



February 2024

Pool/Spa Construction Guidelines

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BUILDING INSPECTIONS
100 Main Street, Colleyville, TX 76034
www.colleyville.com

CSS Portal for Permitting and Inspection Scheduling -
https://selfservice.colleyville.com/energov_prod/selfservice#/home

APPLICATION All applications for permits are submitted electronically using the online CSS portal. Over-the-counter submittals are not accepted as all apps and construction documents are uploaded through the portal.

CONTRACTOR REGISTRATION Contractors must be currently registered in order to create an online permit in CSS. Registration submittal is completely electronic by downloading an application from the website and applying through the CSS portal.

SITE PREPARATION *Work* shall not commence until a building permit or grading permit is obtained. *Work* includes setting of forms or batter boards, lot grading, soil removal, soil dumping, brush clearing, tree removal or demolition. Work without a permit is subject to an investigation fee.

PLAN REVIEW The established goal is to complete plan reviews within seven (7) working days, excluding day of submittal. The seven day period begins when all submittal requirements are on file. Once the permit is processed and released, the contractor will be notified of all applicable fees and can may payment online. Each structure proposed to be built requires a separate building permit, including application and plan review.

CONSTRUCTION DOCUMENT SUBMITTALS The following items must be included when applying for a pool permit. **Incomplete plans and/or applications will create delays.**

- **Application** – Electrical contractor and plumbing contractor must be registered and listed.
- **Site Plan** – Identify the proposed pool overlaid on a survey or new plan with setbacks shown from the side and rear property lines as well as the primary dwelling. Identify easements by type and size. The site plan shall specify construction access from one of the following: 1) the existing driveway 2) the public street/across the yard 3) an adjacent lot (attach notarized permission)
- **Pool Plan** - Identify setbacks from the house and any other structures and showing the pool equipment location. This plan must be approval-stamped by the appropriate Electrical Utility Company.
- **Drainage Plan** – Include lot grading, deck drains, area drains, and roof drains which reflects positive drainage throughout. The drainage plan shall demonstrate how the lot drainage/grading will function after the improvements are complete without any detrimental impact to the site or adjacent properties.
- **Impervious Coverage Calculation Worksheet** - Impervious coverage is determined by adding the area of all surfaces related to any roof, patio, driveways, sidewalk, or any other condition which sheds rainwater and dividing by the total lot area. Impervious coverage must comply with percentages established by the Land Development Code. See *Schedule of District Regulations* at the back of this document for maximums permitted.

SEPTIC SYSTEMS

Dwellings using private waste disposal systems must show location of lateral lines or aerobic system on the site plan and must show setbacks from the pool as required by the Tarrant County Health Department and/or TCEQ.

TREE PROTECTION

Trees must be shown on the site plan if the plans require removal of any protected trees. Protected Trees shall not be removed unless the contractor is in possession of a pool permit. Do not place fill, store materials, or park vehicles under any protected trees.

LOCATION ON LOT

The exterior walls of outdoor swimming pools, spas, and hot tubs shall be not be located less than 5 feet from any property line, cannot be within the required front yard, and cannot extend beyond the forward-most portion of the primary dwelling on the lot. *Pool decks and equipment* shall not encroach into drainage or utility easements. A decorative fountain or pond not over 24 inches deep may be in a front yard provided it is at least ten feet from any property line. Portable spas or hot tubs are not regulated as to location by zoning other than they may not be in the

front yard or forward of the principal building.

LOT DRAINAGE

Any decking, equipment, stonework, or other improvements that are less than 5 feet from a side or rear property line shall require a drainage plan designed by an engineer to be submitted which demonstrates how the lot drainage will function. The Building Official or the City Engineer can mandate that an engineered drainage design shall be submitted at their discretion.

SETBACKS FROM BUILDING FOUNDATIONS

Pool and/or deck excavations must be located a minimum of three (3) feet from any building foundation, footing, or piers. The belly of the pool must not penetrate an imaginary line that extends laterally at least one (1) foot for every one (1) foot of depth, measured to any point of excavation. For example, if a portion of a pool and/or deck excavation is five (5) feet deep, that portion of the pool must be located at least five (5) feet from the building foundation, footing, or piers. An engineered letter of compliance shall be submitted as required.

