



COMMUNITY FENCING PROJECT AD HOC COMMITTEE MEETING AGENDA

Notice is hereby given of a special meeting of the La Porte Committee Fencing Project Ad Hoc Committee to be held March 27, 2023, at 5:30 p.m., in the City Hall Council Chamber, 604 West Fairmont Parkway, La Porte, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action.

Remote participation is available. Attend via a screen using the link

<https://us02web.zoom.us/j/81174828789?pwd=cGFzWGNIY09aSjdVZWZWN6dTRCakgyQT09>.

Join by phone at 888-475-4499 or 877-853-5257. The meeting ID is 811 7482 8789 and the password is 930804.

1. **CALL TO ORDER**
2. **CITIZEN COMMENT** *(Generally limited to five minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.)*
3. **STATUTORY AGENDA** The purpose of this meeting is to discuss and formulate City Council and staff plans, operations, policies, and/or future projects, including the following:
 - (a) Presentation, discussion, and possible action to approve the minutes of the December 12, 2022, Committee meeting.
 - (b) Presentation, discussion, and possible action on potential changes to the City's Community Fence Funding program/policy. [Matt Daeumer, Assistant City Manager]
4. **COMMITTEE COMMENT** - *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy, for which no formal action will be discussed or taken.*
5. **ADJOURN**

If, during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive Session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Section 551.071 - consultation with counsel on legal matters; Section 551.072 - deliberation regarding purchase, exchange, lease or value of real property; Section 551.073 - deliberation regarding a prospective gift; Section 551.074 - personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; Section 551.076 - implementation of security personnel or devices; Section 551.087 - deliberation regarding economic development negotiation; Section 551.089 - deliberation regarding security devices or security audits, and/or other matters as authorized under the Texas Government Code. If a Closed or Executive Session is held in accordance with the Texas Government Code as set out above, the City Council will reconvene in Open Session in order to take action, if necessary, on the items addressed during Executive Session.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's office (281-470-5019), two working days prior to the meeting for appropriate arrangements.

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members will be physically present at the location noted above on this agenda.

CERTIFICATE

I, Lee Woodward, City Secretary, do hereby certify that a copy of the March 27, 2023 , La Porte Community Fencing Project Ad Hoc Committee Meeting agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.LaPorteTX.gov, in compliance with Chapter 551, Texas Government Code.

DATE _____

TIME _____

TAKEN DOWN _____

Lee Woodward

Lee Woodward, City Secretary

BRENT McCaulley, CHAIR
COUNCILPERSON AT LARGE B

CHUCK ENGELKEN
COUNCILPERSON District 2

BILL BENTLEY
COUNCILPERSON District 5



MINUTES OF THE LA PORTE COMMUNITY FENCING AD HOC COMMITTEE MEETING - DECEMBER 12, 2022

The La Porte Community Fencing Ad Hoc Committee of the City of La Porte met on Monday, December 12, 2022, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, at 5:30 p.m. to consider the following items of business:

Committee Members present: Brent McCaulley, Chuck Engelken, Bill Bentley

Committee Members attending remotely: None

Committee Members absent: None

Council-appointed officers present: Corby Alexander, City Manager; Lee Woodward, City Secretary; Clark T. Askins, Assistant City Attorney

CALL TO ORDER – Chair McCaulley called the meeting to order at 5:30 p.m.

- 2. CITIZEN COMMENT** *(Generally limited to five minutes per person, in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.)*

Randa Spence spoke of her efforts to get a permit to rebuild a fence.

- 3. STATUTORY AGENDA** The purpose of this meeting is to discuss and formulate City Council and staff plans, operations, policies, and/or future projects, including the following:

- a. Presentation, discussion, and possible action to approve the minutes of the June 27, 2022, Committee meeting.**

Member Engelken moved to approve minutes of the La Porte Community Fencing Project Ad Hoc Committee meeting held on June 27, 2022; the motion was seconded by Member Bentley; the motion was adopted, 3-0.

