



City of Friendswood Development Review Committee Checklist

DATE: _____

Commercial

Residential

ADDRESS/LOCATION: _____

Applicant: _____

Staff in Attendance: Aubrey, Becky, Adam, Jose, Brian R., Steve V., Hailee, Jil, James, Doug

Current Zone: _____ Proposed Use: _____

Project Description: _____

Information provided in this meeting is subject to change; applicant will be subject to regulations in place when a first permit request is submitted to the City.

Description	Notes
Copy of Zoning Ordinance Links to all development related info is available at http://www.ci.friendswood.tx.us/COF/business/criteria	~ www.municode.com ~ Verify deed restrictions, City does not enforce ~ Additional requirements in zoning ordinance for the following uses: Private Recreation Facility, Auto Repair Garage, Temporary Batching Facility, Junkyards, Dry Cleaning Facilities, Personal Care Facilities ~ Reference Regulation Matrix for required set backs
Specific Use Permit Required	
Variance from ZBOA	
Zone Change	
Compliance with Future Land Use Plan?	
Plat required (Subdivision Ordinance) No objection letters from utility companies to be submitted with plat package.	Plat Method: <input type="checkbox"/> Preliminary/Final <input type="checkbox"/> Existing Plat <input type="checkbox"/> Short Form Final <input type="checkbox"/> Amended Plat <input type="checkbox"/> Replat <input type="checkbox"/> Vacating Plat <input type="checkbox"/> Certificate of Platting Exemption
Infrastructure Plans (Subdivision Ordinance and Design Criteria Manual)	Submit plans for public or private infrastructure after preliminary plat approval for streets, utilities, drainage, access gates, subdivision walls/fences, sidewalks, etc. Council approval required before plat recordation.
Major Thoroughfare Plan	Right-of-way required: _____

Site Plan procedure and requirements (Zoning Ordinance Sec. 9 H.)	<ul style="list-style-type: none"> • Civil plans including drainage and utilities & Architectural plans including cover sheet, site plan, landscaping plan, tree survey, photometric plan, building elevations • Staff review • P& Z Commission approval
Community Overlay District Requirements (Zoning Ordinance Sec 7.5)	<p>Applies to properties within 300' of FM 2351, FM 518, FM 528, Friendswood Parkway, Bay Area Blvd (150' abutting FM 2351 between Beamer Rd & Clear Creek)</p> <ul style="list-style-type: none"> • Earth tone color requirement: provide colored elevations • Underground utilities required
Downtown District (Zoning Ordinance Sec 8.N.)	Mixed use district allowing residential above the ground floor.
Landscape/Screening requirements (Zoning Ordinance Sec. 8.I)	
Parking Requirements (See Design Criteria Manual – Parking Group Table)	Residential – house less than 3,000 sqft = min. 2 parking spaces; house more than 3,000 sqft – min. 3 parking spaces
Tree Survey (Zoning Ordinance Sec. 8 I.2.f.(3))	Required to identify all trees w/caliper of 12” or greater; add note to plans if no such trees exist
Photometric Survey (Zoning Ordinance Sec. 8 J.2.c.)	<p>Abutting Commercial – no more than 1 foot candle</p> <p>Abutting Residential – no more than .25 foot candles</p> <p>(Measured at the property line)</p>
Park Dedication (Ordinance 2012-25)	\$600 per dwelling unit
Utility Availability	<p>Water</p> <p>Sewer</p>
Impact Fees (cost based on meter size; see price list for other meter sizes)	\$5396 for a 1” meter
Water meter cost (cost based on meter size; see price list for other meter sizes)	\$457.50 for 1” meter
Galveston County Health District (on-site sewage facility permit and health permits for food service)	Call 409-938-2411 for areas not serviced by public sewage and/or water systems. www.gchd.org

