



DESIGN DISTRICT AND OVERLAY CERTIFICATE OF APPROPRIATENESS INFORMATION, CHECKLIST, AND AFFIDAVIT FORM

100 FORT WORTH TRAIL CITY OF FORT WORTH, TX
76102 (817) 392- 8000 or (817) 392-7923

A Certificate of Appropriateness (COA) is required for all construction, exterior rehabilitation, and signage within a Design District, Design Overlay, or Form-Based Code Zoning District.

Examples of projects that require a COA include:

1. Construction of a new structure;
2. Expansion of an existing structure;
3. Alteration to the exterior of an existing structure (excluding in-kind repairs);
4. Construction of a surface parking lot;
5. Construction of sidewalks or other roadside improvements within the public right-of-way; and
6. Any signage, both permanent and temporary.

DESIGN REVIEW PROCESSES

1. **Submission:** All application materials and attachments should be submitted electronically through the Accela Online Permitting System: [Click Here](#) to Apply Online or visit www.fortworthtexas.gov/urban-design.
2. **Review Process:**
 - **Completeness Check and Assignment:** City Staff will verify completeness of the application and assign a planner to review it within two (2) business days of submission. Initial determination of completeness will look for submission of required documents to conduct a design review. Initial determination of completeness does not preclude City staff from requesting additional documentation later. **Staff will not accept or process incomplete applications.**
 - **Initial Design Review:** Once an application is determined to be complete, city staff will either provide initial comments/required changes or administratively approve an application for a COA.
 - **Subsequent Design Review:** After providing initial design review comments, subsequent reviews will continue until an application can be approved administratively or it is determined by staff to be ready for public hearing.
3. **Administrative Approval:** The City is authorized – but not required – to review and approve a Certificate of Appropriateness administratively for any project that clearly complies with all design standards. Such projects would not require a hearing by the DDRB or UDC. Staff will provide a copy of the COA to the applicant upon approval.
4. **Commission/Board Approval:** The Urban Design Commission (UDC) and Downtown Design Review Board (DDRB) conduct monthly public hearings on all projects that cannot be approved administratively by Staff. The location and zoning of the project will determine which board an application goes to for approval and or waivers.
 - DDRB meetings are held on the first Thursday of each month (except in January and July) at 2:00 p.m. in the City Council Work Session Room, Terrace Level of City Hall. The DDRB meeting schedule is posted on the Development Services Department website.
 - UDC meetings are held on the third Thursday of each month in the morning in the City Council Work Session Room, Terrace Level of City Hall. The UDC meeting schedule is posted on the Development Services Department website.

HELPFUL SUGGESTIONS

- Read all pages of this application.
- Carefully review all applicable sections of the form-based design district or design overlay that applies to your property.
- Contact the Design Review Team at (817) 392-8000 or DesignReview@fortworthtexas.gov early in the process.
- Utilize free Development Services Department resources such as Pre-Development Conferences (PDCs) and Permit Assist.
- Complete the application form; provide a detailed description of the project and all required drawings.
- Applicants who are tenants must provide written approval from the property owner.
- Provide all required information by Board/Commission hearing deadline.
- Apply for any necessary permits.
- Contact your Planner immediately if your plans change before the hearing or during construction.
- Early in the development and design process, contact community stakeholders, including neighborhood organizations, neighboring properties, and neighborhood design organizations, such as Downtown Fort Worth, Inc., Near Southside, Inc., Camp Bowie District, Inc., and Fort Worth Stockyards, Inc.

APPEALS

A written notice of appeal must be filed with the City Secretary within ten days after receipt of notification of the Urban Design Commission or Downtown Review Board's decision. Contact Staff regarding specific fees and appeals regulations.

DOCUMENTS REQUIRED WITH APPLICATION

All plan sets shall be drawn to scale and include a north arrow, graphic scale, property boundaries, dimensions, labels, and legible street names. Plans must clearly identify existing and proposed improvements and maintain consistent orientation and layout across all sheets. **STAFF MAY REQUEST ANY ADDITIONAL INFORMATION NECESSARY TO DETERMINE THE APPROPRIATE FINDINGS AND RECOMMENDATIONS.**

- Detailed and Legible Description of the Scope of Work**
- Photographs** of the building context (surrounding area) and affected elevations (for alterations and remodels)
- Plat** (as filed with the County) of entire subject site
- Site Plan*** shall illustrate all existing and proposed site conditions, including:
 - a. Location and footprint of all structures, adjacent structures sufficient to show context
 - b. Streets and rights-of-way
 - c. Easements (utility, drainage, public access)
 - d. Parking areas
 - e. Driveways, sidewalks, walkways, loading areas and access points
 - f. Walls or fences
 - g. Utilities (above and below grade) and Utility service connections
 - h. Lighting
 - i. Signage
 - j. Significant elevation/grade changes
 - k. Mechanical units (ground or rooftop)
 - l. Dumpsters and enclosures
 - m. Grading and drainage patterns
 - n. Open space or amenity areas
- Landscape Plan*** shall depict:
 - a. Existing and proposed vegetation, identifying trees to remain or be removed
 - b. All new plantings with botanical and common names, sizes and quantities
 - c. Irrigation layout where applicable
 - d. Screening for parking/loading/mechanical areas
 - e. Landscape buffers
 - f. Foundation plantings
 - g. Street trees
 - h. Any required open space or pedestrian amenity zones

