



**TOWN OF HORIZON CITY**  
 14999 Darrington Road  
 Horizon City, TX 79928  
 Phone 915-852-1875 Fax 915-852-1005

**COMMERCIAL PERMIT APPLICATION**

Permit No: \_\_\_\_\_

Plan Review No: \_\_\_\_\_

**CONSTRUCTION ADDRESS** \_\_\_\_\_ UNIT/ SPACE: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

**PROPOSED BUSINESS NAME:** \_\_\_\_\_

**APPLICANT:**

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**OWNER:**

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**CONTRACTOR:**

BUSINESS NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**TYPE OF CONSTRUCTION**

- ( ) NEW BUILDING: SQ. FT. \_\_\_\_\_ ( ) TENANT IMPROVEMENT: SQ. FT. \_\_\_\_\_
- ( ) NEW SHELL BUILDING: SQ. FT. \_\_\_\_\_ ( ) NEW APARTMENT COMPLEX: SQ. FT. \_\_\_\_\_
- ( ) ADDITION: SQ. FT. \_\_\_\_\_ ( ) OTHER: \_\_\_\_\_

**DETAILS OF CONSTRUCTION**

OCCUPANCY USE \_\_\_\_\_

OCCUPANT LOAD \_\_\_\_\_

GROSS SQUARE FOOTAGE \_\_\_\_\_

SPRINKLED STRUCTURE ( ) YES ( ) NO

CONSTRUCTION TYPE \_\_\_\_\_

FIRE ALARM ( ) YES ( ) NO

**LIST CONTRACTORS NAME & PHONE FOR THIS PROJECT: (SEPARATE PERMITS AND CONTRACTOR REGISTRATION ARE REQUIRED)**

- GENERAL: \_\_\_\_\_
- ELECTRICAL: \_\_\_\_\_
- PLUMBING: \_\_\_\_\_
- MECHANICAL: \_\_\_\_\_

**PROJECT CONSTRUCTION VALUE \$** \_\_\_\_\_

In order to cover the administrative and general expenses related to process and reviewing of commercial and industrial site development applications, the owner/developer shall remit the following fees to the City prior to the review or approval of the development plan.

**Site Development Application Processing Fee Schedule:**

0 TO 1	ACRES. . . . .	\$150.00
1.1 TO 3	ACRES. . . . .	\$200.00
3.1 TO 5	ACRES. . . . .	\$250.00
5.1 TO 10	ACRES. . . . .	\$300.00
10.1 AND OVER	ACRES. . . . .	\$500.00
<b>DEPOSIT 4 HRS.</b>	<b>ENGINEER REVIEW FEES</b>	<b>\$480.00</b>

**NOTE:** Applicant is responsible for **all** expenses incurred by the Town in connection with the application including but not limited to attorney's fees, engineering review fees and publication. Additional charges will be invoiced separately and shall be paid to the Town within thirty days of receipt. The applicant also acknowledges receipt of the Stormwater Handout with this application. **Applicant's Initials** \_\_\_\_\_

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

**OFFICE USE ONLY**

APPROVED

CONSTRUCTION VALUE DEEMED: \$ \_\_\_\_\_

BUILDING OFFICIAL

DATE

- BUILDING PERMIT FEE \$ \_\_\_\_\_
- 25% REVIEW FEE \$ \_\_\_\_\_
- ENGINEERING FEES \$ \_\_\_\_\_
- SITE DEVELOPMENT FEE \$ \_\_\_\_\_
- PENALTY FEE \$ \_\_\_\_\_
- 3% TECHNOLOGY FEE \$ \_\_\_\_\_
- TOTAL \$ \_\_\_\_\_

**ADDITIONAL INFORMATION REQUIRED:**

- EAB # \_\_\_\_\_
- Asbestos Report Received

Payment: Cash  Check No.  CC   
 Date Received \_\_\_\_\_ By: \_\_\_\_\_

Received Date: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Phone Call Date: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_  
 Processed by: \_\_\_\_\_

## REQUIRED DOCUMENTATION: Commercial & Industrial Plan Review & Building Permit Application

**APPLICATION FOR DETAILED SITE DEVELOPMENT PLAN-** Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.

**DETAILED SITE DEVELOPMENT PLANS** – Three (3) copies of a detailed site improvement plan, One (1) Digital Copy and one (1) 8 ½ X 11” copy are required with the following information:

- a. Legal description of property;
- b. Location and arrangement of structures;
- c. Size and use of structures;
- d. Lots lines with dimensions of the areas;
- e. Required yards and setbacks;
- f. Landscaped planted areas, calculations showing required and provided square footage
- g. Open spaces, where applicable;
- h. Curb cuts and driveways including width of drive
- i. Pedestrian ways and sidewalks including width;
- j. Stamp or seal of a professional engineer or a registered architect.
- k. Site Plan to show all proposed improvements & vicinity map.
- l. On-site parking areas, loading/unloading berths where applicable, number and size of on-site
- m. parking spaces (including accessible spaces,, lighting of parking areas, and bicycle spaces);
- n. Storm water drainage;
- o. Retaining walls, where applicable;
- p. Screening walls or fences, where required;
- q. Utility right-of-way and easements;
- r. Architectural design of buildings (and side elevations); show highest elevation

