

# WACO DEVELOPMENT GUIDE

**A Handbook  
for  
Developers  
and  
Citizens**



**2008**

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# INTRODUCTION

**A** city grows by constant land subdivision and development, which beneficially influences the economic conditions of an area. The City of Waco is committed to providing the best service in all municipal government functions to its citizens and to being a partner in the economic development of the community.

The objective of the “**Waco Development Guide: A Handbook for Developers & Citizens**” is to provide a better understanding of the City of Waco’s natural environment, building codes, ordinances, policies, and processes, which directly affect all phases of development. This guide will provide a general overview of the development review process. The Development Guide follows a step-by-step process, taking the reader from vacant land to the final inspection.

Proper planning can prevent many problems and unnecessary expenses. General knowledge and understanding of the natural environment are necessary to ensure proper planning. The **Development Review Process** was established to consistently implement the City of Waco’s regulations for land use development. The process includes:

- 1) Development Plan Review
- 2) Zoning Process
- 3) Zoning Board of Adjustment
- 4) Subdivision Process
- 5) Abandonment
- 6) Encroachment Agreements
- 7) Annexation

**Development Plan Review** is intended to promote a standard of development in the City of Waco, which will contribute to the long-term maintenance of economic vitality,

protection of public and private investment in land and structures, and a desirable working and living environment for the residents of the city. Development Plan Review is required to verify the compliance with site development standards for those uses which, because of type or intensity of use, location within major transportation corridors, or density of development, have a potential impact on adjacent uses, public facilities, or environmental conditions.

The City of Waco has adopted a Comprehensive Plan to guide development of all property within the city. This plan includes a Land Use Plan that takes into account existing land use, development trends, and policies, and guides zoning decisions in the form of a map of proposed land use patterns. The **Zoning Process** involves assigning each a specific zoning classification to further regulate development. The correlation between land use categories, zoning classifications and specific uses allowed are generally outlined in the charts of this section.

The **Zoning Board of Adjustment** process offers some relief for those projects that could not be pursued under strict interpretation of the zoning ordinance. In order to proceed in the development review process, an unnecessary hardship must be demonstrated that has not been created by the developer depriving the applicant of the reasonable use of the land or building.

The regulation of land through the **Subdivision Process** is a method of insuring sound community growth and safeguarding the interest of the homeowner, developer and the City of Waco. The City of Waco has the authority under state law to regulate subdivision platting within its corporate limits and Extraterritorial Jurisdiction through an adopted subdivision ordinance.

The **Abandonment Process** is used when the City of Waco agrees to release ownership rights of excess property or

unused portions of street or alley right-of-way or easements. Abandoned property reverts to adjoining property owners on an equal basis if that portion of the property had been previously dedicated for that use through the subdivision process.

An encroachment is the placement of a structure or utility across public right-of-way or easements. This encroachment may be allowed through the use of an encroachment agreement between the City of Waco and the applicant. **Encroachment Agreements** state that if City departments or utility companies damage the structure, sidewalk, or fence, etc. in which the encroachment occurs, then it is the responsibility of the property owner to make all necessary repairs at their cost. There will be no cost incurred by the City of Waco or utility companies. This process only requires Waco City Council action to complete.

The **Annexation Process** is used when the City acquires additional territory, expanding the city limits. An ordinance, which must be approved by the Waco City Council, is required to make an annexation effective. Annexation of property can be requested by a property owner or can be initiated by the City.

Each of these processes is described further in the Development Guide. The circumstances relative to your project may require one or more of these processes. In most cases, many of the processes may be conducted at the same time. Through the "Waco Development Guide: A Handbook for Developers & Citizens", the City hopes to make the development review process easier to follow, in an effort to enhance the environment and quality development.

### [Municipal Documents Available Upon Request](#)

[Internet Access to the City of Waco Municipal Code of Ordinances](#)

The City of Waco Code of Ordinances can be accessed through the Internet from the City of Waco WEB page via Municipal Code Corporation (MCC). Network access allows easy retrieval and printing of sections or portions of the code. The internet web page address for these codes is the following: [dgs@mail.municode.com](mailto:dgs@mail.municode.com). If you wish to access the main web site for other city information it can be found at [www.waco-texas.com](http://www.waco-texas.com). If you have any questions concerning the municipal code, or need additional information contact the City Secretary's Office at 254-750-5750, 254-750-5748 (Fax).

### [Environmental Atlas of McLennan County](#)

The Environmental Atlas of McLennan County is available for purchase at Baylor University Geology Department for a cost of \$25. This document provides information regarding the natural environment of the City of Waco and surrounding municipalities. It includes climate of the area, county tax index maps, elevations, floodplain delineation's, geologic data and map, soils data and map, vegetation data and map, and general as well as specific guidelines for development. If you have any questions concerning this document, or need additional information, please contact the Baylor Geology Department at (254-710-1011).

### [Traffic Impact Analysis Guidelines](#)

The purpose of the Traffic Impact Analysis Guidelines is to provide developers and transportation consultants with information regarding the contents of traffic impact analysis studies submitted in conjunction with development plans. It is anticipated that by following the guidelines in this document, substantial efficiencies in staff and developer time can be achieved as well as greater consistency in staff

requirements and recommendations. This document may be obtained from Engineering Services 254-750-5440, Traffic Services 254-750-6634, or Planning Services 254-750-5650 at no cost.

### City of Waco Zoning Ordinance

The City of Waco Zoning Ordinance contains information regarding zoning regulations and zoning districts. It has been adopted in accordance with the Comprehensive Plan of the city for the purpose of promoting the health, safety, morals and general welfare of the City. These regulations are designed to lessen congestion in the streets; to secure safety from fire, panic and other dangers; to provide adequate light and air; to prevent the overcrowding of land; to avoid the undue concentration of population; and to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public facilities. Adoption of these regulations was made with reasonable consideration of the character of each zoning district and its suitability for particular uses, and with a view toward conserving the value of buildings and encouraging the most appropriate use of land throughout the city. This document may be obtained from Planning Services. If you have any questions concerning zoning matters, or need additional information, please contact Planning Services at (254) 750-5650.

### City of Waco Subdivision Ordinance

The City of Waco Subdivision Ordinance has been adopted in accordance with the Comprehensive Plan for the City of Waco to promote the health, safety, and general welfare of the City and its Extraterritorial Jurisdiction through orderly and beneficial development. The purpose of these regulations is to secure safety from fire, flood, and other dangers; to provide orderly growth in the city and

the Extraterritorial Jurisdiction; provide equitable access to air, water, and light; to guard these resources against misuse and pollution; to protect the beauty, value, and stability of the land located in the City and Extraterritorial Jurisdiction; to foster a beneficial relationship between the land and traffic circulation; to facilitate safe convenient, efficient movement of pedestrian and vehicular traffic by means of proper dimensioning and location of streets and buildings; to insure the adequate provision of water, sewerage, drainage, streets, parks, and open space to all citizens; to safeguard the character and stability of all parts of the city and ETJ; to expedite the transfer and development of property through the requirement of correct legal description and adequate monumenting; and to assist developers in making decisions concerning the use of resources. This document may be obtained from Planning. If you have any questions concerning subdivision matters, or need additional information, please contact Planning Services at (254) 750-5650.

### Escarpment Zone Regulations

The Escarpment Zone Regulations have been adopted to protect the environmentally sensitive geology along the east side of Lake Waco and to provide assistance to the developer and citizen when construction within this area is desired. The purpose of these regulations is to protect against siltation of area streams and lakes; to preserve the stability and value of public and private property; to minimize costs of public improvements to correct and reduce hazards and pollution; to minimize the effects of grading to ensure that the natural character of the escarpment is retained; to provide safety against unstable slopes or slopes subject to erosion and deterioration; and to ensure that development is planned to fit the topography, soils, geology, hydrology, and other conditions existing

on the proposed site. This document and a generalized map may be obtained from Planning Services at no charge. More specific technical information is available from Engineering Services. If you have any questions concerning escarpment zone matters, or need additional information, please contact Engineering Services at (254) 750-5440.

#### [City of Waco Standard Construction Details](#)

The City of Waco Standard Construction Details have been adopted to provide a guide for developers and contractors when submitting plans for the construction of infrastructure to Engineering Services. The purpose of this document is to provide the technical construction standards for streets, drainage, water, and sanitary sewer systems in the City of Waco and its Extraterritorial Jurisdiction. This document may be obtained from Engineering Services 254-750-5440 at a cost of \$1 per sheet. The sheet size is 24" x 36" and there are eight sheets that comprise the set. You may also purchase a computer disk format at a cost of \$20 for the initial copying charge plus a \$1.00 per disk. There are approximately three discs in the set.

#### [City of Waco Standard Specifications for Construction](#)

The City of Waco Standard Specifications for Construction provides guidance for projects that are submitted to the City of Waco for construction. Guidelines include the scope and control of the work, responsibilities of the contractor, measurement, and payment, listing of materials, and construction methods. The cost of this document is \$50 and may be purchased at Engineering Services.

# DEVELOPMENT PLAN REVIEW PROCESS

The Development Plan Review process is intended to promote a standard of development in the City of Waco which will contribute to the long-term maintenance of economic vitality, protection of public and private investment in land and structures, and a desirable working and living environment for the residents of the city.

Development plan review is required to verify compliance with site development standards for those uses which, because of type or intensity of use, location within major transportation corridors, or density of development, have a potential impact on adjacent uses, public facilities, or environmental conditions.

The Development Plan Review process is not one but a series of separate review processes established to implement the City of Waco's policies, standards and regulations for land use and development. These processes are as follows:

- Plan Review
- Zoning
- Board of Adjustment
- Encroachment Agreement
- Abandonment
- Subdivision Platting
- Annexation

Each of these processes is described in the following sections of this guide. The circumstances relative to your project may require you to go through one or more of these processes, and often, they can be conducted simultaneously. Refer

to the Development Plan Review Process Chart below.

Development Plan Review Process	
<input checked="" type="checkbox"/> Submit Plans to Inspection Services	
<input checked="" type="checkbox"/> Zoning Change Submitted	
	Distribute Request to City Staff
	Present Request & Findings to City Plan Commission
	Public Hearing before City Plan Commission
	Public Hearing before the Waco City Council
	Second Reading before the Waco City Council
<input checked="" type="checkbox"/> Subdivision Plats Submitted for Review (Minor plats approved by staff (Informal Review))	
	Receive comments from staff & compile letter
	City Plan Commission Work Session
	City Plan Commission Meeting (City plats end process, ETJ Plats to McLennan Co.)
	Waco City Council Meeting to take action
<input checked="" type="checkbox"/> Abandonment Submittal by applicant to staff	
	Distribute the request to city staff for review
	City Plan Commission Work Session
	City Plan Commission Meeting
	Public Hearing before the Waco City Council
	Second Reading before the Waco City Council
<input checked="" type="checkbox"/> Annexation Submittal to staff by applicant	
	City Plan Commission Work Session
	City Plan Commission Meeting
	City Council Meeting (1 <sup>st</sup> reading)
	City Council Meeting (2 <sup>nd</sup> reading)
	City Council Meeting (1 <sup>st</sup> reading of ordinance)
	City Council Meeting (2 <sup>nd</sup> reading of ordinance)
<input checked="" type="checkbox"/> Encroachment Agreement	
	Distributed to city staff for review
	Waco City Council Meeting for action
	Waco City Council action on resolution
<input checked="" type="checkbox"/> Board of Adjustment Variance Requests	
	Distribute to city staff for review
	Receive comments and compile recommendation
	Board of Adjustment hearing and action on variance
<input checked="" type="checkbox"/> Distribute Plans to Committee to review and comment	
<input checked="" type="checkbox"/> Review comments submitted at Committee meeting	
<input checked="" type="checkbox"/> Comments are compiled and sent to the applicant	
<input checked="" type="checkbox"/> Complete comments and resubmit	
<input checked="" type="checkbox"/> Permit issued to Applicant	

The Plan Review process is required of any individual who applies for a building permit or a certificate of occupancy for a building other than a residential structure. The members of the plan review team meet every Wednesday at 1:30 p.m. in the Main Conference Room of the Dr. Mae Jackson Development Center, 401 Franklin Avenue.

The developer or citizen is welcome to contact Inspection, Planning, Engineering or Traffic to place your name and plan on the agenda for this meeting to discuss your issues. The individual's submittal shall include a development plan that meets the requirements for Plan Review, unless the Building Official waives the Development Plan Review requirement. The contents of the development plan shall include clearly drawn maps and drawings that are accurately dimensioned to illustrate the following:

- ☑ Existing and proposed locations and arrangement of uses on the site, and within 50 feet thereof, and other information necessary to describe or identify the proposed development.
- ☑ Existing and proposed site improvements, building elevations for buildings on the site, off-site improvements, utilities, facilities, and drainage systems, locations of all above ground and below ground accessory structures, street features, and trees. Building elevations shall indicate the general height, bulk, scale, and architectural character of the buildings.
- ☑ Existing and proposed topography, watercourses, grading, landscaping, exterior lighting, screening, irrigation facilities, and erosion control measures.
- ☑ When access to a public water supply or sanitary sewer line is available at the site, details of the proposed connections if the water line is

greater than one (1) inch or if the sewer line is greater than four (4) inches.

- ☑ Existing and proposed parking, loading, and traffic and pedestrian circulation features on and off the site.
- ☑ Where applicable, the location of the 100-year flood plain designation, and the escarpment zone line and elevation.
- ☑ The approximate size and location of proposed signs for the development.

When the Development Plan Review process is required, four site plans, one set of building elevations, one set of civil plans, two landscape plans, one site grading plan, and one complete set of plans shall be submitted. One set shall be a complete set of detailed construction drawings for review by the Building Official to determine compliance with applicable construction codes. Two sets of plans shall contain floor plans in addition to the information required in the first set of plans.

If a developer submits an application to the Zoning Board of Adjustment for a variance or any other relief or decision, the application to this Board shall include a copy of the development plan as submitted to the Building Official.

## General Development Plan Review Standards

Significant features of a site, such as mature or native tree cover, topographic variations with ridges, slopes and ravines, water features, and geologic and soil characteristics provide potential assets for development of high quality. Changes in such natural features may also have an impact on adjacent properties or an even wider area.

Protection of the significant natural features of a site should be considered at each stage of the development process.

The relationship of the proposed development to existing and potential adjacent uses should also be considered. Proposed development should be designed and oriented to avoid intrusive or adverse impacts on adjacent existing uses with mitigating measures, where necessary. Proposed development should also be coordinated with future development in the vicinity to insure that adequate public facilities and desirable relationships between adjoining uses can be provided.

## Specific Development Plan Review Standards

Specific development plan review standards consist of grading and drainage, erosion and sedimentation control, public improvements such as water and sewer, parking, loading and site access, site coverage and open space, landscaping, screening, signage, building setback and orientation, lighting, building elevations and materials, and refuse and trash removal.

### Grading and Drainage

The existing basic topographic pattern on a site including the overall rise or fall and direction of slope shall be maintained except where modification is necessary to improve a buildable area, or where the modification will contribute to a specific aesthetic enhancement and not adversely impact adjacent property.

Proposed grade changes shall be clearly identified using existing and proposed contours and spot elevation, and for any slope greater than 3:1, measures to insure stability of such slopes shall be undertaken as defined by a Professional

Engineer. In areas designated by the Escarpment Zone Ordinance, the slope standards contained in that ordinance shall apply. If required, a Structural Engineer registered as a Professional Engineer in the State of Texas shall design retaining walls and other structural elements.

Direction and volume of stormwater drainage on the site shall be designed to minimize adverse effects on surrounding property and avoid ponding on the site and adjacent properties, except as provided for in designated stormwater control facilities. The grading and drainage plans shall clearly show the effect of proposed changes on direction and flow of drainage in the vicinity of the site.

### Erosion and Sedimentation Control

All grading, excavation or other construction activity involving the moving or removal of earth shall require that appropriate measures be taken during construction to prevent excessive erosion of soil on the site which may result in deposit of sediment in roadways, streams and drainage channels, sewers, and adjacent property. The following procedures shall be followed as required during construction to prevent excessive erosion and sedimentation:

- ◆ Temporary vegetation or, where appropriate, mulching or other cover shall be used to protect exposed areas from erosion during development.
- ◆ Sediment basins, debris basins, desilting basins, or silt traps shall be installed and maintained to remove sediment from runoff waters from land undergoing development.
- ◆ Provisions shall be made on-site to effectively detain and release at a

controlled rate the increased runoff caused by soil and surface alterations during development.

- ◆ Proposed erosion and sedimentation control measures shall be identified on all grading and drainage plans submitted to the City of Waco.
- ◆ Storm Water Pollution Prevention Plans shall be submitted as required by current legislation on local, state & federal levels.