- b. Presentation, discussion, and possible action to reopen the application period for neighborhood fence grants. [Matt Daeumer, Assistant City Manager]**

Member Engelken moved to reopen the application period for neighborhood fence grants January 1 through May 31, 2023; Member Bentley seconded the motion. Member Engelken moved to amend the motion to end the period on March 31, 2023; the amendment was seconded by Member Bentley; the amendment was adopted, 3-0. The main motion, as amended, was adopted, 3-0.

- 4. COMMITTEE COMMENT** – *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Mayor, Councilpersons, and City staff, for which no formal action will be discussed or taken.*

The Committee noted that fencing projects had begun around the community. City Manager Alexander said staff would contact Ms. Spence about her permitting process.

ADJOURN – The meeting was adjourned without objection at 5:40 p.m.

Lee Woodward, City Secretary



REQUEST FOR FENCING COMMITTEE AGENDA ITEM

Agenda Date Requested: March 27, 2023
Requested By: Matt Daeumer, Asst. City Mgr.
Department: Administration/CMO
☒ Report ☐ Resolution ☐ Ordinance

Exhibits: Policy and Application

Appropriation	
Source of Funds:	<u>N/A</u>
Account Number:	<u>N/A</u>
Amount Budgeted:	<u>N/A</u>
Amount Requested:	<u>N/A</u>
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

SUMMARY & RECOMMENDATION

During FY 22 the City of La Porte Community Fencing Project Ad-Hoc Committee approved three (3) fencing projects and City Council approved agreements for these projects with BayPointe Townhomes HOA, Summer Winds HOA and Lakes of Fairmont Green HOA. All of the work has been completed and Summer Winds HOA has been reimbursed for their authorized expenses. Staff is working with BayPointe Townhomes HOA and Lakes of Fairmont Green HOA on providing complete documentation.

During this process, staff identified a contradiction between the policy and the application. Staff has worked with the Assistant City Attorney and recommends some minor wording changes to the policy along with a wording change to the application.

ACTION REQUIRED BY CITY COUNCIL

Presentation, discussion, and possible action on potential changes to the City's Community Fence Funding program/policy.

Approved for the City Council meeting agenda

Corby D. Alexander, City Manager

Date

City of La Porte Community Fencing Policy & Procedures

Oversight:

City Council will establish a committee comprised of three (3) councilmembers and City staff (City Manager or designee, Public Works Director or designee, and Parks and Recreation Director or designee).

Application Period:

The City of La Porte will open a period of **thirty** (30) days to receive applications from the community. Application period will occur October 1 and end on November 1 of each year that funding is made available.

Community Fencing Projects:

To be eligible for funding, a community fence project should **must 1) be directly visible from a public right-of-way or thoroughfare, and 2) benefit the entire neighborhood that is the location of the fence improvement project**. Each project will be evaluated by an oversight committee. Any funding awarded to the applicant for the community fence project will be based on an evaluation point system, with greater points being awarded for projects that demonstrate need and cost share capabilities. The City has allocated limited funding for the community fence projects; therefore, those applicants that demonstrate a greater need due conditions of their current fencing along with cost sharing capabilities will receive higher favoritism. Additionally, applicants that have failed to adequately maintain their community fencing will receive less points.

Applicant Responsibility:

- Applicant shall provide City with initial scope and idea for community fence project.
- Applicants should be prepared to cost share in the community fence project.
- Applicants will be required to receive three (3) quotes for the proposed work.
- Applicants may apply for funding in subsequent years regardless of prior applications. However, the applicant must be noted as adequately maintaining all previous City funded fence projects.
- Applicants should be prepared to assume on-going maintenance responsibilities for the community fence improvements.
- If the applicant is within a HOA or group, the applicant must provide proof of signatory authority for the association or group. Typically, this is satisfied with a copy of the articles of incorporation filed with the State for official HOAs. Additionally, the City will need a letter from the HOA president confirming Board approval of the application of the community fencing project.
- If the applicant is not within a HOA or group, the applicant must provide written documents from all the homeowners affected by the community fencing project that they consent to the project and understand their respective responsibilities.

