



SITE PLAN APPLICATION FOR A PLANNED DEVELOPMENT

City of Fort Worth, Texas.....Planning & Development Department.....Zoning Applications Section

(Print And Complete All Applicable Information to Ensure Acceptance)

Form Rev. 09.10.08

Amended Site Plan Case: SP - ____ - ____

Plan Development File: PD# _____

Related Zoning Case: ZC - ____ - ____

Name of Amended or Proposed Development _____

PROPERTY OWNER _____

Mailing Address _____ Telephone (____) _____

City _____ State _____ Zip _____ Email / Fax _____

APPLICANT / AGENT

Mailing Address _____ Telephone (____) _____

City _____ State _____ Zip _____ Email / Fax _____

PROPERTY DESCRIPTION

Location address (if applicable): _____

Certified Legal Description: A Registered Texas Surveyor's **certified metes and bounds** legal description is required. If the area to be rezoned is entirely encompassed by a recorded deed, a copy of the deed description is acceptable. If it is within a recorded subdivision, provide a **copy of the plat** with the subdivision name and recording information. The boundary description of each parcel to be re-zoned shall be furnished on 8 1/2" x 11" paper, bearing the surveyor's name, seal and date. Any partial or non-surveyed parcel or tract, extracted from a recorded deed, will require a certified legal description as noted above.

CD: containing a certified Metes & Bounds Legal Description, of that noted above, including case exhibit drawings, shall be formatted with Microsoft Windows 2000.

Property to be re-zoned is currently subdivided, and described below: (provide copy of plat)

Subdivision Name _____

Block _____ Lot(s) _____; Block _____ Lot(s) _____; Block _____ Lots(s) _____

Total net land area _____ (acres /or square feet)

Sketch Drawing of Area to be Re-Zoned, including Location Map (8 1/2" x 11")

Mapsco Ref. No. _____; **ETJ (indicate county)** _____

Developer of property will be: Present Owner Purchaser Unknown

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 proposal before the Zoning Commission and City Council public hearings. I further certify that I have read and understand the information provided, concerning the policies and procedures regarding consideration of my zoning request.

*I understand that all recommendations of the Zoning Commission will be forwarded to the City Council for final determination, normally scheduled for the first Tuesday of the following month. I further understand that any actions of the Zoning Commission are considered recommendations to the City Council and that I may be heard **by the City Council** at the prescribed Council hearing date where a final decision will be made.*

I further understand that if I am not present nor duly represented at the Commission's public hearing, the Zoning Commission may dismiss my request, which constitutes a recommendation that the request be denied. I further understand that if I am not present, or duly represented, at the City Council public hearing, the City Council may deny my request.

*I reserve the right to **withdraw** this proposal at any time, within 14 days of the deadline filing date, upon written request filed with the Executive Secretary of the Commission. Such withdrawal shall immediately stop all proceedings thereon; provided, however, case withdrawal, filed any time after the 14 days following the filing deadline, shall constitute a denial by the Commission and City Council. I understand my filing fee is not refundable upon withdrawal of my case application after public notice, nor following denial by the Commission or Council of my case. I / We respectfully request approval and adoption of the proposed zoning / land use of property, within the City of Fort Worth, as identified in this application.*

SIGN INSTALLATION AUTHORIZATION

Authority is hereby granted to the City of Fort Worth, or its agent, to install upon the above described property, sign or signs in a conspicuous place, or places, at a point, or points nearest any right-of-way, street, roadway or historic designation, or, special exception or public thoroughfare abutting said property. Such sign or signs indicate that a zoning amendment is proposed and that further information can be acquired by telephoning the number indicated.

Signature of Owner/ Agent* _____ Date _____
(circle one)

Printed name _____ Phone No. _____

*Note: An Agent must furnish a signed 'Letter of Authorization' from the owner, when submitting this application.

Fee \$	Receipt No.	Application Received By :	Date filed :	Case No. :
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Rev. 09. 10. 08

LETTER OF AUTHORIZATION FOR ZONING CASE REPRESENTATION

AUTHORITY IS HEREBY GRANTED TO (NAME) _____

ACTING ON MY BEHALF AS THE OWNER OF THIS PROPERTY AS INDICATED AT THE APPRAISAL DISTRICT, TO FILE AND PRESENT AN APPLICATION TO THE CITY OF FORT WORTH, TEXAS, TO REQUEST A CHANGE IN ZONING CLASSIFICATION FOR THE FOLLOWING PROPERTY:

(CERTIFIED LEGAL DESCRIPTION)

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 proposal at the Zoning Commission and City Council hearings. I further certify that I have read and understand the information provided concerning the procedure for consideration of my zoning request.

I understand that all recommendations of the Zoning Commission will be forwarded to the City Council for final determination, normally scheduled for the first Tuesday of the following month. I further understand that any actions of the Zoning Commission are considered recommendations to the City Council and that I may be heard by the City Council at the prescribed Council hearing date where a final decision will be made.

I understand that if I am not present or represented at the public hearings, the Zoning Commission may dismiss the request, which constitutes a recommendation that the request be denied. I further understand that if I am not present or represented at the City Council hearing, the City Council may deny the request.

I reserve the right to withdraw this proposal at any time within 14 days from the deadline filing date, upon written request filed with the Executive Secretary to the Commission, and such withdrawal shall immediately stop all proceedings thereon; provided, however, a withdrawal filed any time after said 14 days shall constitute a denial by the Commission and City Council. I understand that the filing fee is not refundable upon withdrawal of proposal after public notice nor upon denial of my case by the Commission or Council.