## Public Improvements

In the instance where connection to the public water and sanitary sewer systems requires off-site improvements, a registered professional engineer shall design such improvements. The appropriate bond shall accompany plans and specifications for all off-site improvements that are submitted with the development plan.

All public improvements including streets, utilities and drainage shall be designed by a Registered Professional Engineer according to applicable policies, standards of practice, and local, state & federal regulations. All designs shall incorporate by reference the City of Waco Standard Construction Details. Where more than two buildings are connected to a sanitary sewer line, a manhole shall be required to such connection.

## Parking, Loading & Site Access

The design of all parking, loading and site access facilities (including streets, sidewalks, and driveways) shall comply with the “Parking and Access Design Standards” section of this document, and with the following additional standards.

- Every parking lot and driveway shall be graded for proper drainage and

provided with an all-weather surface (concrete, HOT mix asphaltic concrete, surface treatment) as approved by the City Engineer, maintained at all times in such a manner as to prevent the release of dust, and shall be kept free of dust, trash and debris.

- Driveways, except where designed for one-way traffic flow within a parking lot, shall not be less than 24 feet in width or more than 40 feet in width. The driveway system shall allow for unobstructed emergency access at least 16 feet in width as close as possible to each structure, and shall be clearly marked to prohibit parking or other obstruction of such emergency access (See Part V, “Off-Street Parking and Loading”, Waco Zoning Ordinance).
- A required off-street loading space shall be at least 12 feet in width and at least 45 feet in length exclusive driveways, aisles, ramps, maneuvering space, columns, work areas, and shall have a vertical clearance of not less than 15 feet. Where a use is not required to have a loading space, provisions shall be made for incidental deliveries and refuse pickup, which shall not interfere with on-site or off-site traffic movements.
- Each required off-street loading space shall be designed with appropriate means of vehicular access and circulation to a street from a driveway in a manner, which will least interfere with traffic movements, and no area allocated to any off-street loading areas shall be used to satisfy the space requirements for any off-street parking facilities.
- All open off-street loading spaces, access drives, aisles, and maneuvering space shall be improved with a compacted base and

a permanent-wearing surface as approved by the City Engineer.

The goal of Traffic Services is to be able to approve at first review all traffic specific requirements relative to your building permit application. To help us facilitate and expedite the site plan review process, Traffic Services asks that you provide the following:

Site Plan Requirements
<b>GENERAL</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a dimensioned site plan that includes a north arrow, scale, and vicinity map or distance to the nearest intersection.</li> <li><input type="checkbox"/> An approved Traffic Impact Analysis will be required for projects generating in excess of 160 vehicles in the peak hour or 400 vehicles in a twenty-four hour period. If a project is going to generate a significant amount of traffic, the design professional should provide the trip generation numbers for the project. Traffic Services is available to assist in the calculation of these numbers. All traffic control and related improvements will be expected to conform to the recommendations of the approved TIA.</li> </ul>
<b>OFFSITE</b>
For all existing or proposed streets and alleys adjacent to the development site and for 100 feet on either side of the property please show the following:
<ul style="list-style-type: none"> <li><input type="checkbox"/> Correct street name(s) and label the street(s) as existing or proposed.</li> <li><input type="checkbox"/> Whether or not the street (i.e. if applicable, the median) edges are curbed and/or guttered.</li> <li><input type="checkbox"/> Right-of-way and street width; and dimension between existing and proposed right-of-way and edge of roadway.</li> <li><input type="checkbox"/> Street lane types (e.g. through, left turn, right turn, acceleration, deceleration, etc.), and shoulders.</li> <li><input type="checkbox"/> Existing or proposed street lighting and non-traffic control signs, utility poles and other obstructions that restrict visibility.</li> <li><input type="checkbox"/> Existing or proposed sidewalk and handicap ramps.</li> <li><input type="checkbox"/> Existing and proposed landscaping more than two feet in height.</li> <li><input type="checkbox"/> Driveways.</li> </ul>
In addition, the following should be shown in the area between the property line of the site and the street and/or alley.
<ul style="list-style-type: none"> <li><input type="checkbox"/> Existing traffic control signs and signals within the right-of-way.</li> <li><input type="checkbox"/> Utility manholes, drainage manholes, and other obstructions which might affect the location of improvements such as driveways and sidewalks.</li> <li><input type="checkbox"/> Curb openings.</li> </ul>

ONSITE
<ul style="list-style-type: none"> <li><input type="checkbox"/> Location, throat width, and return radii for all driveways. Requirements concerning traffic control at the driveways will be determined on a site-by-site basis depending on the conditions at the site. If additional control is required, locations and dimensions of that control should be shown on the plan.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Show the location of all property lines.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Location and dimensions of all sidewalks.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Location and dimensions of all parking spaces. Refer to the City of Waco Parking and Access Design Standards and Policies for Site Development for assistance in parking lot design.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a parking spaces summary table that includes the number of existing, required and proposed parking spaces for each.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Dimension all parking lot aisles. Ensure adequate vehicle circulation within the parking lot.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Show and label permanently installed wheelstops, curb or other ways to prevent encroachment of sidewalk or adjacent property by parked vehicles.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Show and label the location of the site refuse container and screening for containers larger than the hand roll-out containers. Indicate how the on-site refuse container is to be accessed (e.g. front-load, side-load). The purpose of this information for traffic review is to insure that proper space has been allocated for the servicing of refuse containers on-site. Containers larger than the hand roll-out types shall not be placed on public right-of-way or located so that service vehicles must occupy public right-of-way to service them.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Show and label on-site delivery/loading areas.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Show the location of light poles. The purpose of this is to insure that light poles do not interfere with proposed parking and that lights do not create unnecessary glare for motorists on adjacent streets. Wattage and orientation of light fixtures on some commercial and industrial sites may be required depending on the conditions around the site.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Location of entries/exits of the building(s) being constructed or modified. Note if entries/exits are drive-through. The preferred option would be to provide elevations of the building.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Show all landscaping which exceeds two feet in height.</li> </ul>

## Site Coverage and Open Space

- In all Office districts, except for residential uses in Office districts, the maximum coverage of the site by buildings and paved areas shall not exceed 85 percent of the total lot area. When the use is residential in O

districts, the maximum coverage of the sites by buildings and paved areas shall not exceed 75 percent of the total lot area.

- ⦿ In all C and M districts, except the C-4 district, the maximum coverage of the site by buildings and paved area shall not exceed 90 percent of the total lot area.
- ⦿ In all R districts, the maximum coverage of the site by buildings and paved areas shall not exceed 75 percent of the total lot area.
- ⦿ Areas of the lot covered by structures or paved area used solely for recreational purposes may be included as usable open space and not counted as part of the site coverage.

### Preservation of Vegetation

Existing mature vegetation (trees of six inches or greater in caliper) or native vegetation (including liveoak, spanish oak, cedar elm, shin oak, bald cypress, post oak, or black walnut; and small native trees such as Texas madrone, black cherry, Texas mountain laurel, evergreen sumac, Mexican buckeye, flameleaf sumac or Texas persimmon) shall be preserved through the following practices:

- ⦿ Avoidance of clear-cutting outside necessary construction area.
- ⦿ Retention of existing vegetation in required yard areas, open space, screening areas, and boundary parking lot landscaping.

### Landscaping Requirements

Landscaping shall consist of plant material, including but not limited to grass, trees, shrubs, flowers, vines and other groundcover, native plant materials, planters, brick, stone, natural

forms, water forms, aggregate or other landscape features, but not including the use of uniform Portland cement or asphaltic concrete; provided, however, that the use of brick, stone, aggregate or other inorganic materials shall not predominate over the use of organic plant material.

### Open Space

All open space on the site shall be permanently landscaped. All cuts and fills shall be restored with appropriate vegetation.

### Boundary Landscaping

In all office, commercial, and industrial zoning districts, boundary landscaping shall be provided along the abutting public rights-of-way (except an alley). Such landscaping shall consist of a combination of groundcover and deciduous and evergreen shrubs. One tree shall be required for every 50 feet of frontage or fraction thereof. Trees shall be a minimum of five feet in height and three inches in caliper (as measured six inches from the base). Two trees of one and a half inch caliper or one multi-trunk tree, no trunk of which shall be less than one and a half inch in caliper, may be substituted. Trees shall be placed so as not to obstruct sight distances, or vehicular or pedestrian circulation. Increased landscaped area may be substituted for trees by increasing the landscaped area proportionate to the decrease in number of required trees.

Landscaping must include a combination of grass and/or groundcover and shrubs and must be visible from the public right-of-way. At least 25 percent of the landscaped area must consist of shrubs. Shrub shall be defined as a woody ornamental plant with several permanent stems instead of a single trunk. Boundary landscaping shall be appropriate to the

character of the site and the landscaped areas shall be a size to allow for proper maintenance. Parkway may be counted in meeting the minimum landscape requirements except where documented plans propose an action that will involve the eventual utilization of the parkway for such purposes as widening of a street, placement of a sidewalk or installation of storm drainage. Landscaping within the parkway shall be executed in such a manner as to provide for pedestrian passage.

### Interior Parking Lot Landscaping

For any off-street parking lot containing over twenty-five spaces, or for an combination of parking areas on a single lot providing more than twenty-five spaces, landscaping shall be required in the ratio of ten square feet of landscaped area for every 400 square feet of area occupied by such parking facilities. The required landscaping shall be interior landscaping. Interior landscaping shall be defined as any landscaping not located along the outer boundaries of the parking lot. Interior landscaping shall be spaced in such a way as to break up large expanses of paving thereby softening the overall appearance of the parking lot. One tree will be required for every 25 spaces. Trees shall be a minimum of five feet in height and three inches per caliper as measured six inches from the base. Two trees of one and a half inch caliper or one multi-trunk tree, no trunk of which shall be less than one and a half inch in caliper, may be substituted. Increased landscaped area may be substituted for trees by increasing the landscaped area proportionate to the decrease in the number of required trees. For example, a twenty-five percent reduction in the number of trees can be offset by a twenty-five percent increase in the landscaped area.

Landscaping must include a combination of grass and/or groundcover and shrubs and must be visible from the public right-of-way. At least 25 percent of the landscaped area must consist of shrubs. Shrub shall be defined as a woody ornamental plant with several permanent stems instead of a single trunk. The substitution of landscaping for up to 20 percent of required parking may be approved by staff during the plan review process if it can be demonstrated by the applicant that parking will be adequate to serve the demand for a site either on site or through an approved shared parking arrangement. Factors to be considered include, but are not limited to, the anticipated availability and use of mass transit; complementary hours of operation; the degree to which the site and structure is customized for the proposed use; the general availability of parking in the surrounding area; and/or the necessity to conserve significant vegetation.

### Maintenance of Landscaping

All landscaping required shall be maintained in a neat and healthy condition, and such maintenance shall be an on-going obligation of the owner of the property and prompt replacement shall be made of diseased or dead plant material.

### Storm water Management Facilities

Except in M-2 and M-3 districts, retention ponds or similar storm water management facilities will not be counted in meeting landscaping requirements unless landscaped and located in an area that is visible from a public right-of-way.

## Screening

Screening is required along all lot lines in multiple family residence (R-3) zoning district abutting a lot located in single-family residence (R-1) or two-family & attached single family (R-2) zoning district. This also applies to office, commercial or industrial zoning district abutting a residential zoning district. Such screening shall consist of the following:

- ☑ A solid wood fence or masonry wall at least six feet in height, with the finished side facing out from the lot on which such fence or wall is located; and/or
- ☑ An all-season landscape screen four feet in width densely planted with a combination of deciduous and evergreen trees and shrubs, which have an initial height of three feet and will attain a height of six feet within 36 months after installation.

## Signage

The regulation of signs is intended to allow clear and concise information to be presented to the public while preventing inharmonious, distracting or confusing signage due to excessive size or inadequate spacing. Signs shall be located in accordance with the requirements as set forth in Part VI-Signs of the Waco Zoning Ordinance Contact Inspection Services at 254-750-5612 or Traffic Services at 254-750-6634 for assistance.

## Building Setback and Orientation

In addition to the yard requirements applicable for the zoning district in which a structure is located:

- ☑ All buildings shall comply with the setback requirements of the Building Code.
- ☑ Where more than one principal building is located on a lot, the distance between any multiple family residential building(s) and any other buildings on the lot shall be not less than 10 feet; provided that such distance shall be increased by one foot for each two feet or fraction thereof by which each building exceeds 25 feet in height. Contact Planning Services at 254-750-5650, Inspection Services at 254-750-5612 or Traffic Services at 254-750-6634 for assistance.

## Lighting

Street lighting shall be provided in accordance with the City of Waco Street Lighting Policy in order to promote public safety, security, and aesthetically pleasing appearance. Where hazards exist which can be minimized or eliminated by lighting, or where use extends into hours of darkness, the lighting of parking areas, walks and drives may be required. Such lighting may be attached to a building or freestanding fixture.

Freestanding fixtures should be kept to the minimum height needed to provide adequate lighting. The height and design of the fixture should be such as to minimize their effect on adjoining properties. Freestanding and attached fixtures and exposed accessories should be harmonious with building design. No fixed spacing of on-site lighting shall be required provided that illumination is even through parking areas and along walks and drives Contact Traffic Services at 254-750-6634 for assistance.

## Building Elevations and Materials

The goal of Building Elevations and Materials Standards is to promote satisfactory design. Upgrading the quality of development through better design and execution of projects is encouraged. Contrasting design, when sensitive to the surrounding environment, is recognized as a valid means of adding interest and vitality to an area. The elevations of buildings designed to be open to view from a public street or right-of-way, kind and texture of the building material of the buildings, and the relationship of building elevations and materials to adjacent buildings or structures, create an architectural character for development. The following standards are designed to promote quality and compatibility of building design. Contact Inspection Services at 254-750-5612 for assistance.

- ◆ Materials should be selected for suitability to the type of buildings and style in which the area is used, and for harmony with adjoining buildings.
- ◆ In any building in which the structural frame is exposed to view, the structural materials should also meet the above criteria.
- ◆ Building components and appurtenances, including doors, windows, canopies, and trim, should maintain a harmonious proportion to each other and to the building as a whole.
- ◆ Mechanical equipment on roof, ground or building should be screened from public view at ground level with materials harmonious with the building, or located so as not to be visible from any public street or residential area.
- ◆ Miscellaneous structures and objects, excluding works of art such as outdoor sculptures adjacent to a building, should be compatible with

the architectural style of the main building in scale, materials and colors.

- ◆ Variation in architectural detail, variations in building massing, or varied siting of individual buildings should be used to provide visual interests where more than one building is located on a single parcel.

## Refuse and Trash Removal

For all uses, except where individual trash collection is to be provided for each townhouse, two-family or single-family dwelling unit, refuse or trash collection areas shall be provided at the rear of each structure, or positioned in or near the common parking lot or a driveway. Each such area shall be completely screened from view on three sides, with solid fencing of either wood or masonry construction, to a height of seven feet and shall include a concrete pad. Each such refuse area shall be provided with closed and covered trash containers. Contact Refuse Services at 254-751-8510, Engineering Services at 254-750-5440 or Traffic Services at 254-750-6634 for assistance.

## FIRE PROTECTION

### Fire Hydrant Requirements

Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided. If the facility or building is fully sprinklered, the distance requirement shall be 600 feet.

## Fire Apparatus Access Roads (Fire Lanes)

Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

When fire apparatus access roads or a water supply for fire protection is required to be installed, such protection shall be installed and made serviceable prior to and during the time of construction except when approved alternative methods of protection are provided.

Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, except for approved security gates, and an unobstructed vertical clearance of not less than 13 feet 6 inches.

Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

The required turning radius of a fire apparatus access road shall be 50 feet outside radius. Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.

Marking of the fire access roads shall be by one of three approved methods.

1. Painting curbs red with contrasting white letters reading "NO PARKING FIRE LANE".

2. Painting red stripe on pavement with contrasting white letters reading "NO PARKING FIRE LANE".
3. With signage at the beginning and end of the designated fire access road and at 25 feet intervals. If curb markings are also used, the interval can be 50 feet.

## Access During Construction

Approved vehicle access for fire fighting shall be provided to all construction or demolition sites. Vehicle access shall be provided to within 100 feet of temporary or permanent fire department connections. Vehicle access shall be provided by either temporary or permanent roads, capable of supporting vehicle loading under all weather conditions. Vehicle access shall be maintained until permanent fire apparatus access roads are available.

## Water Supply for Fire Protection During Construction

An approved water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material arrives on the site.

## Installation of Fire Mains by Licensed Companies

Permits are required for all underground fire mains. Plans should be submitted with the permit application prior to beginning of installation. Fire protection water mains can only be installed by personnel licensed by the State Fire Marshal's Office to perform such work. Licensed plumbers cannot install fire mains.

