

# How to Apply for a Certificate of Appropriateness Online

Historic and Cultural Landmarks application

# Step 1: Go to <https://aca-prod.accela.com/CFW>

Register for an Account Reports (1) Login

**Building Inspections:**

Our volume of inspection requests currently exceeds our capability to perform all inspections on the date requested.

Every effort will be made to make inspections as requested, however, they may be *delayed up to 2 working days*. We appreciate your patience.

Search...

Home Development Fire Gas Well Planning Street Use Infrastructure more

Advanced Search

Welcome to the City of Fort Worth's Online Permitting System!

**What would you like to do today?**  
To get started, select one of the services listed below:

<b>Development</b> Apply for Permit Search Applications and Permits Schedule an Inspection	<b>Fire</b> Create an Application Search Applications
<b>Gas Well</b> Search Applications	<b>Planning</b> Search Applications
<b>Street Use</b> Search Applications Schedule an Inspection	<b>Infrastructure</b> Search Applications
<b>Licenses</b> Search Applications	<b>Water</b> Search Applications

**Sign In**

USER NAME OR E-MAIL: \*  
anna.baker@fortworthtexas.gov

PASSWORD: \*  
.....

Forgot Password?

Sign In

Remember me on this device

Not Registered?  
CREATE AN ACCOUNT

# Step 2: Login or Register for an account

Advanced Search ▾

Welcome to the City of Fort Worth's Online Permitting System!

## What would you like to do today?

To get started, select one of the services listed below:

### Development

[Apply for Permit](#)  
[Search Applications and Permits](#)  
[Schedule an Inspection](#)

### Gas Well

[Search Applications](#)

### Street Use

[Search Applications](#)  
[Schedule an Inspection](#)

### Licenses

[Search Applications](#)

### Fire

[Create an Application](#)  
[Search Applications](#)

### Planning

[Search Applications](#)

### Infrastructure

[Search Applications](#)

### Water

[Search Applications](#)

## Sign In

USER NAME OR E-MAIL: \*

PASSWORD: \*

[Forgot Password?](#)

Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

# Step 3: Once you're logged in, click the Home tab at the top of the screen to create a new permit

The screenshot displays a web application interface. At the top, there is a navigation bar with several tabs: 'Home', 'Development', 'Fire', 'Gas Well', 'Planning', 'Street Use', 'Infrastructure', and 'more'. The 'Home' tab is highlighted with a red square. Below this is a secondary navigation bar with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The user is greeted with 'Hello, Anna Baker'. Below the greeting are two panels: 'Saved in Cart (0)' with a 'View Cart' link, and 'My Collection (0)' with a 'View Collections' link. Both panels contain the message 'There are no items in your shopping cart right now.' and 'You do not have any collections right now.' respectively. At the bottom, there is a 'Work in progress' section with a 'View All Records' link and a table with columns: Record Name, Record ID, Module, Creation Date, and Action. The table currently shows 'No records found'.

Home Development Fire Gas Well Planning Street Use Infrastructure more ▾

Dashboard My Records My Account Advanced Search ▾

Hello, Anna Baker

Saved in Cart (0) View Cart

There are no items in your shopping cart right now.

