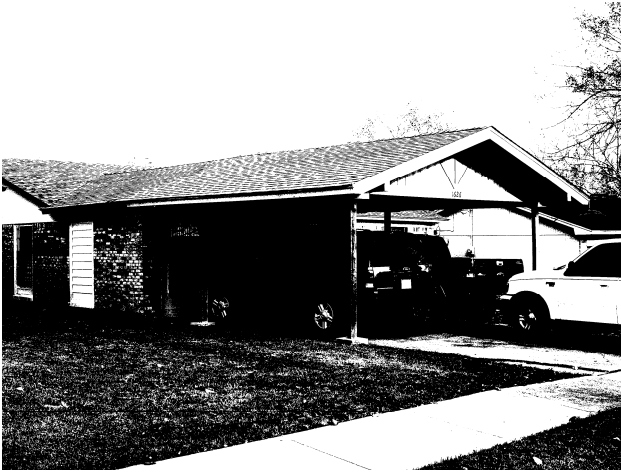


Front Carport Design Standards, Requirements & Application



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Carport:

A structure designed or used to shelter vehicles that is open on at least two sides. Carport shall not include the covered portion of a circular drive, a porte cochere or similar covers which shall comply with the requirements for a principal building.

Front carport: A carport constructed between the principal structure (house) and the front or exterior-side lot lines over an approved driveway surface. Front Carports are only permitted with a Special Exception approved by the Board of Adjustment (BOA).

Special Exception

Only lots zoned R-3, Single Family Residential, are eligible for a Special Exception. The BOA will consider the following when making a determination on a request for a front carport:

- (a) Whether the front carport would afford the only opportunity to provide covered parking on the lot;
- (b) Whether the lot has paved alley access such that rear parking is available as an alternative to a front carport;
- (c) Whether parking behind the building line was not required at the time of construction; and
- (d) Whether the dwelling was originally built with a one-car garage or no garage.

BOA application and Building Permit Process:

- 1) Apply for a Special Exception by submitting an application, application fee of \$200.00, site plan, and elevations of the carport to the Planning and Zoning Division.
- 2) Upon submittal of the application for a Special Exception, the City will mail out a notice of a public hearing to all property owners within 200 feet of the subject property at least ten days before the BOA meeting. The notified property owners have the opportunity to comment on the request.
- 3) City Staff from the Planning Division will visit the subject property and prepare Staff's recommendation on the request for the Board of Adjustment. (A copy is available, by request, to the applicant prior to the meeting.)
- 4) Attend and present your request before the BOA at scheduled meeting. (The meeting schedule is attached to this packet.)
- 5) If the BOA approves your request, you must submit a building permit application with drawings and permit fee to the Building Inspection Division for review. (The permit must be obtained within 90 days of approval or the request is denied without prejudice.)
- 6) After obtaining a building permit, construct the carport and request inspections from the Building Inspection Division to finalize the permit.

Should the BOA approve a request, the front carport shall comply with the following design standards:

Front Carport Design Standards:

1. The color and materials of supports for the carport shall match or replicate the principal structure. Metal shall not be an acceptable exterior material.
2. The carport shall have a pitched roof that is either a closed or opened gable or hip design that matches the existing pitch and is structurally integrated into the roof of the principal structure provided that, if the carport abuts a two-story wall of the home, the carport shall be attached to the abutting wall. Additionally, the carport shall use roofing materials that substantially match the color of the roofing materials used on the principal structure.
3. The front carport shall be no greater than 400 square feet and cannot extend 20 feet beyond the front or exterior building line proper. The width of a front carport shall not exceed 40 percent of the length of the front façade of the principal structure.
4. The roof height of the carport shall not exceed the height of the roof of the principal structure. Additionally, the eave height of the carport shall not exceed the eave height of the house provided that, if the carport abuts a two-story wall of the home, the eave height of the carport shall not exceed half of the height of the abutting wall. Eave height shall be measured from the adjacent grade to the underside surface of the eave.
5. The carport shall cover an approved driveway surface.

The Board of Adjustment is not authorized to grant relief from the above requirements except to allow a flat and/or metal carport under specific circumstances. The above standards do not include building code requirements. Please consult with the Building Inspection Division regarding construction standards, load-bearing requirements and applicability of building materials.

A carport with a flat roof and/or metal exterior may be approved as a Special Exception. In determining whether the requested front carport with a flat roof and/or metal exterior would be appropriate, the Board shall consider, among other things, the following items:

- (a) The property is located on a lot platted before December 21, 1964. A metal carport shall not be approved on a lot platted after said date;
- (b) The existence, location and design of other carports in the immediate vicinity of the request.

If a request for a metal exterior is approved, the following conditions shall be required:

- (1) A carport shall be constructed with aluminum or metal with baked enamel finish. The color of the carport shall match or replicate the trim of the principal structure.
- (2) A carport shall have trim fascia on all exterior sides of the carport and shall have an internal gutter system.
- (3) The support columns for the carport shall be at least four inches by four inches or have at least a four-inch diameter.

A "flat roof" means a roof with a pitch of $2 \frac{1}{2} / 12$ or less. If a request for a flat roof is approved, the roof materials, structural design and strength of materials shall be subject to approval by the Building Official. A rolled roof shall be prohibited.

