Demolition Guidelines

(Not applicable to commercial interior spaces)

DEMOLITION PERMIT OVERVIEW

Demolition Permit Required: A demolition permit shall be obtained in advance of the removal of any residential dwelling, residential accessory structure greater than 120 square feet, and all commercial, industrial, and agricultural buildings. This document is **not applicable to interior demolition** of a structure, which should be permitted as an Alteration, Remodel, or Repair Permit.

Application: All new permit applications are to be completed online. Demolition permits will require someone registered as a general contractor with our City. Website link is: https://selfservice.colleyville.com/energov_prod/selfservice#/home

Inspections: All pre-demolition inspections are to be scheduled through the CSS portal. Do not call in any inspection requests unless directed to do so by staff. The Final inspection should be scheduled online.

Activities Prohibited Before Permit Issuance: Demolition, tree removal, grading or excavation of any type, and staging of materials or equipment/vehicles

PLANS REQUIRED FOR SUBMITTAL & REVIEW: Must be attached (in pdf format) during the online application

Demolition Site Plan:

- If the plan is not a property survey itself, you must still include a property survey or plat that clearly shows lot boundaries, easements, and setbacks. If you do not have any survey, please contact us before having one done.
- Hand-drawn details should be as accurate and scaled as possible, but those deemed as "unacceptable" by Staff due to being incomplete, inaccurate, or illegible shall be rejected.
- Clearly indicate/mark all of the structures, fencing and paving existing on the property.
- The structures proposed to be demolished as well as any paving, patios, driveways, and fences shall be highlighted and labeled for removal.
- Location, species, and dbh of all trees within 50ft of structures or work area
- Clear delineation of all protected tree stands where no construction or grading will occur
- Placement of all required tree protection measures (See attached guidelines)
- Any tree removal will be permitted separate (Tree Removal Permit) and may require more detailed plans/analysis
- Clear delineation of construction-related access, parking, storage, and staging areas
- Location of any areas where proposed excavation or trenching will occur

- Erosion Control: Where required, erosion control may be necessary where the disturbance of established vegetation, removal of a structure foundation, or removal of driveways has the potential to cause soil erosion to leave the site, as determined by the City official. Erosion control methods shall be identified on the site plan and comply with the adopted standards of the City.

SEQUENTIAL PROCEDURE FOR CONTRACTORS

1. Submit **online application** and all required plans
2. Receive **approved plan review** from all departments. Public Works will have marked the location of the public utility connections by this point. If not you must schedule it.
3. Install any required tree protection fencing and schedule a **Tree Preservation/Protection Inspection**. See attached tree protection guidelines at the end of this document. Wait until we have approved the location during plan review.
4. Install any required erosion control measures and schedule an **Erosion Control Inspection**. Wait until we have approved the locations during plan review.
5. Disconnect water & sewer utility services per Public Works policies and schedule a **Public Works Utility Disconnect Inspection**

Sanitary Sewer (see attached diagram)

- Locate, expose, and disconnect the sewer pipe at the street right-of-way (ROW) and property line.
- The structure/customer side of the pipe shall be capped using solvent-welded PVC fittings.
- The City side of the pipe shall have installed a four (4) inch pvc double sweeping wye ("Y") (NOT a dual cleanout), and extended at least three (3) feet above ground with a solvent-weld pvc cap.
- Sewer line and cap shall be exposed sufficiently so that the Public Works Construction Inspector can view the work performed. Work that is obstructed from full view, as determined by the inspector, shall require the removal of any soil, mud, water, or debris to expose all piping in its entirety.
- Orange high visibility fencing shall be place around the perimeter of the excavation for protection from breakage due to equipment or demolition activities.
- INFORMATIONAL NOTE: An existing 3" sewer tap CANNOT be reused. The line must be abandoned and capped. The City minimum requirement is a 4-inch pipe.
- Any septic tanks will need to be located, professionally pumped, and either crushed or removed.

Water Meter

- Disconnect the water meter from the structure's service pipe on the structure/customer side of the meter.
- If the meter will be kept, connect to the customer side with a copper riser to at least one (1) foot above ground with a brass spigot and backflow prevention device.
- Any work with the water meter itself or the City side of the piping shall be performed ONLY by the City. You may request removal of the water meter by contacting Public Works Operations at 817-503-1360.