Engineering (Design Criteria Manual)	Design standards for streets, utilities, sidewalks, drainage, parking lots, traffic, etc.
Drainage District	Verify separate permitting requirements with: <input type="checkbox"/> Galveston County Consolidated Drainage District <input type="checkbox"/> Harris County Flood Control District <input type="checkbox"/> TxDOT <input type="checkbox"/> Gulf Coast Water Authority
Drainage Plan for storm drainage improvement/Detention Requirements	<input type="checkbox"/> On-site detention required <input type="checkbox"/> Engineered drainage plan required <input type="checkbox"/> Drawing showing sheet flow required *Some areas may have regional detention availability. Please contact GCCDD for requirements and consideration by board.
Flood Plain Requirements	Flood Zone: <input type="checkbox"/> AE (100-yr) <input type="checkbox"/> Un-shaded X <input type="checkbox"/> Shaded X (500-yr) <input type="checkbox"/> Floodway Flood Development Permits required for Floodway and AE zones. *See Page 7 for finished floor elevation requirements
TXDOT permit for property accessing FM 518, FM 528, or FM 2351	TXDOT permits are required for any drainage, driveways, landscape or other work within the TXDOT right-of-way; verification of permits must be submitted to the City
Pipelines in the area (Chapter 26 and Appendix B, Friendswood Code of Ordinances)	No habitable structure can be built within 50 feet of any pipeline.
Fire Marshal	Fire hydrants required within 500 ft for single family residential; 300 ft for commercial
Police Department	
Sign Permits (Appendix A Signs)	Separate permits required for all signs. <ul style="list-style-type: none"> • Wall sign: 1.5x linear frontage of building • Monument sign: 50 ft² max; 7' high max
Building Permits	At the time of permit submittal, all subcontractor permits are required to be submitted with the building permit.
Alcohol Service	Permit required from City Secretary's Office

City of Friendswood Development Review Committee Contacts

Planning & Zoning

Aubrey Harbin	281-996-3280	aharbin@friendswood.com
Becky Bennett	281-996-3290	bbennett@friendswood.com

Public Works

Steve Vavrecka	281-996-3384	svavrecka@friendswood.com
Hailee Medwedeff	281-996-3383	hmedwedeff@friendswood.com

Engineering

Jil Arias	281-996-3293	jarias@friendswood.com
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Building Department

Brian Rouane	281-996-3285	brouane@friendswood.com
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Code Enforcement

Alex Mendoza	281-996-3236	amendoza@friendswood.com
Ruben Garcia	281-996-3205	rgarcia@friendswood.com

Storm Water Management

Marua Blackburn	281-996-3297	mblackburn@friendswood.com
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Parks & Recreation

James Toney	281-996-3229	jtoney@friendswood.com
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Police Dept.

Doug Lauersdorf	281-996-3370	dlauersdorf@ci.friendswood.tx.us
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Fire Marshal's Office

Adam Aiken	281-996-3355	aaiken@friendswood.com
Jose Garza	281-996-3337	jgarza@friendswood.com

Drainage District Contacts

Galveston County Consolidated Drainage District	www.gccdd.dst.tx.us
Harris County Flood Control District	www.hcfcd.org
Gulf Coast Water Authority	www.gulfcoastwaterauthoritytx.gov
Texas Department of Transportation district/contractor-information.html	https://www.txdot.gov/about/districts/houston-district/contractor-information.html

Utility Contacts

Texas New Mexico Power Company Energy Efficiency Program	https://tnmp.com/
Centerpoint Energy	https://www.centerpointenergy.com/energy-efficiency/commercial/
	https://www.centerpointenergy.com/en-us/business/customer-service/service-connect/construction-process?sa=ho

City of Friendswood

Current Codes & Standards

- City of Friendswood Code of Ordinances www.municode.com

Building Codes

- 2018 International Building Code Code changes from 2018 to 2024 effective March 1, 2026
- 2018 International Residential Code
- 2018 Mechanical Code
- 2018 Plumbing and Gas Code
- 2017 National Electric Code (NEC)
- Windstorm 143 mph ultimate velocity (applies to Galveston and Harris County within city limits)
<http://www.tdi.state.tx.us/wind/index.html>

Fire Codes

- 2018 International Fire Code w/exceptions
- 2018 NFPA Life Safety 101

Flood Zones

Reference the City's Chapter 34 Flood Ordinance for more details.

ZONE AE: In Zone AE, lowest floor elevations shall be a minimum of 24-inches above the elevation given on the latest FEMA FIRM panel for the city. When the building location falls between elevations, the elevation may be interpolated to the nearest one-half foot.

ZONE AO: In Zone AO, lowest floor elevations shall be 36-inches higher than the centerline of the road in curb and gutter streets, or the high bank of a roadside ditch on streets with open ditch drainage.

ZONE B – SHADED “X”: In Zone X-shaded, lowest floor elevations shall be a minimum of 24-inches higher than the adjacent natural grade.

ZONE C – UNSHADED “X”: In Zone X-unshaded, lowest floor elevations shall be as follows:

On curb and gutter streets, the elevation shall be a minimum of 18-inches above the top of curb or a minimum of 12-inches above the adjacent natural grade, whichever is greater.