FOOTINGS/FOUNDATIONS FOR FUTURE STRUCTURES – Installations within the pool deck for future patio covers or fireplaces are permitted provided they are detailed on the pool plans.

BACKWASH LINES

Swimming pool backwash lines shall discharge to a P-Trap that is connected to sanitary sewer. An approved separation tank may be used when connected as a reclamation system, or a cartridge filter system that does not require backwashing. Chlorinated water and salt water shall not discharge into a storm sewer, creek, bar-ditch, or on another property.

ENTRAPMENT

To prevent hair entrapment, drain covers must be installed that are in compliance with ASME/ANSI A112.19.8M and ANSI/NSF standard 50-2000.

VACUUM OR PRESSURE CLEANER

All vacuum or pressure cleaner fitting(s) shall be located at least six (6) inches and not more than twelve (12) inches below the minimum operational water level or as an attachment to the skimmer(s)

DECK DRAINS

Deck drains, area drains, and roof gutters which are designed principally to collect rainwater may drain to a storm sewer, creek, or bar-ditch.

SAFETY GLAZING

Safety glazing is required in walls and fences enclosing indoor and outdoor swimming pools, hot tubs and spas where the bottom edge of the glazing is less than 60 inches above a walking surface and within 60 inches horizontally of the water's edge. This shall apply to single glazing and all panes in multiple glazing. Reference 2018 IRC, Hazardous Locations.

FIRE PITS - Wood burning fire pits may be shown on plans provide they are constructed of masonry materials on site and approved for the specific use. Wood burning fire pits shall require a minimum 25 foot separation from any buildings or combustible materials. Gas-fired fire pits shall require a minimum 5 feet separation from buildings, combustible materials, and property lines. Fire pits shall not be located within any easement and cannot negatively impact lot drainage.

DEED RESTRICTIONS/HOMEOWNER ASSOCIATION

Deed restrictions and Homeowner Association regulations are considered a private agreement between property

owners. The City of Colleyville is not a party to such agreements and does not have any standing in the enforcement unless specified in a Special Use Permit. It is each property owner's responsibility to be aware of and comply with such agreements.

CODE COMPLIANCE: Swimming pools and spas shall comply with adopted 2018 ISPC including local amendments.

OFFICE HOURS: Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.

PLANS EXAMINER is generally available for emails and phone calls daily. Email inquiries are encouraged in lieu of phone calls due to high volumes of permit activity and small staff.

INSPECTORS are generally available to receive phone calls at the office from 7:00 a.m. to 8:00 a.m. daily or may be contacted on their cell phones during the day. At other times, voice mail messages may be left and calls will be returned as soon as time is available.

INSPECTION REQUESTS: Inspection requests are entirely online through CSS. Inspections cannot be scheduled using IVR system (phone dial-up). Inspections must be scheduled **by 7:00a.m.** for same day inspection.

- The Pool Contractor is responsible for all inspection requests via their online account
- Inspections must be called in **prior to 7:00a.m.** for same day inspection
- No concrete, plumbing, or underground inspections will be made if it is too wet
- No concrete inspections will be made unless the temperature is 38 degrees or above and rising. Do not lay brick when it will be below 40 degrees before mortar sets.
- All inspections cancelled because of cold or wet weather must be re-scheduled by the contractor.

INSPECTION RESULTS Can be reviewed online through the CSS portal only as inspection tags are NOT left on site.

RE-INSPECTION FEE

\$75.00 RE-INSPECTION FEE may be charged when:

- Work called for inspection is incomplete;
- The building is locked or work otherwise not available for inspection when called;
- Items noted for correction on initial inspection and not corrected upon re-inspection.
- Violations exist on the property including failure to maintain erosion control, trash control or tree protection.

\$125.00 RE-INSPECTION FEE may be assessed for second and subsequent violations of the above.

UNAUTHORIZED CONCEALMENT FEE

Any work concealed without first obtaining the required inspection in violation of Section 109 of the 2018 IRC shall be assessed a fee of \$350.00 as established by the city fee resolution.

CONSTRUCTION ACCESS

Unpaved access to pool construction requires a rock construction entrance in the right-of-way portion. Aggregate 3"-5" is recommended. The use of an adjacent lot for pool construction access is prohibited unless a notarized letter of authorization from the lot owner is submitted. Erosion control shall be installed which includes a construction entrance with aggregate. Permanent vegetation shall be established on the lot at the time of pool final.

EROSION CONTROL

- All activity on a site shall comply with City, State, and Federal statutes for storm water pollution control.
- Erosion control must be maintained at all times throughout the project.
- All inspections may be canceled and re-inspection fees assessed any time erosion control conditions are inadequate.
- Pool builder is responsible for maintaining erosion control methods on site where applicable. (EPA and TCEQ requirements).
- EPA and TCEQ requirements prohibit wash-out onto any public or private property of any materials used during construction including gunite, plaster, washed aggregate concrete, or any other hazardous material.

CONSTRUCTION HOURS

The Land Development Code regulates noise construction that is considered a nuisance. By ordinance, construction is allowed from 7:00 AM to 6:00 PM, Monday through Saturday which includes holidays. There cannot be any work performed on Sundays.

TEMPORARY FENCING

Pool excavation shall be secured by an approved temporary fence at all times until the permanent fence is installed. The top of the temporary fence shall be at least four feet (4') above grade, measured on the side of the fence that faces away from the swimming pool construction. Any opening in the fence shall be no larger than a size to prevent a sphere four inches (4") in diameter from passing through the fence. The wall of a dwelling may serve as part of the fence. Temporary fencing shall be supported using minimum 5-ft. tall, 14 gauge steel t-posts or steel tubing spaced a maximum of ten (10) feet on center. No rebar, wood stakes, or other methods shall be accepted unless approved in advance by the Building Official.

LITTER

- Loose trash shall be contained on the construction site and it is recommended that a litter container is provided.
- All inspections may be canceled and re-inspection fees assessed if trash is blowing or loose on the job site. No inspections will be made until all trash has been contained.

INSPECTIONS REQUIRED Each of the following inspections should typically be done in the proper order. Inspections can be cancelled and a re-inspection fee assessed if the temporary fence is not installed correctly on the job site.

- **Belly Steel Ground** - Ground clamps used on pool steel must be clamps listed for direct burial. Water found collected in belly during inspection will result in a FAILED result.
- **Deck Steel Ground** - Ground clamps used on pool steel must be clamps listed for direct burial. Where applicable, diving board jig shall be in place and bonded.
- **Gas Line(when required)** – If there are additional gas lines on the pool plan that were included with the pool permit and installed by the same plumber they will be inspected at this time.
- **P-Trap (DE systems)** – Swimming pool backwash lines shall discharge to a p-trap that is connected to sanitary sewer.
- **Pool Final** - Permanent vegetation (sod or hydro-mulch) shall be established at all disturbed areas on the lot. A final inspection must be requested to close the permit. No pool shall be occupied, utilized, or accessed unless a final inspection has been performed and approved by the City.
- **Energy Code requirements.** The International Energy Conservation Code has additional requirements for swimming pools:
403.9 Pools (Mandatory). Pools shall be provided with energy-conserving measures in accordance with Sections 403.9.1 through 403.9.3.

403.9.1 Pool heaters. All pool heaters shall be equipped with a readily *accessible* on-off switch to allow shutting off the heater without adjusting the thermostat setting. Pool heaters fired by natural gas or LPG shall not have continuously burning pilot lights.

403.9.2 Time switches. Time switches that can automatically turn off and on heaters and pumps according to a preset schedule shall be installed on swimming pool heaters and pumps.

Exceptions:

1. Where public health standards require 24-hour pump operation.
2. Where pumps are required to operate solar-and-waste-heat-recovery pool heating systems.

403.9.3 Pool covers. Heated pools shall be equipped with a vapor-retardant pool cover on or at the water surface. Pools heated to more than 90°F (32°C) shall have a pool cover with a minimum insulation value of R-12.

EXCEPTION: Pools deriving over 60 percent of the energy for heating from site-recovered energy or solar energy source.

POOL PERMITTING POLICY

Certain accessory components to be constructed in conjunction with a swimming pool installation may be covered under a Pool Permit. This includes spas, grills, fire pits, fireplaces, outdoor showers, and outdoor kitchens combining a grill and/or bar sink as well as all detached structures not exceeding 120 square feet in area. A legally existing covered patio may have a grill or outdoor kitchen installed under a pool permit. All components are subject to compliance with applicable building codes and zoning ordinances. All components shall be clearly shown on the pool plan and site plan and shall include all pertinent construction details.

