



## Residential New Building Permit Plan Review Comments

**Application:** PB25-11473

**Date Submitted:** 08/12/2025

**Status:** Issued

**Date Issued:** 08/28/2025

**Address:** 1720 GALVESTON AVE

**Parcel:** 1640003

**Zoning:** UR

**Subdivision:**

**Lot/Block:** 28R/10

**Description of Work:** 4 OF 20 INDIVIDUALLY PLATTED SINGLE-FAMILY TOWNHOME. GROUND UP CONSTRUCTION WITH FULL INTERIOR FINISH OUT

**ADA TDLR:**

**Energy Code Compliant:**

**Applicant:**

**Owner:** FORT WORTH AREA HABITAT FOR HUMANITY INC

901 S Main Street

9333 N NORMANDALE ST

Fort Worth, TX 76104

FORT WORTH, TX 76116

### Building Classification:

### Sprinkler Sys Req:

**Comment:** Signs, Retaining Walls over 4', Fences, Dumpster Enclosures over 6', and Parkway Approaches and Sidewalks require separate permits and reviews.

### Required Corrections:

#### *Customer Service*

**Reviewer:** Magali Romero

**Email:** Magali.Romero@fortworthtexas.gov

**Phone:**

1. 08/14/2025

Refund request for app & tech fees received via email from NEZ team.  
Added to tracker //

ORBIPAY transaction code: 1062197302

2. Refund approved and processed via ORBIPAY  
Confirmation Number: I1PPFPJ7M0  
Refund is for app & tech fees, this is NEZ permit

### Approval Table:

Planning Development Department



## Residential New Building Permit Plan Review Comments

Task Name	Task Status	Completed Date	Task Rev Name
Application Submittal	Routed for Electronic Review	08/13/2025	Deshia Hawkins
Water Development Review	Approved	08/28/2025	Elizabeth Armendariz
NEZ Certification Review	Certified	08/13/2025	Deshia Hawkins
Transportation Impact Review	Not Required	08/14/2025	Lamonica Smith
Urban Forestry Review	Approved	08/20/2025	Cynthia1 Flores-Frausto1
Zoning Review	Approved	08/28/2025	Cynthia1 Flores-Frausto1
PARD Review	Approved	09/19/2025	Germaine Joseph
Building Plan Review	Approved	08/29/2025	Jesus Olmos
Issue Permit	Issued	10/15/2025	Camille Henderson
Inspections	Revision Submitted	08/29/2025	Jesus Olmos
Mechanical Plan Review	Approved	08/18/2025	Jesus Olmos
Plumbing Plan Review	Approved	08/18/2025	Jesus Olmos
Electrical Plan Review	Approved	08/18/2025	Jesus Olmos
Plan Distribution	Routed for Electronic Review	08/29/2025	Jesus Olmos
Plans Coordination	Approved	09/19/2025	Jesus Olmos
NEZ Design Guidelines Review	Approved	08/20/2025	Cynthia1 Flores-Frausto1
Parkway Review	Approved	08/18/2025	Jeffrey Wolff

### General Comments and Additional Permit Information:

**Reviewer:** Camille Henderson  
**Email:** Camille.Henderson@fortworthtexas.gov  
**Phone:**

1 per DJ Harrell no fees due permit should be Issued & Inspected

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## Residential New Building Permit Plan Review Comments

**Reviewer:** Elizabeth Armendariz  
**Email:** WaterApps@FortWorthTexas.gov  
**Phone:** 817-392-8250

### 2 WATER APPLICATIONS

#### \*\*\* IMPORTANT\*\*\* PLEASE READ WATER AND SEWER SERVICE LOCATION REQUIREMENTS \*\*\*

Sec 5.18.2.1 Meter boxes can only be installed in non-paved areas. Water service and meter box must be installed 1-foot offset from the property line in the parkway and have a 9-foot horizontal separation from the sewer service. The normal location for meter boxes is 2.5 feet behind the back of curb.

In no case shall the water meter box (and meter) be outside of the public right-of-way or water easement.

Sec 6.4.1.3 Wastewater service should avoid placement in driveways and have a 9-foot horizontal separation from the water service.

Service should be installed South or West of the proposed driveway location.

To prevent delays for a meter set, ensure the following criteria is met:

- Address must be clearly posted, i.e., visible and big enough to see
- No debris or material over the meter box
- Meter box must be in the ground to grade per city specification

**Reviewer:** Elizabeth Armendariz  
**Email:** WaterApps@FortWorthTexas.gov  
**Phone:** 817-392-8250

3 08.25.25 - Meters will not be released or accounts activated until the service report is received

**Reviewer:** Cynthia1 Flores-Frausto1  
**Email:** Cynthia.Flores-Frausto@fortworthtexas.gov  
**Phone:**

4 Zoning Plan Reviewed Performed on: 8/28/2025  
By: Cynthia Flores-Frausto – 817-392-7867 – cynthia.flores-frausto@fortworthtexas.gov

Permit #: PB25-11473  
Physical address: 1720 Galveston Ave  
Legal description: Emory College Sub of Patillo, Block 10, Lot 28R  
Scope of project: Townhome

ZONING REVIEW COMMENTS: Signs, Retaining Walls over 4', Fences and Dumpster Enclosures over 7' and any other structure will require separate permits. Any fence located within an easement will require permission of the easement holder(s) to encroach. Minimum landscaping in buffer yard will be provided.

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## Residential New Building Permit Plan Review Comments

### 4.713 URBAN RESIDENTIAL ("UR") DISTRICT.

- a. Single family house. A single, detached residential dwelling. The front of the building is placed on, or very close to, the front property line. An elevated ground floor for residential uses is recommended to ensure privacy. Parking for a single-family home is allowed on the side or rear of the building, but the preferred method is through traditional forms with detached garages at the rear when possible.

Zoning District: UR

Official Plat: FP-24-079

Noise Contour: No

NAS/JRB APZ: No

Gas Well Buffer: No

Front min/max: 0'/20' – (19.83')

Side min/max: 0'/20' - (Provided 0 feet);

Side (common lot line min/max): 0'/5' (Provided 0 feet)

Rear: 20' minimum – 20'

Height: 22.98'

Parking Spaces: 2

(3) Minimum height. Two stories at a minimum 18 feet of occupiable space as measured from the top of the finished slab at grade level to the top of the highest wall top plate. (3 STORIES)

(5) Maximum height. Three stories or 38 feet, whichever is less as measured from the top of the finished slab at grade level to the top of the highest wall top plate. (Measure OAH from top of slab to top wall)

(4) Single family lot size: 5,000 sf. maximum.

(e) Off-street parking and loading. Townhome - 2 parking spaces per dwelling unit. See subsection § 4.713(e)(4) for location requirements

(4) Parking location for one-family attached (townhouse, rowhouse).

a. Garages must be placed entirely to the rear of the primary structure and accessed through the use of a rear driveway or alley.

b. Garage doors must face the rear driveway or alley.

(f) Buffers and landscaping. N/A

(1) Bufferyard and supplemental building setback.

a. A bufferyard is not required between the boundary of a one- or two- family development within the UR District and an adjacent one- or two-family district

(2) Enhanced landscaping and pedestrian lighting. § 4.713(2)(b) PARD letter provided

Street trees and pedestrian-scaled lighting are required along all public rights-of-way in the UR district, see subsection (h)(5). Adherence to the landscape ordinance, § 6.301 is encouraged, except as here-in provided.

b. Street trees.

1. Trees must be planted within a planting strip or flush with the sidewalk surface

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using tree grates as follows:

- (i) Tree grates must be adjustable to allow for tree growth and securely attached. Inner rings must be easily removed with an Allen wrench.
- (ii) Tree grate openings shall not exceed 3/8 of an inch.

3. Spacing. Please see § 4.713(3) for spacing requirements

4. If there are no street trees existing on the project's block face, then spacing is measured from the end of the block beginning 40 feet from the curb intersection to accommodate public open space easement requirements.

c. Pedestrian-scaled lighting. Please see § 4.713(2,3,4) CFA25-0025

1. New public and private development must provide pedestrian lights within the roadside's street tree/furniture zone.

(g) Facade design standards.

(3) Facade variation.

a. Each new building facade that is greater than 50 feet in width and is oriented to a publicly accessible street or open space shall incorporate each of the following scaling elements. For building facades less than 50 feet in width, a minimum of two elements are required.

1. Expression of building structural elements such as:

- (i) Floors (banding, belt courses, etc. not less than one inch deep and four inches wide).
- (ii) Columns (pilasters, piers, quoins, etc. not less than one inch deep and six inches wide).
- (iii) Foundation (water tables, rustication).

2. At least two variation in wall plane not less than three feet in depth or projection and not less than two stories in height for multi-story buildings. Such elements could include patterns of door and widow openings by utilizing sills, mullions, and other scale providing window elements, and/or more pronounced architectural features such as porches, alcoves, and roof dormers;

3. Changes in material, material pattern, or noticeable change in color or shade. Each change of material shall involve a minimum one-inch variation in wall plane or noticeable change in color.

b. New building facades oriented to a publicly accessible street or open spaces shall include differentiation between the first and second level and the upper levels with a cornice, canopy, balcony, arcade, or other architectural features.

(3) Building materials. Not less than 70% of all new building facades (not including door and window areas) facing publicly accessible streets or open space shall be constructed of the following masonry materials:

- a. Stone.
- b. Brick.
- c. Terra cotta.
- d. Patterned pre-cast concrete.

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## Residential New Building Permit Plan Review Comments

- e. Cement plaster stucco.
- f. Cement board siding.
- g. Cast stone or prefabricated brick panels.

### (4) Building entries.

**Intent:** The intent of building entries is to create a pedestrian-oriented development in which buildings are oriented towards publicly accessible streets and sidewalks.

- a. The principle building must have its main entrance from a public sidewalk or plaza, or from a private sidewalk or plaza that is publicly accessible through a public use easement.
- b. Primary entrances must not be from a parking lot.
- c. Secondary entrances from parking lots are permitted.
- d. All building entrances for primary entrances for residential units must incorporate arcades, roofs, porches, alcoves, or awnings that protect pedestrians from the sun and rain.
- e. Residential entries.
  - 1. Apartments, condominiums, and manor houses with street level units must provide individual street-oriented entries for each unit along the primary street frontage.
  - 2. Apartments and condominium(s) must provide primary entrances at intervals not to exceed 125 linear feet of street-oriented building frontage. Entrance spacing is measured from the edge of door to the edge of the next door.
  - 3. Townhouses must have individual street-oriented entries for each unit.
  - 4. Manor houses must have a single primary entrance.
  - 5. A duplex may have one primary entrance for each unit. Each primary entrance into a duplex must be provided under a shared porch or one of the entrances must be accessed from a side facade of the structure.

### (h) Other development standards.

#### (1) Signs. In addition to the development standards in Chapter 6, Article 4, the following provisions apply:

- a. On premise signs on one-family dwellings, manor houses with two dwelling units, and townhouses are limited to one unilluminated nameplate per unit not to exceed one square foot in area.
- b. For apartments, condominiums and manor houses containing more than two dwelling units, attached identification signs shall be permitted, subject to the following provisions;
  - 1. Attached signs shall be permitted to identify the name of the property upon which displayed.
  - 2. A sign or combination of signs shall have a maximum allowable area of exposure on each dedicated street frontage of not more than one square foot of sign area for each ten linear feet of frontage along said street; provided, however, at least one sign shall be allowed having an area of 12 square feet.
  - 3. Signs may not be illuminated.
- c. An illuminated sign for those uses permitted that are not residential is not allowed. The sign shall not exceed 30 square feet in area, shall be no higher than six feet



## Residential New Building Permit Plan Review Comments

above grade, and shall be placed a minimum of ten feet behind the property line. Such sign shall not be placed within 20 feet of drives providing ingress and egress to the property.

(2) Fences, gates, and walls.