On streets with open ditches, slab elevations shall be a minimum of 18-inches higher than the center of the street or a minimum 12-inches higher than the adjacent natural grade, whichever is greater.

Engineering

- Design Criteria Manual <https://www.ci.friendswood.tx.us/publications>

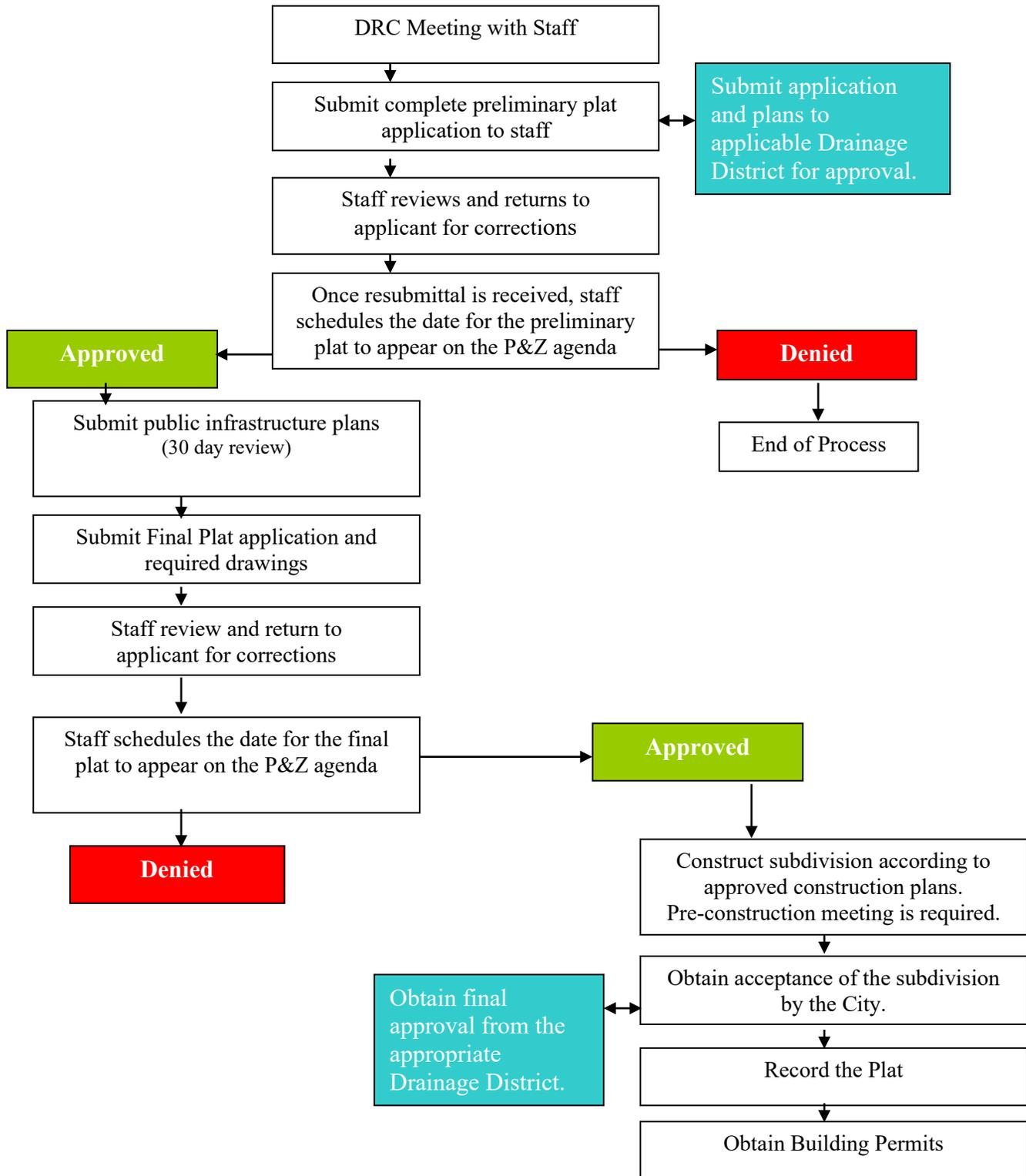
Planning & Zoning

- Subdivision Ordinance (Appendix B City of Friendswood Code of Ordinances)
- Zoning Ordinance (Appendix C City of Friendswood Code of Ordinances)
- State of Texas Local Government Code

Fees

- Fee Ordinance (Appendix D City of Friendswood Code of Ordinances)

Platting Process (60 – 90 days)



Zone Change Process

(60 – 90 day process)

