



## **BUILDING PACKET INDEX FOR RESIDENTIAL/ACCESSORY BUILDING PERMIT**

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# TOWN OF CROSS ROADS

## PERMIT APPLICATION

Date:	Application #		
Permit Address:			
Accessory Permit <input type="checkbox"/>	Residential Permit <input type="checkbox"/>	Accessory Sq Ft _____	Residential A/C Sq Ft
Total Sq Ft Slab	Total Sq Ft Garage	Total Sq Ft Porch & Overhang; Intended Use	
Property Description (Acreage or Sq Ft of Lot)		Lot      Block	Legal Description or Sub Division
Description of Work: (Materials exterior & roof, No. of baths, & bedrooms)			
General Contractor		Phone	
Owner/Tenant Mailing Address		Phone	
Electrical Contractor		Phone	
Plumbing Contractor		Phone	
HVAC Contractor		Phone	
Other Contractor		Phone	
<p>I agree to allow no work on which separate Permits are required (signs, gasoline tanks, plumbing installations, electrical work, awnings, etc.) to be done until such Permits are obtained. I have carefully examined and read the completed and know the same to be true and correct, and hereby agree that if a Permit is issued, all provisions of the Town Ordinances and State laws will be complied with, whether herein specified or not. This permit becomes null and void if work or construction is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I also agree that this Permit is not transferable to any other party(ies) * <b>If construction is not completed within 1 year, applicant must apply to Planning and Zoning for an extension of the original Building Permit.</b></p> <p><b>I verify that this building site does not lie within the 100 Year Flood Plain.</b></p>			
Applicant Signature		Date	
Applicant Name (Please Print)		Tel#:	
Date rec'd Application		For Office Use Only	
		Rec'd by	Culvert Application      Septic Plans
Site Plan _____	(4) Sets of Building Plans	(2)Engineered Foundation Plans	Energy Code Info      Sub Contractor
Info _____	Architectural Review	Inspector's Review	Receipt #
Plan Review Amt.	CK #	Date Rec'd	
Septic Review Amt.	CK #	Date Rec'd	Receipt #
Bldg Permit Amt.	CK #	Date Rec'd	Receipt #
Inspection/C of O/ Culvert Amt.		Date Rec'd	Receipt #
CK #			
Permit Issued by	Date		



## RESIDENTIAL BUILDING PERMIT APPLICATION PROCEDURES

Please submit form completely initialed and dated.

### Step I- Information required for obtaining a building permit.

- A. Six Complete Sets of Blueprints/house Plans 1/8" scale on 11" x17" paper as well as a CD set \_\_\_\_\_ (Initial)
- B. Culvert Permit and Installation Guidelines. Culvert must be in and have passed inspection before Final Building Inspection will be done and Certificate of Occupancy will be issued. \_\_\_\_\_ (Initial)
- C. Site Plan
  - 1.) Scaled plan with all property boundaries delineated. State Law states that you may only build on platted piece of property. The exception to this is if the property was subdivided by metes and bounds prior to 7/7/77. Documentation of the legality of the subdivision will be required if not on file with the Town. \_\_\_\_\_ (Initial.)
  - 2.) Copy of final plat for building location must be turned in with permit application. This is to confirm building site is out of the 100 year flood plain. \_\_\_\_\_ (Initial).
  - 3.) Proposed house/building locations with total square foot and setback dimensions, easements, other existing structures, distance proposed structure will be located from all property lines, proposed structure and/or existing septic systems and lateral fields. \_\_\_\_\_ (Initial)
  - 4.) Total site acreage. (Minimum 1 acre required) \_\_\_\_\_ (Initial)
  - 5.) Copy of the legal description. \_\_\_\_\_ (Initial)
  - 6.) Structural Engineer's Foundation Plan \_\_\_\_\_ (Initial)
  - 7.) Tree Survey Site Plan (see enclosed sample) \_\_\_\_\_ (Initial)
  - 8.) Tree Ordinance – 1 copy for builder and 1 to property owner (Initial)
- D. Proposed Septic System, completed application, design, and copy of installer's license, current address, telephone number, and application fee. The Town's Engineer, Jason Pool will review. For questions concerning septic application please call our office at (940)365-9693. \_\_\_\_\_ (Initial)
- E. Two Year Septic Maintenance Agreement: Original copy of agreement signed by the owner and the service provider ONLY. \_\_\_\_\_ (Initial)
- F. Completion of the Residential Energy Code Information Form, required to meet the currently adopted International Energy Conservation Codes. \_\_\_\_\_ (Initial)
- G. Inspections Compliance - Culvert, Plumbing rough, T- pole, Foundation, Sheer Wall, Group 1 (plumbing stack out, electrical rough, mechanical rough/duct and framing), Insulation Energy Code, Conditional Permanent Power, Final Energy Code, Group 2 / Final (plumbing, electrical, mechanical), and Final Building. Call Building Clerk for inspection appointments. (940) 365-9693, 48 Hour Notice Required. Final utilities meter released only after septic final passes and Certificate of Occupancy application is received. \_\_\_\_\_ (Initial)
- H. Builder and Sub-Contractor information-Copy of State Registration, driver's license, and the Town's registration form for Builder. Copy of license (registration), driver's license and Town's



registration form for Septic, Plumbing, HVAC, and Electrical Contractors. All contractors must apply in person for Contractor ID cards and pay annual fee. \_\_\_\_\_ (Initial).