- a. Complexes with perimeter security fencing along public streets are prohibited.
- b. Fences shall not be located in the area between the front building facade and the public street frontage or public open spaces.
- c. Exterior fences and gates that are located along public streets, along private streets or walkways that are publicly accessible through a public use easement, or along publicly accessible open space shall not extend beyond building facades.
- d. All fences and walls along public street frontage or public open spaces that are taller than 4 feet must be open design.
- e. All fences and railings must be architecturally compatible with the character of the building and be constructed of high-quality materials including: wrought iron, composite fencing, treated wood, aluminum, or metal. Chain link, barbed wire, and concertina wire material is prohibited.
- f. All walls must be architecturally compatible with the character of the building and constructed of high-quality materials including stone, decorative blocks, brick, cast stone, or stucco over standard concrete masonry blocks.
- g. For private residential patios and yards, a front yard fence, railing, or low wall may extend beyond the building facade if the following requirements are met:
  1. Fences, railings, and walls must not exceed four feet (48") in total height as measured from the ground to the top of the fence, railing, and/or the wall however;
  2. For elevated residential stoops the total fence, railing and/or wall height must not exceed five feet (60") total.

(3) Service areas screening.

- a. Trash and recycling collection, and other similar service areas, must be located to the side or rear of buildings and behind the primary structures on street frontages.
- b. All refuse and recycling collection containers for apartments/condominiums must be located on a concrete pad and shall be screened on three sides by an opaque fence or wall. The fourth side must be an opaque gate.
- c. The design, colors, and materials of screening elements shall be architecturally compatible with the character of the building.

(4) Mechanical equipment screening.

1. Must be screened from abutting properties and the public street.
2. If an opaque wall or fence is provided, it shall be compatible with the principal building in terms of texture, quality, material, and color.

(5) Privately owned streets and drives with public access easements.

Private streets and drives with public access easements shall be considered public streets or right-of-way for the purpose of review for compliance with setbacks, pocket parks, parking, screening, enhanced landscaping, facade variations, fenestration, and other UR



## Residential New Building Permit Plan Review Comments

design requirements normally based on street.

### Additional Comments:

"A CO will not be issued until the Urban Forestry installation." Please contact the Urban Forestry Compliance staff to get the requirements to submit a UFC plan for review or to provide the UFC number for the Urban Forestry release of the building permit. These may be submitted to [UrbanForestry@fortworthtexas.gov](mailto:UrbanForestry@fortworthtexas.gov) or call 817-392-7933.

"No person shall remove any tree equal to or greater than six inches (6") in diameter or greater size without a permit from Urban Forestry. Urban Forestry can be reached at (817) 392-7931. Failure to obtain a Tree Permit prior to tree removal could result in both civil and criminal penalties."

A parkway permit is required for all new construction projects for sidewalk(s) if not currently existing.

\*\*\*\*\* end ZONING PLANS EXAM COMMENTS

Zoning Plan Reviewed Performed on: 8/20/2025

By: Cynthia Flores-Frausto – 817-392-7867 – [cynthia.flores-frausto@fortworthtexas.gov](mailto:cynthia.flores-frausto@fortworthtexas.gov)

Permit #: PB25-11473

Physical address: 1720 Galveston Ave

Legal description: Emory College Sub of Patillo, Block 10, Lot 28R

Scope of project: Townhome

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Noise Contour: No

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## Residential New Building Permit Plan Review Comments

Front min/max: 0'/20' – (Provided Missing)

Side min/max: 0'/20' - (Provided 0 feet);

Side (common lot line min/max): 0'/5' (Provided 0 feet)

Rear: 20' minimum – need to verify

Height: 22.98'

Parking Spaces: 2

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(4) Parking location for one-family attached (townhouse, rowhouse).

a. Garages must be placed entirely to the rear of the primary structure and accessed through the use of a rear driveway or alley.

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a. A bufferyard is not required between the boundary of a one- or two- family development within the UR District and an adjacent one- or two-family district

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## Residential New Building Permit Plan Review Comments

taller than 4 feet must be open design.

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and criminal penalties."

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\*\*\*\*\* end ZONING PLANS EXAM COMMENTS

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