



March 12, 2021

**ATTENTION:** City of Fort Worth Development Community

**SUBJECT:** Design Policy and Procedure Changes

On September 09, 2020, City Staff presented to City Council a revised fee schedule for Fiscal Year 2021, which included adopting an ordinance (Ordinance No. 24449-09-2020) revising fees in Chapter 2, Article XII: Fee Schedules, Section 2-231 related to design review fees and other development fees. The ordinance was approved and will go into effect April 01, 2021.

All IPRC design review fees will increase from \$312 to \$387 per design page. All IPRC Pre/Post Submittal Conference requests will now be charged \$1,000.00. For Express CFA reviews, the total cost will include all reviewable design pages plus \$1,000.00. Drainage Study Reviews will be charged an initial \$1,250.00 base fee plus \$10 per acre over 1 acre and Transportation Impact Analysis Reviews shall be \$1,000.00. If you have any questions related to these two applications or fees, please contact Stephen Nichols at 817-392-8731 or Tom Simerly at 817-392-6895, respectively.

In addition to the revised fee schedule, the following design and procedure changes will go into effect April 01, 2021:

- **Subdivision Ordinance and Construction Plan Waivers**  
All subdivision ordinance and construction plan waivers shall be submitted on each appropriate filing date when required. Subdivision Ordinance Waivers must be heard at City Plan Commission and construction plan waivers will be handled administratively. The development community may coordinate with the appropriate staff member ahead of the filing date in order to receive an approval or disapproval determination. Another option will be to submit the waiver on the appropriate filing date and wait for staff to make a determination during the review. All approval or disapproval waivers will be noted on each decision letter issued by the "Director's Designee for Construction Plan Approval".
- **Backfill, Embedment and Surface Repair Detail Assembly**  
All consultants will now be required to create a multi-block detail for each combination of backfill, embedment and surface repair to ensure accuracy of construction. Instructions for preparing these details are located at <https://apps.fortworthtexas.gov/ProjectResources/>. Please **click** on 02 - Construction Documents | Construction Plans | Construction Details | Backfill, Embedment and Surface Repair Detail Assembly.pdf.
- **Easements by Separate Instrument**  
The City of Fort Worth Property Management Department will no longer require colored copies to be submitted for review and processing.

Due to these recent updates, all projects (e.g. Pre/Post Submittal Conference Requests, Express CFA Applications, 30-Day Shot Clock and 15-Day Shot Clock submittals) that have been submitted to the Infrastructure Plan Review Center (IPRC) and have an assigned IPRC Record Number prior to April 1<sup>st</sup> will adhere to old fee schedule and current procedures. All applications or requests that have not been completed and currently have a temporary file name issued (e.g. 21TMP-#####) prior to April 1<sup>st</sup> will follow the new fee schedule and procedures.

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#### DEVELOPMENT SERVICES

CITY OF FORT WORTH \* 200 TEXAS STREET \* FORT WORTH, TEXAS 76102-6311  
INFRASTRUCTURE DEVELOPMENT 817-392-7830 \* FAX 817-392-7854



To assist the development community with locating information related to the design and construction of public infrastructure plans, the Infrastructure Plan Review Center (IPRC) has created a landing page (<https://www.fortworthtexas.gov/departments/development-services/infrastructure-plan-review-center>), which includes links to new development ordinances, regulations and standards, previous presentations, etc. All related House Bill 3167 acceptance forms and waiver forms are located under the project resources website.

If you have any questions or require additional information, please contact me at the telephone number noted below.

Sincerely,

*Victor V. Tornero Jr., P.E.*

Victor V. Tornero Jr., P.E.  
Engineering Manager  
Development Services Department – Infrastructure Plan Review Center (IPRC)  
200 Texas Street  
Fort Worth, Texas 76102  
(817) 392-7830

Cc: DJ Harrell, Director, Development Services Department  
Tyson Thompson, P.E., CFM, CPII, Assistant Director, Development Services Department

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**ORDINANCE NO. 24449-09-2020**

**AN ORDINANCE AMENDING CHAPTER 2, “ADMINISTRATION” OF THE CODE OF THE CITY OF FORT WORTH (2015), AS AMENDED, BY AMENDING ARTICLE XII “FEE SCHEDULES”, SECTION 2-321 “DEVELOPMENT APPLICATION FEES” TO AMEND THE FEE SCHEDULE FOR CERTAIN SERVICES RELATED TO DEVELOPMENT, ZONING AND PLATTING APPLICATION FEES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council deems it appropriate to amend the fee schedule as it relates to services rendered for development, zoning and platting application fees to recover the costs incurred by the City to provide services.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FORT WORTH, TEXAS, AS FOLLOWS:**