A copy of the FMO stamped approved set of plans is required to be on site and immediately available at all times. Permission and written authorization to begin installation prior to plan approval may be requested from the Fire Marshal's Office. If permission is granted, then a copy of the written permission letter must be kept on site at all times in lieu of the approved plans. It is understood that any corrections or deviations from the approved plans must be made in order to obtain final acceptance.

All features of the underground fire main shall be inspected and hydro tested before being covered. This includes but is not limited to type and size of piping, pipe depth, type of fill, thrust block location and sizes. All pipe joints and thrust blocks to remain uncovered until hydro tested unless permission is obtained from the FMO prior to being hydro tested. Hydro testing will be according to NFPA 24.

The private fire main begins at the tap to the public City of Waco water main. No domestic water taps are allowed on the fire main.

Test gauges must be connected to system being tested. All pumps must be completely disconnected from the system being tested.

## Gating

The installation of gates across access roadways shall be pre-approved by the Fire Marshal. Where gates are installed, they shall have an approved means of emergency operation.

## Electrically Operated Security Gates

All electrically operated security gates must be equipped with an emergency means of release as well as a Knox key switch.

## Fire Protection System Plan Submittals

Permits are required to be obtained from the Fire Marshal's Office before any installation work of any fire protection system. Plans are to be submitted with the permit application.

## ISO Review of Fire Sprinkler Plans

In order to obtain the greatest insurance savings for a sprinkler system, fire sprinkler plans must first be reviewed and stamped by the Insurance Service Organization (ISO). ISO also requires that the installed system be inspected by ISO. The customer must request this inspection through their insurance agent. This must be done in order to receive maximum insurance credit for the sprinkler system.

Plan submittals to the Fire Marshal's Office must include ISO review comments and responses. One set of plans will be kept by the FMO. A copy of the FMO stamped approved plans is required to be on site and immediately available at all times.

## Installation Prior to Approval of Fire Protection Systems

Permission and written authorization to begin installation prior to plan approval may be requested from the Fire Marshal's Office. If permission is granted, then a copy of the written permission letter must be kept on site at all times in lieu of the approved plans. It is understood that any

corrections or deviations from the approved plans must be made in order to obtain final acceptance.

## Fire Protection System Inspections

All aboveground piping of sprinkler systems shall be inspected and hydro tested prior to any part being covered or obstructed in any manner unless permission is obtained from the FMO prior to being covered or obstructed. This includes but is not limited to pipe type and sizes, hanger locations, sprinkler head types and locations, etc. Hydro testing will be according to NFPA 13.

Test gauges must be connected to the system being tested. All pumps must be completely disconnected from the system being tested.

A minimum of 24 hours advance notice is normally required for inspections.

## Knox Lock Boxes

Knox lock boxes are required on all buildings with monitored fire alarm systems. The lock box can be ordered from the Knox Company through the internet at [www.knoxbox.com](http://www.knoxbox.com). Specify the City of Waco Fire Department.

## Premises Identification

All buildings shall have approved address numbers placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch.

## Storage Tanks

Permits are required for the installation of storage tanks containing hazardous, combustible or flammable liquids. Plans should be submitted with the permit application. Inspections are required prior to covering any tank or line from the tank. Testing of installations shall follow the manufacturer's guidelines or be conducted according to the applicable NFPA guideline.

## REVIEW OF DEVELOPMENT PLANS

The Building Official shall distribute the Development Plan to the various City departments. The City departments shall review the Development Plan to determine whether it complies with the Development Plan Review Standards.

If a City department finds that the Development Plan does not comply with one or more of these standards, it may recommend an amendment to the plan that complies with these standards. Contact Inspection Services at 254-750-5612, Fire Services at 254-750-1740, Health Services at 254-750-5464, Planning Services at 254-750-5650, Engineering Services at 254-750-5440 or Traffic Services at 254-750-6634 for assistance.

## ZONING BOARD OF ADJUSTMENT APPEAL OF DEVELOPMENT PLAN AMENDMENTS

An applicant may appeal a Development Plan amendment to the Zoning Board of Adjustment upon completion of the City staff Development Plan Review Process. The appeal shall be initiated by giving written notice to Planning Services stating that the Development Plan

amendment is based on an improper interpretation or application of the Plan.

This request is permitted on the next regularly scheduled agenda of the Board of Adjustment, assuming that a minimum of three days has been allowed for posting a notice. The Board shall act on the Development Plan amendment at that meeting.

# Parking & Access Design Standards

Site plan evaluation for new developments is intended to promote a standard of development in the City of Waco which will contribute to the long-term maintenance of the street system, and protection of public and private investment.

The information which follows will describe the City of Waco's standards for streets, parking and access, safety, and on-site development. These standards will be uniformly applied to property developments undergoing the Plan Review Process.

## Sight Obstruction Standards for Public Right-Of-Ways

It is not permitted for any person within the City of Waco, without obtaining a permit to erect, construct, reconstruct, alter or repair, or to permit the erection, construction, alteration or repair of any fence, wall, hedge, or structure of any kind, on or across public right-of-ways, or within the sight triangle.

No person shall place, maintain, permit or cause to be placed or maintained, any tree, shrub, or plant of any kind, or vehicle of any kind on or across public right-of-way in such a way as:

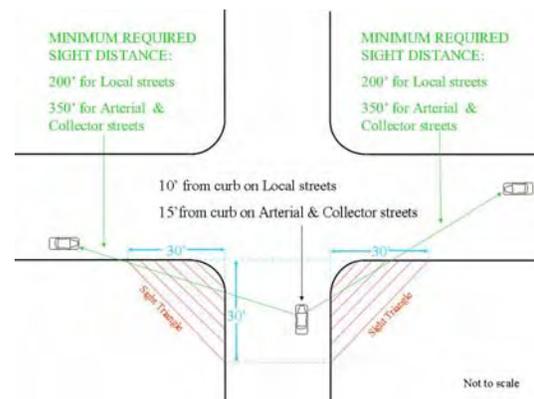
- to obstruct passage on and use of that area by the public,

- create a hazard to persons using the right-of-way, or
- to restrict the drainage flow. (These restrictions shall apply to used right-of-way between the property line and the curbline.)

Driveways should observe the same sight obstruction standards as described for street and alley corners. All parts of any vehicle parked adjacent to a public street or public right-of-way should be parked entirely on private property, and should not extend into the public right-of-way. This vehicle should also be parked in observance of the sight obstruction standards.

All signs shall comply with the applicable section in the City of Waco Zoning Ordinance and should also be placed in observance of sight obstruction standards.

Schematic of REQUIRED MINIMUM SIGHT DISTANCE AT DRIVEWAYS AND INTERSECTIONS



## Residential Driveway Standards

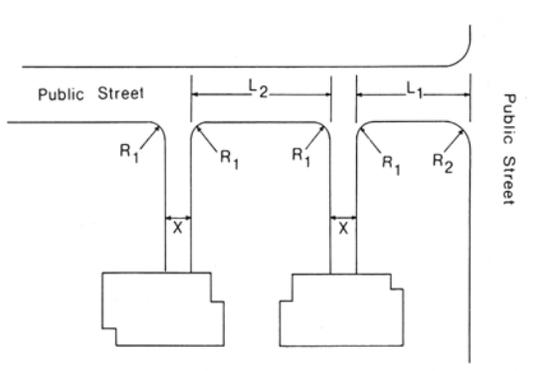
Residential driveway standards apply to single-family and two-family residential land uses. Under normal circumstances, one (1) driveway is permitted for each residential lot, and these standards are intended for local streets only. Exceptions may be permitted for each residential lot, corner lots, and circle driveways.

The edge of a driveway shall be located no closer than four (4) feet to the property line, without an encroachment agreement with the adjacent homeowner.

Driveway construction details may be obtained from the City Engineer for all types of driveways. Refer to the Residential Driveway Standards Chart below.

### Residential Driveway Standards

Drive-way Type	Drive-way Width X	Curb Radius R1	Drive-way to Corner Length L1	Length Between Drive-ways L2	Street Corner Radius R2
Single Drive-way	10' Min	4' Min 15' Max	30' Min	8' Min	15' Min 25' Max
Double Drive-way	20' Min 30' Max	4' Min 15' Max	30' Min	8' Min	15' Min 25' Max



## Commercial Driveway Standards

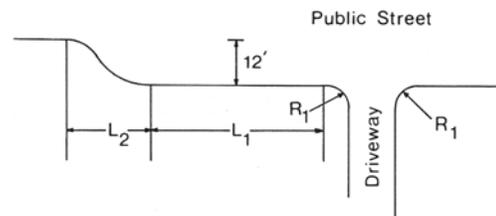
Commercial driveway standards apply to all land uses including office and multi-family residential. The location and design of all driveway openings shall meet the standards contained in this section and shall be submitted for approval by the Traffic Engineer.

Multiple driveway openings for a single development shall not exceed fifty percent of the property frontage as measured at the street curblines. This distance shall include the curb radius on the driveway.

Deceleration lanes may be required by the Traffic Engineer for driveways on arterial streets. Requirements for these lanes may be anticipated where the additional lane is needed to avoid disrupting traffic flow on the street. Refer to the chart below.

### DECELERATION LANE STANDARDS

Public Street Speed Limit (mph)	Minimum Lane Length $L_1$	Minimum Transition Length $L_2$	Curb Radius $R_1$
30	60'	60'	15' Min
35	60'	60'	15' Min
40	100'	70'	15' Min
45	130'	100'	15' Min
50	150'	100'	15' Min

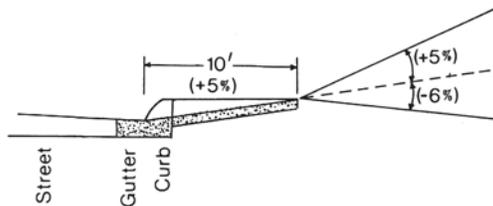


Waco's quality of urban development is aggressively promoted in newly developing areas by encouraging joint access, prohibiting back-out residential driveways, and limiting the number of driveways in a given development frontage.

Driveway access to selected major streets, which are currently developed, may be restricted or prohibited where new driveways would create or worsen traffic problems.

Where severe physical restrictions exist and where such restrictions would effectively prohibit access to a property under development, the Traffic Engineer may waive one or more of the requirements contained herein. However, no driveway will be permitted when undue safety hazards to the motoring public could result.

The rise in a drive approach from the gutter line to the back of the apron shall be six inches, making the driveway slope in the first ten feet from the gutterline 5 percent. The slope may rise an additional 5 percent or fall a maximum of 6 percent in the second ten feet. These standards shall apply unless unusual conditions exist and permission is obtained from Engineering Services of the City of Waco for a variance.



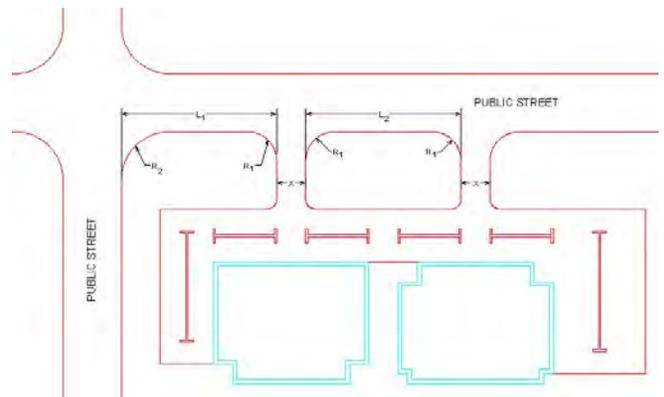
Where planned adjacent to another property, the driveway opening shall be set off the property line by a distance equal to the required curb radius.

Adherence to this requirement should not significantly change the angle of intersection between the driveway and street from ninety (90) degrees. Refer to the chart below.

### COMMERCIAL DRIVEWAY STANDARDS

Street Type	Arterial	Collector	Local*	CBD*
Driveway Width X	30' Min 42' Max*	24' Minimum 42' Maximum*		
Curb Radius R <sub>1</sub>	10' Minimum			
Driveway to Corner Length L <sub>1</sub>	120' Min	60' Min	30' Minimum	
Length Between Driveways L <sub>2</sub>	40' Min	40' Min	30' Minimum	
Street Corner Radius R <sub>2</sub>	25' Min	15' Minimum		

\*Divided driveway with raised medians will be reviewed for exception.



Driveways may be required to be shared among adjacent property owners with appropriate recorded ingress/egress and cross parking agreements. Driveways serving major trip generations will be required to have raised barrier curb to prevent internal circulation from crossing the driveway close to the street intersection.

## Industrial Driveway and Internal Circulation Standards

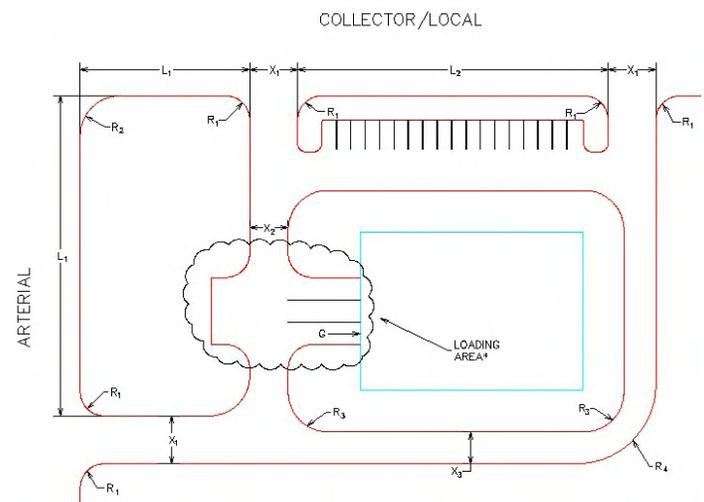
Industrial driveway standards apply to land uses within designated industrial districts. These standards may also be applied to other land uses with industrial or commercial zoning where frequent use by large wheel base or semi-trucks is anticipated. The design of internal circulation elements must consider the operational characteristics of large wheel base trucks and semi-trailers as well as parking and loading requirements. Refer to the chart below.

- ◆ Commercial driveway width and curb radius standards shall apply to driveways anticipated to accommodate passenger vehicles and smaller trucks only.
- ◆ Industrial driveways shall be located and designed in such a way that all maneuvering space to loading areas or docks is provided on-site, so as to discourage backing from the street. The location and design of all industrial driveway openings shall meet the standards contained in this section and shall be approved by the Traffic Engineer.
- ◆ Service roads within the property should be twenty-four (24) feet in width for two-way operation.
- ◆ Care should be taken to prohibit parking where it may conflict with truck circulation or maneuvering into the truck dock areas.

## INDUSTRIAL DRIVEWAY AND INTERNAL CIRCULATION STANDARDS

Street Type	Arterial	Collector	Local
Driveway Width $X_1$	30' Min 50' Max	30' Minimum 50' Maximum	
Curb Radius $R_1$	15' Min 25' Max	10' Minimum 15' Maximum	
Driveway to Corner Length $L_1$	120' Min	60' Minimum	
Length Between Driveways $L_2$	40' Min	40' Min	30' Min
Street Corner Radius $R_2$	25' Min*	25' Minimum*	
Two-Way Aisle Width $X_2$	24' Minimum		
One-Way Aisle Width $X_3$	20' Minimum		
90° Inside Curb Radius for Service Road $R_3$	25' Minimum*		
90° Outside Curb Radius for Service Road $R_4$	50' Minimum*		
Dock Approach Grade $G$	10% Maximum		

\*Larger minimum or compound radius may be required in some cases depending on design vehicle.



\*See Loading Berth and Apron Length Requirement Table.

## Industrial Loading Facilities

The City of Waco Zoning Ordinance requires developers to provide off-street loading facilities. Each off-street loading space shall consist of a rectangular area in accordance with the Loading Berth and Apron Length Requirements. Minimum vertical clearance required is fifteen feet.

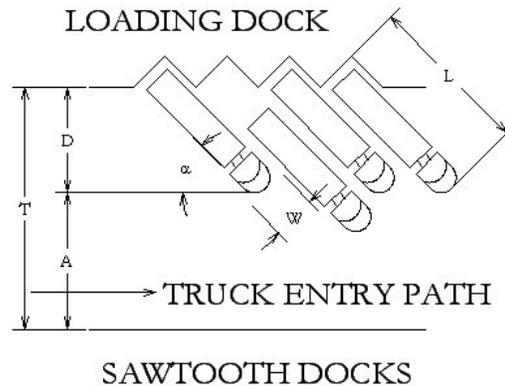
- ◆ For single bay loading docks, the loading space may be considered as part of the maneuvering (apron) space, but for multiple bay loading docks, the loading space may not be considered as part of the apron space.
- ◆ Each loading space shall have adequate drives, aisles, and turning and maneuvering areas for access and usability, and shall at all times have access to a public street or alley.
- ◆ Maneuvering space for loading must be located completely outside the right-of-way of all public streets.
- ◆ Loading berths are to be accommodated entirely on the premises, including the location of trash receptacles. The minimum number of loading spaces shall comply with the following schedule.

