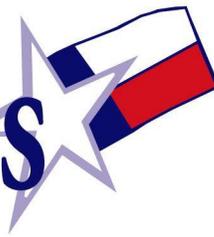


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Project Development Checklist

The following checklist has been developed to ensure you as a home owner, business owner, developer, or contractor are aware of the steps involved in a renovation or new construction project. To avoid being surprised by code requirements or City policies, we strongly recommend that you meet with City staff early in the planning stages of the project.

1. **Do you know the exact locations of your property lines?**

If exact property corners cannot be located, it may be necessary for a survey of the property to be performed. A list of licensed surveyors may be located in the Nacogdoches phone book. Knowing the locations of your property lines is important to the placement of the structure and meeting the required setbacks.

2. **Will sections of the property be sold before, during, or after construction?**

If so, a subdivision plat may be necessary. The plat is prepared by a licensed surveyor. The plat is then approved by the City, either administratively, or by the Planning and Zoning Commission, depending on the size of the lots and the number of lots created. Following City approval, the plat is filed by City Staff at the Nacogdoches County Courthouse. The fees for this process are as follows:

Administrative Plat City Review Fee: \$25 or Final Plat City Review Fee: \$100
County Plat Filing Fee: \$100

3. **Is the property zoned for what you want to do?**

Every piece of land inside the City Limits is zoned for certain uses. Check with the City Planning Department for the zoning of your property. They will need a legal description (lot and city block number) or an address to identify your zoning. The City Planning Department can also provide you with a Land Use schedule which will list all the uses which are permitted for your property.

4. **Is a Specific Use Permit necessary?**

Certain uses require the approval of specific use permits before building permits may be issued or the use begins. These permits are obtained through the Planning Department. The permit is reviewed by the Planning and Zoning Commission and the City Commission. This process takes approximately 45-60 days. The fee for this process is as follows:

Specific Use Permit fee: \$250

5. **Is a zoning change necessary?**

If the use you would like is not permitted in the zoning district your property is located in, you may apply for a zoning change to a different zoning district. The application for this process is obtained through the Planning Department. The application is reviewed by

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the Planning and Zoning Commission and the City Commission. The process takes approximately 45-60 days. The fee for this process is as follows:

Zoning Change Fee: \$250

6. **Is the property located in a historic district?**

The City of Nacogdoches has five historic districts, containing nearly 500 properties. If your property is within the historic district, changes to the exterior of the structure that are visible from the street must be approved by the Historic Landmark Preservation Committee. Minor maintenance such as repainting with the same existing color, repairing windows and screens, and repairing with in-kind materials are exempted from this requirement. You can find out if your property is within a historic district by contacting the Planning Department.

7. **Are you eligible for a tax abatement or a historic restoration grant?**

Depending on the work to be performed, and the location of your property, the project may be eligible for a tax abatement or a historic restoration grant. It is important to secure arrangements for these incentives prior to beginning construction. You can obtain information regarding these incentives from the Planning Department.

8. **Is a building permit required?**

9. **Are you aware of the property's building setback requirements?**

Each zoning district has certain building setback requirements. Properties located on the corner of two public streets must provide a front building setback on both street frontages. There are also requirements for distances between multiple buildings on the same lot in multi-family, medical, commercial, and industrial zoning districts. Accessory buildings (such as storage sheds and detached garages) must be at least 10 feet from residential structures, at least 5 feet away from rear and side property lines, and conform to the same setbacks as the main structure for the front setback. Setbacks can be discussed more thoroughly with the Planning Department or the Building Official.

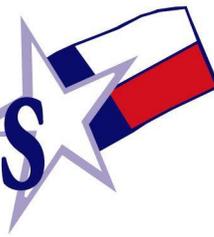
Non-residential sites that are immediately adjacent to residentially zoned areas must provide rear and side setbacks that are equal to or greater than the required setback of the residentially zoned area.

10. **What are the parking requirements?**

The Zoning Ordinance contains a schedule of off street parking requirements. This schedule states the number of paved, striped parking spaces that are required for certain uses. The requirements are based on the building's square footage. For commercial uses, you must provide one handicapped accessible space for each 25 required parking spaces.

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Parking may not be located closer than 12 feet from the back of the curb or one foot behind the right-of-way, whichever is greater. This is to ensure adequate area for sidewalks and greenbelt between the parking area and the street. The parking schedule may be obtained from the Planning Department.

11. **Will the project require a variance?**

A variance is a special exception that may be granted by the Zoning Board of Adjustments. Variances may be granted in cases where a unique situation exists. Economic hardship is not sufficient evidence for granting of a variance. The Zoning Board of Adjustments meets the third Thursday of each month. To be placed on a Zoning Board of Adjustments agenda, please contact the Planning Department. The fee for a zoning variance is as follows:

Zoning Variance fee: \$250

12. **Is a sign being proposed?**

Signs are permitted separately from building permits. All signs larger than two square feet must be permitted by the Building Inspections Department, this includes “temporary and minor” signs such as banners, festoons, and temporary changeable advertisements. Permanent signs are regulated by size, height, and setback. Only licensed sign contractors may obtain permits for and install permanent signs.

13. **Is a sign variance necessary?**

If you wish to place a sign that exceeds sign ordinance restrictions, a sign variance may be requested. The variance is reviewed by the City Commission. If you believe you will need to request a sign variance, please contact the Planning Department.

Sign Variance fee: \$150

15. **Will buffering or landscaping be required?**

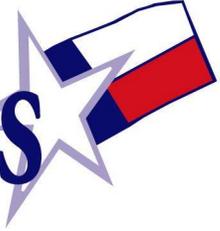
All newly constructed or expanded commercial structures must conform with the landscaping ordinance. The landscaping ordinance requires the planting of three small mature height or two large mature height street trees for each 100 linear feet of street frontage. The trees must be planted between the right-of-way property line and the front building setback line. A list of what is considered small mature height and what is considered tall mature height can be obtained from the Planning Department. Generally, trees such as oaks and pines are considered tall mature height, while trees such as redbuds, maples, and crape myrtles are considered small mature height.

Non-residential sites that are immediately adjacent to residentially zoned areas must provide a solid screening wall and one tree for each 25 feet of common adjacency.

16. **Will storm water detention be required?**

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An engineered drainage study is required for properties which will contain more than 14,400 square feet of impervious site area. These studies are reviewed by the City Engineer who may provide you with more information if necessary.

17. **Is the property located in the floodplain or floodway?**
Certain building restrictions apply to properties that are located within the floodplain or floodway. The Building Official can make an official determination regarding your property's location in regards to the floodplain or floodway.
18. **Is a health permit required?**
If food products are prepared or sold on the property, health permits must be obtained upon completion of construction. The Health Inspector issues these permits and can provide you more information if necessary.