Electric & Gas Utilities

- Electric & Gas Utilities shall be properly terminated by the franchise utility provider and such terminations are not inspected by the City. We will not pass this Public Works Inspection if they appear visually to not have been disconnected properly.

6. Permit can be issued once initial **inspections are passed and fees are paid online**.
7. Request **Demolition Final Inspection** once work is complete. Only the footprint of the removed structures and paving may be rough graded, with erosion control and tree protection measures left in place. All debris shall be removed. Any soil tracked into the street shall be cleaned up. If the removal of the structure or other site work will affect drainage patterns on the lot, contact us for instructions prior to final inspection.

Staff Contacts - Demolition Review & Inspections

Demo Inquiries

- 817-503-1055
- demo@colleyville.com

Kristofer Potts – Demolition Plans Examiner & Urban Forester

- 817-503-1051
- kpotts@colleyville.com

Chase Crabb - Public Works Construction Inspector

- 817-503-1103
- ccrabb@colleyville.com

Clinton Segroves – City Utilities Line Locator

- 817-503-1381
- csegroves@colleyville.com

Randy Bright - Environmental Compliance Officer

- 817-503-1102
- rbright@colleyville.com

Utility Billing Office (water meter accounts)

- 817-503-1019

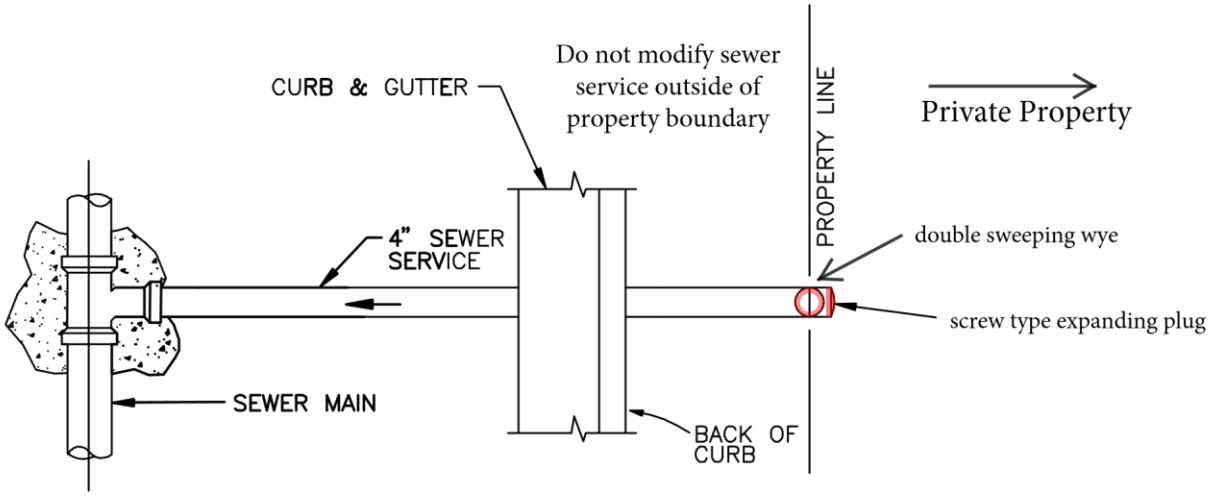
Public Works Operations (water meter removal)