City Responsibilities:

- The City will assist the applicants developing scope for projects.
- City will prepare projects for presentation to the committee and City Council.

General Requirements:

- Projects may not proceed forward until a Memorandum of Agreement is approved by the City Council and fully executed by both parties. Should the applicant not be within a HOA or group association, the Memorandum of Agreement will include all affected property owners of the community fence project.
- The Memorandum of Agreement will require the Applicant to maintain the community fence for the life of the fence, and additionally, to return any funds awarded to Applicant not spent in strict compliance with the terms of the Memorandum of Agreement
- The City will reimburse applicant based on the award amount upon proof that all bills related to the project have been paid.

Evaluation Point System:

- Oversight committee will evaluate the applications based on the following evaluation point system and provide results to be presented to the full City Council for action.
- Each project will be evaluated based on a 100-point scale.
- Each project will be evaluated on the following criteria:
 - Need Based (25 points max)
 - What is the current state of the community fencing?
 - Are there any safety concerns that would be addressed by the project?
 - Other need based concerns as identified by the oversight committee.
 - Ability to Maintain the project (25 points max)
 - What are the available resources of the applicant?
 - If project is a replacement, has the current fencing been maintained properly?
 - Does the applicant have an active board to manage ongoing maintenance?
 - Cost Benefit Analysis (25 points max)
 - Total cost of the project divided by number of homes represented by the applicant.
 - Committee will need to determine point allocation based comparing applications.
 - Prior Year Funding (15 points max)
 - Maximum points to be given to applicants that have not received an award with last 5 years.
 - Suggestion: 2 point deduction for each prior year of funding.
 - Other (10 points max)
 - This category will be awarded points based on factors not previous identified but deemed important by the oversight committee.
 - Examples: fencing design, material to used, location in the community, etc.

Application Process:

- Determine Eligibility: Discuss the project plans with the City Manager, Assistant City Manager or Public Works Director.
- Complete the application and sign the agreement form. If the applicant is not a homeowners association or group, then each of the property owners requesting the community fence project would be required to sign the application.
- A drawing (by an architect, design professional, or applicants) that adequately depicts the scope of the work to be completed.
- A survey of area to be repaired along with location of utilities.
- Photos of current fencing as well as photos that depicts the primary reason for the fencing.
- Description of current fence materials and what materials would be funded for this project.
- Maintenance summary and records of current fencing.
- Insurance claims and damage assessments (to include summary of how fence was damaged and timelines).
- Three (3) itemized work estimates on the fence project from contractors, or if the applicant will be installing, the cost of materials and any other out-of-pocket expenses.



LA PORTE COMMUNITY FENCING APPLICATION

The La Porte City Manager's Office is now accepting applications in a cooperative program to assist with the construction of neighborhood fencing projects. Applicants will have to provide the City Of La Porte with an initial scope and idea for the community fence project.

Applicants may apply for funding in subsequent years, regardless of prior applications, however, the applicant must be noted as adequately maintaining all previous City-funded fence projects.

Interested city homeowner associations or groups, and if no association or group exists, residents are welcome to complete the enclosed application form. Please deliver applications to:

City Manager's Office
City of La Porte
604 W. Fairmont Parkway
La Porte, TX 77571

Please email us at CityManager@laportetx.gov or call (281) 470-5013 if you have any questions about the La Porte Fencing Policy.

FENCING GUIDELINES

Homeowners are eligible to build a fence that should benefit the entire neighborhood. Applicants should be prepared to assume ongoing maintenance responsibilities for the community fence improvements. The fencing project will be evaluated by an oversight committee.

