



[CITY OF FORT WORTH](#)

[DEVELOPMENT SERVICES DEPARTMENT](#)

200 TEXAS ST., FORT WORTH, TX 76102

FAX: 817-392-7985

STUART CAMPBELL, PLANNING MANAGER

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REQUEST FOR [FULL PURPOSE ANNEXATION](#) APPLICATION AND CHECKLIST

(only submit if an [Annexation and ETJ-Related Inquiry](#) already been processed)

Applicant / Developer Information:

Applicant / Developer: _____

Contact Name and Title: _____

Address: _____

Telephone: _____

Cell: _____

Email: _____

Property Information (attach additional sheets if necessary):

Property Address or General Location: _____

Acres (project site only): _____

Acres (Right-of-Way): _____

Planner/Surveyor/Engineer Information:

Name: _____

Address: _____

Telephone: _____

Cell: _____

Email: _____

Owner Information (attach additional sheets if necessary):

Property Owner (Printed Name and Title): _____

Property Owner Signature: _____

Address: _____

Telephone: _____

Email: _____

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.
- A written description of the proposal and reasons why it should be considered for annexation.**
- 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.
- 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.**
- 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.
- 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.
- 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.

- 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.
 - 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).
 - Digitized version of all exhibit/maps (*PDF* format) as well as metes and bounds descriptions (*PDF* and *WORD* formats) as either flash/jump drive or email.
 - Applicant must provide CAD File.dwg and/or GIS Shapefile of all property descriptions as well as all zoning district descriptions.
 - One copy of all referenced documents (deeds, ordinances, recorded plat(s), and/or other documents).
 - Exhibit/Site Plan to include building(s) dimensions and calculated impervious surface cover.
 - Exhibit and description of planned stormwater infrastructure by developer.
 - Exhibit to identify private streets, parks, open-spaces, etc.
 - Applicant must demonstrate (by written description and exhibit) that the arterial network is adequate to serve their development.
 - Timeframe for development and if applicable - a detailed phasing of construction.
 - Applicant must provide Appraisal District Information for all properties proposed for annexation. This must also be submitted in the form of a matrix listing owners, property identification number, and acreages (and percentage of each parcel included in the request).
 - Applicant must ensure that acreages are consistent throughout all documentation.
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Application fee - \$700 for first 75 acres, additional \$10 per acre over 75 acres.

Before submitting an application the applicant must be aware of the following:

- * **Incomplete submittals will not be reviewed nor processed.**
- * All Requests for Annexations Application will be accepted ONLY if an [Annexation and ETJ-Related Inquiry](#) has been submitted, reviewed and deemed to be a proposal acceptable for processing.
- * Be aware that all annexation proposals default to “AG” Agricultural [zoning](#) upon approval. If a different [zoning](#) designation is desired then a separate [re-zoning request](#) must be submitted.
- * Be aware that if a companion [zoning](#) case is submitted, it cannot be approved until after annexation has been approved and may expire resulting in a need to re-apply.
- * Proposals that are not consistent with the [Future Land Use Plan](#) must be processed through the City Plan Commission.
- * 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**.

ADDITIONAL PROPERTY INFORMATION (MUST BE COMPLETED):

Is the proposal consistent with the [Future Land Use](#) Plan in the Comprehensive Plan? (Y/N)

Current Land use(s):

Proposed land use (include percentages/acres):

Using the [Land Use Chapter](#) of the current [Comprehensive Plan](#) identify which Policies & Strategies your proposal is addressing.

[Proposed Zoning](#) (include exhibit showing the acreages):

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

Total Acres:

Number of Units:

Population Estimate:

Total Market Value:

Average Market Value of Units:

Build-Out and when the first units be available for sell. What is the Phasing Schedule?

Commercial and/or Industrial Development:

Total Acres of Commercial Uses:

Total acres of Industrial Uses:

Value of Commercial Property when Developed:

Value of Industrial Property when Developed:

Build-Out and Phasing Schedule:

Applicant must demonstrate/describe 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 adjacent 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 Planned Service Areas](#)? (Y/N)

Service Provider:

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

Sewer Source:

Other applications (Annexation, Zoning and/or Plats – Concept, Preliminary and Final) and /or Agreements/Contracts associated with this property (current & previous) (Must provide case numbers, contract numbers and dates approved):

Applicant Signature:

Applicant (Printed Name and Title):

Date:

Owner Signature:

Property Owner (Printed Name & Title):

Date:

Owner Signature:

Property Owner (Printed Name & Title):

Date:

Owner Signature:

Property Owner (Printed Name & Title):

Date:

Owner Signature:

Property Owner (Printed Name & Title):

Date:

Owner Signature:

Property Owner (Printed Name & Title):

Date:

(attach additional sheets if necessary):