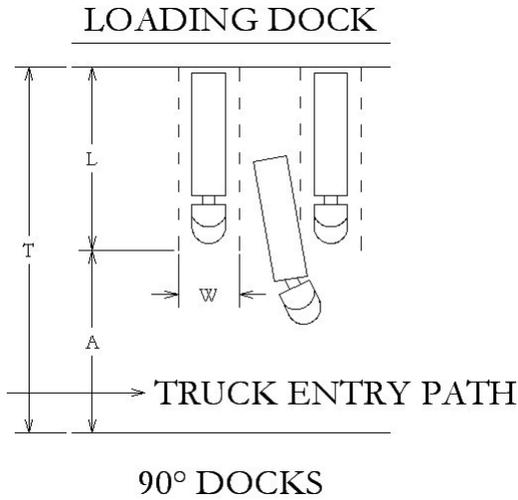
**Industrial Loading Space Requirements**

Use	Gross Floor Area	Required Loading Spaces
Commercial	0 - 39,000	0
	40,000 - 100,000	1
	each additional 100,000	Add 1
Industrial	0 - 9,999	0
	10,000 - 25,000	1
	25,001 - 39,999	2
	40,000 - 100,000	3
	each additional 100,000	Add 1

### LOADING BERTH AND APRON LENGTH REQUIREMENTS

Design Vehicle	Length in feet (L)	Dock Angle (a)	Clearance in feet (D)	Berth width in feet (W)	Apron Space in feet (A)	Total Offset in feet (T)
SU	30	90°	30	12	58	88
				14	56	86
		60°	26	12	30	56
				14	28	54
				12	21	42
WB-40	50	90°	50	12	56	106
				14	52	102
		60°	44	12	40	84
				14	35	79
				12	32	68
WB-50	55	90°	55	12	69	124
				14	63	118
		60°	48	12	46	94
				14	40	88
				12	34	73
WB-62	69	90°	69	12	79	148
				14	69	138
		60°	60	12	58	118
				14	53	113
				12	47	96
45°	49	12	47	96		
		14	45	94		





angle or head-in parking is strictly prohibited. These streets are commonly used for fire lanes and turning radius needs.

- ◆ Refuse containers shall be located on the premises via internal circulation in or from the parking lot.

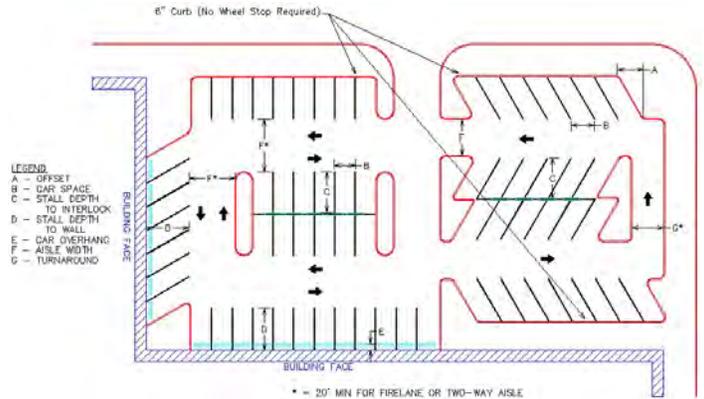
PARKING DESIGN STANDARDS

Layout Parameter	9' Stall Width (Recommended Minimum)			8.5' Stall Width (Alternate)		
	45°	60°	90°	45°	60°	90°
A Offset	18'	11'	4'	18'	11'	4'
B Car Space	12.7'	10.4'	9'	12'	9.8'	8.5'
C Stall Depth to Interlock	15.3'	17.5'	18.5'	15.3'	17.5'	18.5'
D Stall Depth to Wall	17.5'	19'	18.5'	17.5'	19'	18.5'
E Car Overhang	2'	2.3'	2.7'	2'	2.3'	2.7'
F Aisle Width	12'	16'	23'	13'	18'	25'
G Turnaround	17'	14'	14'	17'	14'	14'

Off-Street Parking Standards

The developer shall refer to the City of Waco Zoning Ordinance for the required front and side yard distances, and number of parking spaces in each zoning district. Contact state officials for the number and location of desired handicapped spaces in each type of development. Refer to the Parking Design and Layout Standards shown on this page.

- ◆ The design and layout of all parking lots and parking facilities shall meet the standards contained in this section and are subject to the approval of the Traffic Engineer. Aisle widths specified are minimum requirements and should be increased as needed to be compatible with driveway opening requirements.
- ◆ Required off-street parking shall contain sufficient aisles, driveways and turnarounds to ensure adequate internal vehicular circulation. Parking layout for all site developments shall not utilize public streets for such circulation. The use of City streets for



Alley Access

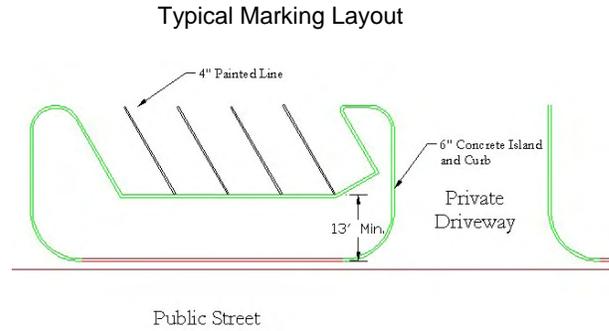
The use of alleys by the public for access to off-street parking is permissible under certain conditions. Alley intersections shall meet the minimum City sight

distance requirements as defined by the following statements:

- ⦿ The alley has no severe horizontal or vertical alignment problems or major obstructions.
- ⦿ Adequate provision is made in the alley by the developer to relocate existing and proposed utilities and utility poles as needed, and to satisfy City refuse pick-up requirements.
- ⦿ The alley is paved with concrete by the developer according to City specifications as determined by the City Engineer. Such paving shall be required of the developer for the full width of the development plus any additional paving needed to provide a continuous paved accessway to a nearby City street.
- ⦿ If the alley is proposed for use as a direct access to head-in parking, three additional conditions must be satisfied: a) the total number of parking spaces provided must equal or exceed the number required by the City of Waco Zoning Ordinance, b) the minimum aisle width for the alley head-in parking is twenty-five feet, and c) no variances to required yard setbacks and required off-street parking may be requested.

## Marking Standards

Typical island and curb markings may be painted instead of being six (6) inch raised concrete. A concrete curb or wheel stop shall be placed behind all property lines in such a manner that no part of any parked vehicle extends into or over the right-of-way and all parked vehicles are in observance of the sight obstruction ordinance. In no case shall this curb or wheel stop be located less than thirteen feet behind the back of the street curb. Refer to the layout below.



## Street Lighting

The City of Waco requires adequate street lighting along residential streets (local & collector) and commercial developments. High-pressure sodium vapor lighting is preferred except where decorative lighting is used. Metal halide lighting is preferred in the CBD and decorative situations. Alley installations may be allowed at intersections only.

- ⦿ All street lighting plans will be submitted directly to the Traffic Engineer for approval. These shall include lighting type, intensity, and location. The City of Waco will assume all maintenance and power costs.
- ⦿ All installation costs for underground service shall be paid by the developer or petitioner. The developer or petitioner shall agree to pay the one-time electric provider charges or the difference in cost between a wood pole and the selected decorative pole for the light.
- ⦿ The cost of the fixture is included in the monthly flat rate paid by the City of Waco. Steel or decorative poles are required. These must be of a standard type currently in use by the utility company provider serving this location, and are subject to the approval of the Traffic Engineer.
- ⦿ Wood poles for above ground service may be used by the developer. These poles are provided by the electric

service provider and are requested through the Traffic Engineer.

- ◆ The placement of asphalt pavement and gravel in City right-of-way is strictly prohibited.

## Site Lighting

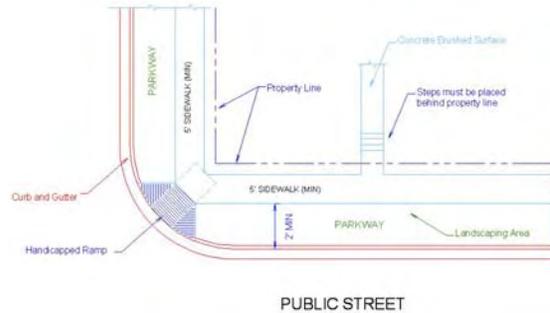
Where hazards exist which can be minimized or eliminated by lighting, or where these hazards extend into hours of darkness, the lighting of parking areas, walks and drives may be required in such a manner and during such hours as may be deemed necessary in the interest of public safety and security. Such lighting may be attached to a building or freestanding fixture.

- ◆ Freestanding fixtures should be kept to the minimum height needed to provide adequate lighting. The height and design of the fixture should be such as to minimize their effect on adjoining properties. Lighting plans will be scrutinized for adequate vertical light cutoff.
- ◆ Freestanding and attached fixtures and exposed accessories should be harmonious with building design. No fixed spacing of on-site lighting shall be required provided that illumination is even through parking areas and along walks and drives.
- ◆ For Brazos River Corridor specific site lighting minimums, please refer to Section 28-809.1 of the zoning ordinance.

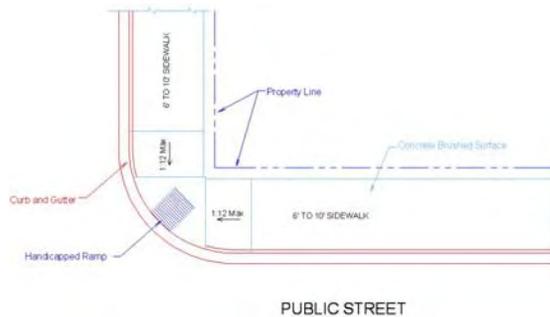
## Sidewalk Standards

It is the policy of the City of Waco to require the construction of concrete sidewalks on all developments, which front on arterial and collector streets, streets with significant pedestrian activity, the Central Business District, or where the development is adjacent to property with sidewalks. Refer to Typical Sidewalk Layouts and Views.

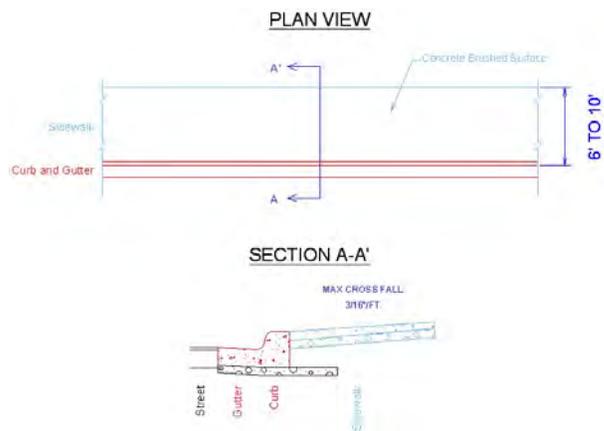
Typical Sidewalk Layout-Residential



Typical Sidewalk Layout-Central Business District



Typical Sidewalk Cross-Section



# BUILDING PERMIT PROCESS

All building permits are issued through Inspection Services, located on the first floor of the Dr. Mae Jackson Development Center at 401 Franklin Avenue. The mailing address is P.O. Box 2570, Waco, Texas 7670-2570. To ensure whether or not a permit is required, it is recommended that you contact Inspection Services at 254-750-5612, 254-750-5624 (Fax) from 8:00 a.m. to 5:00 p.m., Monday-Friday.

The approximate building permit process times are typical working days excluding holidays. These permit times are dependent on the applicant submitting all required plans and specifications to Inspection Services. Larger projects may take longer, please consult with city staff.

The following information is required for building permits:

NEW SINGLE FAMILY RESIDENTIAL CONSTRUCTION AND ADDITIONS TO STRUCTURE*	
Site Plan	<p>➔ <b>Process Time</b> 5 working days</p>
Typical Wall Sections	
Engineered Foundation Plan	
Utility Easement Locations	
Electrical Plan	
Floor Plan	
Roof Framing	
Energy Form	
Elevations	
Existing Property Lines	
<small>*Contact Inspection Services for a copy of the Residential Construction Guideline. This guideline will provide you with information on what is required for building permits and offers minimum code requirements to follow for your project.</small>	
SINGLE FAMILY REMODELING	
Floor Plan	<p>➔ <b>Process Time</b> 2 working days</p>
Notes for work to be completed	
NEW COMMERCIAL CONSTRUCTION	
Site Plan	<p>➔ <b>Process Time</b> 7-21 working days</p>
Property Lines	
Signage Details	
Landscape Plan	

Structural Plan	
Elevations	
Plumbing Plan*	
Specifications	
Demolition Bond (if required)	
Escarpment Zone Details	
Off-street Parking Plan	
Survey Measurements	
Grading Plan	
Floor Plan	
Engineered Foundation Plan	
Electrical Plan*	
Heating & A/C Plan*	
Civil Plans	
Utility Easement Locations	
Floodplain Designation	
Energy Code Information	
TCEQ Requirements	
TDLR Accessibility Registration No. (if applicable)	
EXISTING COMMERCIAL PROPERTY	
Floor Plan	<p>➔ <b>Process Time</b> 7-21 working days</p>
Electrical Plan*	
Heating & A/C Plan*	
Engineered Structural Plans	
Plumbing Plans*	
Site Plan	
Asbestos Surveys	
Energy Code Information	
TCEQ Requirements (if applicable)	
TDLR Accessibility Registration No. (if applicable)	
<small>*New Construction and Renovation Work – Plumbing, Electrical, and Heating and A/C Plans may need to be engineered depending upon size of building and scope of work.</small>	

## Building Permit Cost

There is no fee for the plan review process. The fee for a building permit is based either upon square footage of the new structure or the value of remodeling. The calculation of this fee is performed by Inspection Services. To ensure there have been no changes to the fee schedules, please contact Inspection Services at 254-750-5612.

Building Application Form and Building Permit Fee Schedules are posted on the City Website ([www.waco-texas.com](http://www.waco-texas.com)), under City Services / Inspection Services / New Construction.

**Single Family Residential Plan Review Checklist**

FOR OFFICE USE ONLY

Plan Review Date: \_\_\_\_\_  
 Bldg. Permit Fee: \_\_\_\_\_  
 Tax Map No.: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Address of Permit: \_\_\_\_\_  
 Living Area sq. ft.: \_\_\_\_\_  
 Valuation: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_

Do you have the following plans required for submittal?		
	YES	NO
Site Plan		
Floor Plan		
Plumbing Plan		
Roofing Plan		
Elevation Plan		
Structural Detail Plan		
Electrical Plan		
Foundation Plan		

The following elements will be researched by city staff			
Existing zoning			
Zone change?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Existing setbacks			
	Front		
	Rear		
	Side		
Variance Required		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Existing Structures		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Escarpment Zone		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Demolition Permit		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Relocation Permit		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Historical Landmark		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Utility Locations Present			
	Water Service	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Sanitary Sewer	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Electrical Service	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Gas Service	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Telephone	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Tap Fees Paid	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Property Platted	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Floodplain Applicable	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Wetland Determination	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Property Lines Shown	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Easements on Plan	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**Commercial Plan Review Checklist**

FOR OFFICE USE ONLY

Plan Review Date: \_\_\_\_\_  
 Address of Permit: \_\_\_\_\_  
 Contractor: \_\_\_\_\_  
 Tax Map No.: \_\_\_\_\_

Do you have the following plans required for submittal?		
	YES	NO
Site Plan Approved		
Site Work Permit		
Construction Drawings		
Preliminary Plan Review		
TDLR No.		
Code Analysis		
Asbestos Survey (for renovations)		

Do you have the following elements of a Site Plan? (Be prepared to provide the following information)	
<input type="checkbox"/> Site Grading & Drainage	<input type="checkbox"/> Floodplain Designation
<input type="checkbox"/> Parking Access & Design Standards	<input type="checkbox"/> Traffic Impact Analysis Statement
<input type="checkbox"/> Property Lines	<input type="checkbox"/> Easements
<input type="checkbox"/> Surveyor Bearings & Drawings	<input type="checkbox"/> Encroachment Agreement
<input type="checkbox"/> Signage	<input type="checkbox"/> Structure Locations
<input type="checkbox"/> Street Lighting	<input type="checkbox"/> Street Median Access
<input type="checkbox"/> Historical Landmarks	<input type="checkbox"/> Demolition Permit
<input type="checkbox"/> Landscaping & Calculations	<input type="checkbox"/> Traffic Impact Analysis Study
<input type="checkbox"/> Refuse Collection & Dumpster	<input type="checkbox"/> Escarpment Zone Regulations
<input type="checkbox"/> Wetland Determination	<input type="checkbox"/> Soils Investigation Report
<input type="checkbox"/> Setback Requirements	<input type="checkbox"/> Variances Required
<input type="checkbox"/> Zone Change Required	<input type="checkbox"/> Site Work Permit
<input type="checkbox"/> Annexation Request	<input type="checkbox"/> Abandonment
<input type="checkbox"/> Bonding for Improvements	<input type="checkbox"/> Subdivision Platting Required
<input type="checkbox"/> Water Service	<input type="checkbox"/> Site Lighting
<input type="checkbox"/> Sanitary Sewer Service	<input type="checkbox"/> Electric Service
<input type="checkbox"/> Gas Service	<input type="checkbox"/> Service Tap Fees
<input type="checkbox"/> Public improvement Required	<input type="checkbox"/> Storm Water Pollution Plan
<input type="checkbox"/> Flow Test	<input type="checkbox"/> Location Map
<input type="checkbox"/> Engineering Scale	<input type="checkbox"/> Site Adjacent Driveways
<input type="checkbox"/> Sight Obstruction Triangles	<input type="checkbox"/> Sidewalk Location
<input type="checkbox"/> New Paving Extent and Square Footages	<input type="checkbox"/> Adjacent R.O.W. Appurtenances
<input type="checkbox"/> Parking Stall Summary Table	<input type="checkbox"/> Mutual Access Agreement

# ZONING PROCESS

## Land Use

The City of Waco has adopted a Comprehensive Plan to guide development of all property within the city. This plan includes the Land Use Plan that takes into account existing land use, development trends, and policies that guide zoning decisions in the form of a map of proposed land use patterns. Each lot is assigned a specific zoning classification to further regulate development. The correlation between land use categories, zoning classifications and specific uses allowed are generally outlined in the charts in this section.