- **BENEFITS OF COMMUNITY FENCING:**

- Improved visual appeal on major streets and thoroughfares
- Security and privacy
- Consistency of fencing

- **COSTS:**

- Applicants will be required to receive three (3) quotes for the proposed work.
- Provide cost per beneficiary information

EVALUATION POINT SYSTEM (100-point scale):

Any funding awarded to the applicant for the community fence project will be based on an evaluation point system – with greater points being awarded for projects that demonstrate need. The Oversight Committee will evaluate the applications based on the following evaluation point system and provide results that will be presented to the La Porte City Council:

- Need-Based (25-point maximum)
 - Current state of the community fencing?
 - Are there safety concerns that will be addressed?
 - Other needs identified by oversight committee.
- Ability to Maintain the Project (25-point maximum)
 - What are the available resources of the applicant?
 - If the project is a replacement, has the current fencing been maintained properly?
 - Does the applicant have an active board to manage ongoing maintenance?

- Cost Benefit Analysis (25-point maximum)
 - Total cost of the project divided by number of homes represented by the applicant.
 - Committee will determine point allocation-based by comparing applications.
- Prior Year Funding (15-point maximum)
 - Maximum points to be given to applicants that have not received an award with last 5 years.
 - Suggestion: 2-point deduction for each prior year of funding.
- Other (10-point max)
 - This category will be awarded points based on factors not previously identified but deemed important by the Oversight Committee.
 - Examples: fencing design, material to used, location in the community, etc.

QUALIFICATIONS:

- If the applicant is within an HOA or group, the applicant must provide proof of signatory authority for the association or group. Typically, this is satisfied with a copy of the articles of incorporation filed with the State for official Home Owners' Associations (HOA's). In addition, the City of La Porte will need a letter from the HOA President confirming Board approval of the application of the community fencing project.
- If the applicant is not within an HOA or group, the applicant must provide written documents from all the homeowners affected by the community fencing project that they consent to the project and understand their respective responsibilities.

RESPONSIBILITIES ON BEHALF OF THE CITY:

- The City will assist the applicant developing scope for projects.
- City will prepare projects for presentation to the Oversight Committee and City Council. Projects may not proceed forward until a Memorandum of Agreement (M.O.A.) is approved by the City Council and fully executed by both parties. Should the applicant not be within an HOA or group association, the M.O.A. will

include all affected property owners of the community fence project.

- The City Of La Porte will reimburse applicant based on the award amount upon proof that all bills related to the project have been paid.

APPLICATION PROCESS:

1. Return the completed fencing application form, with all applicable items, to determine eligibility:

City Manager's Office
City of La Porte
604 W. Fairmont Parkway
La Porte, TX 77571
CityManager@laportetx.gov

2. Complete the attached building permit application and submit it to our Inspections Services Division. If using a contractor, please include the contractor's insurance requirements.
3. If the fencing property is in the floodplain, please complete a floodplain permit application and submit it to our Inspection Services Division.
4. The application will undergo an approval process, which includes but is not limited to the following:
 - a. Each project must meet current fencing standards and codes, as well as fencing permit requirements, set forth by the City Manager, Assistant City Manager or Public Works Director.
 - b. The Oversight Committee will only consider applications that have been properly and fully completed, and which contain all information requested in the application and/or by the committee.
 - c. A total of three (3) itemized work estimates on the fence project from contractors, or if the applicant will be installing; the cost of materials and any other out-of-pocket expenses submitted by the Applicant must be dated no earlier than ninety (90) days prior to the Application request.
 - d. A drawing (by an architect, design professional, or applicants) that adequately depicts the scope of the work to be completed.
 - e. Photos of current fencing as well as photos that depicts the primary reason for the fencing. A description of current fence materials and what materials would be funded for the project. Maintenance summary and records of current fencing, if available.

