_\_\_\_\_.

\_\_\_\_\_, My Commission Expires \_\_\_\_\_

Notary Public in and for the State of Texas Notary ID # \_\_\_\_\_



# City of Bells

Ordinance No. \_\_\_\_\_

## SERVICE PLAN FOR ANNEXED AREA

Annexation Ordinance No.: \_\_\_\_\_ (To be completed by the City of Bells)

Date of Annexation Ordinance: \_\_\_\_\_ (To be completed by the City of Bells)

Acreage Annexed: \_\_\_\_\_ acres of land, more or less

Survey, Abstract, and County: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Municipal Services to the acreage described above shall be furnished by or on behalf of the City of Bells, Texas, at the following levels and in accordance with the following schedule:

### A. POLICE SERVICE

1. Patrolling, responses to calls and other routine police services, within the limits of existing personnel and equipment and in a manner consistent with any of the methods of the City of Bells, Texas, extends police service to any other area of the municipality, will be provided upon the effective date of the annexation ordinance.
2. Upon ultimate development of the area, the same level of police services will be provided to this area as are furnished throughout the City.

### B. FIRE/AMBULANCE SERVICES

1. Fire protection by the present personnel and the present equipment of the Bells Volunteer Fire Department, within the limitations of available water and distances from existing fire stations, and in a manner consistent with any of the methods of the City of Bells, Texas, extends fire service to any other area of the municipality, will be provided to this area upon the effective date of the annexation ordinance.
2. Emergency ambulance in a manner consistent with any of the methods of the City of Bells, Texas, provides emergency ambulance service to any other area of the municipality, will be provided to this area upon the effective date of the annexation ordinance.
3. Upon ultimate development of the area, the same level of fire and emergency ambulance services will be provided to this area as are furnished throughout the City.

### C. ENVIRONMENTAL HEALTH AND CODE ENFORCEMENT SERVICES

1. Enforcement of the City's environmental health ordinances and regulations, including but not limited to, weed and brush ordinances, junked and abandoned vehicle ordinances and animal control ordinances, shall be provided within this area sixty (60) days of the effective date of the annexation ordinance. These ordinances and regulations will be enforced through the use of existing personnel.
2. Inspection services, including the review of building plans, the issuance of permits and the inspection of all buildings, plumbing, mechanical and electrical work to ensure compliance with City codes and ordinances will be provided within sixty (60) days of the effective date of the annexation ordinance. Existing personnel and third-party inspectors will be used to provide these services.



3. The City's zoning, subdivision, sign and other ordinances shall be enforced in this area beginning upon the effective date of the annexation.
4. All inspection services furnished by the City of Bells, but not mentioned above, will be provided to this area beginning within sixty (60) days of the effective date of the annexed ordinance.
5. As development and construction commence in this area, sufficient personnel or use of third-party inspectors will be provided to furnish this area the same level of Environmental Health and Code Enforcement Services as are furnished throughout the City.

#### **D. PLANNING AND ZONING SERVICES**

1. The planning and zoning jurisdiction of the City will extend to this area upon the effective date of the annexation ordinance. City planning will thereafter encompass this property, and it shall be entitled to consideration for zoning in accordance with the City's Comprehensive Zoning Ordinance and Comprehensive Plan.

#### **E. PARK AND RECREATION SERVICES**

1. Residents of this property may utilize all existing park and recreational services, facilities, and sites throughout the City, beginning upon the effective date of the annexation ordinance.
2. Additional facilities and sites to serve this property and its residents will be acquired, developed and maintained at locations and times provided by applicable plans, policies, and programs and decisions of the City of Bells. This property will be included in all future plans for providing parks and recreation services to the City.
3. Existing parks, playgrounds, swimming pools, and other recreational facilities within this property shall, upon dedication to and acceptance by the City, be maintained and operated by the City of Bells, but not otherwise.

#### **F. SOLID WASTE COLLECTION**

1. Solid waste collection shall be provided to the property in accordance with existing City policies, beginning upon the effective date of the annexation ordinance.
2. As development and construction commence in this property and population density increases to the property level, solid waste collection shall be provided to this property in accordance with the current policies of the City as to frequency, changes and so forth.

#### **G. STREETS**

1. The City of Bell's existing policies with regard to street maintenance, applicable throughout the entire City, shall apply to this property beginning upon the effective date of the annexation ordinance. Unless a street within this property has been constructed or is improved to the City's standards and specifications, that street will not be maintained by the City of Bells.
2. As development, improvement or construction of streets to City standards commences within this property, acceptance upon completion and maintenance after completion shall apply per City policies.
3. The same level of maintenance shall be provided to streets within this property which have been accepted throughout the City of Bells as is provided to City streets throughout the City.
4. Street lighting installed on streets improved to the City standards shall be maintained by either TXU Energy, Oncor, Grayson County Electric Co-Op or the appropriate Franchise holder in accordance with current City policies.

