



# URBAN DESIGN COMMISSION

## APPLICATION INFORMATION

### FOR

### CERTIFICATE OF APPROPRIATENESS

100 FORT WORTH TRAIL, FORT WORTH, TX 76102

Phone: (817) 392-8000 / Fax: (817) 392-8016

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The City's Urban Design Commission (UDC) is charged with hearing appeals to design district standards by reviewing applications for Certificates of Appropriateness (COA). A COA is required prior to the approval of a building permit for:

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 permanent signage.

#### REVIEW PROCESSES

1. **Administrative Review and Approval by DSD Staff:** DSD is authorized – but not required – to review and approve a Certificate of Appropriateness for any project that clearly complies with all design standards. Such projects would not require a hearing by the UDC.
  - **EXPEDITED REVIEW** – Any project approved administratively should receive a Certificate of Appropriateness within two weeks of the application's complete submittal (see application section).
2. **Urban Design Commission Review:** The UDC conducts monthly hearings on all projects not approved administratively by DSD staff.
  - **APPLICATION DEADLINE** – Applications must be received by the Development Services Department by **5:00 pm on the last Monday of each month** to be included on the UDC agenda for the following month's hearing.
  - **UDC HEARINGS** – Commission hearings are held on the **third Thursday of each month at 10:00 a.m.** in the City Council Workroom, 2<sup>nd</sup> floor of City Hall.

#### APPLICATION AND NOTIFICATION PROCESS

1. Submit the attached application to the Development Services Department during business hours. **Staff will not accept or process incomplete applications.**
2. Staff will review all applications and determine if they should either be: A) approved administratively, or B) reviewed by the UDC. (See section above for additional information on these two review processes.)
3. Administrative Approval Cases: Staff will provide applicants with a copy of the COA.
4. UDC Cases: Prior to the hearing, staff will mail the applicant a hearing notice, agenda, and the applicable staff report. Following the hearing, staff will mail a decision letter and, if approved, a copy of the COA.

#### HELPFUL SUGGESTIONS

- Read all 4 pages (this page and the next 3 pages).
- Carefully review all applicable sections of the form based district or design overlay that applies to your property.
- Contact the Design Review Team at (817) 392-8000 or [DesignReview@fortworthtexas.gov](mailto:DesignReview@fortworthtexas.gov) early in the process.
- Complete the application form; provide a detailed description of the project and all required drawings.
- Provide all required information by UDC hearing deadline (last Monday of each month).
- Apply for any necessary permits.
- Contact your reviewer immediately if your plans change before the hearing or during construction.

#### 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's decision. Please contact Staff regarding specific fees and appeals regulations.

## DOCUMENTS REQUIRED WITH APPLICATION

- ☐ **Detailed and Legible Description of the Scope of Work**
  - ☐ **Photographs** of the building context (surrounding area) and affected elevations (for alterations and remodels)
  - ☐ **Site Plan\*** that includes the following information:
    - a. Streets and legible street names
    - b. Plan of existing and proposed structures, with structures adjacent to the property also shown
    - c. Location of all easements such as utility and public access easements
    - d. Location of parking areas, driveways, sidewalks, walkways, loading areas, walls or fences, utilities, lighting, signage, at grade mechanical units, dumpsters, and all other site improvements.
  - ☐ **Landscape Plan\*** that includes the following information:
    - a. Location and dimension of areas to be landscaped (including private property, adjoining right-of-way, and parking lot islands)
    - b. Location, number, species, color, and size of all trees, shrubs, and groundcover; tree planting specifications; and location and coverage of irrigation system
    - c. Locations and description of light posts and street furniture
- \* For less complex projects, the Site Plan and Landscape Plan may be integrated into one drawing, provided all elements are clearly legible.
- ☐ **Building Plans** that include the following information:
  - a. Floor plans
  - b. Roof plan, with mechanical equipment and any applicable screening elements
  - c. Elevations of all building facades with public exposure (color drawings preferred, if feasible)
  - d. Legible notations regarding exterior dimensions, colors, and materials, on elevations.
  - e. Location and type of outdoor light fixtures
  - f. Color drawings of proposed sign(s), showing dimensions, exact locations, sign types, number, color, material, method of illumination, method of attachment, and support structures

