

SPECIAL BUILDING LINE REQUIREMENT INSTRUCTIONS

The requirements for the establishment of a special building line are found in Section 42-163 of the Code of Ordinances, City of Houston. Attached are samples of the **Special Building Line Requirement (SBLR) Application**, a **Calculation** used by City Staff to determine the **Special Building Line (SBLR)**, a **Petition**, an **Evidence of Support**, a **Deed Restriction Statement**, a **Map/Sketch Form**, and a **Notification Sign**.

A completed application package shall include the information listed under item **4. SUBMITTAL REQUIREMENTS (on application form)**. This package must be hand-delivered or mailed to 611 Walker, 6th Floor, Planning and Development Department, Neighborhood Planning and Development Services Division, M-F, 8-5pm, except on city holidays. **Once an application is submitted, no additional signatures may be added as evidence of support.**

Planning and Development will review application for completeness. If any information is missing or incorrect, the applicant will be notified and offered an opportunity to submit the requested information. Within fifteen (15) days of receipt of the completed application package, the Director of the Planning and Development Department will notify in writing the property owners within the proposed SBL Requirement boundary area that an application has been received. The applicant shall also provide notice by posting signs within the SBL boundary area. Any owner of property wishing to protest against the establishment of the SBLR application will have up to thirty (30) days from the date of the notice letter to file a written protest with the Planning and Development Department.

If the application meets all the criteria, there is no written protest, and the supporting petition is signed by owners of 51% or more of the proposed area, the Planning Department Director will approve the application, and forward to City Council for final approval.

The Director will promptly refer those applications that are protested, do not meet all of the relevant criteria, or have insufficient support, to the Planning Commission for a hearing within thirty (30) days of the referral. The Planning Commission shall conduct a public hearing during a regularly scheduled Commission meeting. Written notice shall be given to each property owner within the proposed SBL Requirement boundary area of the pending public hearing.

The public may present comments in person or in writing at the public hearing. At the end of the public hearing, the Commission shall consider whether to recommend that the City Council establish the SBL Requirement. If the Commission decides to recommend that the City Council establish the SBL Requirement, the Director shall take the appropriate steps to refer the application to the City Council. Should the Commission deny the SBL Requirement application, the decision of the Commission shall be final.

TO CONTACT US:

Location

City of Houston
Planning and Development Department
Development & Neighborhood Services
611 Walker Street, Sixth Floor

Mailing Address

City of Houston
Planning and Development Department
Development & Neighborhood Services
P.O. Box 1562
Houston, Texas 77251-1562

Telephone:

(713) 837-7701

Fax:

(713) 837-7923

Web Site:

www.houstonplanning.com

E-mail:

Kevin.Calfee@houstontx.gov

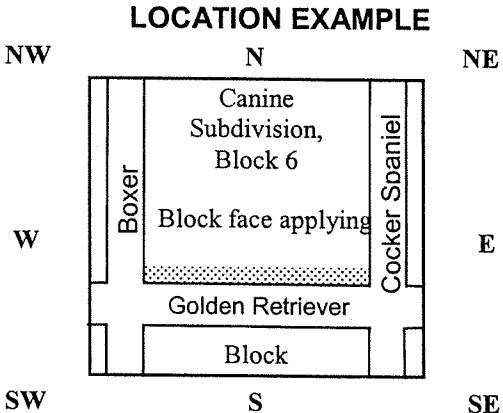
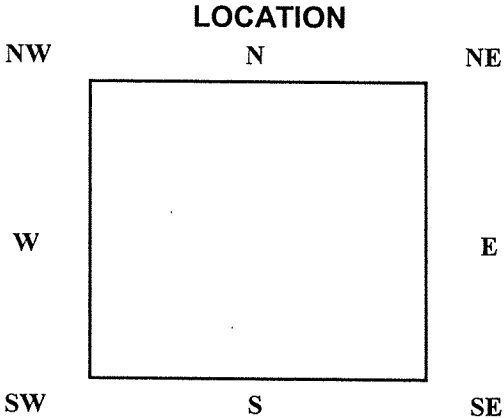
CITY OF HOUSTON

HOUSTON PLANNING COMMISSION

PLANNING & DEVELOPMENT DEPARTMENT

SPECIAL BUILDING LINE REQUIREMENT APPLICATION

To expedite this application, please complete entire application form.



1. BOUNDARY:

Block # _____
 Lot #'s _____
 Subdivision Name _____
 Street Name & Side (s) _____
 Lot (s) Address _____
 Odd/Even Addresses _____

BOUNDARY EXAMPLE:

Block 6 _____
 Lots 1-5 _____
 Canine Subdivision _____
 North side of Golden Retriever Ln. _____
 800 Block Golden Retriever Ln. _____
 Odd Addresses _____

2. CONTACTS:

Applicant _____	Phone # _____
Address _____	E-mail _____ Fax # _____
City _____	State _____ Zip _____
Other _____	Phone # _____
Address _____	E-mail _____ Fax # _____
City _____	State _____ Zip _____

3. PROJECT INFORMATION (STAFF USE ONLY-DO NOT FILL IN):

File # _____	Census Tract _____
Lambert # _____	City Council District _____
Key Map # _____	
Super Neighborhood _____	
TIRZ _____	

SPECIAL BUILDING LINE REQUIREMENT APPLICATION

4. SUBMITTAL REQUIREMENTS:

Please Check

- Completed application form (page 2)
- Signed petition (s) (page 5)
- Evidence of support from the property owners within the boundary (page 6)
- Signed deed restriction statement (page 8)
- Copy of deed restrictions, if applicable (page 8)
- Map or sketch showing the address and land use from www.hcad.org, including the set backs of all lots within boundary (page 9)
- Data showing the distance from the front property line to each building (page 9)
- Provide at least one lot survey per block face under consideration; if available, please submit more than one survey

SAMPLE CALCULATION

These calculations are done by Planning and Development Staff and do not need to be performed by the applicant.

Special Building Line Requirement

Building Line Rank	Address	B.L. in feet	Building Line Calculation	
1	1611 Dachshund	23	Total number of improved lots	7
2	1603 Dachshund	20		
3	1613 Dachshund	18	Multiplied by 0.7 (70%)	x 0.7
4	1607 Dachshund	18	Equals	4.9
5	1609 Dachshund	18		
6	1601 Dachshund	15	Rounds up to building rank #	
7	1605 Dachshund	13		5
The fifth largest building line in this example is 18 feet. This would be the new Special Building Line for this street.				

The City calculates the special building line by using the following steps:

- 1) Listing the building lines in order of largest to smallest;
- 2) Ranking the building lines assigning the number 1 to the largest building line, the number 2 to the second largest, etc;
- 3) Multiplying the number of single-family improved lots (building line rank) by .7 (70 percent) or .6 (60 percent for applications in city designated historic districts), to obtain the building rank number of the special building line (if necessary, round up);
- 4) Using the list from step 2, match the building rank number result from step 3 with the corresponding building line; and
- 5) This building line is the special building line.

PETITION SAMPLE

(Date)

I, (name of petitioner), owner of property within the proposed boundaries of the Special Building Line Requirement, specifically, Block (xx), Lot (yy), of (name of subdivision), do hereby submit this petition as prescribed by the Code of Ordinances, City of Houston, Sections 42-163. With this petition and other required information, I request to preserve the character of the existing building lines for Block (xx), Lot(s) (yy) in (name of subdivision) through the application of and creation of a Special Building Line Requirement.

(Signature of petitioner)

(Printed name of petitioner)

Petitioner

EVIDENCE OF SUPPORT SAMPLE

Listed below is evidence by the owners of property within the proposed boundaries of the Special Building Line Requirement, or their authorized agent, who support the request to preserve the character of the existing building line setbacks for Blocks xx, Lot(s) xx in (name of subdivision) through the application and creation of a special building line.

- A special building line is determined by finding the current constructed building line that represents a minimum standard for at least 70% of the structures in the proposed area (60% in city designated historic districts). The application data identifies building setbacks ranging from _____ to _____ feet. The Planning and Development Department will perform the calculations to determine the Special Building Line.

The special building line shall be enacted by City Council through the adoption of an ordinance.

By signing this evidence of support, I hereby represent: (1) that I am the owner or the owner's authorized agent of the property with respect to which I have affixed my signature, and (2) I support the petition of (name of petitioner) to create a Special Building Line Requirement for Block (xx), Lots (yy) in (name of subdivision).

1) Print Name: Address: Signature: X Date: Telephone:

2) Print Name: Address: Signature: X Date: Telephone:

3) Print Name: Address: Signature: X Date: Telephone:

4) Print Name: Address: Signature: X Date: Telephone:

EVIDENCE OF SUPPORT (cont.)

5) Print Name:	Address:	
Signature: X	Date:	Telephone:

6) Print Name:	Address:	
Signature: X	Date:	Telephone:

7) Print Name:	Address:	
Signature: X	Date:	Telephone:

8) Print Name:	Address:	
Signature: X	Date:	Telephone:

9) Print Name:	Address:	
Signature: X	Date:	Telephone:

10) Print Name:	Address:	
Signature: X	Date:	Telephone:

11) Print Name:	Address:	
Signature: X	Date:	Telephone:

SPECIAL BUILDING LINE REQUIREMENT DEED RESTRICTION STATEMENT

I have personal knowledge of the facts set forth in this deed restriction statement, each of which is true and correct.

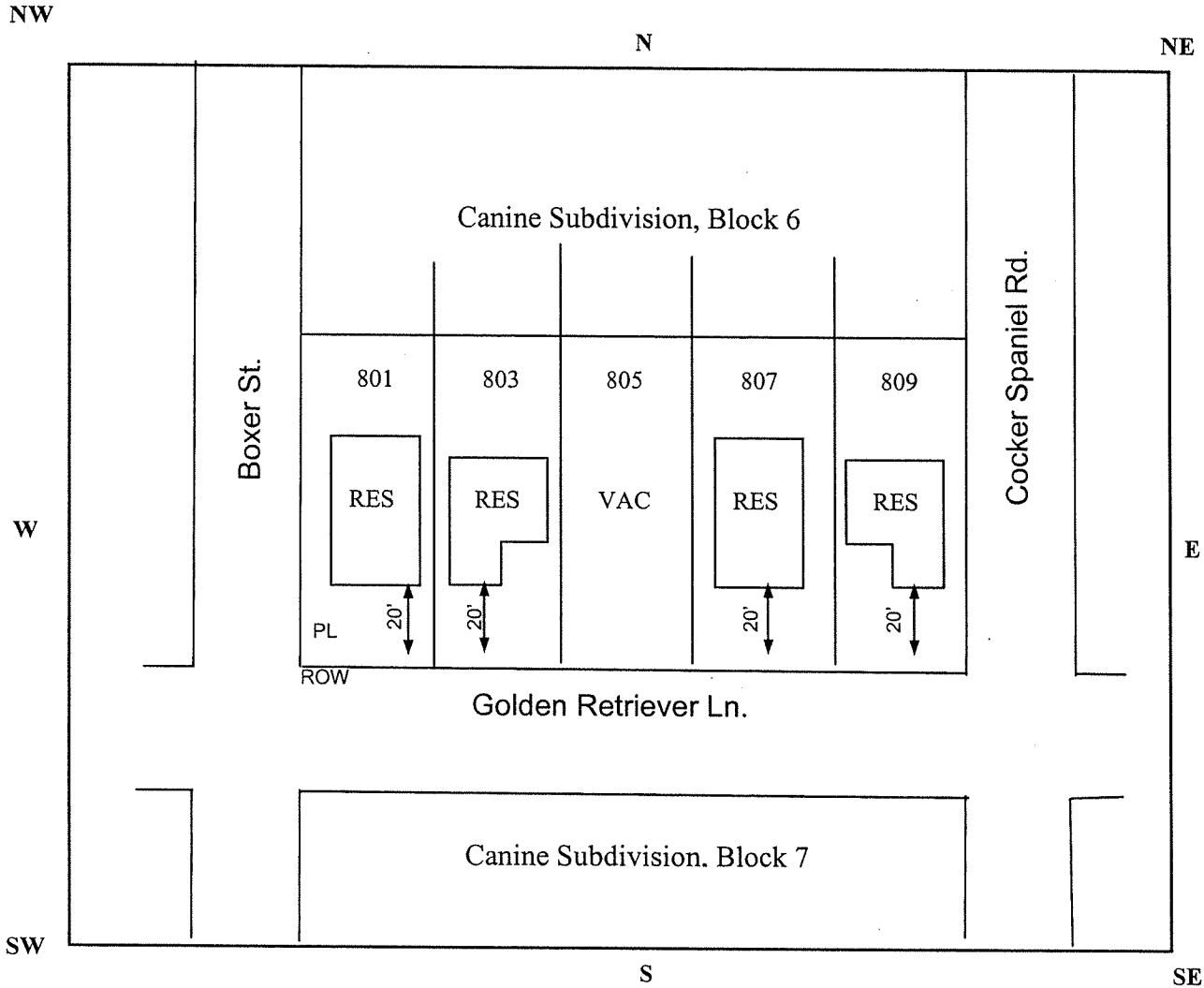
Initial (1), (2), or (3) as applicable:

- 1. _____ All properties in the proposed Special Building Line Requirement do not have deed restrictions.
- 2. _____ All of the properties have deed restrictions; however, the deed restrictions do not address a minimum building line (attach copy of Deed Restrictions).
- 3. _____ Some, but not all, of the properties have deed restrictions (attach copy of Deed Restrictions).

Applicant's Signature Date

Applicant's Printed Name Address

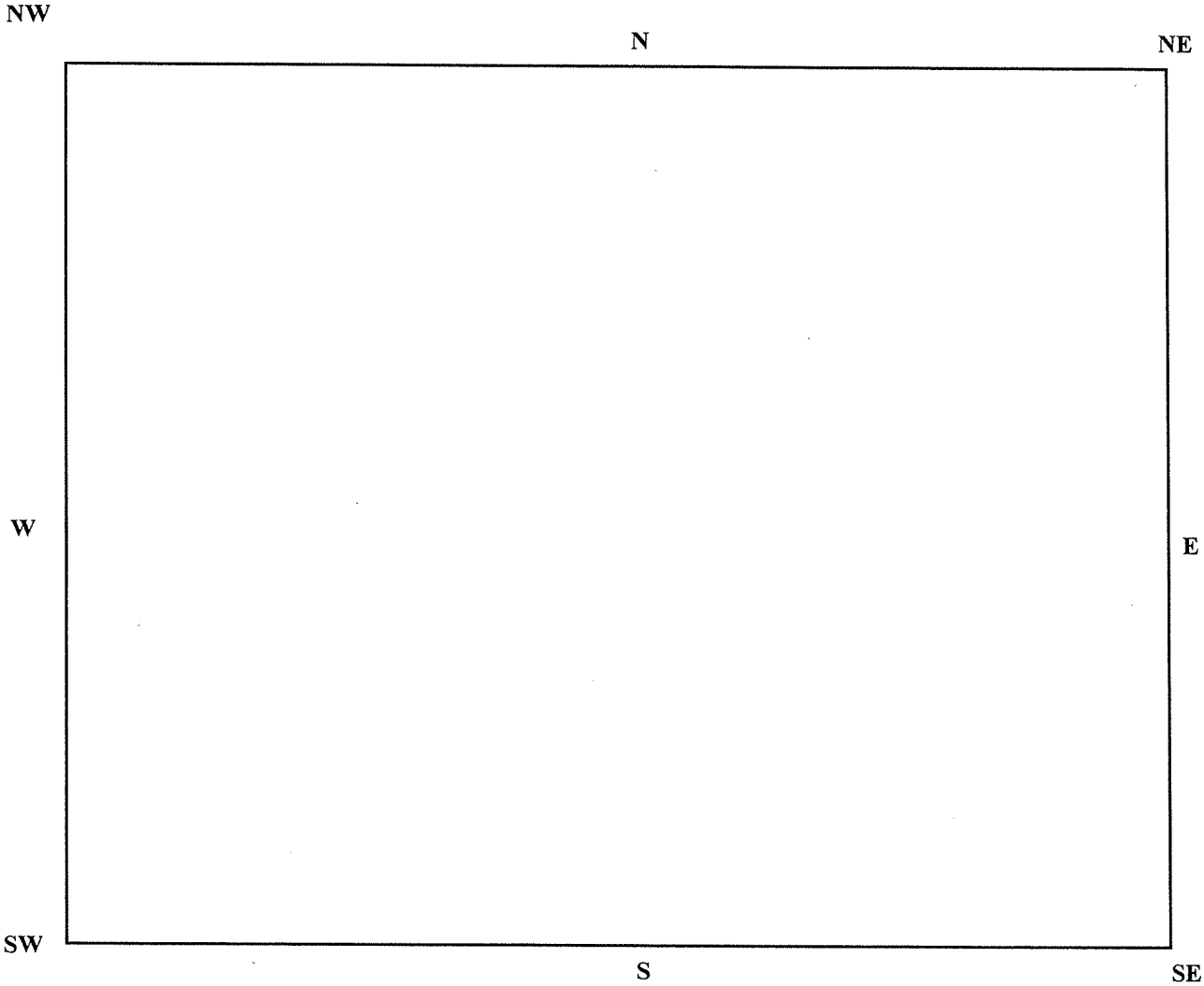
MAP/SKETCH SAMPLE



Map/sketch should look similar to the drawing shown above. Please provide the address and land use for all lots within the proposed Special Building Line Requirement.

Information for each lot within the proposed Special Building Line Requirement shall be shown on the drawing that includes the distance from the front property line to each building on the lot and each lot's physical address number. If there is not enough room to include all the blockfaces and information, additional MAP/SKETCH sheets may be added to the application.

MAP/SKETCH FORM

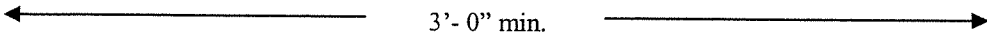


Map/sketch should look similar to the drawing shown on the Sample. Please provide the address and land use for all lots within the proposed Special Building Line Requirement.

Information for each lot within the proposed Special Building Line Requirement shall be shown on the drawing that includes the distance from the front property line to each building on the lot and each lot's physical address number. If there is not enough room to include all the blockfaces and information, additional MAP/SKETCH sheets may be added to the application.

Sample Notification Sign

The applicant is responsible for obtaining and posting (2) signs within the boundary of the proposed Special Building Line Requirement within ten (10) days of a complete application. The Planning and Development Department will inform the applicant of a completed application to post signs (see Sample Notification Sign below). The signs (minimum size: 2' x 3') shall be placed within fifteen feet from each right-of-way bordering the area. Each sign shall face the R-O-W with print large enough to be legible from the R-O-W. The applicant is responsible for contacting Planning Staff once the signs are in place. The applicant shall use reasonable efforts to maintain the signs to the end of the process.



**NOTICE OF
SPECIAL BUILDING LINE REQUIREMENT APPLICATION:**

The Planning and Development Department has received an application for the establishment of a Special Building Line Requirement (Sections 42-170 of the Code of Ordinances) for Golden Retriever (north side) between Boxer Street and Cocker Spaniel Road.

For information, contact the Houston Planning and Development Department at (713) 837-7701 or the applicant at (____) ____-____.



2'-0" min.