**PROOF THAT THREE (3) SETS OF DETAIL SITE DEVELOPMENT PLANS** as required above have been submitted to the Fire Marshal, located @14151 Nunda Ave. Horizon City, TX. 79928, Call to inquire on fees @ (915)852-8400

**BUILDING PLANS** showing elevation, sections and details for all proposed building improvements. Commercial & Industrial Building Plans to include MEP's signed and sealed by a Registered Architect and/or Registered Structural engineer licensed in Texas.

### UTILITY COMMITMENT LETTERS

- A. *Horizon Regional Municipal Utility District: General Mgr. (915)852-3917*
- B. *El Paso Electric Company: Information (915)543-4106*
- C. *Texas Gas Service: Cecilia Ruiz (915)680-7366*
- D. *Southwestern Bell Telephone (SBC) / AT&T: Engineer (Horizon Area) (915)595-5151*

### RECEIPT OF PLAN SUBMITAL TO HORIZON REGIONAL MUNICIPAL UTILITY DISTRICT

**PROJECT LETTER** describing the proposed use of the property; the type of development; and the character and conditions in the project vicinity that makes the property appropriate for the proposed use.

**ZONING CONDITIONS OR SPECIAL CONTRACTS-** One (1) copy of any special contracts or zoning conditions imposed on the property proposed for site plan review.

- PERMITS REQUIRED** upon approval of *Commercial & Industrial New Site Development Building Permit Application*:
- *\*Grading /Clearing Permit Application, Fee & General Liability Insurance may be required (Ord.34)*
  - *Mechanical, Electrical and Plumbing*
  - *Contractor Registration required*
  - *Notice of Intent (NOI) and/or Construction Site Notice-7 days prior to construction, if applicable. (TCEQ) (Ord. 192 §8.5)*
  - ***The Town will require a digital copy on CD of the final improvement plan that is approved and signed by the Town Engineer.***

# Stormwater and the Construction Industry

## Protect Natural Features



- Minimize clearing.
- Minimize the amount of exposed soil.
- Identify and protect areas where existing vegetation, such as trees, will not be disturbed by construction activity.
- Protect streams, stream buffers, wild woodlands, wetlands, or other sensitive areas from any disturbance or construction activity by fencing or otherwise clearly marking these areas.

**Good**

## Silt Fencing



- Inspect and maintain silt fences after each rainstorm.
- Make sure the bottom of the silt fence is buried in the ground.
- Securely attach the material to the stakes.
- Don't place silt fences in the middle of a waterway or use them as a check dam.
- Make sure stormwater is not flowing around the silt fence.

**Good**

## Construction Phasing



- Sequence construction activities so that the soil is not exposed for long periods of time.
- Schedule or limit grading to small areas.
- Install key sediment control practices before site grading begins.
- Schedule site stabilization activities, such as landscaping, to be completed immediately after the land has been graded to its final contour.

**Good**

## Vegetative Buffers



- Protect and install vegetative buffers along waterbodies to slow and filter stormwater runoff.
- Maintain buffers by mowing or replanting periodically to ensure their effectiveness.

**Good**

## Site Stabilization



- Vegetate, mulch, or otherwise stabilize all exposed areas as soon as land alterations have been completed.

**Good**

# Maintain your BMPs!

[www.epa.gov/npdes/menuofbmps](http://www.epa.gov/npdes/menuofbmps)

## Construction Entrances



- Remove mud and dirt from the tires of construction vehicles before they enter a paved roadway.
- Properly size entrance BMPs for all anticipated vehicles.
- Make sure that the construction entrance does not become buried in soil.

**Good**

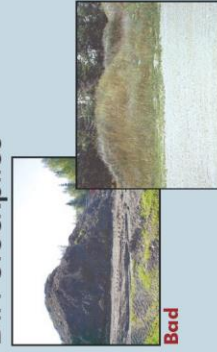
## Slopes



- Rough grade or terrace slopes.
- Break up long slopes with sediment barriers, or under drain, or divert stormwater away from slopes.

**Good**

## Dirt Stockpiles



- Cover or seed all dirt stockpiles.

**Good**

## Storm Drain Inlet Protection



- Use rock or other appropriate material to cover the storm drain inlet to filter out trash and debris.
- Make sure the rock size is appropriate (usually 1 to 2 inches in diameter).
- If you use inlet filters, maintain them regularly.

**Good**