Detached structures exceeding 120 square feet in area including but not limited to cabanas, gazebos, and arbors, as well as attached patio covers require a separate building permit.

The intent of this section is to allow for electrical and/or plumbing installations to be installed concurrent with the pool and other components provided the same licensed contractor performs the work. Structures that require a *Building Permit* per section R105 of the IRC cannot be grouped under the Pool Permit and must have a separate permit.



POOL / SPA / FOUNTAIN APPLICATION

(Please print clearly)

Address and Owner Information		Applicant/Contractor Information	
Project Address		Pool Contractor (Co. Name)	
Lot	Block	Applicant Name	
Subdivision		Applicant Email	
Property Owner Name		Applicant Phone	
Property Owner Address		Field Contact & Phone (if different than above)	
City / State / Zip			
Project Information		Construction Access/Entrance	
<input type="checkbox"/> Swimming Pool <input type="checkbox"/> Spa/Hot Tub <input type="checkbox"/> Fountain <input type="checkbox"/> Fire Place <input type="checkbox"/> Fire Pit <input type="checkbox"/> Grill/Kitchen		<input type="checkbox"/> Existing concrete driveway utilized for all phases of construction <input type="checkbox"/> Across yard with aggregate installed from street to 10 feet back <input type="checkbox"/> **Accessing site from adjacent lot with owner's written permission <p style="text-align: center;">**(Attach letter of authorization from property owner)</p>	
		Project Valuation	
		\$	
Backwash Disposal Method		Subcontractor Information	
<input type="checkbox"/> Backwash discharges to the sanitary sewer (P-trap req.) <input type="checkbox"/> Cartridge or similar type filtering system which does not discharge backwash water to the atmosphere		Electrician	EC License No.
		Plumber	RMP License No.

Applicant Signature	
Printed Name	Signature

The owners signature below is an acknowledgement that a contract exists between the owner and the general contractor. The city is not a party to the contract and only reviews and inspects the project for compliance with adopted codes. Any disputes between the parties does not involve the city or its staff. The permit belongs to the applicant and no other permits will be issued for the same scope of work until the existing permit is finalized, canceled, expired, or transferred by the applicant.

Owner Information	
Printed Name	Phone
Signature	



POOL/SPA BARRIER REQUIREMENTS (page 1 of 4)

Application. The provisions of this document shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drowning and near drowning by restricting access to swimming pools, spas and hot tubs.

Outdoor swimming pool. An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa shall be surrounded by a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.
3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1 3/4 inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1 3/4 inches (44 mm) in width.
5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1 3/4 inches (44 mm) in width.
6. Maximum mesh size for chain link fences shall be a 2 1/4-inch (57 mm) square unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than 1 3/4 inches (44 mm). Chain link fences are allowed in private pools only.
7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1 3/4 inches.
8. Access gates shall comply with the requirements of items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:
 - 8.1 The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and
 - 8.2 The gate and barrier shall have no opening larger than 1/2 inch (13 mm) within 18 inches (457 mm) of the release mechanism.

POOL/SPA BARRIER REQUIREMENTS (page 2 of 4)

9. Where a wall of a dwelling serves as part of the barrier, one of the following conditions shall be met:
 - 9.1. The pool shall be equipped with a safety cover in compliance with ASTM F 1346; or
 - 9.2. Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed in accordance with UL 2017. The deactivation switch(s) shall be located at least 54 inches (1372 mm) above the threshold of the door; or
 - 9.3. Other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body, shall be acceptable so long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described above.
10. Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure and the means of access is a ladder or steps:
 - 10.1. The ladder or steps shall be capable of being secured, locked or removed to prevent access; or
 - 10.2. The ladder or steps shall be surrounded by a barrier which meets the requirements of items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.

Indoor swimming pool. Walls surrounding an indoor swimming pool shall comply with Item 9 Section AG105.2, **Prohibited locations.** Barriers shall be located to prohibit permanent structures, equipment or similar objects within 3 feet from being used to climb them.

Barrier exceptions. Spas or hot tubs with a powered safety cover which complies with ASTM F 1346 shall be exempt from the provisions of this appendix.