- I. HOA – If there is an HOA, builder must present a letter from HOA stating residence/accessory building meets HOA requirements. \_\_\_\_\_ (Initial).
- J. Remodeling - Two (2) copies of plan with the new addition showing or the changes being made to the existing plan.

Step II- Submit Completed & Signed Application and required materials to the Town Secretary.  
\_\_\_\_\_ (Initial)

Step III- Responsibilities & Duties of Applicant

- A. Posting of permit on electrical T pole during construction process. \_\_\_\_\_ (Initial)
- B. Provide Capped 2" X 36" PVC tube on electrical T pole for set of plans and inspection reports.  
\_\_\_\_\_ (Initial)
- C. Notify builder/General Contractor of designated truck routes approved by the Town Council within the town limits for delivery of construction materials. (Town will provide map of designated routes.) \_\_\_\_\_ (Initial)
- D. Construction Debris Removal - Contact IESI at (800) 909-9061 \_\_\_\_\_ (Initial)
- E. A portable sanitary restroom for your workers MUST BE on the property until the final inspection is passed. \_\_\_\_\_ (Initial)
- F. Project address must be posted on building site and be visible from public access to building site. Letters and numbers must be a minimum of 6" high. \_\_\_\_\_ (Initial)
- G. There are two copies of the Tree Preservation and Protection ordinance included In this packet. One is for the builder and one is for the home owner; there are sections that pertain to protection provisions to which the builder must adhere  
\_\_\_\_\_ (Builder's Initial) \_\_\_\_\_ (Owner's Initial)

SEE MASTER FEE SCHEDULE FOR PENALTIES FOR STARTING BUILDING PROJECT WITHOUT PROPER PERMITS.

INCOMPLETE OR UNSIGNED APPLICATIONS WILL BE RETURNED WITHOUT ACTION.

SEE MASTER FEE SCHEDULE FOR BUILDING FEES.

PLAN REVIEW FEE AND SEPTIC REVIEW FEE DUE AT TIME PLANS AND APPLICATION ARE SUBMITTED. BUILDING PERMIT FEE, BUILDING INSPECTION FEES, AND CULVERT FEE ARE DUE AFTER PLANS ARE REVIEWED – BEFORE BUILDING PERMIT IS ISSUED.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



Required Information for Residential Plan Review  
Energy Code Information

1. Insulation levels in exterior walls \_\_\_\_\_
2. Insulation levels in flat ceilings \_\_\_\_\_
3. Insulation levels in cathedral ceilings \_\_\_\_\_
4. Insulation levels in floors over garage \_\_\_\_\_
5. Insulation levels in floors over outside air \_\_\_\_\_
6. Performance factors for windows:  
    U-factor \_\_\_\_\_  
    Solar Heat Gain Coefficient (SHGC) \_\_\_\_\_.  
    Number of windows and sizes: \_\_\_\_\_
7. Performance factors for doors:  
    U-factor \_\_\_\_\_  
    Solar Heat Gain Coefficient (SHGC) If > 50% glass \_\_\_\_\_."
8. Size, number and SEER of HVAC units \_\_\_\_\_  
\_\_\_\_\_

Building code requirements

1. Engineered foundation plan.
2. Site plan.
- 3.
- 4.



**TOWN OF CROSS ROADS  
CONTRACTOR REGISTRATION FORM**



Office: 940-365-9693 Fax: 469-375-5905  
1401 FM 424, Cross Roads, Texas 76227  
Email completed registration to [applications@crossroadstx.gov](mailto:applications@crossroadstx.gov)

Date Submitted: \_\_\_\_\_

**TYPE OF REGISTRATION:**

- Builder/General Contractor:  HVAC:  Electrical:   
 Fire Suppression (no fee):  Septic:  Other:   
 Plumbing (no fee):

**COMPANY INFORMATION**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Contractor Name: \_\_\_\_\_  
 Contractor License Number: \_\_\_\_\_  
 Contractor License Type: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Will your sales tax be applied to Cross Roads for projects done within Cross Roads? Yes  No

**ITEMS NEEDED AT TIME OF SUBMISSION**

- Legible copy of current driver's license
- Legible copy of current contractor's registration/or license
- Copy of General Liability Coverage

**We must have a CURRENT copy of contractor's registration/or license.  
 If you submit with non-current information, you will be considered NOT registered  
 and must resubmit this registration form with current information.**