- 817-503-1360

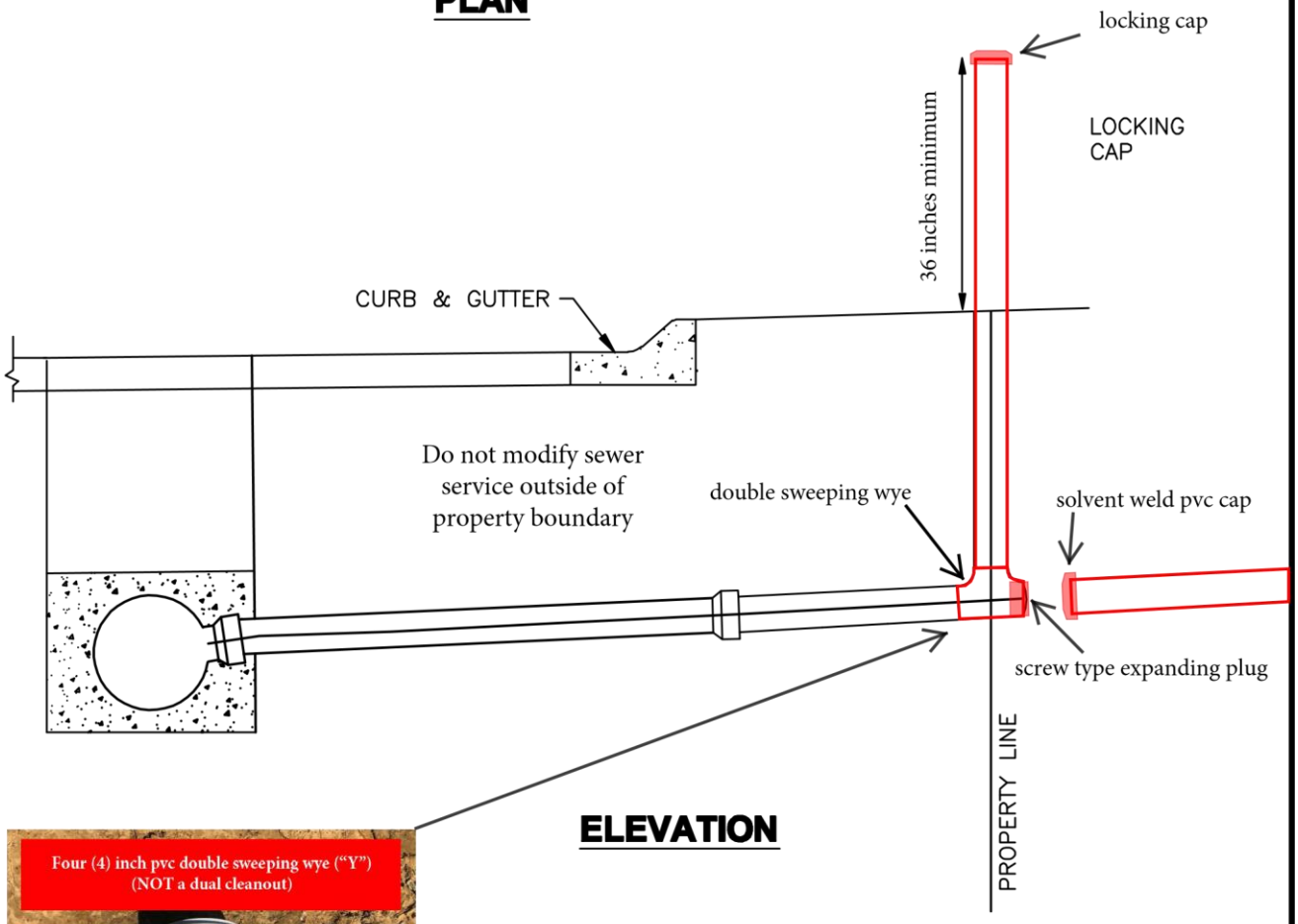
Greg Goodrich - Building Official

- 817-503-1057
- ggoodrich@colleyville.com

Updated January 2024



PLAN



ELEVATION

Sanitary Sewer Disconnect for Demolitions

CITY OF COLLEYVILLE TEXAS

January 2024

Updated March 7, 2023

Tree Protection Guidelines

The following procedures shall be followed for all construction projects which involve activity that requires Urban Forestry Review, unless an alternative is deemed appropriate by the Administrative Official.

A. Pre-Construction: The ensuing procedures shall be followed prior to construction.

1. All Preserved Trees shall have protective fencing located at the tree's critical root zone. The protective fencing shall be comprised of orange vinyl construction fencing, with a minimum of four-foot (4') approximate height.

2. Lumber shall be wrapped vertically around the tree trunk and held in place with wire or any other non-damaging method if a tree is within ten (10) feet of the construction of a building or any other situation determined by the Administrative Official that would pose a physical risk to the tree trunk.

3. In order to prevent damage to low hanging limbs, anything that may be impacted by equipment shall be pruned according to ANSI A300 standards.

4. Each area of tree protection shall require temporary signage that indicates the area is a "Tree Protection Area" and to "Keep Out". A wording standard will be developed, updated, and maintained by the Administrative Official. The wording shall be in English and Spanish and include the appropriate contact phone number with the City to report violations.