**PLEASE NOTE:**  
**STAFF MAY REQUEST ANY ADDITIONAL INFORMATION NECESSARY TO DETERMINE THE APPROPRIATE FINDINGS AND RECOMMENDATIONS.**

## APPLICATION DEADLINES AND CORRESPONDING MEETING DATES:

<u>DEADLINE:</u>	<u>MEETING:</u>
December 30	January 16
January 27	February 20
February 24	March 20
March 31	April 17
April 28	May 15
May 27	June 26
June 30	July 17
July 28	August 21
August 25	September 18
September 29	October 16
October 27	November 20
November 24	December 18



**URBAN DESIGN COMMISSION  
APPLICATION  
FOR  
CERTIFICATE OF APPROPRIATENESS**

**100 Fort Worth Trail    FORT WORTH, TX 76102  
Phone: (817) 392- 8000 / Fax: (817) 392-8016**

**PROPERTY INFORMATION**

Project Name (if applicable): \_\_\_\_\_  
Street & Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Historic designation (if applicable) ☐ DD ☐ HC ☐ HSE

**PROPERTY OWNER / AGENT**

Property Owner: \_\_\_\_\_  
Contact person / 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: \_\_\_\_\_

\* UDC 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.

**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 Urban Design Commission. I understand that if I am not present or represented at the meeting, the Urban Design Commission may continue or disapprove/deny the application. I authorize members of the Urban Design Commission and staff to visit and inspect the property.

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

I understand that any owner dissatisfied with the action of 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 Urban Design Commission.

Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

## DESCRIPTION OF PROPOSED WORK - PLEASE ATTACH ADDITIONAL SHEETS IF NEEDED

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## SUPPLEMENTAL NOTICE OF CASE-RELATED INFORMATION

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. Any one or more of the following may require additional approvals:

- A. Review by **'Plans Examiners Division'** – Examines building development plans for a project.
- B. Review and approval by **Urban Forestry Division** – for compliance with applicable tree preservation and canopy requirements
- C. Review by **'Building Inspectors'** – for building code requirements.
- D. Execution of an **Encroachment Agreement** – Applies to signs and awnings encroaching public right-of-way.
- E. Encroachment into **Easements Release** – Requires a letter of release from all affected public franchised utility companies, and should accompany applications. (Some Easements may require vacation.)
- F. **Transportation and Public Works** – Requirements for driveway permits, sidewalks, curbs, and gutters, Community Facility Agreements, etc.
- G. Review and approval by various City Boards and Commissions:
  - **Board of Adjustment** for Special Exceptions and Variances to the Zoning Ordinance. Board of Adjustment approval must be granted prior to UDC hearing.
  - **Historic and Cultural Landmarks Commission** – HSE, H/C, DD, and Historic District designations – HCLC approval must be granted prior to UDC Hearing.
  - **Construction Board of Appeals** – Regarding Building Code Standards (even if you meet all of the zoning ordinance requirements regarding setbacks, height, size, etc.).
  - **Urban Design Commission** (Review of Telecommunications Towers, Stealth Towers, and Antenna) – In addition to enforcement of the Near Southside Development Standards and Guidelines, the UDC also conducts design review of towers and antennas. The Board of Adjustment must approve Special Exceptions and Variances for these facilities before the UDC Hearing for design review.
  - **City Plan Commission** – There may be subdivision platting issues requiring application and hearing before the Commission. Variances, vacations, and subdivision waivers should be recommended for approval by the UDC prior to the Commission hearing.
  - **City Zoning Commission** – There may be zoning change issues requiring an application and hearing before the Commission and the City Council. (For example, a change from one Near Southside development zone classification to another.)

**IF NECESSARY, THE APPLICANT MUST OBTAIN APPROVAL FROM ANY OTHER BOARD OR COMMISSION IN ORDER TO COMPLY WITH THE DECISION OF THE UDC. ALL NECESSARY APPROVALS MUST BE RECEIVED BEFORE A CERTIFICATE OF APPROPRIATENESS OR 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: \_\_\_\_\_