Zoning is essentially a means of ensuring that the land uses of a community are properly situated in relation to one another, and provides space for each type of development. It allows the control of development density in each area so that property can be serviced by municipal facilities such as the street, school, recreation, and utilities systems. This directs new growth and redevelopment into appropriate areas and protects existing property by requiring that development afford light, air, and privacy for persons living and working within the municipality.

It is further defined as the division of a municipality into districts, and the regulation of those districts. Regulations include the height and bulk of buildings and other structures, the area of a lot which may be occupied and the size of required open spaces, the density of population, and the use of buildings and land for trade, industry, residence, or other purposes.

In order to proceed to the Development Plan Review Process, all property must have the proper zoning for the proposed use. The City of Waco's zoning districts and regulations have been established in accordance with the Comprehensive Plan for the purpose of promoting health, safety, and the general welfare of its citizens.

An applicant may request a change in the Comprehensive Plan, zoning category, or special permit within a zoning category. It is the responsibility of the applicant to provide the necessary information to prove to the City Plan Commission and Waco City Council that the request is in compliance with the intent of the City of Waco Comprehensive Plan and Zoning Ordinance.

Zoning Process	
<input type="checkbox"/>	Zoning change submitted to City staff
	Meet with applicant
<input type="checkbox"/>	Distribute request to city staff for review
	Discuss recommendation and findings
<input type="checkbox"/>	Present request and findings to City Plan Commission Work Session
<input type="checkbox"/>	Public Hearing before the City Plan Commission
	Notice of Public hearing sent to property owners
<input type="checkbox"/>	Public Hearing before Waco City Council and 1 <sup>st</sup> Reading of ordinance
<input type="checkbox"/>	Waco City Council 2 <sup>nd</sup> Reading of the ordinance

## What is the current zoning of your property?

The current zoning of your property may be obtained by contacting Planning Services. The legal description (i.e. Subdivision name, lot, and block) of your property is required to accurately obtain this information. Zoning information is also available on the City of Waco web site [www.waco-texas.com](http://www.waco-texas.com). The following charts list the Comprehensive Plan Land

## Use Designations and Zoning Designations.

Comprehensive Plan Land Use Designations	
Land Use Plan Categories	Zoning Categories
Low Density Residential	R-1A, R-1B, R-1C, R-2, R-3A, R-3B, O-1, O-3
Medium Density Residential	R-2, R-3C, C-1, C-2
High Density Residential	R-3D, R-3E, O-2, C-4
Mixed Use	R-1B, R-1C, R-2, R-3A thru R-3E, O-1 thru O-3, C-1 thru C-4, M-1
Office Only	O-1
Commercial and Office	O-1, O-2, O-3, C-1, C-2, C-3
Service Commercial	C-5
High Quality Office and Industrial	M-1
High Quality Very Light Industrial	M-2
General Industrial	M-3
Public/Semi-Public	Any zone

Zoning Classifications	
Single Family Residential	R-E, R-1A, R-1B, R-1C Single family residences, churches, schools, public buildings, golf courses, parks, etc.
Two Family & Attached Single Family Residential	R-2 One & two family (attached) residences, most R-1 uses.
Multi-Family Residential	R-3A, R-3B, R-3C, R-3D, R-3E Apartments, townhouses, most R-1 and R-2 uses
Office	O-1 Clinics, studios and offices, plus most R-1 and R-2 uses
Office/Residential	O-2 High density residential and offices uses including hospitals & colleges; no height limit
Office/Limited Commercial	O-3 Similar to O-1, adding restaurants & retail sales with hours of operation from 7am to 7pm
Community Commercial	C-1, C-2 Both allow the same uses, except C-2 does not allow alcohol; plus most high density residential uses

General Commercial	C-3 Business and retail developments on major traffic arteries; print shops, auto sales & repair, self storage warehouses, etc.
Central Commercial	C-4 Mixed use district, no height limit, providing residential, office, retail, tourism and civic uses
Service Commercial	C-5 Mix of commercial and light industrial uses of a service nature on major arterial streets; heavy equipment and mobile homes sales, beverage distribution, drive-in theaters, etc.
Office & Restricted Industrial	M-1 High quality, high value development like a corporate headquarters
Light Industrial	M-2 Concentrate groups of nuisance-free uses like light manufacturing, lumber yards and warehousing
General Industrial	M-3 Major industries having large sites, outside open storage, noise, etc.

## Land Use and Zoning Changes and Special Permits

When an owner wants to change the use of his property to a purpose not permitted in the current classification assigned to the property, he must apply for a change in classification.

Each classification lists special uses allowed only by a special permit. An owner and/or applicant must apply for a special permit for any special use listed.

## Where do you start the zoning process?

Applications for changes in the Comprehensive Plan land use, zoning, and special permits are submitted to Planning Services. A pre-application meeting at Planning Services is suggested. All applications may be forwarded by mail to: Planning Services, City of Waco, 401 Franklin Avenue, P.O. Box 2570, Waco, Texas 76702-2570. Hours of operation are Monday-Friday from 8:00 a.m. - 5:00 p.m.; 254-750-5650, 254-750-1605 (Fax)

## How much does the process cost?

There is a non-refundable filing fee for a zone change, special permit or land use plan changes. Fee schedules are available on the City of Waco web site [www.waco-texas.com](http://www.waco-texas.com).

What information is required to start the zoning process?
<input type="checkbox"/> Complete the application form and submit filing fee
<input type="checkbox"/> Legal description of the property (fieldnotes if the property is not platted or if multiple zoning categories are being requested)
<input type="checkbox"/> Existing and proposed zoning categories or special use permit
<input type="checkbox"/> Existing and proposed land use designations
<input type="checkbox"/> Site plan for the proposed development (if a special permit is requested)

## What are the special overlay zoning districts in the City of Waco?

The special districts in the City of Waco include the Lake Brazos Corridor District, College and University District, and Neighborhood Conservation District, Airport Overlay District, and the West End District (See Article IV in the Waco

Zoning Ordinance). A brief description of the intent of these districts follows:

- Lake Brazos Corridor District:** The primary purpose of the Lake Brazos Corridor district is to ensure the development of the Lake Brazos Corridor as a center for quality recreation, convention, tourism, housing and office facilities. The regulations are designed to protect the special environmental character of the corridor, to promote continued private development in the area, and to maximize the long-term positive impact of both private and public investment. Additional development standards and design guidelines for the District are intended to preserve the distinctive character and natural beauty of the Lake Brazos Corridor and to maintain its charm and atmosphere.
- College and University District:** The College and University District is intended to provide for the special development characteristics of uses in close proximity to institutions of higher learning. Regulations of the District are designed to provide flexibility in use and arrangement of buildings on a site while encouraging a higher quality of development through a system of density and site improvement incentives. (This district has not be applied.)
- Neighborhood Conservation District:** The Neighborhood Conservation District is intended to encourage the continued vitality of older residential areas of the city; to promote the development of a variety of new housing of contemporary standards in existing neighborhoods; and to maintain a desirable residential environment and scale. Additional site development standards applicable to the District are intended to promote infill development of a compatible

residential scale and to encourage provision of adequate open space and site amenities.

- ☑ **Airport Overlay District:** This district is intended to regulate the development of noise sensitive land uses, promote compatibility between activities at the Waco Regional Airport and the surrounding land uses, protect the airport from incompatible encroachment and to promote the good, health, safety, and general welfare of property uses surrounding the Waco Regional Airport.
- ☑ **West End District:** This district is intended to encourage the stabilization and revitalization of a mixed-use area between downtown and the residential portion of the Austin Avenue neighborhood.

### Does the City of Waco regulate Planned Unit Developments (P.U.D's)?

The City of Waco does regulate planned unit developments within its corporate limits. The purpose of planned unit development regulations is to encourage flexibility in the use and development of land in order to promote its most appropriate use; to provide a high level of urban amenities; to preserve the quality of the natural environment; and to provide flexibility in the development of land subject to development standards coordinated with the provision of necessary public services and facilities.

Who is involved in reviewing the Zoning Process	
Planning Services	Engineering Services
Health Services	Inspection Services
Legal Services	Traffic Services
Fire Services	Police Services

### How long does the process take to complete?

The process takes approximately 60 days to complete based upon complete and correct information submitted. This time frame may vary depending on when the application is submitted and if there are delays in decisions by the City Plan Commission and/or City Council during the public hearing process. Deadline dates are available on the City of Waco web site [www.waco-texas.com](http://www.waco-texas.com).

### What is the procedure for a zone change, land use plan change or special permit?

An application for a change in zoning, land use designation, or special permit must be submitted to Planning Services at least 30 days prior to the City Plan Commission's regularly scheduled meeting each month. The City Plan Commission meets on the fourth Tuesday of each month.

The applicant is expected to attend this meeting and present the request to the commission. All owners of property within 200 feet of the request are notified by standard mail service of the public hearing.

Citizens will have the opportunity to speak in favor or opposition to the request at this public hearing. The commission does not make the final decision on a request but makes a recommendation to the Waco City Council after hearing all testimony.

The Waco City Council's public hearing and first reading of the ordinance on the request occur at their regularly scheduled meeting on the third Tuesday of each month. The final reading of the ordinance will be on the first Waco City Council meeting following this action.

Applicants are also expected to attend and present their requests to the Waco City Council. After hearing all testimony on the request and receiving the recommendation of the City Plan Commission, the Waco City Council will then make a final decision on the request.

## Can an applicant withdraw an application during the zoning process?

An application may be withdrawn:

1. at least 5 days prior to the City Plan Commission meeting;
2. at the City Plan Commission meeting (with expressed permission of the Commission); or
3. at the Waco City Council meeting (with expressed permission of the Council).

If an application is withdrawn at either the City Plan Commission meeting or Waco City Council meeting, a new application on any part of the property may not be submitted for six months.

## Who may I contact for more information?

Contact the Planning Services to discuss your particular property situation prior to construction, sale, or purchase of property. If you have any questions concerning these regulations, please contact the following:

Planning Services  
P.O. Box 2570  
Waco, Texas 76702-2570  
(254) 750-5650  
(254) 750-1605 (fax)  
e-mail: [planning@ci.waco.tx.us](mailto:planning@ci.waco.tx.us)  
web site: [www.waco-texas.com](http://www.waco-texas.com)

# ZONING BOARD OF ADJUSTMENT PROCESS

This process offers some relief for those projects, which could not be pursued under strict interpretation of the zoning ordinance. In order to proceed in the development review process, an unnecessary hardship must be demonstrated, which has not been created by the developer, which deprives the applicant of the reasonable use of the land or building.

The pursuance of the project must be found not to adversely affect an adequate supply of light and air to the adjacent property, substantially increase congestion in the public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the surrounding area. If the applicant proves this, then a variance may be granted from the Zoning Board of Adjustment.

The Zoning Board of Adjustment was created to hear these cases and determine if the Zoning Ordinance would unfairly limit the proposed development. If the Board determines that the requested variance is the minimum necessary to overcome the problem, they may grant a variance or exception to the zoning requirement.

The Zoning Board of Adjustment is a five-member board appointed by the City Council to grant relief from literal enforcement of the Zoning Ordinance in certain hardship situations and to hear

appeals on the Building Official's decisions regarding city ordinances.

## What types of variances may be requested?

A determination is made by Inspection Services on the variance request. The following is a listing of the types of variances that may be considered:

- Appeals on site plan review requirements
- Requests for remote parking
- Decisions regarding variance requests for non-conforming uses such as listed below:
- Permit the reconstruction of a building occupied by a non-conforming use.
- Permit the extension or enlargement of a building occupied by a non-conforming use.

Zoning Board of Adjustment Process
<input type="checkbox"/> Board of Adjustment Variance to be requested by the applicant
Meet with applicant to determine variance
Site plan, fee and application from applicant
<input type="checkbox"/> Distribute to city staff for review
<input type="checkbox"/> Receive comments from staff and compile recommendation
<input type="checkbox"/> Board of Adjustment hearing and action on variance request
Appeal by the applicant within 10 days of the Board's decision

## Where do you start the Board of Adjustment Process?

The variance process is started with a referral obtained by the applicant from Inspection Services and provided to Planning Services for processing (Inspection Services, City of Waco, 401 Franklin Avenue, Waco, Texas 76701, Monday-Friday, 8:00 a.m. - 5:00 p.m.,

254-750-5612 or Planning Services, City of Waco, 401 Franklin Avenue, Waco, Texas 76701, Monday-Friday, 8:00 a.m. - 5:00 p.m., 254-750-5650)

What information may be required by the applicant?
<input type="checkbox"/> Complete the application form and submit filing fee
<input type="checkbox"/> State the hardship for the requested variance
<input type="checkbox"/> Legal description of the property (accurate survey and fieldnotes must be submitted if the property is not platted)
<input type="checkbox"/> Site plan for the proposed development
<input type="checkbox"/> Existing and proposed location and arrangement of uses on the site
<input type="checkbox"/> Existing and proposed site improvements (building plans)
<input type="checkbox"/> Existing and proposed topography, grading, landscaping
<input type="checkbox"/> Exterior lighting, screening
<input type="checkbox"/> Irrigation facilities and erosion control measures
<input type="checkbox"/> Utility improvements to a public water or sanitary sewer line

## How much does the application cost?

There is a non-refundable filing fee for variance requests. Fee schedules are available on the City of Waco web site [www.waco-texas.com](http://www.waco-texas.com).

Who is involved in the process?	
Planning Services	Engineering Services
Fire Services	Inspection Services
Legal Services	Traffic Services

## How long does it take to complete the process?

The process takes 30 days to complete. This time frame may vary depending on when the application is submitted for review, and if there are delays in decisions by the Zoning Board of Adjustment during the hearing process. The following is a step-by-step description of the process:

## Step 1: Application

When citizens desire to build a structure, they must submit plans to the Department of Inspection Services. At that point the Building Official will review the plans to see if they conform to the City’s Building and Zoning Code standards. If strict enforcement of the ordinance creates a hardship for the applicant, the Building Official refers the applicant to the Department of Planning Services to seek relief through the Zoning Board of Adjustment in one or more of the following categories:

### Variations

If the applicant for the building permit cannot conform his plan to the Zoning Code, which regulates land use, yard setbacks, height limits, lot sizes, etc., then he may be able to apply for a variance to the standard. In order to grant a variance from an ordinance requirement, the Board must find that a hardship condition exists which is unique, unnecessary, not only a financial hardship, and was not created by the owner. Hardship conditions inherent to the property may include such conditions as irregular lot shape, steep topography, location of existing creeks and trees, placement of existing buildings, or other unusual circumstances, which make code compliance impractical. For example, if a property owner wants to build a larger house than the platted setbacks on a lot accommodate, the hardship may be considered self-induced and not an appropriate basis for a variance.