B. During Construction: The following procedures shall be followed within the limits of the Critical Root Zone (CRZ) of any Preserved Tree for any activity that is subject to the requirements of this chapter.

1. No placement of materials intended for use in construction or waste materials accumulated due to excavation or demolition.

2. No equipment may be cleaned or other liquids deposited. This would include but not be limited to, paint, oil, solvents, asphalt, concrete, mortar or other materials.

3. No signs, wires or other attachments, other than those of a protective nature shall be attached to the trees.

4. No vehicular and construction equipment traffic or parking.

5. Underground utilities shall be bored underneath trees' CRZ unless pre-approved by the Administrative Official.

6. Irrigation systems shall be designed to NOT require trenching across the critical root zone of any tree unless otherwise approved by the Administrative Official.

7. No digging, building, paving, or elevation changes.Updated February 1, 2019

Best Management Practices for Tree Protection

Purpose

Provide the basic Best Management Practices (BMPs) that can be implemented within any Texas community to initiate the protection and preservation of existing community trees and natural populations of forest and woodlands.

Benefits

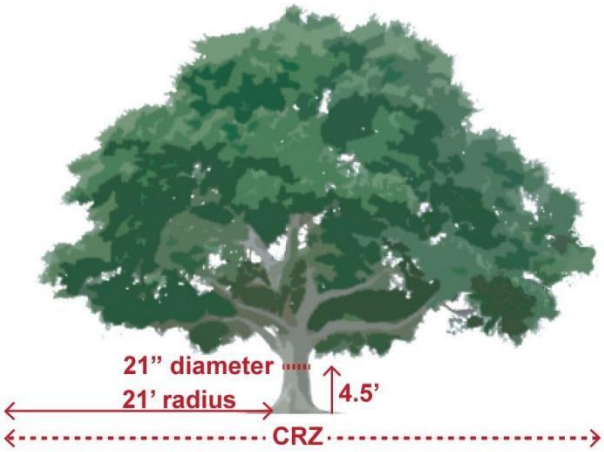
Trees provide a variety of social, economic, and environmental benefits to the community that often times go unnoticed. Trees increase property values, lower energy costs, improve air quality, reduce stormwater runoff, promote walkable communities and increase business sales, among many other benefits. These are some of the reasons many communities have already implemented tree protection codes.

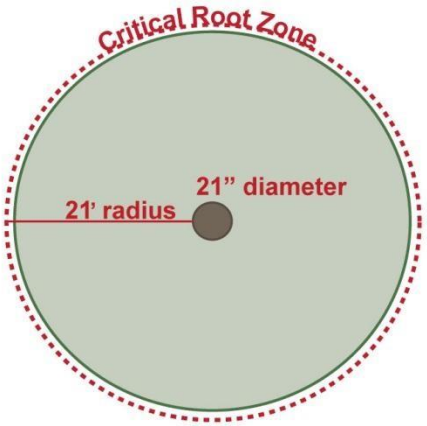
With this in mind, it is crucial to implement BMPs for tree protection early on to ensure trees remain healthy and continue to provide benefits long-term. Since tree roots are not visible to the naked eye, they are often crushed, cut and suffocated during construction. A healthy mature tree has stored energy resources within it and can sometimes withstand temporary disturbances to its roots. However, damage to tree roots and surrounding soils are often permanent and compromise tree health in the short- and long-term. Continual disturbance overtime from pedestrian, vehicle, and construction activities only perpetuate the declining health of the tree and eventually leads to structural failure (dropping of dead limbs or the entire tree falling over), which can damage property and even cause injury to people. Implementing basic BMPs for tree protection early on reduces the likelihood of tree decline and failure due to construction activities.

