



CITY OF FORT WORTH
200 TEXAS ST., FORT WORTH, TX 76102
MARY ELLIOTT, PLANNING MANAGER

DEVELOPMENT SERVICES DEPARTMENT
FAX: 817-392-7985
PHONE: 817-392-7844

REQUEST FOR ANNEXATION APPLICATION AND CHECKLIST

Applicant/Developer: _____

Contact Name and Title: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Property Information (attach additional sheets if necessary):

Property Address: _____

Total Acres (site): _____

Total Acres (Right-of-Way): _____

Lots(s): _____

Block(s): _____

Subdivision: _____

Survey Name: _____

County: _____

Abstract No.: _____

Tract Numb(s): _____

Planner/Surveyor/Engineer Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

Owner Information (attach additional sheets if necessary):

Property Owner (Printed Name and Title): _____

Property Owner Signature: _____

Address: _____

Telephone: _____

Email: _____

Continued:

The following checklist is a summary of the requirements listed under Chapter 43 of the Local Government Code of the State of Texas, and Chapters 1 & 27 of the Charter of the City of Fort Worth, and other City Council and Staff Requirements.

Submission of the formal annexation application must include the documents noted below prepared by a Registered Professional Land Surveyor

Checklist must be submitted with application:

- Completed application with no blank spaces.
- Letter of request signed by all property owner(s) and bearing original signatures.
- Letter of Authorization for Representation signed by all property owner(s) and bearing original signatures.
- Two signed and sealed originals – Exhibit map on a convenient scale clearly depicting the area to be annexed (only privately-owned property). Exhibit must be reduced to fit on 8 ½” x 11” paper and should depict any out-parcels. Map shall note whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- Two signed and sealed originals – Boundary description in the form of a metes and bounds of the area to be annexed (only privately-owned property). Description should include any out parcels and note whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- If there is no adjacent Right-of-Way applicant must provide a statement stating that there is no adjacent Right-of-Way to be annexed.
- If adjacent Right-of-Way is not currently within the city limits it must also be annexed. Provide exhibits as outlined below. No additional application fee will apply.**
- Provide proof of who owns and whom has authority over the adjacent Right-of-Way. (County or Texas Department of Transportation).**
- It is the responsibility of the applicant to confirm widths of adjacent roads and Rights-of-Way to be included in the proposed annexation.**
- If adjacent Right-of-Way is currently within the city limits applicant must provide a statement stating such. Statement must include ordinance numbers indicating that all adjacent Right-of-Way has already been annexed.
- Two signed and sealed originals – Exhibit map on a convenient scale clearly depicting the adjacent Right-of-way to be annexed. Exhibit must be reduced to fit on 8 ½” x 11” paper. Map shall note whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- Two signed and sealed originals – Boundary description in the form of a metes and bounds of the total Right-of-Way to be annexed, noting whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.

- Two signed and sealed originals – Exhibit map on a convenient scale clearly depicting the entire area to be annexed (including privately-owned property and right-of-way). Exhibit must be reduced to fit on 8 ½” x 11” paper and must depict any out-parcels. Map shall note whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- Two signed and sealed originals – Boundary description in the form of a metes and bounds of the entire area (including privately-owned property and adjacent right-of-way) to be annexed, and describing any out parcels, noting whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- Descriptions and exhibit maps shall clearly reference deeds, ordinances, recorded plat(s) and/or other documents including recognizable lines such as property corners and lines, fence corners and lines, survey corners and lines, road and railroad rights-of-way and intersections and those of abutting parcels and city limits shall be relied upon with reference citation for the location of the boundaries of the subject parcel(s).
- One copy of all referenced documents (deeds, ordinances, recorded plat(s), and/or other documents).
- Provide Appraisal District Account Information and what percentage of each property is included in the request for annexation.
- Digitized version of all maps (jpeg format), and metes and bounds descriptions submitted in Microsoft Office format as either CD Rom, 3 X 5 disk, or email.
- **Application fee - \$700 for first 75 acres, additional \$10 per acre over 75 acres.**

*All Requests for Annexations will be initially accepted only for review purposes prior to being officially accepted for processing.

*Please Note – Request for Annexation applications that propose new development to include more than simply residential components have greater potential of being accepted, processed and approved. However, approval of any annexation proposal cannot be guaranteed.

*Adjacent roads and rights-of-way (ROW) include any ROW that the county or Texas Department of Transportation (TxDOT) has been maintaining. If either of these two agencies have been maintaining ROW that is presumed to be prescriptive that ROW should be included in the annexation.

*Be aware that if a companion zoning case is submitted, it cannot be approved until after annexation has been approved.

*Properties that are located in another Service Provider’s Certificate of Convenience and Necessity defined area are not eligible for annexation into the City of Fort Worth.

*The applicant must allow for a **minimum** of six months for the annexation process.

Continued

RELATED PLATS (include case number or indicate "N/A" for Not Applicable)

Concept _____ Preliminary Plat _____ Final Plat _____

ADDITIONAL PROPERTY INFORMATION (MUST BE COMPLETED):

Current land use: _____

Proposed land use (include percentages): _____

Proposed Zoning (include exhibit): _____

Residential Land Use (Provide a breakdown into Single and/or Multi-family):

Total Acres:

Number of Units:

Population Estimate:

Total and Average Market Value of Units:

Build Out and (when will the first units be available for sell. What is the Phasing Schedule:

Commercial and or Industrial Development:

Total Acres of Commercial and or Industrial Use:

Value of Commercial and or Industrial Property when Developed:

Build-Out and Phasing Schedule:

Applicant must demonstrate that the arterial network is adequate to serve their development.

Are there county or Texas Department of Transportation roads that serve the site? (Y/N)

Identify roads and whose jurisdiction they are under:

Are there Master Thoroughfare Plan (MTP) roadways in the vicinity of the site built-out? (Y/N)

Identify MTP roadways and which are built and which are not built.

MTP roadways, built:

MTP Roadways, not built:

Is the project within City of Fort Worth 20-year Water & Sewer Services plan service area? (Y/N)

Service Provider:

Source (Who holds the Certificate of Convenience and Necessity – CCN?):

Sewer Source:

Other applications associated with this property (current & previous):

CASE
NO. AX- -

DATE:

TAKEN
BY:

Applicant Signature:

Applicant (Printed Name and Title):

Date:

Owner Signature (attach additional sheets if necessary):

Property Owner (Printed Name & Title):

Date:
