



Residential New Building Permit Plan Review Comments

Application: PB25-12016

Date Submitted: 08/25/2025

Status: Awaiting Client
Reply

Date Issued:

Address: 3109 KAREN ST

Parcel: 1558364

Zoning: B

Subdivision:

Lot/Block: 16R/16

Description of Work: Detached duplex/ 3109

ADA TDLR:

Energy Code Compliant:

Applicant: ANA VASQUEZ

Owner: BOWERS HOMES LLC

9518 County Road 915A

4925 DAVIS BLVD #206

Joshua, TX 76058

NORTH RICHLAND HILLS,, TX 76180

7087439176

Building Classification:

Occ Class	Const Type	Square Feet	Occ Load	Use Description
R-3	VB	1616		a/c space
U	VB	512		Garage/patio/porch

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:

PARD

Reviewer: Germaine Joseph

Email: Germaine.Joseph@fortworthtexas.gov

Phone:

1. PARD/PDP: This development is within the boundaries of Park Planning District 4; the Neighborhood & Community Park Dedication Policy applies. There is a required \$1,393.58 due for each single-family residential unit or duplex on an undeveloped lot. On a lot with a teardown, there is a required \$1,393.58 due for each additional residential unit (duplex). Please upload the demolition/razing permit. Tear down and replace in-kind, no PARD-PDP fee is due. Call Development Services @ 817-392-2222, if you need assistance on making a payment. Call Lori Gordon @ 817-392-5743 for information regarding the fee and to what it is applied. All fees must be paid in full for single family residential or duplex, at or before building permit issue. No city permits will be issued until the PDP fees have been paid.

Planning Development Department



Residential New Building Permit Plan Review Comments

Parkway

Reviewer: Jeffrey Wolff

Email: Jeffrey.Wolff@fortworthtexas.gov

Phone:

1. Need to show width of approach at property line. Will need to get an approved sidewalk waiver when applying for parkway permit.

Water

Reviewer: Maria Lopez

Email: WaterApps@FortWorthTexas.gov

Phone: 817-392-8250

1. 11/18/25 - INCOMPLETE - Fees Due. Water/sewer Tap fees due.
11/10/25 - INCOMPLETE - Fees Due. Water/sewer Tap fees due.
10/31/25 - INCOMPLETE - Fees Due. Water/sewer Tap fees due.
10/10/25 - INCOMPLETE - Fees Due. Water/sewer Tap fees due.
09/05/25 - CORRECTIONS REQUIRED - Fees Due. Water/sewer Tap fees due. Contact Water Applications at 817-392-8250 or WaterApps@fortworthtexas.gov to provide proposed water meter and sewer information.
Please provide billing information through third party standard process.
2. 11/18/25 - INCOMPLETE - Fees Due. Water/sewer impact + reducer fees due.
11/10/25 - INCOMPLETE - Fees Due. Water/sewer impact + reducer fees due.
10/31/25 - INCOMPLETE - Fees Due. Water/sewer impact + reducer fees due.
10/10/25 - INCOMPLETE - Fees Due. Water/sewer impact + reducer fees due.
09/05/25 - CORRECTIONS REQUIRED - Fees Due. Water/sewer impact + reducer fees due. Contact Water Applications at 817-392-8250 or WaterApps@fortworthtexas.gov to provide proposed water meter and sewer information.

Please provide billing information through third party standard process.

Planning Development Department



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3. 11/18/25 - INCOMPLETE - Special Fees due for Broadmoor Addition. Sewer per Acre.
- 11/10/25 - INCOMPLETE - Special Fees due for Broadmoor Addition. Sewer per Acre.
- 10/31/25 - INCOMPLETE - Special Fees due for Broadmoor Addition. Sewer per Acre.
- 10/10/25 - INCOMPLETE - Special Fees due for Broadmoor Addition. Sewer per Acre.
- 09/05/25 - CORRECTIONS REQUIRED - Special Fees due for Broadmoor Addition. Sewer per Acre.

