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Effective April 1, 2009, the City of Richmond is the administrative agent for plan review, permitting, inspection, and enforcement of the Standards of the West Fort Bend Management District within the City or its ETJ.

**PLAN REVIEW CHECKLIST**

**FOR COMMERCIAL AND INDUSTRIAL PROPERTIES WITHIN THE WEST FORT BEND MANAGEMENT DISTRICT**

This document is a shortened version of the requirements of the West Fort Bend Management District in the form of a checklist. This checklist summarizes the requirements of the District that need to be shown on the plans submitted for a permit. We advise you to obtain a copy of the entire set of Standards and Regulations (including photo exhibits), from the Building Department, or download the Standards and Regulations at the District’s website, [www.wfbmd.org](http://www.wfbmd.org).

**Check Applicable Roadway (“Corridor”)**

These Corridor descriptions are stated in general terms. Please refer to Exhibit A (located in the Standards or available at the Planning Department) to determine if a property is within the District boundaries.

- U.S. 59 Corridor – includes property on both sides of U.S. 59 and extends from the Grand Parkway on the east to the City Limits of Rosenberg on the west
- Highway 90A Corridor – includes property on both sides of Highway 90A and extends from Richmond ETJ line on the east to the Brazos River on the west
- FM 359 Corridor – includes property on both sides of FM 359 and extends from Highway 90A on the south to Farmer Road on the north then west to Jones Creek
- FM 762 Corridor – includes property on both sides of FM 762 and extends from FM 2218 on the northwest to FM 2759 on the southeast
- FM 2218 Corridor – includes property on both sides of FM 2218 and extends from the City Limits of Rosenberg on the southwest to FM 762 on the northeast

The property does not necessarily have to be addressed on these roads to be in the District. The District boundaries extend out from the centerlines of the above mentioned roadways as shown on Exhibit A to the Standards. Many of the Standards also apply to Secondary Roads. A Secondary Road is any public roadway within a Corridor. If a property appears to be “half in and half out” of the District, then Staff will have to make a determination as to whether the Standards apply.

**Check Applicable Applications and Associated Fees:**

<b>Application Type:</b>	<b>Fees Inside City</b>	<b>Fees Outside City</b>	<b>Amount Enclosed</b>
Building Permit	\$ 250.00	\$ 500.00	
Landscape Permit	\$ 250.00	\$ 500.00	
Lighting Permit	\$ 100.00	\$ 250.00	
Site Clearing Permit	\$ 100.00	\$ 250.00	
Heritage Tree Removal Permit	\$ 500.00	\$ 500.00	
Plat	\$ 250.00	\$ 250.00	
Sign Permit	\$ 25.00	\$ 25.00	

## STANDARDS

***Please show all specific requirements and all numerical requirements on the plans. For items that do not need to be shown, please include in the form of a notation on the plans.***

### Buildings in the US 59 Corridor

#### *Setback lines from US 59*

- All buildings shall be setback a minimum of 40 feet from the right-of-way.
- All surface parking shall setback a minimum of 35 feet from the right-of-way.

#### *Setback lines from Secondary Roads within US 59 Corridor*

- All buildings shall have a minimum building setback lines of 35 feet from any Secondary Road right-of-way.
- All surface parking shall have a minimum setback lines of 25 feet from any Secondary Road right-of-way.

#### *Setback lines from Side and Rear Property Lines (applies to all Corridors, including all Primary Roads and Secondary Roads)*

- A minimum 6 foot surface parking setback line shall be maintained from all side and rear property lines and a minimum 10 foot building setback line shall be required for all side and rear property lines.

### Buildings in the Hwy 90A, FM 359, FM 762, and FM 2218 Corridors

#### *Setback lines from Corridors, including all Primary Roads and Secondary Roads in those Corridors*

- All buildings shall be setback a minimum of 35 feet from the right-of-ways of the Corridors.
- All surface parking shall be setback a minimum of 25 feet from the right-of-way of the Corridors.

#### *Setback lines from Side and Rear Property Lines (applies to all Corridors, including all Primary Roads and Secondary Roads)*

- A minimum 6 foot surface parking setback shall be maintained from all side and rear property lines and a minimum 10 foot building setback shall be required for all side and rear property lines.

#### *Building Materials (applies to all Commercial and Industrial Structures in the District)*

- The exterior building materials for buildings within the Corridor shall be comprised of 80% Masonry, glass, or combination thereof.
- All parking lots shall be constructed of reinforced concrete and shall be properly drained. Construction plans with structural details shall be reviewed and approved by the District or its designee.

#### *Additional Building Material Requirements for Industrial Buildings*

- All Building Material requirements listed above.
- May not include highly reflective surfaces at the ground story, exposed and untreated precision block walls, false fronts, "stuck on" mansard roofs on small portions of the roofline, and unarticulated facades.
- Loading areas shall not be located at the front of buildings nor visible from the Corridors.
- These design elements shall be incorporated in the design: (i) employ a variety in structure forms to create visual

character and interest; (ii) avoid long unarticulated facades; (iii) employ facades with varied front setback lines; (iv) employ architectural treatment of all structure elevations; (v) relate windows and doors to the scale of the elevation and provide recessed openings for depth and contrast; and (vi) alteration of colors and materials.