### Nonconforming Uses

State law guarantees each property owner a reasonable use of his property. This is not however, an unlimited right to develop, but must be consistent with the local government Land Use Plan and

Zoning Maps. The Land Use Plan sets the amount and location of residential, office, commercial, and industrial development. Zoning translates this Land Use Plan into specific classifications and delineates which specific uses that can occur in each zone. A nonconforming use is an activity of a business that was begun prior to the enactment or change of a zoning code or district that now prohibits this use. All of these nonconforming uses are destined for redevelopment someday that will conform to zoning, but in the mean time, the Zoning Board of Adjustment has the authority to make certain special provisions to allow for their useful life to run its optimum course. As a minimum, the Zoning Ordinance provides that a nonconforming use is allowed to continue in use in a limited capacity until its building is damaged or destroyed to an extent greater than 60 percent of its fair market value, or until the use is discontinued for two years for most uses. The use cannot be expanded unless the Zoning Board of Adjustment grants permission. The Board may require the discontinuation and amortization of a nonconforming use. For buildings occupied by nonconforming uses, the Board may permit up to 50 percent expansion of the building, as long as it does not prevent the long-term return of the building to a conforming use and provided that side yard requirements can be met. The Board may also permit a change in use to another nonconforming use, providing the proposed nonconforming use is less intrusive and more compatible to the zoning district.

### **Appeals**

The Zoning Board of Adjustment also hears and decides appeals where there is an alleged error made by the Building Official in any order, requirement, or decision of determination in the administration or enforcement of the ordinance.

## Step 2: Public Hearings

Prior to making a decision on an application, the Board must hold a public hearing. The Board normally meets once a month to hold its hearings. Deadline dates are available on the City of Waco web site [www.waco-texas.com](http://www.waco-texas.com).

Notices of the Public Hearing are published in the local newspaper (Waco Tribune-Herald), and all property owners within 200 feet of the property proposed for change are notified by mail.

## Step 3: Hearing Procedures

At the Public Hearing, the Board will hear the testimony both for and against an appeal or request for variance. City staff will be present to answer any questions the board may have. After hearing all the testimony and evidence, the Board will close the Public Hearing, discuss the case, and make its decision based on findings of fact.

## Step 4: Decisions and Appeals

The concurring votes of four members are necessary for the Board to approve any matter. The Zoning Board of Adjustment decision is final and does not require City Council approval. Anyone dissatisfied with a decision of the Zoning Board of Adjustment may appeal the action to a court of record District Court, County Court, or County Court at Law, as prescribed by State Law.

## Who May I Contact For More Information?

If you have questions, contact Planning Services to discuss your particular situation. Planning Services can be reached at:

Planning Services

P.O. Box 2570

Waco, TX 76702-2570

(254) 750-5650

(254) 750-1605 (fax)

email: [planning@ci.waco.tx.us](mailto:planning@ci.waco.tx.us)

web site: [www.waco-texas.com](http://www.waco-texas.com)

# SUBDIVISION PLATTING PROCESS

**T**he regulation of land through the Subdivision Platting Process is a method of ensuring sound community growth and safeguarding the interest of the homeowner, developer and the City of Waco. The City of Waco has the authority to regulate subdivision platting within its corporate limits and its Extraterritorial Jurisdiction (ETJ) through an adopted subdivision ordinance.

This section provides information about subdivision regulations in the City of Waco and its ETJ. When purchasing, selling, subdividing property, or constructing a new home or business, residents of the City of Waco should be aware of these regulations.

A subdivision is the division of any lot, tract or parcel of land into two or more lots or the consolidation of two or more lots, for the purpose of sale or building development. A subdivision plat is required to be submitted for processing in the Waco city limits if there is an anticipated division of a tract of land into two or more parts and for the purpose of obtaining a building permit.

A subdivision plat is required to be submitted for processing in Waco's Extraterritorial Jurisdiction if there is an anticipated division of a tract of land into two or more parts or consolidation of two or more lots, that do not meet the minimum standards as stated in Waco's Subdivision Ordinance and for the purpose of obtaining an on-site sewerage facility permit.

## Definition of a Plat

A plat is a survey of property that describes the dimensions and location of the property, street right-of-way, and easements. A plat also establishes the lot, block, and subdivision name used in real estate transactions.

A plat is a legal document complete with a drawing of the property boundaries, a written description of those boundaries, a dedication statement from the property owner, a title block, and approval statements and certifications. Plats must be prepared and sealed by a Registered Professional Land Surveyor.

## The Reason for Platting

The Platting Process ensures that all lots comply with the City of Waco's standards for development that are intended to protect the public health, safety, and welfare. Plats are reviewed for compliance with regulations regarding minimum lot size, width and depth, street access and width, utility provisions, parks and open space provisions, and drainage and flood plain protection.

## Platting in the Waco City Limits

The developer or citizen should meet with the representative from Planning Services to determine the current legal description of the property and confirm when the property was originally divided. The Subdivision Process in the Waco City limits will be required if any of the following conditions exist:

- A platted or unplatted tract of land is to be divided into two or more parcels for sale or development;
- Several parcels of land are to be combined into one development site.

- Property is to be developed in a manner not in conformance with the existing subdivision plat.
- Abandoned property is to be incorporated into a subdivision plat.
- A platted building setback is to be created, adjusted, or deleted.

Subdivision Process in the Waco City Limits	
<input type="checkbox"/> Subdivision plat submitted by the applicant to city staff	
	Meet with applicant to discuss the format of the plat
	Receive copies of plat, application and fee
<input type="checkbox"/> Distributed the request to city staff, utility companies and other organizations	
	Notice in newspaper and mail notice to property owners
<input type="checkbox"/> Receive comments from staff and compile letter to the applicant	
	Meeting with staff to discuss findings
	Plans are prepared and submitted to Engineering
	Engineering reviews the plans
	Plans are approved and changes made
	Project bonded or work is completed
	Minor plats end process here if approved by city staff
<input type="checkbox"/> City Plan Commission Work Session to discuss the findings of city staff	
<input type="checkbox"/> City Plan Commission Business Meeting to take action	
<input type="checkbox"/> Waco City Council Business meeting to take action	
	Plats approved when all documents are received by city staff
<input type="checkbox"/> Approved plats sent to City Secretary to record	
<input type="checkbox"/> Plats sent to County Clerk for recording	
	Distribute the completed plats to city staff and utility companies

## Existing Tracts in the Waco City Limits

A property owner may sell or convey a tract of land that is currently not platted in the Waco city limits to a prospective buyer. It is recommended, however, that the seller advise the buyer of the need for platting if the buyer intends to obtain a building permit. Contact Planning Services to discuss your property situation before you sell, purchase, or begin construction on your property.

## Information Required in Submitting a Plat in the Waco City Limits

The platting process begins with a meeting between the property owner and city staff to discuss the type of plat and items needed for processing the subdivision plat. These items include the following:

- Survey with fieldnotes by a Registered Professional Land Surveyor
- Four copies of a subdivision plat 18 x 24 in size
- Floodplain certifications
- Proof of ownership (deed) of the property
- Certifications for the surveyor, owner, health district, county court
- Tax Certificates

Persons wishing to subdivide property are encouraged to meet with City Staff prior to informal and official submission of a subdivision plat in order to better understand and comply with the City's requirements for submittal. The owner, prospective buyer, surveyor, and or representative are encouraged to attend this pre-application meeting to discuss a time line and specific requirements for the processing of the subdivision plat. City staff will recommend disapproval of officially submitted plats that do not meet the ordinance requirements. Exceptions will be those subdivision plats with requirements that relate to the guarantee or construction of infrastructure improvements.

A completed application form and fee should accompany the submission of a plat. The plat application requires the name of the subdivision, the number of acres and lots, the name and address of

the property owner and surveyor. The submittal of these items on the monthly deadline date will then initiate the process of review by the various city, county, and utility departments. Deadline dates are available on the City of Waco web site [www.waco-texas.com](http://www.waco-texas.com).

Who is involved in the Subdivision Review Process?	
Planning Services	Engineering Services
Fire Services	Inspection Services
Legal Services	Traffic Services
McLennan County Appraisal District	McLennan County Emergency 911
McLennan County Engineer (ETJ), Map Dept. (CITY, ETJ)	Waco-McLennan County Health District (ETJ)
United States Post Office	Tax Office
TXU Electric	ATMOS Energy (Gas)
Rural Water Companies (ETJ)	Electric Cooperatives (ETJ)
Southwestern Bell Telephone Company	U.S. Army Corps of Engineers
Texas Department of Transportation	

The City of Waco Subdivision Ordinance directs a process for action on subdivision plats that includes the City Plan Commission as a recommending body and Waco City Council as the final approval authority. This process includes a 30-day cycle (State of Texas regulation) for both the City Plan Commission and the Waco City Council. Under the current format, a subdivision plat may be approved, disapproved, or disapproved pending compliance with specific conditions and requirements of city staff and utility companies.

## Minor Plats

A minor plat must:

- Be four or fewer lots
- Involve no extension of municipal facilities
- Front on an existing street, and
- Involve no creation of new streets

Staff approves minor plats administratively. Minor plats are not referred to the City Plan Commission or the Waco City Council. Plats that qualify as minor plats and are approved by staff may be processed within approximately 14-21 days. These plats are normally recorded several days after completion of the process.

## Noticing & Staff Review

Planning Services staff prepares a routing sheet for minor plats and regular plats that states the name of the subdivision, owner's name, surveyor's name and type of plat to be processed. This routing sheet is attached to the plat and sent to city staff and utility companies for review and comment.

At this point in the process, and only for regular plat (i.e. not minor plats), a notice of advertisement is sent to the Waco Tribune-Herald on or before the 15<sup>th</sup> day prior to the City Plan Commission and Waco City Council meetings (i.e. residential zoned or deed restrictions designed for residential). Planning Services includes both the City Plan Commission and Waco City Council hearings in the required advertisement and mailings.

The process continues for the next 10-14 days for regular plats with staff and utility companies checking all aspects of the plat. A staff meeting is then held to receive comments and compile a letter to the applicant and surveyor of any outstanding requirements. A letter of requirements will follow the review of the subdivision plat and will be sent to the property owner and the surveyor 7 days prior to the City Plan Commission meeting and will be included in the packet submittal for the Waco City Council meeting for their consideration. The City Plan Commission will conduct a public hearing on the subdivision plat and

make a recommendation to the Waco City Council. The Waco City Council, after a Public Hearing, will then make the final determination on the subdivision plat.

## Variance Procedures Available During the Platting Process

The City of Waco Subdivision Ordinance allows for a variance procedure to property owners. A property owner who submits a subdivision plat for processing, after receiving the listing of requirements for that application from City staff, may request a variance to any of those requirements or to all platting requirements if they do not desire to submit a plat. If you are interested in this process, please contact Planning Services for further details.

## Other Requirements for a Public Hearing to Act on Plats

Public notice is required for the public hearing before the City Plan Commission and Waco City Council. The notification process includes a public notice in the Waco Tribune-Herald newspaper. Letters are mailed 15 days prior to the meeting to surrounding property owners within 200 feet of a resubdivision plat either zoned single-family residential or restricted to residential use by deed.

## Fee for Plat Processing

There is a non-refundable filing fee for subdivision plat processing. This fee covers the cost of review, noticing, advertising, and recording of the subdivision plat in the Official Public Records of McLennan County. Fee

schedules are available on the City of Waco web site [www.waco-texas.com](http://www.waco-texas.com).

## Who can I contact for more Information?

This information is being provided to increase your awareness of the subdivision platting regulations applicable in the City of Waco. Contact Planning Services to discuss your particular situation prior to construction or before you sell or purchase your property. If you have any questions concerning these regulations, please contact the following:

Planning Services  
P.O. Box 2570  
Waco, TX 76702-2570  
(254) 750-5650  
(254) 750-1605 (fax)  
e-mail: [planning@ci.waco.tx.us](mailto:planning@ci.waco.tx.us)  
web site: [www.waco-texas.com](http://www.waco-texas.com)

## Platting in Waco's Extraterritorial Jurisdiction

This section provides information about subdivision and related on-site sewage facility (OSSF) regulations in the City of Waco's Extraterritorial Jurisdiction (ETJ). When purchasing, selling, subdividing property, or constructing a new home or business, residents of the City of Waco should be aware of these regulations. A plat is required if there is a division of a tract of land into two parts that do not meet the following minimum standards:

- The tract of land is greater than five acres in size
- Frontage onto a public road is maintained by McLennan County and has a minimum of 300 feet

- Permanent ingress/egress easement with the roadway is constructed according to Waco's standards
- Existing private road or ingress/egress easement was recorded on or before February 1985
- Does not require the extension of new utilities (water, electricity) or street construction
- The tract of land is to be used solely for the financing of the construction of a building, or the refinancing of an existing building
- Division of property through conveyance, inheritance, the probate of an estate, or by a court of law between persons in the first degree of consanguinity. This exemption would apply only if the tract conveyed also meets the minimum standards referenced above.

Please contact Planning Services to discuss your property situation before you either sell or purchase property, or begin construction on your new home or business in the ETJ.

Subdivision Process in the Waco' ETJ	
<input type="checkbox"/> Subdivision plat submitted by the applicant to city staff	
	Meet with applicant to discuss the format of the plat
	Receive copies of plat, application and fee
<input type="checkbox"/> Distributed the request to city staff, utility companies and other organizations	
	Notice in newspaper and mail notice to property owners
<input type="checkbox"/> Receive comments from staff and compile letter to the applicant	
	Meeting with staff to discuss findings
	Plans are prepared and submitted to Engineering
	Engineering reviews the plans
	Plans are approved and changes made
	Project bonded or work is completed
	Minor plats in the City or ETJ end process here if approved by city staff
	Minor plats in the ETJ are forwarded to the McLennan County Commissioners Court for action
<input type="checkbox"/> City Plan Commission Work Session to discuss the findings of city staff	
<input type="checkbox"/> City Plan Commission Business Meeting to take action	
<input type="checkbox"/> Waco City Council Business meeting to take action	

	Plats approved when all documents are received by city staff
	Minor plats in the ETJ are forwarded to the McLennan County Commissioners Court for action
	<input type="checkbox"/> Approved plats sent to City Secretary to record
	<input type="checkbox"/> Plats send to County Clerk for recording
	Distribute the completed plats to city staff and utility companies

## Information Required in Submitting a Plat in Waco's ETJ

The platting process for Waco's ETJ begins with a meeting of the property owner and to discuss the type of plat and items needed for processing the subdivision plat. These items include the following:

- Survey with fieldnotes by a Registered Professional Land Surveyor
- Four copies 18 x 24 in size
- Floodplain certifications
- Proof of ownership (deed) of the property
- Certifications for the surveyor, owner, health district, county court
- On-site sewage facility study (OSSF) prepared by a certified engineer (public sewer is not available to the site)
- Water system certification by a local water company provider
- Tax Certificates

A completed application form and fee should accompany the submission of a plat. The plat application requires the name of the subdivision, the number of acres and lots, and the name and address of the property owner and surveyor.

The submittal of these items on or before the monthly deadline date will then initiate the process of review by the City,

County, and utility departments. The review of the subdivision plat will follow with a letter of requirements that will be sent to the property owner and the surveyor prior to the City Plan Commission and Waco City Council Meetings. The City Plan Commission will conduct a public hearing on the subdivision plat (i.e. other than minor plats) and make a recommendation to the Waco City Council. The Waco City Council, after a Public Hearing, will then make the final determination on the subdivision plat. When the applicant meets all requirements, the subdivision plat will be forwarded to the McLennan County Commissioner's Court for action.

## Timeline for Platting in Waco's ETJ

The standard processing time for subdivision plats in the extraterritorial jurisdiction is 45-60 days. This includes public hearings before the City Plan Commission, Waco City Council, and the McLennan County Commissioners Court. The time frame for the recording of the plat after these actions are taken is dependent on the owner of the property and the surveyor to complete any pending requirements.

## Authority to Approve On-Site Sewage Facility Permits in Waco's ETJ

The Waco-McLennan County Health District appointed the City of Waco Utility Services Department as their authorized agent to approve on-site sewage facility (OSSF) permits in Waco's ETJ. These regulations apply to all the unincorporated areas of Waco's ETJ.

## Requirements for On-Site Sewage Facilities

The McLennan County order regulating lot size states that no new OSSF system will be permitted on a lot less than one-third acre in size that was platted prior to January 1988. No permits will be issued for an OSSF system on a lot that is in violation of the City of Waco Subdivision Ordinance.