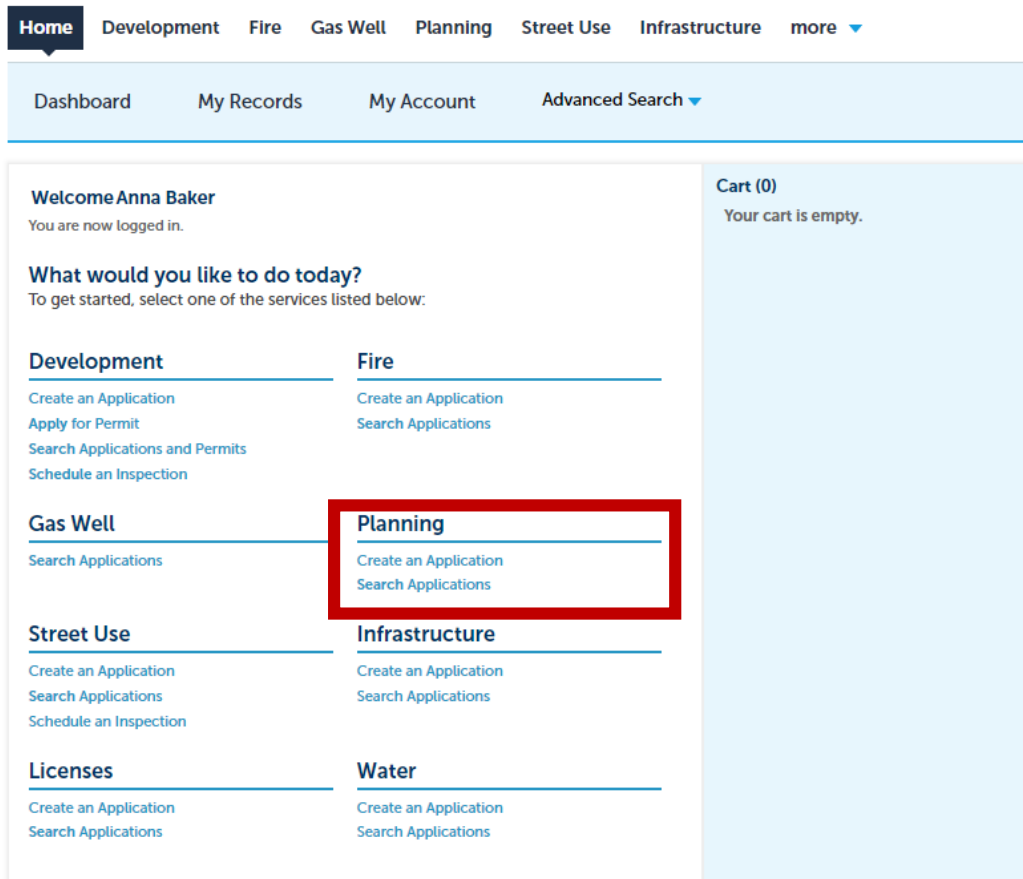
My Collection (0) View Collections

You do not have any collections right now.

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

# Step 4: Click “Create an application” under the Planning heading



The screenshot shows the top navigation bar with the following items: Home, Development, Fire, Gas Well, Planning, Street Use, Infrastructure, and more. Below this is a secondary navigation bar with Dashboard, My Records, My Account, and Advanced Search. The main content area is divided into two columns. The left column contains a welcome message for Anna Baker and a list of service categories: Development, Gas Well, Street Use, Licenses, Fire, Planning, and Water. The 'Planning' category is highlighted with a red box and contains the links 'Create an Application' and 'Search Applications'. The right column contains a 'Cart (0)' section with the message 'Your cart is empty.'

## Planning

Create an Application  
Search Applications

# Step 5: Acknowledge the Terms and Conditions and click 'Continue'

- If you haven't already please click the link to the Historic Preservation Webpage to ensure you are familiar with the review process and appropriate guidelines

Home Development Fire Gas Well **Planning** Street Use Infrastructure more ▾

Create an Application Search Applications

### Online Application

Welcome to the City of Fort Worth's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

**Zoning Applications** - Will be processed for the next scheduled Zoning Commission public hearing. For more information and dates please visit <http://fortworthtexas.gov/boards/ZoningCommission/>

**Urban Forestry Applications** - For more information, please visit <http://fortworthtexas.gov/planninganddevelopment/urbanforestry>

**Downtown Design Review Board** - For more information, please visit [Downtown Urban Design District – Welcome to the City of Fort Worth \(fortworthtexas.gov\)](http://fortworthtexas.gov/planninganddevelopment/downtowndesignreviewboard/)

**Historic Preservation** - For more information, please visit [Historic Preservation webpage](#)

**Urban Design District** - For more information, please visit [Urban Design District webpage](#)

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.  
For assistance with Plat Inquiries, please call (817) 392-8027.

**General Disclaimer**  
While the City of Fort Worth (City) attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

# Step 6: Select Historic and Cultural Landmarks Commission under the Planning tab

Home Development Fire Gas Well **Planning** Street Use Infrastructure more ▾

Create an Application Search Applications

## Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

(CP) Concept plan – This plan is required for those projects in excess of 640 acres within the city limits or pending annexation areas. It shows the initial proposal for the development of a large tract as well as proposed major land uses and access/circulation.

(PP) Preliminary plat – required when five (5) or more lots are proposed, the development is to be final platted in phases or there are new street dedications or other public conveyances (school sites, park sites, etc.)

(FP) Final plat – may include all or any portion of the area in an approved preliminary plat.

(FS) Final short plat/re-plat – a final plat that does not require a preliminary plat, where four (4) or fewer lots are proposed and there will be no dedication or construction of public or private streets required for access. May also be previously platted land.

(VA) Vacation - Permanent abandonment. Applications require approval by the City Plan Commission and City Council. Various City departments and public utility companies having a vested interest in the right-of-way or access easement review the application to make appropriate recommendations to these bodies. A re-plat by the applicant is required and will be filed in the courthouse records by the Development Services Department.

- ▾ Planning
  - Downtown Design Review Board
  - Historic and Cultural Landmarks Commission
  - MTP Amendments
  - Urban Design Commission
  - Vacation

▶ Platting  
▶ Zoning

- ▾ Planning
  - Downtown Design Review Board
  - Historic and Cultural Landmarks Commission
  - MTP Amendments
  - Urban Design Commission
  - Vacation

[Continue Application »](#)

# Step 7: Enter your property's address and click Search

Select the correct corresponding parcels and owners

- This should populate to your application

## Historic and Cultural Landmarks Commission

1 Step 1      2 Review      3 Record Issuance

Step 1: Step 1 > Page 1

\* indicates a required field.