- Use of metal as a building facade must be reviewed and approved by the District or its designee prior to construction.

### ***Landscape Standards***

#### *Tree Preservation*

- Trees that are greater than 30 inches in diameter, measured at a level of 24 inches above natural ground, shall not be removed from any site within the District without a Heritage Tree Removal Permit.
- A tree survey of all trees greater than 18 inches and a long term tree preservation plan drawn by a registered urban forester or surveyor shall be submitted to the District or its designee.
- A site clearing permit is required in order to remove, destroy or disfigure any trees in the Corridors, including all Primary Roads and Secondary Roads. Normal maintenance and pruning of trees does not require a site clearing permit.
- Trees planted under power lines shall comply with any applicable height requirements of CenterPoint Energy.

#### *Landscape Requirements for Parking Setbacks*

- The following are approved trees for parking setbacks for commercial and industrial developments and parking lots along the Corridors: pecan, sweetgum, sycamore, willow oak, live oak, shumard red oak, lacebark elm, bald cypress, Montezuma cypress, Mexican sycamore, loblolly pine, magnolia, swamp red maple, Texas hickory, and cedar elm.
- Trees, shrubs and grass shall be the primary landscape materials that provide a landscape buffer in the parking setback areas between the Primary Road or Secondary Road right-of-ways and Commercial or Industrial properties. The grass ground cover shall be sodded or hydro-mulched on a graded surface that provides adequate drainage. Weeds and underbrush shall be removed and topsoil provided to allow for a healthy stand of grass. If winter rye is planted during winter months, Bermuda seed shall be added to provide for growth during warmer temperatures.
- All grass turf and other landscaping shall be irrigated with an automatic sprinkler system. Fertilization shall be scheduled on a regular basis to maintain the turf in a healthy condition.
- Single trunk, 3.5 inch caliper, 65 gallon, 12 foot to 14 foot high trees shall be planted with trees spaced on 30 foot to 40 foot centers. Trees shall be randomly spaced along the entire frontage of the Primary Roads and Secondary Roads. The total minimum number of trees required shall be determined by a formula that takes the linear front footage along the frontage and divides it by 30. (If, for example, a property owner had 600 linear feet of frontage they would be required to install a minimum of 20 trees (600/30 = 20).)
- All trees shall be adequately irrigated with an automatic drip system. Trees shall be pruned at least every two years and fertilized on a regular schedule as required to maintain their health. All dead or dying plants or trees shall be removed or replaced within 90 days of notice.

#### *Landscape Requirements for Side Property Lines*

- All side property lines shall have shrub hedges and trees installed the greater of the back of the building or 200 feet.
- A double row of 5 gallon or larger Wax Leaf Ligustrums or Wax Myrtles shall be installed in triangular spacing of 18 inches along all side property lines.
- Single trunk, 3.5 inch caliper, 65 gallon, 12 foot to 14 foot high trees shall also be installed along all side property lines, spaced at 40 feet on center. If there is an adjoining site to the side property line, the first owner to develop the property will provide the trees and the other property owner will provide the shrubs.

- All landscaping shall be irrigated with an automatic system.

#### *Landscape Requirements for Parking Lots*

- Planting islands shall be required at the end of all parking bays.
  - Two trees shall be planted within each end of the parking bays, 10 feet from the edge of the bay planter (see Exhibit B photo in Standards).
  - Trees shall be 65 gallon, 3.5 inch caliper, single trunk, 12 feet to 14 feet in height.
- For parking lots with two or more rows of cars, in every other row every fourth space shall contain a 6 foot curbed planter diamond.
  - Live Oak trees shall be planted in each diamond planter (see Exhibit C photo in Standards).
  - Live Oak trees shall be 65 gallon, 3.5 inch caliper, single trunked, 12 to 14 feet in height.
- All trees shall be irrigated with automatic systems.
- Five gallon or larger Wax Leaf Ligustrum or Wax Myrtle hedges shall be required along the outside border of all parking lots.
  - The plants shall be planted in a double row, triangularly spaced on 18 inch centers.
  - Hedges shall be maintained at a height of 4 feet.
  - Hedges shall be irrigated with an automatic system.

#### *Additional Landscape Requirements for Industrial Property Only*

- All Landscape Standards and Requirements listed above.
- Landscaping should define areas by helping to focus on entrances to buildings, parking lots, and loading areas; by defining edges of various land use; by providing transition between neighboring properties (buffering); and providing screening for outdoor storage, loading and equipment areas.
- Landscaping should be in scale with adjacent buildings and of appropriate size at maturity to accomplish its intended goals. Use of native, disease-resistant, drought-resistant varieties of plant materials is strongly encouraged. See Exhibit D in Standards for list of recommended plants, shrubs and trees.
- Landscaping around the base of buildings is recommended and should be accented at entrances.
- Trees should be located throughout the parking lot and not simply at the end of parking aisles.
- Landscaping should be protected from vehicular and pedestrian encroachment by raised planting surfaces, depressed walks, or the use of curbs.
- Berming in conjunction with landscaping can be used at the building edge to reduce structure mass and height along facades.

#### ***Lighting Standards***

- A photometric drawing shall be submitted to the District or its designee.
- The photometric drawing shall depict the design layout with a point-by-point footcandle lighting level for the entire site, including parking areas and the exterior of the buildings.

- All retail lighting shall achieve a minimum average level of 10 foot candles with a maximum/minimum uniformity ratio of 14 to 1.
- All other Commercial (excluding retail) office building lighting shall achieve a minimum average lighting level of 3 foot candles with a maximum/minimum uniformity ratio of 12 to 1. The size and style of the lighting fixtures shall also appear in the form of a schedule.
- No flood lights shall be mounted on buildings except for wall packs on the rear of buildings.
- Lighting shall be low-key and the placement of fixtures shall coincide with major walkway areas.
- The choice of fixtures shall reflect the theme and architecture of the building. Site structure lighting shall be illuminated with a concealed, stationary shielded light source.
- In the City's ETJ, when these Standards conflict with the Fort Bend County Lighting ordinance, the more restrictive requirement takes precedence.

*Additional Lighting Standards for Industrial Development in the Corridors*

- All Lighting Standards listed above.
- Lighting shall improve safety and security and enhance the evening driving experience for residents and visitors, and provide an appropriate level of light without glare or overflow on to the Corridors. Lighting should be shielded to confine light spread within the site boundaries.
- Design of light fixtures and their structural support shall be architecturally compatible with the main buildings on-site. Illuminators shall be integrated within the architectural design of the buildings.
- All building entrances should be well lighted. As a security device, lighting should be adequate but not overly bright.

**Screening**

*Service and Utility Areas*

- All service and utility areas shall be screened from public view by screens, Masonry fences, and other devices approved by the District or its designee.
- Trash areas and dumpster locations shall be permanently fenced or screened with Masonry enclosures that closely resemble the associated building's exterior color, with solid metal gates at the enclosure opening.
- Trash areas and dumpster locations shall be located so that they are not visible from a public street. The gated side of the dumpster shall face the back of the associated building when located in close proximity to the building.
- Trash areas and dumpster locations shall be landscaped on all visible sides.
- All air-conditioning or ventilating equipment mechanical equipment such as water towers, storage tanks, cooling towers, heating equipment, or electrical equipment shall be screened from public view by fencing or landscaping.

*Additional Screening for Industrial Property*

- Screening should be designed to blend with the site's architecture.
- Plant materials may be used in combination with appropriate fencing materials.
- Any equipment, whether on the roof, side of building or ground, shall be screened by methods that integrate architecturally with the building.
- Screening shall be used to screen automobiles, loading and storage areas and utility structures.

### *Rooftop Equipment*

- Rooftop-mounted equipment must also be screened with materials that match the building components or screened by a parapet wall that surrounds the entire building.
- If a parapet wall is used for screening and any rooftop equipment is higher than the parapet that surrounds the building, a site line study shall be submitted that illustrates that the rooftop equipment is not visible from a distance of less than 2000 feet from any direction at ground level.

### *Driveways for Drive-Thru Lanes*

- Drive-thru lanes for fast food restaurants, financial institutions, pharmacies, or any other use requiring a drive-thru lane shall require a minimum of 2 double rows of landscaping to completely screen vehicles from public view.
- The row of landscaping closest to the traffic lane shall be 5 gallon or larger Wax Myrtles or Wax Leaf Ligustrums planted 18 inches on center in a triangular pattern in a double row to create a hedge that will be maintained at 6 feet in height.
- The second row shall be 5 gallon or larger Dwarf Wax Myrtles or Ligustrums planted 18 inches on center in a double row and maintained at a 3 foot height.

### *Dry-bottom Detention Areas*

- Dry-bottom detention areas shall be screened by hedges or an earth berm.

### *Fence Requirements*

- Fences shall be constructed for security or screening purposes (including perimeter fencing for residential communities) and shall be constructed of Masonry, concrete, wrought iron or tubular metal.
- Chicken-wire, hog-wire, razor wire, barbed wire or wood fencing is prohibited.
- Fences for Commercial and Industrial property, including Multi-Family, shall be set back a minimum of 6 feet from front property lines.
- Fences shall be at least 6 feet but no more than 8 feet high.
- Any residential development adjacent to a Commercial property shall be screened with a Masonry fence and the second project to develop shall be required to construct the Masonry fence.

### *Additional Fencing Requirements for Industrial Property*

- Fence Requirements listed above.
- Barbed wire as an accessory to another type of fence is permitted when the barbed wire material is located along the top of the fence and is at least 6 feet above ground level.
- Screened chain link fencing may be allowed but is subject to review and approval by the District or its designee prior to construction.