## Who can I contact for more Information?

This information is being provided to increase your awareness of the subdivision platting and on-site sewage facility (OSSF) regulations applicable in Waco's extraterritorial jurisdiction. Contact the Department of Planning Services to discuss your particular situation prior to construction or before you sell or purchase your property. If you have any questions concerning these regulations, please contact the following:

Planning Services  
P.O. Box 2570  
Waco, TX 76702-2570  
(254) 750-5650  
(254) 750-1605 (fax)  
e-mail: [planning@ci.waco.tx.us](mailto:planning@ci.waco.tx.us)  
web site: [www.waco-texas.com](http://www.waco-texas.com)

Waco-McLennan County Public Health District  
City of Waco Utilities Services  
P.O. Box 2570  
Waco, TX 76702-2570  
(254) 299-2489  
(254) 299-2490 (fax)  
e-mail: [mikej@ci.waco.tx.us](mailto:mikej@ci.waco.tx.us)  
web site: [www.waco-texas.com](http://www.waco-texas.com)

## Platting in McLennan County (Outside Waco's ETJ)

This section provides information about subdivision regulations and on-site sewage facility (OSSF) regulations in McLennan County outside Waco's ETJ. When purchasing, selling, subdividing property, or constructing a new home or business, residents of McLennan County should be aware of these regulations. The platting process ensures that all lots comply with McLennan County's standards for development contained in the Subdivision Ordinance that are intended to protect the public health, safety, and welfare. Plats are reviewed for compliance with regulations regarding minimum lot size, width and depth; street access and width; utility provisions; parks and open space provisions; and drainage and flood plain protection.

### Regulation of Platting

McLennan County regulates subdivision platting within its boundary through an adopted Subdivision Ordinance. Additionally, if an individual's property is within the extraterritorial jurisdiction of an existing city, that city's subdivision rules apply as well. A plat is required when there is a division of a tract of land and any portion of the tract is to be dedicated for public use or access by the owner. It is further required when a property owner wishes to obtain an on-site sewage facility permit and the property has not been previously platted.

### Platting Exemptions

If a tract of land, one-half acre or greater, is subdivided along an existing road and no portion is to be dedicated by the owner for public use or access, an exemption may apply. For additional

information concerning this exemption or other exemptions that may apply, contact the County Engineer's Office, 254-757-5028.

## What is the platting process for McLennan County?

The Platting Process begins with the County Engineer meeting with the property owner to discuss the subdivision plat. Items needed for platting include the following:

- Survey with fieldnotes by a Registered Professional Land Surveyor
- Two copies 18 x 24 in size
- Floodplain certifications
- Proof of ownership (deed) of the property
- Certifications for the surveyor, owner, health district, county court
- On-site sewage facility study (OSSF)
- Tax Certificates

The submittal of these items will then initiate the process of review by the County Engineer. The review of the subdivision plat will follow with a letter of requirements that will be sent to the property owner and the surveyor.

Upon completion of these requirements, the subdivision plat will then be placed on the Commissioners Court agenda. The deadline for agenda items occurs each week on Thursday at 12:00 p.m. This deadline will be for the following Tuesday Commissioners Court meeting at 9:00 a.m. where subdivision plats will be considered for action.

Subdivision Process in McLennan County	
<input type="checkbox"/>	Subdivision plat submitted by the applicant to city staff
	Meet with applicant to discuss the format of the plat
<input type="checkbox"/>	Distributed the request to county staff and utility companies
<input type="checkbox"/>	Receive comments from staff and compile letter to the applicant
	Meeting with staff to discuss findings
<input type="checkbox"/>	McLennan County Commissioners Court for action on plats
<input type="checkbox"/>	Plats send to County Clerk for recording

## How long does the platting process take to complete?

The standard process for review is 14 days by the County Engineer. The time frame after this review is dependent on the owner of the property and surveyor to complete the pending requirements. When the Commissioners Court take the action, it is the responsibility of the property owner to record the subdivision plat at the Official Public Records Office of McLennan County.

## Is there a fee to process a plat?

McLennan County, unlike the City, does not charge a fee at this time to process a subdivision plat.

## Authority to Approve On-Site Sewage Facility Permits in McLennan County

The McLennan County Commissioners Court considered and the County Judge executed the order adopting the rules for on-site sewage facilities (OSSF) in McLennan County in May 1997. These regulations apply to all the unincorporated areas of McLennan County, including the extraterritorial

jurisdiction (ETJ) of incorporated cities within the County.

Platted subdivisions within the ETJ of an incorporated city are excluded from these rules if that city has adopted a subdivision ordinance, which governs a private sewage facility within its jurisdictional control.

The regulations also govern within the incorporated areas of cities and towns that have elected to be members of the Waco-McLennan County Public Health District.

## On-Site Sewage Facilities

The minimum lot size for an on-site sewage facility (OSSF), according to the Texas Natural Resource Conservation Commission, is one-half acre with some exceptions. Permits are required for all OSSF systems regardless of lot size or acreage tract.

The McLennan County order regulating lot size states that no new OSSF system will be permitted on a lot less than one-third acre in size that was platted prior to January 1988. No permits will be issued for an OSSF system on a lot that is in violation of the McLennan County subdivision ordinance. Prior to the construction of your home or business, contact the Waco-McLennan County Public Health District for the determination if platting is required for your property.

## Who can I contact for more information?

This information is being provided to increase your awareness of the subdivision and on-site sewage facility (OSSF) regulations applicable in the McLennan County. Contact the County Engineer to discuss your particular

situation prior to construction or before you sell or purchase your property. If you have any questions concerning these regulations, please contact:

County Engineer  
McLennan County  
P.O. Box 648  
Waco, TX 76703-0648  
(254) 757-5028  
(254) 757-5033 (fax)  
e-mail: [steve.hendrick@co.mclennan.tx.us](mailto:steve.hendrick@co.mclennan.tx.us)  
web site: [www.co.mclennan.tx.us](http://www.co.mclennan.tx.us)

Waco-McLennan County  
Public Health District  
City of Waco Utility Services  
P.O. Box 2570  
Waco, TX 76702-2570  
(254) 299-2489  
(254) 299-2490 (fax)  
e-mail: [Mikej@ci.waco.tx.us](mailto:Mikej@ci.waco.tx.us)  
web site: [www.waco-texas.com](http://www.waco-texas.com)

# ABANDONMENT PROCESS

The abandonment process is used when the City of Waco agrees to release ownership rights of certain excess property or unused portions of a street or an alley right-of-way or an easement. Abandoned property reverts to adjoining property owners on an equal basis if that portion of the property had been previously dedicated for that use through the Subdivision Process.

Abandoned property may then be incorporated into a resubdivision for assembly and used for future development. If utilities are present and will not be relocated by the owner, a general utility easement for the abandoned section will be retained.

Abandonment Process	
<input type="checkbox"/> Abandonment submitted by the applicant to staff	
	Meet with applicant to determine the reason for abandonment
	Receive survey, fieldnotes, fee, application and the petition from the applicant
<input type="checkbox"/> Distributed to city staff and utility companies	
	Potential problems discussed among staff and the applicant
<input type="checkbox"/> Receive comments and compile letter to the applicant	
<input type="checkbox"/> City Plan Commission work session	
<input type="checkbox"/> City Plan Commission Public Hearing	
	Notice to property owners within one block of the area through standard mail service
<input type="checkbox"/> Waco City Council Public Hearing and 1 <sup>st</sup> Reading	
	Planning and Legal to prepare the Ordinance and Quitclaim Deeds for the applicant
<input type="checkbox"/> Waco City Council 2 <sup>nd</sup> reading of the ordinance	

## Where do you start the process?

The process begins by meeting with staff from Planning Services to discuss the applicants' request. This discussion is centered on the reason for the request, extent of the abandonment, future construction plans, and the desired result achieved by the abandonment. Planning Services is located in the Dr. Mae Jackson Development Center, 401 Franklin Avenue, Waco, Texas 76701, 254-750-5650, 254-750-1605 (Fax), between 8:00-5:00 p.m. Monday- Friday.

What information may be required by the applicant?
<input type="checkbox"/> Complete application form for the abandonment of public property
<input type="checkbox"/> Signatures on a petition of all adjoining property owners within the block. Planning Services will provide a list of these property owners, addresses, and legal descriptions.
<input type="checkbox"/> A plat and fieldnote description by a Registered Professional Land Surveyor of the property to be abandoned.
<input type="checkbox"/> An improvement survey showing the existing structures (buildings, fences, sidewalks, etc. and utility (water, sanitary sewer, gas, electric, telephone lines, etc).

Who is involved in the process?	
Planning Services	Engineering Services
Legal Services	Traffic Services
McLennan County Emergency 911	Southwestern Bell Telephone
Rural Metro	Cablevision
Fire Services	Police Services
TXU Company	

## What constitutes the findings of City department and utility company review?

Planning Services will coordinate the process and develop a report to the Plan Commission and Waco City Council. This report will include the conditions for approval or a recommendation of denial of the abandonment request. If any utilities are present in the section of public right-of-way to be abandoned, then a general utility easement will be retained for that entire portion where existing utilities are located. There may also be additional staff requirements, unless otherwise determined, to eliminate traffic hazards or other problems that may arise during this process.

## How long does the Abandonment Review Process take to complete?

The Abandonment Review Process takes approximately 75 days to complete. This time frame may vary depending on the initial application submittal date. The application is processed by staff, and placed on the City Plan Commission agenda for a public hearing. Action is then taken by the City Plan Commission in the form of a recommendation to the Waco City Council. It is then placed on the Waco City Council agenda on the 2<sup>nd</sup> meeting of the month as a public hearing and two readings of the ordinance are required before the process is completed.

## How much does this process cost?

There is a non-refundable application fee for the abandonment. Fee schedules are available on the City of Waco web site [www.waco-texas.com](http://www.waco-texas.com).

# ENCROACHMENT REVIEW PROCESS

**A**n encroachment is the placement of a structure or utility across, above, upon, within or underneath a public right-of-way or easements. This encroachment may be allowed through the use of an encroachment agreement between the City of Waco and the applicant.

The encroachment agreement states that if City departments or utility companies damage the structure, sidewalk, or fence, etc. through which the encroachment occurs, then it is the responsibility of the property owner to make all necessary repairs at his or her cost. There will be no cost incurred by the City of Waco or utility companies. This process only requires Waco City Council action to complete.

Encroachment Process	
<input type="checkbox"/> Encroachment Agreement request submitted to staff	
	Receive survey fieldnotes of the area with application, fee, and letter from the applicant
<input type="checkbox"/> Distributed request to city staff and utility companies for review	
<input type="checkbox"/> Receive comments and compile letter to the applicant	
<input type="checkbox"/> Place on the Waco City Council agenda for action	
	Mail notice to property owners within one block by standard mail service
<input type="checkbox"/> Waco City Council action on the resolution	

## Where do you start the process?

The process begins by meeting with staff from Planning Services at the Dr. Mae Jackson Development Center, 401 Franklin Avenue, Waco, Texas 76701,

254-750-5650, 254-750-1605 (Fax), between 8:00-5:00 p.m. Monday-Friday.

## What information is required by the applicant?

A property owner is required to write a letter addressed to the City of Waco, stating the reasons for an encroachment agreement to be granted. The owner must also submit a plat and fieldnote description of the area of encroachment, structures, and utilities present. An application form is not required.

Who is involved in the process?	
Planning Services	Engineering Services
Legal Services	Traffic Services
McLennan County Emergency 911	Southwestern Bell Telephone
Rural Metro	TXU Company
Fire Services	Police Services
Time-Warner Cablevision	

## What constitutes the findings of City department and utility company review?

Planning Services will coordinate the process and develop a report to the Waco City Council. This report will include the conditions for approval or denial of the encroachment request. If any utilities are present in a section of public right-of-way to be encroached, then a general utility easement will be retained for that entire portion where existing utilities are located. There may also be additional staff requirements to eliminate traffic hazards or other problems that may arise during this process.

## How long does the process take to complete?

The Encroachment Agreement process requires Waco City Council action in the form of a resolution and normally takes 30 days from the date submitted to Planning Services for processing. This time frame may vary depending on the initial application submittal date. Planning staff reviews each submittal normally within 7-10 days. It is then placed on the Waco City Council agenda for action.

## How much does this process cost?

There is a non-refundable application fee for the encroachment agreement review. Fee schedules are available on the City of Waco web site [www.waco-texas.com](http://www.waco-texas.com).

# ANNEXATION PROCESS

**A**nnexation is the process by which cities grow by bringing in additional territory into the city limits. An ordinance, which must be approved by the Waco City Council, is required to make an annexation effective. Annexation of property can be requested by a property owner or can be initiated by the City.

## Term of Definitions

The State of Texas grants authority to cities to annex territory. All annexations must be carried out according to State Law. The following terms for annexation apply:

- ◆ the maximum amount of territory a City may annex each year is normally 10 percent of its existing area
- ◆ the minimum width of an area being annexed is normally 1,000 feet
- ◆ certain public notification requirements exist as does a requirement to hold two public hearings, and
- ◆ a municipal service plan must be provided for the annexed area

## Property that is Eligible for Annexation

Property that lies within the extraterritorial jurisdiction (ETJ) and is contiguous to the existing city limits is eligible for annexation. Waco's Extraterritorial Jurisdiction covers an area that extends five (5) miles from the city limits. A map of this ETJ area is

available on the City of Waco web site or may be obtained from Planning Services.

## Consideration of Areas for Annexation

The Waco City Council considers areas to be annexed based upon current development activity and trends, protection of the environment, the City's ability to extend services, and the need to provide additional land use control.

Voluntary Annexation Process	
<input type="checkbox"/> Annexation request submitted to city staff	
	City staff to meet with applicant to determine the desired zoning
	Receive survey, fieldnotes, and letter to request the annexation
<input type="checkbox"/> Distribute to city staff and utility companies for review	
<input type="checkbox"/> City Plan Commission Work Session to discuss the annexation request	
	Notice of annexation in newspaper by city staff
	Notice to property owners through standard mail service
<input type="checkbox"/> City Plan Commission Business Meeting and Public Hearing on annexation	
<input type="checkbox"/> City Council Business Meeting and Public Hearing 1st Hearing	
	Notice in newspaper and standard mail service to property owners
<input type="checkbox"/> City Council Business Meeting and Public Hearing 2nd Reading	
	Notice of hearing published in newspaper by City Secretary
<input type="checkbox"/> City Council Business Meeting and 1st reading of the ordinance	
	Notice posted by the City Secretary at City Hall Basement area
<input type="checkbox"/> City Council Business Meeting and 2nd reading of the ordinance	
	Notice posted by the City Secretary at City Hall Basement area
<input type="checkbox"/> City Secretary recording of the annexation ordinance	
	Ordinance recorded at the McLennan County Clerks Office

## Adoption of an Annexation Plan Required

Recent changes in the State statutes have required municipalities to adopt an annexation plan. This law was effective September 1, 1999. Each city is required to adopt an annexation plan on or before

December 31, 1999 that becomes effective on that date. An area in an annexation plan may only be annexed after the area has been in the plan for three (3) years.

### Annexation Plan Exemptions

An annexation plan is required to be submitted by the municipality unless the following conditions apply:

- The area contains less than 100 tracts of land on which one or more dwellings are located per tract
- 50 percent or more of the landowners vote for annexation
- Voters or landowners petition for annexation
- The area is or was the subject of an industrial district contract or strategic partnership agreement
- Adjacent cities make agreement to make changes in boundaries that are less than 1,000 feet wide
- Annexation is necessary to protect the area or city from destruction of property, injury to persons, or from a nuisance condition as defined by law.

### Annexation and City Service Plan

Planning Services is required to prepare a service plan for the provision of City services to the area to be annexed. The level of the service plan shall be comparable to other similar areas of the City. The plan must provide for full

services in the annexed area no later than two and one-half years after annexation, unless certain services cannot reasonably be provided within that time and the city proposes a schedule for providing the services no later than four and one-half years after annexation.

The following City services must be provided in the area of annexation within 60 days after the effective date of the annexation:

- Police and fire protection
- Solid waste collection (refuse)
- Maintenance of water, and sanitary sewer facilities
- Publicly owned facilities, and
- Maintenance of roads, streets and drainage
- Maintenance of street lighting
- Parks and recreation services
- Emergency medical services

Capital improvements must be substantially completed within 2 ½ years of annexation. The time may be extended if construction is proceeding with all deliberate speed. Once an area is annexed, the City of Waco will be responsible for providing services in the manner described in the service plan for that area:

- ◆ The service plan may not provide for services in the annexed area that would reduce the level of fire, police, and emergency medical services within the city.
- ◆ If the annexed areas had a level of service lower or greater than the city, the service plan must provide the area with a level of services comparable to the level of services in other parts of the city, with land uses and population densities similar to those projected in the area.