* Reference landscape plan requirements in §6.301(c) of the Zoning Ordinance. For less complex projects, the Site Plan and Landscape Plan may be integrated, provided all elements are clearly legible.
- Building Plans** shall include:
 - a. Dimensioned floor plans and elevations of all sides showing height, materials, roof form, fenestration and architectural details
 - b. Labeling of exterior materials and colors on elevations or in a separate materials schedule/board
 - c. A roof plan showing parapets, mechanical equipment, lighting and screening
 - d. Integrated lighting and signage details
 - e. Window schedule, and transparency and fenestration calculation table
 - f. Sections or enlarged details where necessary to demonstrate compliance with the applicable form-based code and design standards
- Signage Plan** shall conform with the requirements of Chapter 29 of the City of Fort Worth Code of Ordinances and any additional standards in the applicable form-based code district (for example the Berry/University FBC “Signs Allowed By District” table). It shall include:
 - a. Location, size (area and height), type, illumination, materials, mounting method and attachment detail of all proposed signs; plan view and building elevation views where applicable
 - b. Setbacks from property lines and rights-of-way, easements, pedestrian sight triangles, and visibility clearances
 - c. Exhibit all wall-mounted, projecting, detached/monument, canopy, electronic changeable copy or digital message signs, and any unified sign program if part of a multi-tenant complex
 - d. Engineering and foundation details for signs exceeding the height or structural thresholds set by permit requirements.



**DESIGN DISTRICT AND OVERLAY
CERTIFICATE OF APPROPRIATENESS
APPLICATION**

PROPERTY INFORMATION

Project Name (if applicable): _____
Street & Number: _____
City: _____ State: _____ Zip Code: _____
Legal Description: _____
Current Zoning: _____
Applicable Overlay(s): _____
Historic designation (if applicable) DD HC HSE

PROPERTY OWNER / AGENT / APPLICANT

Property Owner: _____
Contact person / Company Name (if applicable): _____
Mailing Address: _____ City, State Zip: _____
Phone Number: _____ Email: _____
Applicant: _____
Company Name (if applicable): _____
Mailing Address: _____ City, State Zip: _____
Phone Number: _____ Email: _____
Agent (if applicable): _____
Company Name (if applicable): _____
Mailing Address: _____ City, State Zip: _____
Phone Number: _____ Email: _____

Staff uses the above information to notify any interested parties regarding the hearing or the issuance of a Certificate of Appropriateness. If any additional parties should be notified, please include their mailing information on a separate sheet of paper.

DESCRIPTION OF PROPOSED WORK - PLEASE ATTACH ADDITIONAL SHEETS IF NEEDED

ACKNOWLEDGEMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above application to the City of Fort Worth for a Certificate of Appropriateness (COA). I understand that if I am not present or represented at a public hearing meeting, the designated Board or Commission may continue or disapprove/deny the application. I authorize City staff and members of the applicable Board or Commission to visit and inspect the property.

I understand that in considering my application, a Board or Commission determines whether the proposed work complies with the applicable development standards and guidelines.

I understand that any owner dissatisfied with the action of a Board or Commission regarding the issuance or denial of a Certificate of Appropriateness shall have the right to appeal to the City's Appeals Board within 10 calendar days after the Commission's decision. The appeal must be in writing and filed with the City Secretary.

I agree to provide any additional information necessary for determining eligibility as requested by the Development Services Department and an applicable Board or Commission .

I acknowledge that my application and documents submitted to City staff may be shared with other city departments and local community partners that administer public funds, such as Public Improvement Districts and Tax Increment Finance Districts.

Approval of your case, by any City of Fort Worth Board or Commission, DOES NOT negate you from any other applicable ordinance requirements needed to obtain required permits, Certificates of Appropriateness, or a Certificate of Occupancy. Please note, most boards and commissions have a 30-calendar day hearing cycle. This cycle enables the applicant to file a request for a hearing application 30 days BEFORE the date of the hearing.

Additional project approvals may be required by the following City Departments (not a comprehensive list): Urban Forestry, Platting, Transportation Development Services (TDS), Infrastructure Plan Review Center (IPRC), Small Scale Infrastructure Program (SSIP), Grading, Building Permits, Contract Management Office (CFAs, Encroachments, Easements and Vacations by Separate Instruments, Maintenance Agreements), and Park and Recreation (PARD).

Projects may also require approvals or hearings from the following City Boards and Commissions: Board of Adjustments (for Special Exceptions and Variances), Historic and Cultural Landmarks Commission (for HSE, H/C, DD, and Historic District designations), Construction Board of Appeals (regarding Building Code Standards), City Plan Commission (for variances, vacations, and subdivision waivers), and City Zoning Commission (for zoning changes), and City Council.

IF NECESSARY, THE APPLICANT MUST OBTAIN APPROVAL FROM ANY OTHER BOARD OR COMMISSION IN ORDER TO COMPLY WITH THE DECISION OF THE DDRB OR UDC. ALL NECESSARY APPROVALS MUST BE RECEIVED BEFORE A BUILDING PERMIT WILL BE ISSUED.

I, THE UNDERSIGNED, HEREBY ACKNOWLEDGE THAT I FULLY UNDERSTAND THE INFORMATION CONTAINED HEREIN AND HAVE RECEIVED A COPY HEREOF.

Owner/Agent: _____ Date: _____