**ANNUAL REGISTRATION FEE: \$50**

**Town of Cross Roads' Use Only**

Date completed application received: \_\_\_\_\_  
 Amount Due: \_\_\_\_\_  
 Receipt Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_



## Street Approach/Culvert Permit Application

Applicant's Name: \_\_\_\_\_  
Last First Middle

Owner's Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

Applicant Email Address \_\_\_\_\_

Property Owner Email Address \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_  
Home Work Mobile

Owner's Phone Number: \_\_\_\_\_  
Home Work Mobile

Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Length of culvert including sloped headwalls: \_\_\_\_\_

Location Description: \_\_\_\_\_  
\_\_\_\_\_

Distance from side property lines: \_\_\_\_\_

Number of culvert permits needed: \_\_\_\_\_

### Office Use

Date Requested \_\_\_\_\_ Date Issued \_\_\_\_\_ Rec. Clerk \_\_\_\_\_

Date Inspected \_\_\_\_\_ Inspector \_\_\_\_\_

Check # \_\_\_\_\_ Receipt # \_\_\_\_\_



## Guidelines for Installing a Street Approach/Culvert

1. The Culvert Application is good for 60 days if it is a culvert application only.
2. New construction. The culvert will need to be complete before a Certificate of Occupancy can be issued. A temporary culvert has to be in place at the same time the first inspection is called for.
3. The permit applicant will mark the proposed location of the culvert by two stakes or flags and have the sloped headwalls formed and readied for cement before inspection. **(INSPECTION MUST BE REQUESTED BEFORE THE POURING OF THE HEADWALLS)**
4. The culvert must be placed in the flow line of the ditch.
5. The culvert size is determined by engineering of the subdivision or by the Town Engineer.
6. The minimum culvert driving surface width off a Town road is 15 feet.
7. The culvert shall have soil composition covering the culvert of either a minimum 3 ½” of hard surface cover or 6” of ground road base materials.
8. All culverts must have concrete safety ends. A concrete safety end – is to be sloped with a minimum ratio of 4:1 length culvert diameter and a minimum 1 foot wide concrete perimeter around the edge of the sloped end.
9. A road transition tie-in, is required where driveway meets Town Road e.g. no gap between driveway and road pavement. If the driveway is constructed of concrete, there must be a 12” asphalt area between the edge of the road pavement and the concrete.
10. The permit issued by the Town of Cross Roads must be posted by the area so that the inspector can sign off on it.
11. Certificate of Occupancy will not be issued until Inspection of culvert has been approved.





## Application for On-Site Sewerage Facilities

\_\_\_\_\_ New Installation \_\_\_\_\_ Modification

Date \_\_\_\_\_

1. Property Owner's Name \_\_\_\_\_
2. Site Address \_\_\_\_\_
3. Telephone No. During Day \_\_\_\_\_
4. Builders Name & Address \_\_\_\_\_  
\_\_\_\_\_
5. Property Description: Lot \_\_\_\_\_ Size \_\_\_\_\_ Block \_\_\_\_\_ Sec \_\_\_\_\_
6. Source of Water:  
Private Well \_\_\_\_\_ Public Water Supply \_\_\_\_\_

### TYPE OF DEVELOPMENT

7. Single Family Residence: No of Bedrooms \_\_\_\_\_ Living Area ( sq.ft.) \_\_\_\_\_  
Approximate no. of People to be served by system \_\_\_\_\_
8. Commercial/Institutional (including multi-family residences) Type \_\_\_\_\_
9. Is an organized Sewage Collection within 300 feet \_\_\_\_\_ Yes \_\_\_\_\_ No
10. Person performing Soil Analysis \_\_\_\_\_
11. Designer \_\_\_\_\_ License No. \_\_\_\_\_  
(PEorRS)
12. Installer \_\_\_\_\_ Registration No. \_\_\_\_\_  
Phone Number \_\_\_\_\_

A sketched map of the lot, drawn to scale, showing the size of the lot and the dimensions and location of all existing buildings on the lot which are intended to remain after the final inspection of the septic system is made, shall be included in this application.

*I certify that the above statements are true and correct to the best of my knowledge.*

*Authorization is hereby given to the Town of Cross Roads to enter upon the above described private property for the purpose of lot evaluation and inspection of on-site sewerage facilities. I understand that the approval of this application constitutes authorization for construction of the on-site sewerage facilities and that a permit to operate the facility will be granted following successful inspection of the installed system which indicates that the system was installed in compliance with this commission's " Construction Standards For On-Site Sewerage Facilities".*

Owner's Signature and Date Signed

\_\_\_\_\_



# ON-SITE SEWERAGE FACILITY TECHNICAL INFORMATION

**DO NOT BEGIN CONSTRUCTION PRIOR TO APPLICATION APPROVAL.**  
**UNAUTHORIZED CONSTRUCTION CAN RESULT IN A HIGHER PERMIT FEE OF**  
**CIVIL/ADMINISTRATIVE PENALTIES.**

Owners Name: \_\_\_\_\_ County: \_\_\_\_\_

PROFESSIONAL DESIGN REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO  
(If yes professional design attached \_\_\_\_\_ YES \_\_\_\_\_ NO)

SEWER (House Drain); Type and Size pipe: \_\_\_\_\_ Slope of sewer pipe to tank \_\_\_\_\_.