- ◆ If the annexed area had a level of services equal to services in the city, the service plan must maintain that same level of services.
- ◆ If the annexed area had a level of services for maintaining the infrastructure of the area greater than the level of services provided within the city, the service plan must provide for maintenance of maintaining the infrastructure of the area at a level equal or superior to the level of services already in the area.

A city is not required to provide solid waste collection to a resident who continues to use private services. For two years the city may not prohibit private solid waste collection in the area or impose a collection fee on a resident who continues to use private services.

## Notification of Annexation Proposals

State law requires that the notice of public hearings for the proposed annexation be published in the newspaper. When the City of Waco considers an annexation request, the newspaper notice generally includes a map of the area, a fieldnote description, along with the date, time and location of the public hearings. Citizens are also sent a written notice and response card if they own land within the annexation area or within 200 feet of the annexation area.

## Citizen Involvement

The annexation process is composed of a series of public hearings before the City Plan Commission and Waco City Council. The City Plan Commission receives information and findings from the Department of Planning Services on

the proposed annexation at a scheduled public hearing. The City Plan Commission, after considering all testimony, makes a recommendation to the Waco City Council.

The official proceedings for annexation as prescribed by state law then begins with the first of two scheduled public hearings before the Waco City Council. These public hearings are designed to receive public comments on the annexation. These hearings must be conducted no later than 90 days after the inventory of services is available for inspection. Any citizen may comment during the formal public hearings on the annexation.

The city must post notice on the city's website, if it has one, and publish notice in a newspaper of general circulation, on or after the 20<sup>th</sup> day but before the 10<sup>th</sup> day before the date of each hearing. The notice on the website must remain posted until the date of each hearing. The city must give additional notice by certified mail to each public entity, utility service provider, and railroad company in the area.

If 20 adult residents file a written protest within 10 days after publication of notice, one of the hearings must be held in the area. If there is not suitable site in the area, the hearing may be held at the nearest suitable public facility.

The Waco City Council then votes on the annexation at the first of two required readings of an ordinance for annexation. The annexation process ends with the approval of the ordinance on the second reading. The ordinance annexing the area will then be recorded in the Official Public Records of McLennan County.

## Annexed Areas and City Taxes

Once the annexation ordinance becomes effective, the property is within the City limits and will begin to receive City services, as outlined in the service plan approved as a part of the annexation. The City's tax rate is applied by the McLennan County Appraisal District to all property that is in the City limits on January 1<sup>st</sup> of each year. The City's portion of the tax applied to the property is due and payable at the same time all other portions of the tax bill are due.

## Who Can I Contact For More Information?

### Planning Services

P.O. Box 2570

Waco, TX 76702-2570

(254) 750-5650

(254) 750-1605 (fax)

e-mail: [planning@ci.waco.tx.us](mailto:planning@ci.waco.tx.us)

web site: [www.waco-texas.com](http://www.waco-texas.com)

### Legal Services

P.O. Box 2570

Waco, TX 76702-2570

(254) 750-5680

(254) 750-5880 (fax)

e-mail: [KenJ@ci.waco.tx.us](mailto:KenJ@ci.waco.tx.us)

# CITY OF WACO SERVICES & FUNCTIONS

The following is a list of City departments that review the processes involved with proposed development. These departments frequently meet with developers in a pre-development conference to discuss what will be required for the proposed development. This listing includes the department name and their responsibilities. This information will assist the developer in contacting city staff to discuss development requirements.

## PLANNING SERVICES

**(254) 750-5650 (254) 750-1605 (Fax)**  
**Mailing Address: P.O. Box 2570**  
**Waco, TX 76702-2570**  
**Physical Address: 401 Franklin Avenue**  
**Waco, TX 76701**  
**Email Address: [Planning@ci.waco.tx.us](mailto:Planning@ci.waco.tx.us)**

- ◆ Zone change application and processing
- ◆ Special permit applications and processing
- ◆ Comprehensive Plan land use change
- ◆ Board of Adjustment applications and processing
- ◆ Pre-development conferences
- ◆ Development Plan Review
- ◆ Administration and review of subdivision platting (City/ETJ)
- ◆ Application for abandonment of public property
- ◆ Encroachment agreements
- ◆ Annexation Process
- ◆ Addressing of Property (City)
- ◆ Inventory of city-owned property

## LEGAL SERVICES

**(254) 750-5680 (254) 750-5880 (Fax)**  
**Mailing Address: P.O. Box 2570**  
**Waco, TX 76702-2570**  
**Physical Address: 300 Austin Avenue**  
**Waco, TX 76701**  
**Email Address: [KenJ@ci.waco.tx.us](mailto:KenJ@ci.waco.tx.us)**  
**Contact Person: Ken Johnson**

- ◆ Review of zoning and comprehensive plan changes, and special permits
- ◆ Review Board of Adjustment variances
- ◆ Review of subdivision applications
- ◆ Preparation of encroachment agreements
- ◆ Annexation process
- ◆ Subdivision bonds and letters of credit
- ◆ Review of abandonment requests
- ◆ Legal counsel to Planning Services

## ENGINEERING SERVICES

**(254) 750-5440 (254) 750-5844 (Fax)**  
**Mailing Address: P.O. Box 2570**  
**Waco, TX 76702-2570**  
**Physical Address: 401 Franklin Avenue**  
**Waco, TX 76701**  
**Email Address: [MikeS@ci.waco.tx.us](mailto:MikeS@ci.waco.tx.us)**  
**Contact Person: Mike Sykora**

- ◆ Standards and specifications for street, alley, drainage and sidewalk construction
- ◆ Site and grading plans
- ◆ Availability of adequate public water and sanitary sewer service to property and for fire protection. The size, location, and number of water services and meters.
- ◆ Review of plans and specifications for all public facilities.
- ◆ Drive approach and curb & gutter requirements
- ◆ City utility locations
- ◆ Right-of-way verification for street construction
- ◆ Service charges & tap fee
- ◆ Review of subdivisions, abandonments, annexations, encroachments
- ◆ Review of Board of Adjustment & Zoning applications
- ◆ Sanitary Sewer availability

## **PUBLIC WORKS SERVICES**

### **Street Division**

**(254) 750-8690 (254) 750-8694 (Fax)**

**Mailing Address: P.O. Box 2570  
Waco, TX 76702-2570**

**Email Address: [SteveV@ci.waco.tx.us](mailto:SteveV@ci.waco.tx.us)**

**Contact Person: Steve Voiles**

### **Solid Waste Division**

**(254) 299-2612 (254) 299-2609 (Fax)**

**Mailing Address: 501 Schroeder  
Waco, TX 76710**

**Email Address: [KennethA@ci.waco.tx.us](mailto:KennethA@ci.waco.tx.us)**

**Contact Person: Ken Anthony**

- ◆ Street & alley maintenance
- ◆ Refuse collection design, size, and general information

## **FIRE SERVICES**

**(254) 750-1740 (254) 750-1769 (Fax)**

**Mailing Address: 1016 Columbus Avenue  
Waco, TX 76701**

**Email Address: [JerryH@ci.waco.tx.us](mailto:JerryH@ci.waco.tx.us)**

**Contact Person: Jerry Hawk**

- ◆ Review of new construction building plans
- ◆ Review of abandonments, zoning encroachments
- ◆ Annexation review
- ◆ Review of subdivisions

## **TRAFFIC SERVICES**

**(254) 750-6634 (254) 750-6641 (Fax)**

**Mailing Address: P.O. Box 2570  
Waco, TX 76702-2570**

**Physical Address: 401 Franklin Avenue  
Waco, TX 76701**

**Email Address: [RickC@ci.waco.tx.us](mailto:RickC@ci.waco.tx.us)**

**Contact Person: Rick Charlton**

- ◆ Approval of Technical Designs
- ◆ Traffic Impact Analysis
- ◆ Traffic operations
- ◆ Sight obstruction standards
- ◆ Street lighting, street sign & street markings policy
- ◆ Additional right-of-way
- ◆ Parking & Access Design Standards
- ◆ Design of new streets and additional lanes
- ◆ Off-Site Circulation
- ◆ On-Site Lighting
- ◆ Traffic Signal maintenance access agreement

- ◆ Review of zoning, special permit, and comprehensive plan changes, annexations, abandonments, subdivision plats

## **INSPECTION SERVICES**

**(254) 750-5612 (254) 750-5624 (Fax)**

**Mailing Address: P.O. Box 2570  
Waco, TX 76702-2570**

**Physical Address: 401 Franklin Avenue  
Waco, TX 76701**

**Email Address: [RandyC@ci.waco.tx.us](mailto:RandyC@ci.waco.tx.us)**

**Contact Person: Randy Childers**

Reviews construction plans for compliance with building, plumbing, electrical, mechanical, and fire codes prior to issuance of a building permit. The major areas reviewed for compliance are as follows:

- ◆ Development Plan Review
- ◆ Enforcement of the building code
- ◆ Interpretation and enforcement of the zoning ordinance
- ◆ Building permit issuance prior to construction
- ◆ Flood plain enforcement
- ◆ International Building Code 2003 Edition
- ◆ International Plumbing Code 2003 Edition
- ◆ International Mechanical Code 2003 Edition
- ◆ International Fuel Gas Code 2003 Edition
- ◆ International Fire Code 2003 Edition
- ◆ International Residential Code 2003 Edition
- ◆ International Property Maintenance Code 2003 Edition
- ◆ International Existing Building Code 2003 Edition
- ◆ International Energy Conservation Code 2003 Edition
- ◆ National Electrical (N.E.C) Code 2002 Edition
- ◆ Texas Accessibility Standards (TAS)

## **WACO-MCLENNAN COUNTY PUBLIC HEALTH DISTRICT (ENVIRONMENTAL DIVISION)**

**(254) 299-2405 (254) 750-6619 (Fax)**

**Mailing Address: P.O. Box 2570  
Waco, TX 76702-2570**

**Physical Address: 401 Franklin Avenue  
Waco, TX 76701**

**Email Address: [DennisM@ci.waco.tx.us](mailto:DennisM@ci.waco.tx.us)**

**Contact Person: Dennis Musick**

- ◆ Review of subdivisions (ETJ)
- ◆ Inspection of existing buildings for health code compliance
- ◆ On-site sewage facility studies

- ◆ On-site sewage facility permits
- ◆ Enforce health regulations
- ◆ Stormwater Regulations

### POLICE SERVICES

(254) 750-7501

Mailing Address: P.O. Box 2570  
Waco, TX 76702-2570

Physical Address: 721 N. 4<sup>th</sup>  
Waco, TX 76701

Email Address: [BrentS@ci.waco.tx.us](mailto:BrentS@ci.waco.tx.us)

Contact Person: Brent Stroman

- ◆ Review of zoning, special permit, annexations, abandonments, subdivision plats, variances

### PARK & RECREATION SERVICES

(254) 750-5091 (254) 750-8087 (Fax)

Mailing Address: P.O. Box 2570  
Waco, TX 76702-2570

Physical Address: 201 W. Waco Dr.  
Waco, TX 76701

Email Address: [SharonF@ci.waco.tx.us](mailto:SharonF@ci.waco.tx.us)

Contact Person: Sharon Fuller

- ◆ Review of subdvision plats
- ◆ Ordinance revisions
- ◆ Development Plan Review

meet with city staff and developers concerning these processes. This listing includes the company or organization name, responsibilities, and contact person. This information will assist the developer in contacting these representatives to discuss development requirements.

### TXU ELECTRIC DELIVERY COMPANY

Contact Person: Randy Hickerson

(254) 750-5238 (254) 750-5252 (Fax)

Mailing Address: 3620 Franklin Avenue  
Waco, TX 76710

Email Address: [Rhick@txu.com](mailto:Rhick@txu.com)

- ◆ Review of subdivisions
- ◆ Review of abandonments
- ◆ Annexation review
- ◆ Encroachments
- ◆ Type of service
- ◆ Construction timetable
- ◆ Type and size of structure
- ◆ Easements for the property
- ◆ Relocation costs
- ◆ Service installation and costs
- ◆ Availability of service to the development
- ◆ Estimate of cost for service

### ATMOS ENERGY (GAS)

Contact Person: Rick Herbelin

(254) 662-7466 (254) 662-7400 (Fax)

Mailing Address: 1500 W. Loop 340  
Waco, TX 76712

Email Address: [Richard.Herbelin@atmosenergy.com](mailto:Richard.Herbelin@atmosenergy.com)

- ◆ Review of subdivisions
- ◆ Review of abandonments
- ◆ Annexation review
- ◆ Encroachments
- ◆ Type of service
- ◆ Construction timetable
- ◆ Type and size of structure
- ◆ Easements for the property
- ◆ Relocation costs
- ◆ Service installation and costs
- ◆ Availability of service to the development
- ◆ Estimate of cost for service

## UTILITY COMPANIES & OTHER ORGANIZATIONS

The following is a list of utility companies and other related organizations which review the processes involved with proposed development. Representatives from these companies and organizations frequently

### AT & T

**Contact Person:** Tracey Clark  
**(254) 757-7815 (254) 757-7821 (Fax)**  
**Mailing Address:** P.O. Box 2590  
Waco, TX 76702  
**Email Address:** [TC2378@att.com](mailto:TC2378@att.com)

- ◆ Review of subdivisions
- ◆ Review of abandonments
- ◆ Encroachments
- ◆ Annexations
- ◆ Availability of service to the development
- ◆ Estimate of cost for service
- ◆ Relocation costs if necessary for the development

### TIME WARNER-CABLEVISION

**Contact Person:** James Jones  
**(254) 776-2996, ext. 237 (254) 399-2025 (Fax)**  
**Mailing Address:** 215 Factory Drive  
Waco, Texas 76710  
**Email Address:** unavailable

- ◆ Review of subdivisions
- ◆ Review of abandonments
- ◆ Encroachments
- ◆ Relocation costs

### WACO-MCLENNAN COUNTY EMERGENCY ASSISTANCE DISTRICT

**Contact Person:** Robert Leathers  
**(254) 776-8911 (254) 776-6658 (Fax)**  
**Mailing Address:** 4525 Lake Shore Drive  
Waco, TX 76710  
**Email Address:** [rleathers@mcead911.org](mailto:rleathers@mcead911.org)

- ◆ Review of subdivisions
- ◆ Extend address ranges from city limits
- ◆ Verify duplication of street names
- ◆ Establishment of service to the development

### UNITED STATES POSTAL SERVICE

**Contact Person:** David Sanderson  
**(254) 399-2201 (254) 399-2287 (Fax)**  
**Mailing Address:** 430 West State Highway 6  
Waco, TX 76702-9998  
**Email Address:** [dsander2@usps.gov](mailto:dsander2@usps.gov)

- ◆ Review of subdivisions
- ◆ Verify address ranges

- ◆ Placement of new addresses into database
- ◆ Verify change of address

### MCLENNAN COUNTY ENGINEER

**Contact Person:** County Engineer  
**(254) 757-5028 (254) 757-5033 (Fax)**  
**Mailing Address:** 215 North 5<sup>th</sup> Street  
Waco, TX 76703  
**Email Address:** [Steve.Hendrick@co.mclennan.tx.us](mailto:Steve.Hendrick@co.mclennan.tx.us)

- ◆ Review of subdivisions in the City of Waco and ETJ
- ◆ Floodplain calculations
- ◆ Street construction
- ◆ Verification of ownership
- ◆ Legal description verification

### TEXAS COMMISSION ON ENVIRONMENT QUALITY (TCEQ)

**Contact Person:** Anna Dunbar, Regional Director  
**(254) 751-0335 (254) 772-9241 (Fax)**  
**Mailing Address:** 6801 Sanger Avenue, Suite 2500  
Waco, TX 76710  
**Email Address:** [adunbar@tceq.state.tx.us](mailto:adunbar@tceq.state.tx.us)

- ◆ Review of subdivisions when warranted
- ◆ Enforcement of On-Site Sewage Facility regulations
- ◆ Enforcement of Water Quality regulations
- ◆ Enforcement of Air Quality regulations

### TEXAS DEPARTMENT OF TRANSPORTATION

**Contact Person:** John R. Jasek, P.E.  
**(254) 772-2890 (254) 751-1560 (Fax)**  
**Mailing Address:** 7108 Woodway Drive  
Waco, TX 76712  
**Email Address:** [jjasek@dot.state.tx.us](mailto:jjasek@dot.state.tx.us)

- ◆ Review of subdivision plats
- ◆ Street design recommendations
- ◆ Proposed right-of-way locations
- ◆ Metropolitan Planning Organization assistance
- ◆ Access Management Techniques
- ◆ Development Plan Review