**SECTION 1.**

Chapter 2, of the City Code of the City of Fort Worth, Article XII “Fee Schedules”, Section 2-321 "Zoning and platting application fees", is hereby amended to revise and add certain fees, to read as follows:

| <b>Application Fees</b>             |            |   |
|-------------------------------------|------------|---|
|                                     |            | <u>Notes</u>  |
| <b><i>Alarm System Permits</i></b>  |            |   |
| a. Residential                      | \$50.00    |   |
| b. Other alarm system locations     | \$100.00   |   |
| <b><i>Alcohol</i></b>               |            |   |
| a. Variance request to City Council | \$500.00   |   |
| b. Distance check                   | \$100.00   |   |
| <b><i>Annexation</i></b>            |            |   |
| a. 75 acres or less                 | \$700.00   | Fee waived for commercial/industrial use only of 25 acres or less |
| b. More than 75 acres               | \$700.00   | Plus \$10.00 per acre over 75 acres                               |
| c. Limited purpose annexation       | \$3,000.00 |   |
| <b><i>Appeals</i></b>               |            |   |
| a. Downtown Design Review Board     | \$300.00   |   |

|  |                  |   |
|--|------------------|---|
| b. Historic and Cultural Landmarks Commission  | \$300.00         |   |
| c. Urban Design Commission   | \$300.00         |   |
| <b>City Plan Commission</b>  |                  |   |
| a. Concept plan  | \$900.00         |   |
| b. Plats:  |                  |   |
| 1. Preliminary plat  | \$850.00         | Plus \$30.00 per each acre non-residential<br>Plus \$15.00 per lot residential  |
| 2. Final plat  | \$385.00         | Plus \$30.00 per lot residential<br>Plus \$25.00 per acre non-residential   |
| 3. Re-plat (with public hearing)   | \$500.00         | Plus \$25.00 per lot residential<br>Plus \$25.00 per acre non-residential   |
| 4. Minor Plat and Replat (no public hearing)   | \$425.00         | Plus \$25.00 per lot residential<br>Plus \$25.00 per acre non-residential   |
| 5. Conveyance Plat   | \$200.00         |   |
| 6. Plat revisions after first revision   | \$220.00         |   |
| 7. Plat correction   | \$50.00          |   |
| 8. Plat vacation   | \$400.00         |   |
| c. Waivers and Other matters of business   | \$220.00         |   |
| Filing fees with the county: Collection of filing fees for the appropriate county will be in addition to the fee rates above |                  |   |
| <b>Agreements Application Fees</b>   |                  |   |
| a. Community Facilities Agreement and amendments   | \$2,230.00       |   |
| b. Stormwater Facilities Management Agreement  | \$635.00         |   |
| c. Transportation Impact Fee credit Agreement  | \$860.00         |   |
| <b>Door-to-Door Vendor</b>   | \$50.00          |   |
| <b>Credit Access Business</b>  | \$100.00         | Application and renewal   |
| <b>Hearing Continuance</b>   | \$200.00         | At applicant's request (after public notice) of board of adjustment, city plan commission and zoning commission public hearings |
| <b>Inspection and Testing Fees</b>   |                  |   |
| a. Administrative Material Testing Service Fee   | \$24.50 per test |   |
| b. Construction Inspection Service Fee   | \$250.00 per day |   |
| c. Water Testing Lab Fee   | \$30.00 per test |   |
| <b>Infrastructure Plan Review Center</b>   |                  |   |