### Address

Street No.:       Direction:       Street Name:       Street Type:

### Address Search Result List

Showing 1-3 of 3

Address	City	State	Zip
<input checked="" type="radio"/> 200 TEXAS ST, Fort Worth Tarrant TX 76102, 200 TEXAS ST	Fort Worth	TX	76102
<input type="radio"/> 200 TEXAS ST, Fort Worth TX, 200 TEXAS ST	Fort Worth	TX	
<input type="radio"/> 200 TEXAS ST, MUNICIPAL OFFICE BLDG, FORT WORTH TARRANT TEXAS 76102	FORT WORTH	TE XA S	76102

### Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 101763	SEC 1		FORT WORTH MUNICIPAL OFC BLDG

### Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> FORT WORTH, CITY OF	200 TEXAS ST FT WORTH, TX 76102-6311



# Step 8: Add an applicant and agent.

Historic and Cultural Landmarks Commission

1 Step 1    2 Review    3 Record Issuance

Step 1: Step 1 > Page 2 \* indicates a required field.

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

**Anna Baker**  
anna.baker@fortworthtexas.gov  
Home phone:  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

**Agent**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

**Anna Baker**  
anna.baker@fortworthtexas.gov  
Home phone:  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

[Save and resume later](#)    [Continue Application »](#)

- If there is no agent put the applicant twice to proceed to the next page

# Step 9: Add Detail information and select nature of work

Please note- all fields must be filled out to proceed to next step

Step 1: Step 1 > Page 3

\* indicates a required field.

## Detail Information

Application Name:

TEST

General Description:

TEST

Detailed Description:

test

## Custom Fields

PROPOSED WORK

Proposed Work:

Additions

--Select--

Additions

- Alterations
- Demolition
- Designation
- New Construction
- Other
- Relocation
- Removing non-historic materials
- Replacing historic materials
- Restoration/Reconstruction
- Tax Case - Partial
- Tax Case Verification
- Waiver from Design Standards and Guidelines

Attachment

The maximum file size allowed is 10 MB. .htm, .html, .mht, .mhtml, .js, .jse, .lib, .lnk, .mde, .msc, .msp, .mst, .php, .pif, .scr, .sct, .shb, .sys, .vb, .vbe, .vxd, .wsc, .wsh are disallowed file types.

--Select--

Additions

Alterations

Demolition

Designation

New Construction

Other

Relocation

Removing non-historic materials

Replacing historic materials

Restoration/Reconstruction

Tax Case - Partial

Tax Case Verification

Waiver from Design Standards and Guidelines

# Step 10: Attach photos, plans, and any other documents available

## Attachment

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The maximum file size allowed is 1000 MB.

.htm;.html;.mht;.mhtml;.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.ins;.isp;.jar;.js;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.w

are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Document Status	Action
No records found.						

Add

Save and resume later

[Continue Application »](#)

- Photos of current state of property or site
- Plans for proposed work

- Proposed materials
- Quotes for work from contractor/specialist

# Step 11: Review your application before submitting

- Once you submit your application you will be assigned a case number

HCLC- (year)- XXX

- You will be notified via email when your application has been accepted
- If your application has not been accepted within 7 days of submittal please email [DesignReview@FortWorthTexas.gov](mailto:DesignReview@FortWorthTexas.gov)

The screenshot shows a web application interface for the Planning department. At the top, there is a navigation menu with links for Home, Development, Fire, Gas Well, Planning (highlighted), Street Use, Infrastructure, and more. Below the navigation is a header with 'Create an Application' and 'Search Applications' buttons. The main content area is titled 'Historic and Cultural Landmarks Commission' and features a progress bar with three steps: '1 Step 1', '2 Review' (the current step), and '3 Record Issuance'. Under 'Step 2: Review', there are two buttons: 'Save and resume later' and 'Continue Application »' (highlighted with a red box). Below the buttons, a message reads: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application".' The form displays the following information:

- Record Type:** Historic and Cultural Landmarks Commission
- Address:** 200 TEXAS ST (with an 'Edit' button)
- Parcel:** Parcel Number: 101763, Legal Description: FORT WORTH MUNICIPAL OFC BLDG Lot 1 (with an 'Edit' button)
- Owner:** FORT WORTH, CITY OF, 200 TEXAS ST, FT WORTH, TX 76102 631 (with an 'Edit' button)
- Applicant:** Anna Baker, 3801 South Drive, Fort Worth, TX, 76109 (with an 'Edit' button)

At the bottom right, the email address 'E-mail:anna.baker@fortworthtexas.gov' is displayed.



Thank you