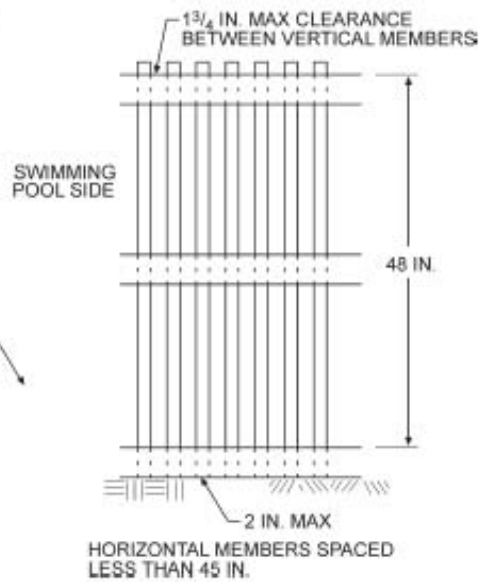
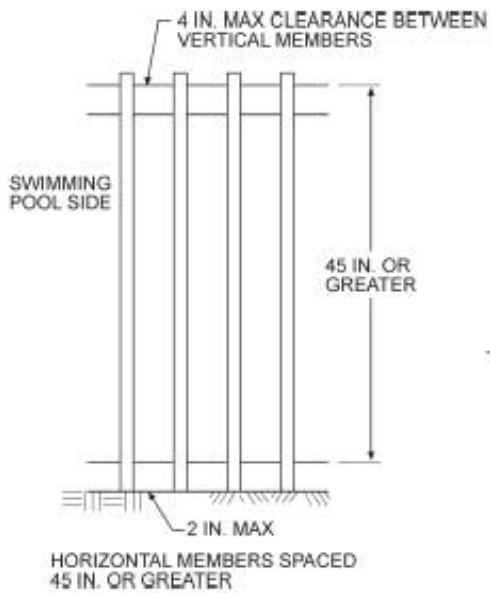
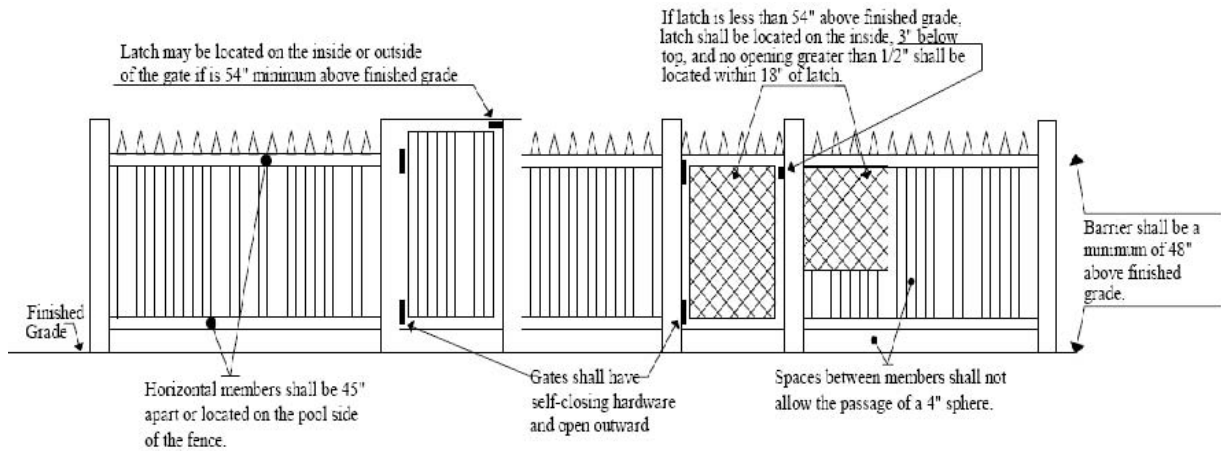
Automatic Vehicle Entry Gate as Pool Barrier Component:

Where an automatic vehicle entry gate is incorporated as a component of a pool barrier, it is recommended that the gate shall open and close within one (1) minute of opening with a single activation of the switch in order to prevent a gap in the barrier once a vehicle has passed through.

Glazing in hazardous locations:

Hazardous locations are defined as any glazing with a bottom edge less than 5 feet above and within 5 feet of the edge of pool. Such glazing shall be laminated or tempered glass.