**H. WATER SERVICES\***

1. Connection to existing City water mains for water service for domestic, commercial and industrial use within this property will be provided in accordance with existing City policies. Upon connection to existing mains, water will be provided at rates established by City ordinances for such service throughout the City.
2. As development and construction commence in this property, water mains of the City will be extended by Owner in accordance with provisions of the Subdivision Ordinance and other applicable ordinances and regulations. Such extensions will be commenced within two and one-half (2 1/2) years from the effective date of the annexation ordinance and substantially completed within four and one-half (4 1/2) years after that date.\*\*
3. Water mains installed or improved to City standards which are within the annexed area and are located in dedicated easements which have been formally accepted by the City shall be maintained by the City of Bells.
4. Private water lines within this property shall be maintained by their owners in accordance with existing policies applicable throughout the City.

**I. SANITARY SEWER SERVICES\***

1. Connections to existing City sanitary sewer mains for sanitary sewage service in this area will be provided in accordance with existing City policies. Upon connection, sanitary sewer service will be provided at rates established by City ordinances for such service throughout the City.
2. Sanitary sewage mains and/or lift stations installed or improved by Owner to City standards, located in dedicated easements which have been formally accepted by the City, and which are within the annexed area and are connected to City mains will be maintained by the City of Bells.
3. As development and construction commence in this area, sanitary sewer of the City will be extended by Owner in accordance with provisions of the Subdivision Ordinance and other applicable City ordinances and regulations. Such extensions will be commenced within two and one-half (2 1/2) years from the effective date of the annexation ordinance and substantially completed within four and one-half (4 1/2) years after that date.\*\*

**J. MISCELLANEOUS**

1. Any facility or building located within the annexed area and utilized by the City of Bells in providing services to the area will be maintained by the City of Bells commencing upon the date of use or upon the effective date of the annexation ordinance, whichever occurs later.
2. General municipal administration and administrative services of the City shall be available to the annexed area beginning upon the effective date of the annexation ordinance.
3. Notwithstanding anything set forth above, this Service Plan does not require all municipal services be provided as set forth above if different characteristics of topography, land use and population density are considered a sufficient basis for providing different levels of service.
4. The Service Plan is valid for ten (10) years from the effective date of the Ordinance.





**NOTES**

**\* CERTIFICATE OF CONVENIENCE AND NECESSITY ("CCN"):**

Unless otherwise agreed to in writing, the City of Bells and owner agree that if the above-described property lies within the sewer and/or water ccn area of an entity other than the City of Bells, owner shall reimburse the city of bells any and all costs associated with the city of bells obtaining the ccn to service the above-described property with water and/or sewer.

**\*\* WAIVER OF STATUTORY SCHEDULE FOR PROVISION OF MUNICIPAL SERVICES:**

The City of Bells and owner agree that the requirement that the construction of capital improvements necessary to provide municipal services to the property must be substantially completed within four and one-half (4 1/2) years of the annexation does not apply to development on the property because of its size or projected manner of development by the owners or developers. The parties agree that such services are not reasonably expected to be completed within that time period.

The individuals executing this service plan on behalf of the respective parties represent to each other and to others that all appropriate and necessary action has been taken to authorize the individual who is executing the service plan to do so for and on behalf of the party for which his or her signature appears, that there are no other parties or entities required to execute the service plan in order for the same to be an authorized and binding agreement on the party for whom the individual is signing the service plan and that each individual affixing his or her signature thereto is authorized to do so, and such authorization is valid and effective on the date hereof.

THE OWNER OF THE PROPERTY DESCRIBED ABOVE IS \_\_\_\_\_.

Agreed to by the City of Bells, Texas on the date of and by the passage of Ordinance No. \_\_\_\_\_, annexing the above-described property, with this Service Plan being attached to and incorporated into said Ordinance as Exhibit "\_\_\_\_\_."

Agreed to and dated by Owner this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Owner(s): \_\_\_\_\_ By: \_\_\_\_\_

**ACKNOWLEDGEMENT**

State of Texas, County of \_\_\_\_\_

This instrument was acknowledged before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public in and for the State of Texas      My Commission Expires \_\_\_\_\_  
 Notary ID # \_\_\_\_\_

\_\_\_\_\_  
 Notary's Name





# DEVELOPMENT LINKS

## CITY LINKS

- City of Bells ..... [cityofbells.org](http://cityofbells.org)
- Zoning Applications ..... [cityofbells.org/planning-%26-zoning](http://cityofbells.org/planning-%26-zoning)
- Building Inspections and Permits ..... [cityofbells.org/permits](http://cityofbells.org/permits)

## COUNTY LINKS

- Grayson County ..... [www.co.grayson.tx.us](http://www.co.grayson.tx.us)
- Grayson Central Appraisal District ..... [www.graysonappraisal.org](http://www.graysonappraisal.org)
- Grayson County Tax Assessor ..... [taxsearch.co.grayson.tx.us](http://taxsearch.co.grayson.tx.us)

## OTHER

- Bells City Hall ..... (903) 965-7744
- Bells City Secretary ..... (903) 965-7744
- Bureau Veritas (Plan Reviews) ..... (800) 906-7199
- Bureau Veritas (Inspection Requests) ..... (877) 837-8775
- Antero Group (City Engineer & Planner) ..... (312) 772-5085