Approval Table:

Task Name	Task Status	Completed Date	Task Rev Name
Application Submittal	Routed for Electronic Review	08/26/2025	Janice Arnett
Water Development Review	Corrections Required	11/18/2025	Maria Lopez
NEZ Certification Review	Opt-Out	08/26/2025	Janice Arnett
Transportation Impact Review	Approved	08/28/2025	Lamonica Smith
Urban Forestry Review	Approved	09/02/2025	Cynthia1 Flores-Frausto1
Zoning Review	Approved	10/31/2025	Cynthia Flores-Frausto
PARD Review	Approved	08/27/2025	Germaine Joseph
Building Plan Review	Approved	10/07/2025	Minden Ritz
Noise Contour Review	Approved	10/28/2025	Minden Ritz
Mechanical Plan Review	Approved	09/03/2025	Minden Ritz
Plumbing Plan Review	Approved	09/03/2025	Minden Ritz
Electrical Plan Review	Approved	09/03/2025	Minden Ritz
Plan Distribution	Routed for Electronic Review	11/13/2025	David Parker
Plans Coordination	Corrections Required	11/18/2025	Minden Ritz
NEZ Design Guidelines Review	Not Required	09/02/2025	Cynthia1 Flores-Frausto1
Parkway Review	Approved	10/07/2025	Jeffrey Wolff

General Comments and Additional Permit Information:

Planning Development Department



Residential New Building Permit Plan Review Comments

Reviewer: Maria Lopez
Email: WaterApps@FortWorthTexas.gov
Phone: 817-392-8250

1 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

EXISTING SERVICE LOCATIONS

Water Tap – Existing Water Service Location – bull head service at North Property line - See water service requirements listed above

Sewer Tap – Existing Sewer Service Location - 28 feet South of North property line - See water service requirements listed above

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

2 Zoning Plan Review Performed on: 10/10/2025

By: Cynthia Flores-Frausto – 817 392 7867 – Cynthia.Flores-Frausto@fortworthtexas.gov

Permit #: PB25-12016

Physical Address: 3109 Karen St/ Unit A

Legal Description: Broadmoor Addition, Block 16, Lot 16R

Scope of project: New detached duplex units

HOLD NOTES: All items labeled "HOLD" must be addressed. Additional HOLDS may be

Planning Development Department



Residential New Building Permit Plan Review Comments

placed upon review of revisions.

Zoning district: B

Overlays: NASJRB

Lot Area, 2 units: 7,500 sf minimum – Provided: 18,513 SF

Building Square Footage: 3109 & 3111 Karen - 2,349 sf

Height: 35' maximum – Provided: 20.58'

Lot Width: 50' minimum at building line 127.31'

Lot Coverage: 50% maximum – Provided 12.69 %

Front yard driveway coverage: 50% maximum - Provided 37.67%

Setback restrictions: (The front yard setback in residential districts shall be the greatest of: The platted building line; The setback for the applicable zoning district; or the setback of the nearest building on either side that is the closest to the street, up to a maximum setback of 50 feet, provided that said setback is not the result of a variance granted by the Board of Adjustment)

Front: 20' – Provided: 45.33'

Interior Side Yard: 5' – Provided: 5'

Exterior Side Yard: 28.42'

Rear: 10' – Provided: 67'

Building Separation: 10' minimum – Provided: 10'

No attached garage facing a public or private street may project greater than eight (8) feet in front of the front wall of the house in all Single-Family Districts.

No. of bedrooms: 3

Parking spaces required: 2

Parking spaces provided: 3

Section 4.707(d)(2) Two spaces per dwelling unit with up to three bedrooms, plus one space per bedroom over three bedrooms, all located behind the front building wall.

Section 6.502(a), Access. Ingress and egress shall be made available to both dwelling units located upon the lot or site by paved driveways operating in such a fashion that independent access shall be provided each unit through the installation of separate driveways. If one unit is to the rear of the lot behind a second unit, a back-up turn-around shall be provided. A parking space shall be provided adjacent to each unit.