**SEPTIC TANK:**

- A. TYPE? (check one) Two-Compartment \_\_\_\_\_ Two Singles in series Tank Construction material \_\_\_\_\_
- B. INTERNAL DIMENSIONS: Round tank diameter \_\_\_\_\_ liquid penetration depth-inlet \_\_\_\_\_  
Liquid depth (bottom of tank to outlet) \_\_\_\_\_ Liquid penetration depth-outlet \_\_\_\_\_  
Rectangle tank length/width \_\_\_\_\_.
- C. CAPACITY: Size required \_\_\_\_\_ Proposed \_\_\_\_\_

**SOIL TEST:**

**NOTE INFORMATION WORKSHEET MUST BE ATTACHED FOR REVIEW TO BE COMPLETED.**

Perk Rate \_\_\_\_\_ Soil type \_\_\_\_\_ Performed by \_\_\_\_\_ Ph No. \_\_\_\_\_

**DISPOSAL AREA:**

Type \_\_\_\_\_ Minimum area required \_\_\_\_\_ Trench width or bed size \_\_\_\_\_  
Distance between trenches/beds \_\_\_\_\_ Type and Size of media \_\_\_\_\_  
Type and Diameter of pipe \_\_\_\_\_ Type of barrier \_\_\_\_\_ Trench Depth \_\_\_\_\_

**PLOT PLAN:**

**NOTE: THIS INFORMATION MUST BE ATTACHED FOR REVIEW TO BE COMPLETED.**

Two copies of the plans & plats are required. These plans & plats MUST include the following.

- 1. Owner's Name
- 2. Lot Size
- 3. Property Lines
- 4. Septic Tank (s) Location
- 5. Trench and/or Bed Locations
- 6. SEE (Length, width, and square footage)  
Bed or Trench Drain Field
- 7. Location of Clean Outs
- 8. Water Wells, Including neighbors wet is within 150 feet
- 9. The following linear distances, if applicable.
- 10. Other, as Required

FROM:	TO:	SEPTIC TANK	DISPOSAL FIELD
Water wells, underground cisterns/pump suction pipes		_____	_____
Water supply lines and property lines		_____	_____
Streams, ponds, and lakes		_____	_____
Sharp slopes and breaks		_____	_____
Foundation, structures & surface improvements		_____	_____
Disposal field's		_____	_____
Swimming Pools		_____	_____

Date visited: \_\_\_\_\_



## **ON-SITE WASTEWATER SYSTEMS CHECKLIST for PROFESSIONALLY DESIGNED SYSTEMS**

The following information must be included with the design package for review by the Town of Cross Roads. Failure to include or address all of the following items may result in approval delays.

1. Plans and reports must bear a signed and dated seal of the responsible registered engineer or Sanitation. The address and telephone number of this person must also be included in the submittals.
2. A report must be included in the submittals containing the following information.
  - A.\_\_\_\_ Base of design.
  - B.\_\_\_\_ Soil analysis and percolation test results.
  - C.\_\_\_\_ System flow diagram and sizing calculations.
  - D.\_\_\_\_ Material specifications and
  - E.\_\_\_\_ Size and model of approved aerobic system(if used).
3. Construction drawing must include the following information.
  - A.\_\_\_\_ A scaled, legible site plan with boundary description.
  - B.\_\_\_\_ The location of all buildings(existing or proposed) on the site plan.
  - C.\_\_\_\_ The location of the wastewater treatment units and disposal area.
  - D.\_\_\_\_ Buffer zones and water wells must be identified and located on the site plan.
  - E.\_\_\_\_ The site plan must also include topographical contours for slopes greater than 15 percent.
  - F.\_\_\_\_ Easements and bodies of water (lakes,streams,ponds) must also be identified
4. Additional requirements for aerobic systems with surface irrigation disposal.
  - A.\_\_\_\_ Two-year maintenance agreement.
  - B.\_\_\_\_ A copy of the Affidavit and documentation that same has been recorded by the County Clerk.
- 5.Request for inspection to be called into Town Hall 940-365-9693.

\_\_\_\_\_  
Designer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designer Printed Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

( Designer's Seal)

\_\_\_\_\_  
City, State, Zip Code



# AFFIDAVIT TO THE PUBLIC

THE COUNTY OF DENTON  
STATE OF TEXAS

According to Texas Commission on Environmental Quality Rules for On-Site Sewage Facilities, this document is filed in the Deed Records of Denton County, Texas.