THIS AUTHORIZATION WILL REMAIN IN FORCE UNLESS REVOKED BY WRITTEN NOTICE.

OWNER'S SIGNATURE of the above described property: _____

OWNER'S NAME (printed) _____

ADDRESS and ZIP _____

TELEPHONE: _____ EMAIL: _____

RELATED CASE NO., if applicable: _____



ZONING CHANGE APPLICATION CHECKLIST

Applicant must complete and submit this checklist when filing an application.

ZONING CHANGE APPLICATION DATA:

- Applicant Name, Address, City, State, Zip Code, Area Code, Telephone Number
- Confirmed Ownership (Sources: Appraisal district records; recently recorded deed, etc.)
- Nature of request complete and understood

Applicable Property Description:

- Address: Number & Street
- Subdivision: _____ Name _____ Block(s) _____ Lot(s) -Provide copy of plat-
- Survey: _____ Name _____ Abstract No. _____ Tract(s)
- Certified Metes & Bounds Legal Description

- If there is more than one rezoning category, a legal description / metes and bounds must describe each requested zoning district.

- Total land area to be rezoned

- Development information completed

- Existing land use-identified

- Proposed new land use - identified

- Reason supporting proposed change - completed

- Signatures of owner and /or applicant

- Signed Letter of Authorization -if applicable



SITE PLAN CHECKLIST AND REQUIREMENTS

To initiate the site plan review process, please provide:

- 12 copies – 18” x 24” Blue or Black Line prints – **(All Site Plans shall be Accordion Folded);**
- 1 copy – 8 ½” x 11” Black Line Print

After staff review and 15 days prior to the Zoning hearing, provide:

- For Zoning Commission hearing: 15 copies of revisions to site plan, *as requested by staff* – 18” x 24” Blue or Black Line prints and one 8 ½” x 11” copy. **(All Site Plans shall be Accordion Folded.)**
If revisions are not received a minimum of one week before the scheduled hearing, the application will be incomplete and the case may be delayed until the revisions are received.
- For City Council hearing: 3 copies of revisions to site plan, *if requested by the Zoning Commission* – 18” x 24” Blue or Black Line prints and one 8 ½” x 11” copy. **(All Site Plans shall be Accordion Folded.)**
If revisions are not received a minimum of one week before the scheduled hearing, the application will be incomplete and the case may be delayed until the revisions are received.

Copies for the Zoning Commission and City Council may be submitted together, after staff review. However, additional copies will be required if the Zoning Commission requires amendments to the site plan.

A minimum of **four (4) copies of the final, approved site plan** will be required upon submittal for signature. The City will retain three originals and a minimum of one will be returned to the applicant.

Submit all required documents to the Department of Planning & Development, Zoning Section, Lower Level, City Hall.

1. Survey Plat:

- A current boundary survey or plat of the property by legal addition.

2. Site Plan Illustration Items to be Shown on the Plan:

- Buildings and Structures – The location and dimensions of all existing and proposed buildings and structures on the site, including those proposed for removal; the specific category of land/occupancy use(s) to be contained therein; the gross floor area, number of stories, land density per net acre of any residential buildings to remain or proposed, building height and separation, exterior construction material(s); and the location of all entrances and exits to buildings.
- Streets, Parking, and Drives – The location, paving and Right-of-Way widths, dimensions, and type(s) of all existing and proposed surface materials of perimeter and internal public and private streets, driveways, entrances, exits, parking and loading areas including the number of off-street parking and handicapped spaces, access ramps, wheel stops/curbing and internal vehicular circulation pattern(s) or flow diagrams.
- Supplemental Surfaces – The types of surfacing *i.e.* grass turf, gravel, walks, etc. elsewhere existing or proposed on the site that is not proposed for vehicular paving and circulation.
- Dumpsters/Air Conditioners/Compactors – The size and location of all garbage containers, compactors, ground mounted air conditioners, etc., including the screening material identification and height thereof.
- Fences and Screening – Existing and/or proposed location and height of all screen fences or walls and screen planting (including type), buffer yards.
- Land Use and Zoning – Land use and zoning classifications of both the site area and the immediately adjacent properties abutting the site.
- Area Lighting – The location, height, type, foot-candle level and orientation of all area and security lighting.

- Signs – The location, type, height and illumination of all proposed wall, roof, monument, and pylon signs, **including a note that all signage will conform to Article 4, Signs.**
- Setbacks and Easements – Show all utility, drainage, and other easements, and all setbacks as appropriate to the zoning district and recorded plats.

3. Landscape Features to be Shown on the Plan;

- Note stating that the project will **comply with Section 6.301, Landscaping**

4. Project Identification and Related Information to be Shown on the Plan:

- Title of project of development (in bold letters) in the lower right hand corner of the plan.
- Date of preparation or revision, as applicable.
- Name, address and telephone number of engineer, architect, surveyor, planning and developer/owner.
- North point, scale, date, and legal description or proposed site.
- Location sketch map.
- Provide the Zoning case number in the lower right hand corner of the plan, below the title.
- Provide signature line labeled: **“Director of Planning and Development”** with a **“Date”** line below, at lower right hand corner of the drawing, above the project title.