- f. Insurance claims and damage assessments (to include summary of how fence was damaged and timelines).
- g. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, and telephone number and shall itemize the bid in a manner that allows the Oversight Committee to determine the bid components and authenticity of the bid.
- h. Applications receiving approval by the Oversight Committee shall commence construction described in the application within ninety (90) days from the date that the fencing application is approved. Each Applicant must complete the construction described in the Application prior to Sep. 1st of the year that the grant is awarded. If the Applicant cannot meet this timeline, then the Applicant may submit a written request for an extension of the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The Oversight Committee shall not be obligated to grant an extension, but it may do so for good cause, determined solely by the members of the Committee. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Oversight Committee. Denial of an extension request may not be appealed.
- i. As a condition of this grant Application, the Applicant consents, and shall allow, the Oversight Committee to request city inspections to determine that the grant, if awarded, will not be used for construction on any fencing that is not in compliance with the City Municipal Codes and Ordinances that are applicable to the construction contemplated in the application.
- j. The Oversight Committee shall have sole discretion in awarding grants. They shall award grants considering the amount requested, grant funds available, the guidelines of the grant program, condition of the fencing in which the grant funds will be used, economic impact, other grant requests, the type and nature of the construction, and the proposed construction results considering the grant program.
- k. No Applicant has a proprietary right to receive grant funds. The Oversight Committee shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the grant program.
- l. The Applicant shall be required to furnish "before" photographs of the current fencing structure (if any), and any other site locations that are included as part of the application request. The applicant shall also provide "after" photographs once the construction has been completed, as a

condition of final grant disbursement.

- m. The Oversight Committee has the final discretion with regard to funding and reserves the right to recommend modifications or reject any project or elements of any project.
5. Reimbursement. When the entire fencing project has been completed, the Applicant shall present the Oversight Committee with the following:
 - a. Copies of all paid invoices, including copies of cancelled checks and/or credit card receipts for a single payment reimbursement of the approved funding, and
 - b. Photographs of all completed work.
 6. When the project has been reviewed and approved by the Oversight Committee, a reimbursement check will be issued.

FOR FULL QUALIFICATIONS ON FENCE MATERIALS, MAINTENNANCE OF FENCES AND OTHER REQUIREMENTS, PLEASE REFER TO LA PORTE'S CODE OF ORDNIANCES SUBPART B, CH. 106, ARTICLE V, DIVISION 4 - FENCING AND LANDSCAPING REQUIREMENTS:
https://library.municode.com/tx/la_porte/codes/code_of_ordinances?nodeId=SPBLAUSRE_CH_106ZO_ARTVSUDIRE_DIV4FELARE

La Porte Community Fencing Application

Please print clearly. Please submit a completed application to:

City Manager's Office
City of La Porte
604 W. Fairmont Parkway
La Porte, TX 77571

APPLICANT INFORMATION:

APPLICATION DATE: _____

Applicant Name

Homeowner's Association

HOA President (if different from applicant)

Address of Applicant

Contact Phone

Email Address

TYPE OF FENCING MATERIALS (*check all that apply*):

☐ Wood

☐ Wroughtiron

☐ Chain Link

☐ Masonry

☐ Other _____

DETAILS OF PLANNED IMPROVEMENTS (*attach additional pages if necessary*):

Please list the name of each Contractor and/or Project Architect and the Total Amount of each bid. Please, also, attach the original proposals and work estimates:

CONTRACTOR/PROJECT ARCHITECT	TOTAL
1.	\$
2.	\$
3.	\$
4.	\$

BUDGET DETAIL

PROJECT EXPENDITURES	FUNDS	FUNDS APPLIED	TOTAL
Design	\$	\$	\$
Materials	\$	\$	\$
Painting (If Applicable)	\$	\$	\$
Other (list):	\$	\$	\$
TOTAL	\$	\$	\$

Total estimated cost of proposed project: \$ _____

Amount requested : \$ _____

Please attach color samples, model numbers (for fencing equipment), photos, scaled drawings, and other illustrations of work to be completed. Please include as much detail as possible.

Note: The City of La Porte has allocated funding for these projects; therefore those applicants that demonstrate a greater need due to conditions of their current fencing along with cost-sharing capabilities will receive higher favoritism. Additionally, applicants that have failed to adequately maintain their community fencing with receive less points.