I

The Texas Health and Safety Code, Chapter 366 authorizes the Texas Commission on Environmental Quality (TCEQ) to regulate on-site sewage facilities (OSSF's). Additionally, the Texas Water Code (TWC) Section 5.012 and Section 5.013, gives the TCEQ primary responsibility for implementing the laws of the State of Texas relating to water and adopting rules necessary to carry out its powers and duties under the TWC. The TCEQ, under the authority of the TWC and me Texas Health and Safety Code, requires owners to provide notice to the public that certain types of OSSF's are located on specific pieces of property. To achieve this notice, the commission requires a recorded affidavit. Additionally, the owner must provide proof of the recording to the OSSF permitting authority of Cross Roads, Texas. This recorded affidavit is not a representation of a warranty by the commission of the suitability of this OSSF, nor does it constitute any guarantee by the commission that the appropriate OSSF was installed.

II

An OSSF requiring a maintenance contract, according to 30 Texas Administrative Code 285.91(12) will be installed on the property described as (insert legal description):

\_\_\_\_\_

The property is owned by (insert owner's full name):

\_\_\_\_\_

The OSSF shall be covered by a continuous service agreement for the first two years. After the initial two-year service agreement, the owner of an aerobic treatment for a single family residence shall either obtain a maintenance contact within 30 days or maintain the system personally.

The owner will, upon sale or transfer of the above-described property, request a transfer of the permit for the OSSF to the buyer or new owner. A copy of the planning materials for the OSSF can be obtained from the DFW Region Office.

WITNESS BY HAND(S) ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

OWNER(S) SIGNATURE: \_\_\_\_\_

\_\_\_\_\_

Sworn and subscribed before me on this \_\_\_\_\_ day of 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Texas

Notary's Printed Name: \_\_\_\_\_

My Commission Expires



# AFFIDAVIT TO THE PUBLIC

THE COUNTY OF DENTON  
STATE OF TEXAS

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WITNESS BY HAND(S) ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

OWNER(S) SIGNATURE: \_\_\_\_\_

Sworn and subscribed before me on this \_\_\_\_\_ day of 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Texas

Notary's Printed Name: \_\_\_\_\_

My Commission Expires



## LIST OF REQUIRED RESIDENTIAL BUILDING INSPECTIONS

PLEASE CALL (940) 365-9693 TO SCHEDULE.  
WORK MUST BE READY BEFORE CALLING. ALLOW 48 HOURS FOR  
INSPECTIONS TO BE COMPLETED.

1. T/POLE AND TEMPORARY CULVERT INSPECTION  
(a temporary culvert must be installed and available for inspection when  
T/pole inspection is requested.)
2. PLUMBING ROUGH WITH SAW SERVICE.
3. FOUNDATION WITH SET-BACKS, MUST HAVE PROPERTY LINE MARKED.
4. GROUP #1- PLUMBING STACK OUT, ELECTRICAL AND MECHANICAL  
ROUGH/ DUCT, FRAMING, INCLUDING POLY SEAL OF TOP PLATES &  
EXTERIOR. INSPECTION FOR ALL ITEMS MUST BE REQUESTED AT THE  
SAME TIME.
5. INSULATION AND INITIAL ENERGY CODE.
6. CONDITIONAL PERMANENT POWER INSPECTION
7. FINAL ENERGY CODE.
8. GROUP #2- FINAL PLUMBING, ELECTRICAL, MECHANICAL, BUILDING.  
INSPECTION FOR ALL ITEMS MUST BE REQUESTED AT THE SAME TIME.

\*NEED TO SUBMIT COMPLETED CERTIFICATE OF OCCUPANCY FORM AT THIS  
TIME IN ORDER TO RELEASE PERMANENT POWER.



# TREE REMOVAL PERMIT APPLICATION

Based on Town of Cross Roads Ordinance # 2005-0613-05

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Property Owner: \_\_\_\_\_  
(Applicant) (If Different)

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

### REASON FOR PERMIT REQUEST

A Tree Preservation and Protection permit is required for the following:

- Tree 18 inches or greater DBH (diameter at breast height/ 4 ½ foot height).
- Undeveloped residential development property or lots prior to any clearing of trees over 6” in DBH. Tree preservation plan must be submitted prior to clearing any trees larger than 6” DBH.
- Agricultural/Residential property greater than 3 acres in size – permit required for removing trees 6” or greater DBH including dead trees.
- Commercial development **PRIOR** to any clearing or removal of trees or other action that could impact the trees.
- Dead trees over 6” DBH (diameter at breast height/4 ½ foot height). Describe below
- No trees on the property

Description of Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach an additional sheet if more space needed)

### DOCUMENTATION ATTACHED

- Photos
- Tree Preservation Plan
- Tree Location
- Map
- Signed Affidavit
- Other \_\_\_\_\_

<b>OFFICE USE ONLY</b>			
Rec'd by: _____	Date _____	Time _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature: _____			
Date: _____			
Reason: _____			