BOARD OF ADJUSTMENT

2012 Submittal Schedule

Application Deadline	BOA Meets 4th Thursday* at 6:30 p.m.
December 30	January 26
January 26	February 23
February 23	March 22
March 29	April 26
April 26	May 24
May 31	June 28
June 28	July 26
July 26	August 23
August 30	September 27
September 27	October 25
November 7	December 6*
January 2, 2013	January 24, 2013

* Due to the holidays, the November and December meetings will be combined into one meeting on December 6, 2012.

BOARD OF ADJUSTMENT Meeting Procedure

Board:

The Board is appointed by the City Council and is authorized to consider certain exceptions and variances to zoning, sign and fence ordinance requirements.

The Board is made of 5 members and 2 alternates, the alternates are sitting at the ends and can participate in the discussion, but will not be voting.

There will be 5 members voting and 4 votes are required to approve an application.

The Board's decisions are final and cannot be appealed to the City Council. If you should wish to appeal a decision of the Board, your next step is district court.

Procedure:

When your item is read from the Agenda, a member of the Planning Staff will be called on to present the Staff Report. Upon completion of the staff report, the applicant will be called to approach the podium.

The applicant is to describe to the Board what the request involves and the circumstances and reason for the request. Once the applicant has stated their case, the Board members may ask some questions to clarify the request or to obtain additional information.

At the end of their presentation, the applicant will be asked to take a seat and the Board will open the public hearing, which is the opportunity for anyone interested in the case to present their facts and comments either for or against the application.

Anyone wishing to speak for or against the application will be asked to approach the podium when the public hearing on the item is opened.

- Speakers are asked to provide name and address for the record prior to speaking.

When everyone who wishes has had the opportunity to give their comments, the public hearing will be closed.

At that time the Board will discuss the application and vote to approve, table, approve with conditions, or deny the request.

If your application is approved, you may apply for your permit and pay the building permit fee any time after 1:00 p.m. the following day in the Building Inspection office located at 1515 N. Galloway. The permit must be obtained within 90 days of approval. The applicant may request an extension prior to the expiration of the 90 days, otherwise the request is denied without prejudice.

Materials presented to the Board of Adjustment as part of the applicant's presentation or as justification for the requested variance/special exception will become part of the official record and must be placed in the applicant's file. This will also apply to materials presented in opposition to a requested variance/special exception.

**CITY OF MESQUITE
BOARD OF ADJUSTMENT
FRONT CARPORT APPLICATION**
(\$200.00 Application Fee)

Application #: _____

Receipt #: _____

Date Received: _____

This application is for requesting a Special Exception for a front carport. If the carport encroaches into the interior side yard setback, then an application for a Variance is required. Please provide a site plan and elevations with your application. The site plan needs to provide the footprint of your property, the house, driveway and carport. The elevation needs to include materials for and design of the proposed carport and how it will be attached to the house. Additionally, provide the answers to the questions on the next page.

Property Address: _____

Size of the Carport (Dimensions and Square Footage): _____

Pitch of the Carport Roof: _____ Height of the Carport (Eve and Pitch): _____

Exterior Material of the Carport: _____

APPLICANT INFORMATION:

Contact: _____	Phone: (_____) _____ - _____
Company: _____	Fax: (_____) _____ - _____
Address: _____ _____	E-mail: _____ (Required)
Signature: _____	Owner <input type="checkbox"/> Representative <input type="checkbox"/> Tenant <input type="checkbox"/> Buyer <input type="checkbox"/>

OWNER AUTHORIZATION AND ACKNOWLEDGEMENTS:

<p>1. I hereby certify that I am the owner or duly authorized agent of the owner, of the subject property for the purposes of this application.</p> <p>2. I hereby designate the person named above as applicant, if other than myself, to file this application and to act as the principal contact person with the City of Mesquite in the processing of this application.</p> <p>3. I hereby authorize the City of Mesquite, its agents or employees, to enter the subject property at any reasonable time for the purpose of 1) Erecting, maintaining, or removing "Variance or Special Exception" request signs, which indicate that a zoning action is under consideration and which indicate how further information may be obtained, and 2) Taking photographs documenting current use and current conditions of the property; and further, I release the City of Mesquite, its agents or employees from liability for any damages which may be incurred to the subject property in the erecting, maintaining, or removal of said signs or the taking of said photographs.</p> <p>4. I have read and understand the information contained in the Front Carport Design Standards, Requirements Application packet.</p>	
Owner: _____	Phone: (_____) _____ - _____
Address: _____ _____	Fax: (_____) _____ - _____
	E-mail: _____
Signature: _____	

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Answering the following questions will assist the Board of Adjustment in evaluating the request for a front carport.

Will the front carport afford the only opportunity to provide covered parking on the lot?

Does the lot have paved alley access such that rear parking is available as an alternative to a front carport? _____

When was the house constructed? _____

Was the home constructed with a garage? If so, what size is the garage (single-car or two-car)?

Has the garage been converted to a living space? If so, when? _____

Please describe how the proposed front carport will be compatible with and why it will not have an adverse impact on the neighborhood.

When requesting a Special Exception for a front carport with a flat roof and/or metal exterior the Board of adjustment will consider, among other things, the following items:

Metal carports can only be considered on lots platted before December 21, 1964.

Identify when the property was platted. _____

Existence, location and design of other carports in the immediate vicinity.

Identify other carports in the immediate vicinity of the property, describing their location, materials and design.

End of the application