Definitions

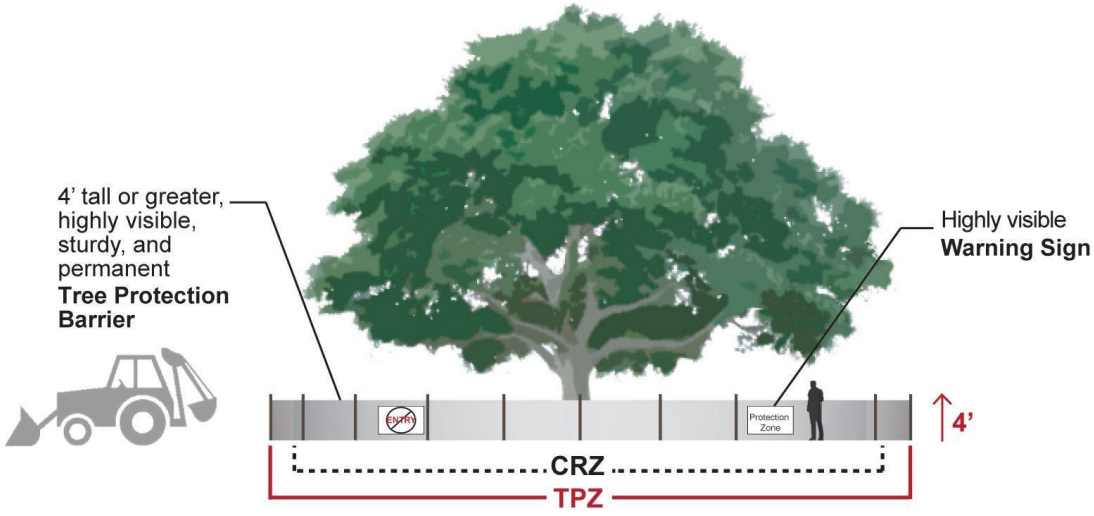
Best Management Practices (BMPs) are general guidelines used in many different disciplines to help define the best currently known or accepted practice for an optimal outcome.

Critical Root Zone (CRZ) is the area of soil extending from the tree trunk where roots required for future tree health and survival are located. This area can also be defined as a circle with a *minimum radius* of 1’ for every 1” in trunk diameter at 4.5” above ground.

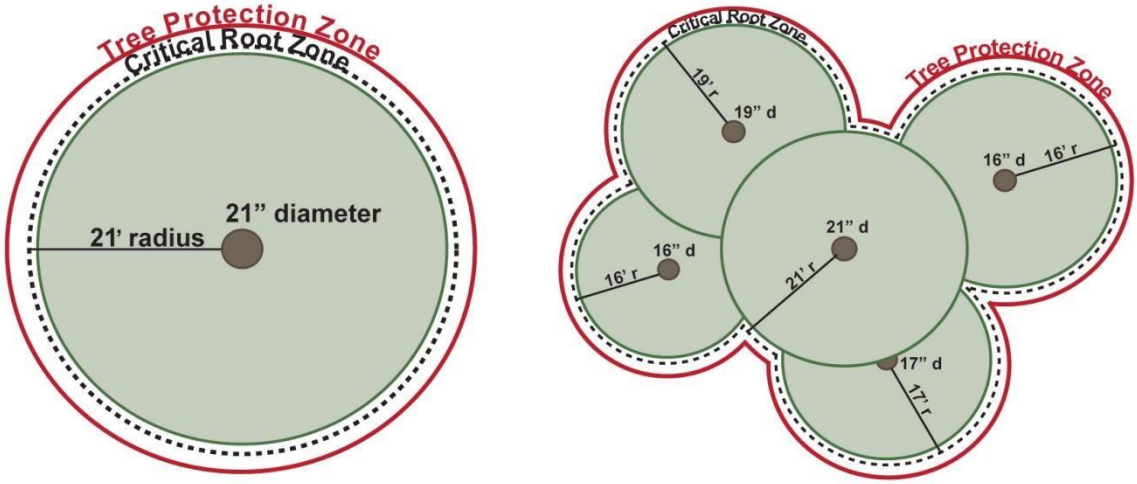

21” diameter
21’ radius
4.5’
CRZ


Critical Root Zone
21” diameter
21’ radius

Tree protection barrier encloses the Tree Protection Zone and is at least 4' tall, highly visible, sturdy, permanent and has warning signs on or near it for the duration of any construction activities.



Tree Protection Zone (TPZ) is an area where construction activities are prohibited or restricted to prevent injury to preserved trees, especially during pre- construction and construction, and includes the Critical Root Zone and/or beyond.



Best Management Practices

To promote the health of trees and stands of trees before, during, and after construction activities, follow these basic BMPs:

Planning Phase

1. Before assessing trees and other site structures and conditions, mark the site boundaries on plans and in the field to delineate which trees and stands of trees will be inventoried.