**ABRIDGED TREE ORDINANCE**  
**SEE FULL ORDINANCE AT [CROSSROADSTX.GOV](http://CROSSROADSTX.GOV) or TOWN HALL**

**ARTICLE 3.08 TREE PRESERVATION AND PROTECTION**

**Sec. 3.08.001 Scope and purpose**

(a) This article shall be effective within the geographical limits of the town, including any areas subsequently annexed by the town.  
(b) The purpose of this article is to encourage the preservation of trees that once removed can be replaced only after generations, to preserve protected trees during construction and to control the removal of protected trees when necessary. It is the intent of this article to achieve the following:

- (1) Prohibit the indiscriminate clearing of property.
- (2) Protect and increase the value of residential and commercial properties within the town.
- (3) Maintain and enhance a positive image for the attraction of new business enterprises to the town.
- (4) Protect healthy quality trees and promote the natural ecological environmental and aesthetic qualities of the town.
- (5) Help provide needed shaded areas in order to provide relief from the heat by reducing the ambient temperature.
- (6) Help prevent erosion.

**Sec. 3.08.002 Definitions**

**\*SEE FULL ORDINANCE**

**Sec. 3.08.003 Applicability**

The terms and provisions of this article apply to all property in the territorial limits of the town unless excepted herein. This article shall apply to all persons, including property owners, managers, trustees, and those persons who have control or responsibility over real property.

**Sec. 3.08.004 Exceptions**

(a) This article shall not apply to trees located in the yard area of developed residential property within an area of 3 acres surrounding the primary dwelling. However, in the event that a protected tree is cut, removed or damaged from property described in this subsection and the property is transferred to or used for any purpose other than single-family residential within one (1) year following the cutting, removal or damaging of the protected tree, then the provisions of [section 3.08.011](#) of this article shall, immediately upon the cessation of use as single family residential property, apply to the protected trees cut removed or damaged in the prior one (1) year period.

(b) Nothing herein contained shall require any change in the plans, construction or designated use of any parcel of property for which a permit for construction has been issued, as of the effective date of this article.

(c) During the period of an emergency, such as a tornado, storm, flood or other natural disaster, the requirements of this article may be waived as deemed necessary by the mayor or his designee.

- (1) In addition to rights granted by easement, utility service providers lawfully within the right-of-way may remove trees during the period of an emergency that are determined by the provider to be a danger to public safety and welfare by interfering with utility service.
- (2) The town may clear streets and public rights-of-way of damaged or fallen trees, tree limbs, or other debris as needed as a result of a storm event.

(d) In the installation or maintenance of facilities, utility service providers, including the town, or their contractors, agents, successors and assigns shall have the right to trim or remove trees so as to prevent any part of such trees from becoming a danger to public health, safety and welfare by interfering with utility service. Trimming shall be done in a manner such that the aesthetics and health of the trees are not destroyed. Existing trees already growing into utility lines shall be trimmed as necessary. The town may require boring under trees within the critical root zone area instead of trenching.

(e) In the installation or maintenance of drainage facilities, creek channel lining, or erosion control measures, the town, or its contractors, agents, successors and assigns shall have the right to trim or remove trees so as to prevent any part of such trees from becoming a danger to public health, safety and welfare by interfering with said drainage improvements. The town may require boring under trees within the critical root zone area instead of trenching.

(f) Diseased or damaged protected trees which are beyond the point of recovery or in danger of falling shall be exempt from the tree replacement and preservation plan requirements of this article. A tree removal permit shall be required but no permit fee shall be assessed or charged. In the case of code enforcement action, the notice of violation and description of the action to be taken shall serve as the permit to commence work. The removal of a diseased tree may be required to reduce the chance of spreading the disease to adjacent, healthy trees.

(g) Plant nurseries shall be exempt from the provisions of this article only in relation to those trees planted and growing on the premises for sale, either retail or wholesale.

(h) Any paved surface within the critical root zone of a protected tree that is in existence on or before the effective date of this article may be replaced or maintained.

(i) Seven percent (7%) of the total caliper inches of all protected trees situated on property used for residential or agricultural purposes, but not in the commercial designated corridors, may be removed per year. The maximum in any consecutive five-year period shall be twenty-one (21%) of the total caliper inches of all protected trees. Trees situated on the exempted three-acre area surrounding the primary dwelling under [section 3.08.004\(a\)](#) of this article shall not be used in or subject to this calculation. A tree removal permit shall be submitted and approved before any such removal is begun. No fee will be assessed or charged for the permit. Notwithstanding the foregoing, no person shall remove a protected tree with a DBH of 18 inches or more without approval of the town council.

**Sec. 3.08.005 Tree preservation and protection**

(a) No person shall cut down, destroy, remove or move, or effectively destroy through damaging, any protected tree, directly or indirectly, regardless of whether the protected tree is on private property or the abutting public right-of-way, unless exempt or excepted under the provisions of this article.

(b) The town may issue a stop-work order for any development or construction project or activity at any time if the requirements of this article are not being met. Efforts will be made to allow a developer or builder to comply before the project is shut down.