POOL/SPA BARRIER REQUIREMENTS (page 3 of 4)



For SI: 1 inch = 25.4 mm.

**Figure AG105.2(2)
PRIVATE SWIMMING POOL BARRIER CONSTRUCTION**



POOL BARRIER CERTIFICATION (page 4 of 4)

SITE ADDRESS _____

POOL CONTRACTOR _____

This document requires the **HOMEOWNER** certify that **one** of the following protection devices has been installed to restrict access to the pool:

- (A) A qualifying barrier shall be fully and completely installed prior to receiving final pool approval
 - An automatic safety cover that is listed and labeled in accordance with ASTM F1346 is installed for the pool and spas.
 - The fence alone fully complies with all barrier requirements of the 2018 International Pool and Spa Code.

- (B) Where the building forms a part of the pool barrier one (1) of the following protection methods has been installed.
 - Doors and windows with direct access to the pool shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed and labeled in accordance with UL 2017. The deactivation switch(s) shall be located at least 54 inches above the threshold of the door.
 - Doors with direct access to the pool area shall be equipped with self-closing doors and self-latching devices. The latch must be at least 54 inches above the threshold of the door.

OWNER - PRINT NAME: _____

OWNER - SIGNATURE: _____

For new dwellings without a certificate of occupancy, the general contractor listed on the building permit shall sign the form.

STATE OF _____

COUNTY OF _____

On this ____ day of ____, in the year _____, before me _____, Notary Public, personally appeared _____.

Personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is (are) subscribed to this instrument, and acknowledged that he (she/they) executed it.

WITNESS my hand and official seal. _____
Notary's Signature

Notary's Name (print)
My commission expires: _____

SECTION 3.24.G – SCHEDULE OF DISTRICT REGULATIONS

MAXIMUM RESIDENTIAL DENSITY; MINIMUM LOT SIZE REQUIREMENTS; MINIMUM YARD REQUIREMENTS; MAXIMUM BUILDING HEIGHT; MAXIMUM LOT COVERAGE; OUTDOOR STORAGE; SCREENING; AND, HOURS OF OPERATION

(See District Regulations Notes following Section 3.24.F for explanation of letters in charts)

Zoning Districts	Minimum Lot Size Requirements			Max. Lot Size	Minimum Yard Requirements			Max. Building Height		Max. Lot Coverage	Max. Impervious Coverage
	Area (sq. ft.)	Min. Width in feet	Min. Depth in feet		Front (feet)	Each Side (feet)	Rear (feet)	Stories	Feet		
AG	130,680	200	300	n.a.	40'	25'	40'	2.5	35'	20%	50%
RE	80,000	200	300	n.a.	40'	25'	40'	2.5	35'	20%	50%
R-40	40,000	150'	150'	n.a.	40'	15'	25'	2.5	35'	20%	50%
R-30	30,000	125'	125'	n.a.	35'	10'	25'	2.5	35'	25%	55%
R-20	20,000	100'	125'	n.a.	30'	10'	25'	2.5	35'	30%	60%
R-15	15,000	100'	125'	n.a.	30'	10'	25'	2.5	35'	30%	60%
R-D	4,000	70'	115'	n.a.	25'	10'	25'	2.5	30'	50%	60%
R-MF	2,700	70'	115'	n.a.	25'	10'	25'	2.0	30'	50%	80%
R-MF	1,500	70'	115'	n.a.	25'	10'	25'	3.0	30'	75%	80%
MH	20,000	100'	125'	n.a.	30'	10'	25'	2.5	30'	30%	40%
C-PO	n.a.	100'	120'	1 acre	40'	15' (B/C)	10' (C/D)	2.0	35'	40%	80%
CN	n.a.	100'	120'	1 acre	40'	15' (B/C)	10' (C/D)	2.0	35'	40%	80%
CC1	n.a.	150'	120'	5 acres	40' (A)	15' (B/C)	10' (C/D)	2.0	35'	50%	80%
CC2	n.a.	150'	120'	none	40' (A)	15' (B/C)	10' (C/D)	2.0	35'	60%	80%
CC3	n.a.	150'	120'	none	40'	15' (B/C)	10' (C/D)	2.0	35'	70%	80%
ML	n.a.	100'	120'	none	40'	15' (B/C)	10' (C/D)	2.0	35'	60%	80%