2. Perform a tree inventory that includes at minimum the location, size, and health of each tree and delineates quality stands of trees. Scope of the inventory should be based on communication and needs of the project team (developer, planner, engineer, architect, landscape architect, and other professionals involved), as well as City ordinances. This is the time to confer with the project team on conceptualizations for site design, so that way long-term tree protection and health gets integrated into the design.

Tips

- When selecting trees to be saved on site, other factors to consider include tree structure, tree species and tolerance to construction activity, age and health of trees, and soil properties.
- In addition to preserving existing trees on site, consider communicating with the project team on areas suitable for future tree planting so that way healthy soils can be preserved during and after construction activities for the preservation of all trees on site.
- It could be useful to write a tree management report that identifies which trees are most suitable for preservation and those that should be removed due to potential impacts from construction activities or structures and infrastructure.

Design Phase

3. Communicate with the project team to accurately site structures and utilities and determine the trees to remain on site. Conserve and protect trees in stands or groups where possible. Make sure the trees and stands of trees selected to be saved go into plans and construction documents. Include in all plans the Tree Protection Zone (TPZ) for all saved trees to avoid conflict with the protected area and placement of structures and utilities during construction.

Tips

- Consider protecting beyond the Critical Root Zone (CRZ) of a tree to further protect the roots and soil essential to tree health and structural stability.
- If there are grade changes occurring on site, work with the landscape architect or engineer to incorporate the use of tree islands and wells to prevent disturbance to tree roots.

Pre-construction Phase

4. Prior to pre-construction activities, including tree removal, access roads, construction staging areas, and building layout, erect tree protection barriers to visually indicate TPZs. Be sure to: ▪ Use tree protection barriers that are highly visible, sturdy, and restrict entry into the TPZ.
    - Install or erect signs along the tree protection barrier stating that no one is allowed to disturb this area.
    - Remove any branches or trees that pose an immediate risk to structures or people prior to any construction activities.

Tips

- Include highly visible language on all signs that specifies the financial penalties for violating policies.

Construction Phase

5. Communicate the intent of the tree protection barriers to the construction manager and workers to ensure that TPZs are not disturbed during construction activities. Have the construction manager sign a contract of compliance.

6. Prohibit these activities in the TPZ:
   - Stockpiling of any type, including construction material, debris, soil, and mulch
   - Altering soils, including grade changes, surface treatment, and compaction due to vehicle, equipment, and foot traffic
   - Trenching for utility installation or repair and irrigation system installation
   - Attaching anything to trunks or use of equipment that causes injury to the tree

7. Schedule site visits to ensure the contract is being met by the construction manager and that tree health is not being compromised by construction activity. Inspect and monitor trees for any decline or damages.

8. Keep in place all tree protection barriers until the project is completed.

Tips

- Sometimes site boundaries and existing site conditions prevent complete protection of the CRZ, so consider performing construction activities in these areas manually and installing trunk protection to prevent mechanical damage to the trunk.
- Apply at least 6" of mulch within the TPZ to prevent disturbance to tree roots and soil.
- Prior to any construction activity, consider taking photographs of the trees to be saved and surrounding areas to identify any construction damage caused to trees during construction.
- Add a penalty clause in the contract of compliance that prevents moving or altering the tree protection barrier and entering the TPZ.

Post-construction Phase

9. Perform a final inspection and continue monitoring after construction. Monitoring includes maintaining mulch, managing soil moisture, assessing tree damage, inspecting for insects and pests, and fertilization if needed.

Resources

- For information on managing trees during construction and guidelines for determining tree protection zones, see *Best Management Practices: Managing Trees During Construction*
- For more information on tree protection BMPs on construction and development sites, see *A Best Management Practices Guidebook for the Pacific Northwest* http://oregoncommunitytrees.org/tree-faqs/additional-resources/how-to-plant-a-tree/ and *A Community Forestry and Development Guide*

http://www.urbanforestrysouth.org/resources/library/tree-protection-bmps-for-contractorsand-builders/view?searchterm=urban

- For information on conserving wooded areas in developing communities see *Best Management Practices in Minnesota* http://www.dnr.state.mn.us/forestry/urban/bmps.html
- Visit the Arlington Virginia webpage for standards on construction drawings http://www.arlingtonva.us/departments/CPHD/planning/docs/CPHDPlanningDocsLandscapeDocs.aspx