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- (c) No clear-cutting of land is allowed. Prior to the removal of any protected tree, regardless of construction or development schedule, a tree preservation plan must be submitted to and approved by the town.
- (d) Prior to construction or development of a commercial or residential subdivision project on a site that contains one (1) or more trees, a tree preservation plan must be submitted to and approved by the town. If the site does not contain any protected trees, a letter, prepared by a registered surveyor, engineer, architect or landscape architect, shall be submitted to the town which verifies that protected trees are not on the subject site.
- (e) The tree preservation plan submittal shall be accompanied by a site plan that includes but is not limited to the following:
- (1) Delineation of site boundaries.
  - (2) Location of all existing or proposed structures and of all improvements such as streets, drives, alleys, septic systems, and easements.
  - (3) Tree location map. All requests for tree removal permits must be accompanied by a map showing at a minimum the requirements as listed below.
  - (4) Map requirements. Maps shall show: the location of all buildings, structures, pools, utilities, other improvements intended on the lot and limits of construction line shown if applicable; the location of all protected trees; the location of tree(s) to be removed and replacement trees with dimensions from two nearest property lines; the caliper and common name of trees to be removed and any required replacement trees shown with caliper size and the common name of tree.
  - (5) The reason for the proposed tree removal shall be summarized on legend form on the plan. The same summary shall also be submitted on a legible 8.5" x 11" document.

#### **Sec. 3.08.006 Protection of trees**

Protected trees that are not to be removed or have been identified on the tree preservation plan to be preserved must be protected under the following conditions:

- (1) No materials intended for use in construction or waste materials accumulated due to excavation or demolition shall be placed within the limits of the critical root zone.
- (2) No equipment shall be cleaned or other foreign materials deposited or allowed to flow overland within the critical root zone of a protected tree. This includes, without limitation, paint, oil, solvents, asphalt, concrete, mortar or similar materials.
- (3) No signs, wires or other objects, other than those of a protective nature, shall be attached to any protected tree. However, lighting of a decorative nature may be attached to a protected tree so long as the lighting is attached in a manner so as not to damage the protected tree.
- (4) Construction traffic or parking shall be limited so as to avoid taking place within the limits of the critical root zone of any protected tree other than on an existing paved surface. This restriction does not apply to access within the critical root zone for purposes of clearing underbrush, establishing the building pad and associated lot grading, vehicular traffic necessary for routine utility maintenance or emergency restoration of utility service, or routine mowing operations, however, these activities should be conducted in such a manner as to minimize the impact on the protected tree.
- (5) No grading or grade changes shall be conducted or allowed within the limits of the critical root zone of any protected tree unless required for structural integrity of buildings or improvements on approved building sites.
- (6) No paving with asphalt, concrete or other impervious materials shall be placed within the critical root zone of a protected tree. However, paving may encroach within the critical root zone of a tree upon approval by the town.
- (7) No person, directly or indirectly, shall prune, cut down, destroy, remove or move, or effectively destroy through damaging, any protected tree on town-owned property unless otherwise permitted by this article.

#### **Sec. 3.08.007 Tree removal permit**

- (a) An application for tree removal permit must be submitted to and approved by the town prior to the removal of any protected tree unless exempt or excepted under this article. The fee for a tree removal permit shall be established by the town council.
- (b) Permits for tree removal issued in connection with a building permit or site plan shall be valid for the period commensurate with the building permit or site plan. Permit(s) for tree removal not issued in connection with a building permit or a site plan shall become void one hundred eighty (180) days after the issue date on the permit. Notwithstanding, a permit may be revoked by the mayor or his designee if the holder of the permit violates any provisions of the permit or this article.

#### **Sec. 3.08.008 Action on permit application**

- (a) Upon receipt of a sufficient application for a tree removal permit, the mayor or his designee shall review and approve or deny all requests submitted in accordance with the requirements specified herein.
- (b) Any denial of a permit by the mayor or his designee may be appealed to the town council. Action by the town council shall be final.
- (c) Consideration for the approval of a tree removal permit shall be based upon the following guidelines:
  - (1) Whether the removal of the protected tree is permitted by this article and the exceptions enumerated herein;
  - (2) Whether or not a reasonable accommodation or alternative solution can be made to accomplish the desired activity without the removal of the protected tree;
  - (3) The effect of the removal of the protected tree on erosion, soil moisture, retention, flow of surface waters, and drainage systems;
  - (4) The need for buffering of residential areas from the noise, glare, and the visual effects of streets, highways and nonresidential uses;
  - (5) Whether the removal of the protected tree affects the public health, safety or welfare of the residents of the town; and
  - (6) Whether the application demonstrates the attempt to preserve existing trees on the site.
- (d) No certificate of occupancy shall be issued until all fines and administrative and civil penalties for violations of this article have been paid to the town.