Your signature on this application certifies that you understand and agree with the following statements: I have met with the Oversight Committee and I fully understand the Fencing application procedures and details established. I intend to use these grant funds for the eligible fencing projects, as spelled out in the application. I have not received, nor will I receive insurance monies for this revitalization project, OR I have disclosed all pertinent insurance information. I understand that if I am awarded an Fencing Grant, any deviation from the approved project may result in the partial or total withdrawal of the grant funds.

APPLICANT SIGNATURE

DATE

City of La Porte
604 W. Fairmont Pkwy
La Porte TX 77571

Planning & Development
BUILDING PERMIT APPLICATION

Phone: 281.470.5073
Fax: 281.470.5005
permits@laportetx.gov

Applicant Name:		Project Address:		Site Plan No. if applicable:	
HCAD Parcel No. (s): (1) _____ (2) _____ (3) _____					
LEGAL DESCRIPTION:					
Property Owner:		Mailing Address:		E-Mail:	Phone:
Contractor:		Mailing Address:		E-Mail:	Phone:
Architect:		Mailing Address:		E-Mail:	Phone:
Engineer:		Mailing Address:		E-Mail:	Phone:
Contact Person:		Mailing Address:		E-Mail:	Phone:
IS YOUR PROPERTY INSURED?		YES NO		Business/ Project Name:	
Building Use:	No. of Stories:	Living Sq. Ft.	Garage Sq. Ft.	Porch Sq. Ft.	Other Sq. Ft. Total Sq. Ft.
SELECT ALL THAT APPLY:					
		*RESIDENTIAL		COMMERCIAL VALUATION REQUIRED \$ _____	
		<small>*VALUATION ONLY REQUIRED FOR PROPERTIES IN SFHA</small>			
NEW		ADDITION		REMODEL CULVERTS	
FOUNDATION		IRRIGATION		SIGN OTHER	
FENCE		POOL		DRIVEWAY	
DESCRIBE WORK: _____					
APPLICATION CHECKLIST & SUPPORTING DOCUMENTATION:					
RESIDENTIAL PROJECT: COMPLETE BUILDING PERMIT APPLICATION AND COMPLETE SET OF CONSTRUCTION PLANS MUST BE SUBMITTED ELECTRONICALLY. NO HARD COPY SUBMISSIONS WILL BE ACCEPTED.					
COMMERCIAL PROJECT: COMPLETE BUILDING PERMIT APPLICATION, COMPLETE SET OF CONSTRUCTION PLANS, AND SITE PLAN MUST BE SUBMITTED ELECTRONICALLY. NO HARD COPY SUBMISSIONS WILL BE ACCEPTED.					
<small>NOTE: SITE PLAN FEE DUE AT TIME OF SUBMITTAL. MAJOR SITE PLAN 10 ACRES OR GREATER: \$300.00 + \$5.00 PER ADDITIONAL ACRE; MINOR SITE PLAN LESS THAN 10 ACRES: \$200.00 + \$5.00 PER ADDITIONAL ACRE.</small>					
CONTRACTOR REQUIREMENTS: CURRENT GENERAL LIABILITY CERTIFICATE OF INSURANCE MINIMUM OF \$100,000. CITY OF LA PORTE; 604 W. FAIRMONT PKWY; LA PORTE, TX 77571 AS THE CERTIFICATE HOLDER.					
NOTE: NOT A VALID PERMIT UNTIL OWNER/ CONTRACTOR IS NOTIFIED OF APPROVAL AND ALL APPLICABLE FEES ARE PAID IN FULL.					
AS A CONDITION OF THIS SUBMITTAL, I AGREE TO ALLOW EMPLOYEES OF THE CITY OF LA PORTE TO ACCESS MY PROPERTY FOR THE PURPOSE OF INSPECTING OR VERIFYING INFORMATION PROVIDED IN THIS APPLICATION & THE PLANS SUBMITTED THEREWITH.					
SIGNATURE OF APPLICANT: _____		PRINTED NAME: _____		DATE: _____	
STAFF USE ONLY:					
TAXES:	CODE ENFORCEMENT:	FLOOD ZONE:	TYPE OF CONSTRUCTION:	TYPE OF OCCUPANCY:	USE ZONE:
BASE PERMIT FEE	PERMIT FEE	PLAN REVIEW FEE	DRIVEWAY TIE-IN FEE	PARKLAND & ZONE FEE	OTHER FEE
NEW WATER ACCOUNT SET-UP REQUIRED FOR THIS PROJECT:				YES	NO
PERMIT APPLICATION RECEIVED BY:				DATE:	
PERMIT NO.		APPROVED FOR PERMIT ISSUANCE BY:			DATE:

City of La Porte
604 W. Fairmont Pkwy.
La Porte TX 77571

Planning & Development
FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Phone: 281.470.5073
Fax: 281.470.5005
Permits@laportetx.gov

PROJECT INFORMATION:

APPLICATION DATE: _____

Project Address: _____

Property Legal Description: Lot (s): _____ Blk: _____ Subdivision: _____

HCAD Parcel No. (Harris County Tax ID): _____

PROPERTY OWNER'S INFORMATION:

Property Owner's Name: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-Mail: _____ Other: _____

CONTRACTOR'S INFORMATION:

Contractor's Company Name: _____ Phone: _____

Contractor's Company Address: _____ City: _____ State: _____ Zip: _____

Contact Person's Name: _____ Phone: _____ E-Mail: _____

SELECT PERMIT TYPE:

RESIDENTIAL

NON- RESIDENTIAL

BUILDING ADDITION

ACCESSORY STRUCTURE

FILL DIRT

Describe Work: _____

APPLICATION CHECKLIST & SUPPORTING DOCUMENTATION

REQUIRED DOCUMENTS:

- Complete Floodplain Development Permit Application
- Supporting documentation (as required)
- Refer to "Conditions of Permit" pg. 2 of this application

CONTRACTOR REQUIREMENTS

All Contractors must provide current General Liability Certificate of Insurance (min. \$100,000)
Certificate Holder: City of La Porte; 604 W. Fairmont Pkwy; La Porte TX 77571

SIGNATURE OF APPLICANT: _____ **PRINTED NAME:** _____

OFFICE USE ONLY:

Taxes: _____ Code Enforcement: _____

The subject property is located within: 100-Year Floodplain
Coastal High-Hazard Area in Flood Zone: _____

The Base Flood Elevation of the subject property is: _____ feet above mean sea level (NAVD 1988, 2001 ADJ.)

Approved for Permit Issuance by: _____ Date: _____ **PERMIT #:** _____

CONDITIONS OF FLOODPLAIN DEVELOPMENT PERMIT

NO. _____ - _____

Note: Checked box(es) below indicate Applicable Permit Conditions:

The above-described residential structure in an "AE" Flood Zone shall have its first floor constructed at least one (1) foot above the Base Flood Elevation as indicated above. The Finished Floor Elevation must be constructed at or above _____ feet (mean sea level, based on the NAVD 1988, 2001 Adjustment).

The above-described non-residential structure in an "AE" Flood Zone shall have its first floor constructed at or above (or Flood-proofed below) the Base Flood Elevation. FEMA Form 81-31 (Elevation Certificate) shall be completed and submitted if the structure is to be flood-proofed.

The above-described residential or non-residential structure (located in a "VE" Flood Zone) shall have the bottom of its lowest horizontal member located at least one (1) foot above the Base Flood Elevation and breakaway walls shall be constructed below that level.

All structures must be situated as shown on the approved Site Plan and constructed as designed in the approved building plans so as to minimize potential flood damage. Submit FEMA Form 81-31 (Elevation Certificate) upon completion of construction.

Water supply and sanitary sewage collection system must be constructed as designed in the approved plans to prevent intrusion of or contamination to flood waters.

The above- described mobile home shall have its first floor situated at or above the Base Flood Elevation. Submit completed FEMA Form 81-31 (Elevation Certificate) after mobile home has been placed.

The permit is approved for the above-named mobile home situated only at the existing Mobile Home Park listed below:

Special Permit Condition(s):