Additional Comments:

Sec. 22-176. Curb cuts and laid-down curb permit procedures.

The location of ingress and egress driveways shall be subject to approval of the city traffic engineer under curb cut or laid-down curb permit procedures. Driveways shall not exceed sixty-five (65) per cent of the property frontage. There shall be a minimum of twenty (20) feet of curb along the street between driveways where there is more than one driveway on property under unified ownership or control and used as one premise. The decision of the

Planning Development Department



Residential New Building Permit Plan Review Comments

city traffic engineer may be appealed to the city council.

(Code 1964, § 26-102.3; Ord. No. 8288, § 1, 3-10-81)

COOKING EQUIPMENT: A stove, range or other such appliances, which requires a 220V or gas connection that is used, designed, or intended to be used for the cook and preparing of food.

Any detached single family residential dwelling constructed after the effective date of this ordinance April 26, 2007 shall be required to conform to the following architectural and tree planting requirements:

An infill house shall be required to have a minimum 3" caliper front yard tree of choice, and one minimum 3" caliper street parkway tree as approved by the City Forester. In all instances, a minimum of 40% canopy cover per lot must be achieved in accordance with Section 6.302.D.

"A permit 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 <http://fortworthtexas.gov/planninganddevelopment/urbanforestry/>

If your construction project includes alley access or paving in public right of way please email or call WPD@fortworthtexas.gov, 817-392-8428, so that the Water Department can determine if any public water or sewer mains will be paved over. Any identified public mains that the Water Department determines need to be replaced will be scheduled for rehab by the Water Dept. before paving activity can commence. This time line varies so it is critical that the assessment occurs as soon as possible to avoid delaying your project. Any paving over public water or sewer mains will require a review by the Water Department to identify conflicts or encroachments. Exhibits must be drawn to scale, show cross streets, lot boundaries, address and legal description, easements, dimensioning and profile.

Alley will need to be paved from the farthest property line to the nearest street or existing alley paving if it is to be used as access.

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

Zoning Plan Review Performed on: 9/2/2025

By: Cynthia Flores-Frausto – 817 392 7867 – Cynthia.Flores-Frausto@fortworthtexas.gov

Permit #: PB25-12016

Physical Address: 3109 Karen St/ Unit A

Legal Description: Broadmoor Addition, Block 16, Lot 16R

Scope of project: New detached duplex units

Planning Development Department



Residential New Building Permit Plan Review Comments

HOLD NOTES: All items labeled "HOLD" must be addressed. Additional HOLDS may be placed upon review of revisions.

Zoning district: B

Overlays: NASJRB

Lot Area, 2 units: 7,500 sf minimum – Provided: 18,513 SF

Building Square Footage: Unit A - 2,246 sf

Height: 35' maximum – Provided: 24.67'

Lot Width: 50' minimum at building line 127.31'

Lot Coverage: 50% maximum – Provided 12.13 %

Front yard driveway coverage: 50% maximum - Provided 37.67%

Setback restrictions: (The front yard setback in residential districts shall be the greatest of: The platted building line; The setback for the applicable zoning district; or the setback of the nearest building on either side that is the closest to the street, up to a maximum setback of 50 feet, provided that said setback is not the result of a variance granted by the Board of Adjustment)

Front: 20' – Provided: 57.79'

Interior Side Yard: 5' – Provided: 28.42'

Exterior Side Yard: 27.92'

Rear: 10' – Provided: 67'

Building Separation: 10' minimum – Provided: 10'

No attached garage facing a public or private street may project greater than eight (8) feet in front of the front wall of the house in all Single-Family Districts.

No. of bedrooms: 3

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Planning Development Department

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Reviewer: Lamonica Smith

Email: Lamonica.Smith@fortworthtexas.gov

Phone:

3 ****Transportation Impact Fees****

2025 rate with 50% adequate facilities discount.

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