#### **Sec. 3.08.009 Prior to construction**

The following procedures shall be followed on all construction projects including but not limited to residential subdivisions, commercial, multi-family, manufacturing developments, residential builders and municipal/public, utility easement, right-of-way, manufactured housing development, road construction, and sidewalk construction:



(1) **Tree flagging.** All protected trees on the subject property within forty (40) feet of a construction area or surface improvements such as driveways, alleys or walks, shall be flagged with bright fluorescent orange vinyl tape of at least 2-inch width wrapped around the main trunk at a height of four (4) feet or more such that the tape is visible to workers operating construction equipment. This shall include the flagging of all protected trees adjacent to rights-of-way within approved residential subdivisions during the construction of roadways. All flagging shall remain in place during the entire phase of construction at all times.

(2) **Open space flagging.** All trees or groups of trees within areas intended to be preserved as open space shall be enclosed with bright fluorescent orange vinyl tape of at least 2-inch width along all areas of possible access or intrusion by construction equipment. Tape shall be supported at a maximum of twenty-five (25) foot intervals by wrapping trees or other approved methods. Single incident access for the purposes of clearing underbrush is allowed. All flagging shall remain in place during the entire phase of construction at all times.

(3) **Protective fencing.** Protective fencing will be located at the drip lines of all protected trees that border the limits of construction, and only where construction activity occurs, as designated by the mayor or his designee.

(4) **Bark protection.** In situations where a protected tree remains in the immediate area of intended construction, the tree shall be protected by enclosing the entire circumference of the tree with 2-inch by 4-inch lumber encircled with wire or other means that do not damage the tree. The purpose is to protect the bark of the tree against incidental contact by large construction equipment.

#### **Sec. 3.08.010 Permanent construction methods**

(a) **Boring.** Boring of utilities under protected trees may be required in certain circumstances. When required, the length of the bore shall be the width of the critical root zone at a minimum and shall be a minimum depth of forty-eight (48) inches.

(b) **Trenching.** Where possible, all trenching shall be designed to avoid trenching across the critical root zone of any protected tree. This shall not inhibit the placement of necessary underground utility services such as electric, telephone, gas, etc. No trenches in the critical root zone of a protected tree may be left open for more than 24 hours.

(c) **Root pruning.** It is required that all roots two (2) inches or larger in diameter which are exposed as a result of trenching or other excavation be cut off square with a sharp medium tooth saw and covered with pruning compound within two hours of initial exposure.

(d) **Rehabilitation.** All post boring and trenching in the critical root zone and root pruning shall require rehabilitation treatments of watering and fertilizing with root stimulator as recommended by an arborist certified by the International Society of Arborists.

#### **Sec. 3.08.011 Tree replacement requirements**

(a) Replacement trees shall be required under the following conditions:

(1) To replace a protected tree that is removed as specified in this article, unless excepted by [section 3.08.004](#) of this article; or

(2) To replace a tree that was identified on a tree preservation plan but dies within two (2) years of the date it was planted;

Replacement trees shall not be required for protected trees that are removed because the protected trees are situated within the buildable area of residential properties.

(b) Replacement trees shall be planted in accordance with the provisions of this article per the following rates:

#### **For each Protected Tree to be Removed (" Caliper)**

#### **Required Size and Number of New Replacement Trees**

6" to 12" caliper

Minimum 3" caliper, equivalent to 150% of caliper inches removed

Greater than 12" to 30" caliper

Minimum 4" caliper, equivalent to 150% of caliper inches removed

Greater than 30" caliper

Minimum 6" caliper, equivalent to 150% of caliper inches removed

(c) No more than 34% of the number of replacement trees shall be of the same species when twelve (12) or more replacement trees are required. All replacement trees must be of a species designated in the approved tree replacement list ([section 3.08.015](#)).

(d) The replacement trees shall be located on the subject site. However, if there is not a suitable location for the replacement trees on the subject site, the town council may approve either of the following or a combination of the following:

(1) The planting of the replacement trees within a public right-of-way, public park land or any other municipally-owned property;

(2) The planting of the replacement trees within private open space (common ground areas); and

(3) The payment of a fee into the tree restoration fund in the amount in accordance with a fee schedule provided by the town.

The fee schedule shall be based on the current Texas A & M Extension Service Fact Sheet for Evaluation of Texas Shade Trees. The funds shall be used for the purposes of purchasing, installing and maintaining trees on public rights-of-way, public parkland or any other municipally-owned property, or any other purpose as determined by the town council.

#### **Sec. 3.08.012 Miscellaneous provisions**

**\*SEE FULL ORDINANCE**

#### **Sec. 3.08.013 Appeals, variances**

(a) The town council shall hear appeals from decisions of the mayor or his designee and may approve a tree removal permit and approve an exception to all or a portion of the requirements of this article to provide for replacement trees for the following:

(1) A public or recreational use or structure but not including rights-of-way or easements.

(2) A private use that usually requires large areas of open space or impervious surface.

(3) Development of heavily forested sites where strict compliance with the requirements of this article will unreasonably burden the use of the property.

#### **Sec. 3.08.014 Penalties**

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