|  |                      |  |
|--|----------------------|--|
| <i>Design Review Fee: Cost Per Design Page</i>   | \$387.00<br>per page | The total number of detail pages shall be considered one page  |
| <i>IPRC Pre/Post Submittal Conference</i>  | \$1,000.00           |  |
| <b><i>Stormwater Development Services</i></b>  |                      |  |
| <i>Drainage Study Review</i>   | \$1,250.00           | Plus \$10.00 per acre over 1 acre  |
| <b><i>Transportation Development Review</i></b>  |                      |  |
| <i>Transportation Impact Analysis Review</i>   | \$1,000.00           |  |
| <b><i>Master Thoroughfare Plan - Amendment</i></b>   | \$700.00             |  |
| <b><i>Newsracks</i></b>  |                      |  |
| a. Permit Fees   | \$20.00              |  |
| b. Application fee per applicant plus, per newsrack  | \$5.00               |  |
| <b><i>Paper Filing Fee</i></b>   | \$50.00              | Additional fee assessed for any development application that can be submitted online   |
| <b><i>Parkway Permit</i></b>   |                      |  |
| a. Commercial  | \$150.00             |  |
| b. Residential   | \$100.00             |  |
| <b><i>Pre-submittal Meeting</i></b>  | \$250.00             |  |
| <b><i>Sexually Oriented Businesses; Application for Specialized Certificate of Occupancy</i></b> |                      |  |
| a. Amended, modified, renewal or transfer  | \$1,000.00           |  |
| b. New   | \$1,000.00           |  |
| <b><i>Special Districts (MUDS/WCIDS)</i></b>   |                      |  |
| a. Petition  | \$15,000.00          |  |
| b. Agreement amendments  | \$10,000.00          |  |
| <b><i>Street Name Change</i></b>   | \$700.00             |  |
| <b><i>Traffic Control Review Plan</i></b>  | \$100.00             |  |
| <b><i>"CR," "C," and "D" Zoning Districts Site Plan</i></b>                                      |                      |  |
| a. New   | \$600.00             |  |
| b. Revised   | \$300.00             |  |
| <b><i>Unified Sign Agreement</i></b>   | \$1,500.00           |  |
| <b><i>Urban Forestry</i></b>   |                      |  |
| a. Application fee for staff review  |                      |  |
| 1. Base fee—First five acres (up to 5.00), including one revision                                | \$250.00             | The acreage will be based on the preliminary plat or site plan, whichever is appropriate, at the time of submission of the urban forestry plan |

|   |          |   |
|---|----------|---|
| 2. Additional acreage—5.01 acres and over, per acre above base fee                  | \$15.00  | The acreage will be based on the preliminary plat or site plan, whichever is appropriate, at the time of submission of the urban forestry plan                                      |
| 3. Additional revisions (each)  | \$100.00 |   |
| 4. After-the-Fact Base fee – First five acres (up to 5.00), including one revision  | \$500.00 | The acreage will be based on the preliminary plat or site plan, whichever is appropriate, at the time of submission of the urban forestry plan                                      |
| 5. After-the-Fact Additional acreage – 5.01 acres and over, per acre above base fee | \$30.00  | The acreage will be based on the preliminary plat or site plan, whichever is appropriate, at the time of submission of the urban forestry plan                                      |
| b. Application fee for appeal hearing before urban design commission                | \$300.00 |   |
| c. Phased Projects application fee for staff review                                 |          |   |
| 1. Base fee—First five acres (up to 5.00), including one revision                   | \$250.00 | The acreage will be based on the preliminary plat or site plan, whichever is appropriate, at the time of submission of the urban forestry plan.                                     |
| 2. Additional acreage—5.01 acres and over, per acre above base fee                  | \$15.00  | The acreage will be based on the preliminary plat or site plan, whichever is appropriate, at the time of submission of the urban forestry plan                                      |
| <b>Vacations or Closures, ROW, Emergency and Public Access Easements</b>            |          |   |
| a. Public access or emergency easement vacation                                     | \$400.00 |   |
| b. Street and alley vacations   | \$700.00 |   |
| <b>Zoning Board of Adjustment</b>   |          |   |
| a. Interpretation request   | \$400.00 |   |
| b. Variance   |          |   |
| 1. Nonresidential/other residential   | \$500.00 | Plus an additional one hundred fifty dollars (\$150.00) for each additional variance requested in same application for owner-occupied residential.                                  |
| 2. Residential (owner-occupied)   | \$300.00 | Plus an additional three hundred dollars (\$300.00) for each additional variance requested in the same application for nonresidential property or other residential property        |
| 3. Sign – Nonresidential/other residential  | \$750.00 | Plus an additional seven hundred fifty dollars (\$750.00) for each additional variance requested in the same application for nonresidential property or other residential property. |
| c. Special exception  |          |   |



|   |            |   |
|---|------------|---|
| 1. Nonresidential/other residential   | \$1,000.00 | Plus an additional three hundred dollars (\$500.00) for each additional special exception requested in the same application for nonresidential property or other residential property.  |
| 2. Residential (owner-occupied)   | \$500.00   | Plus an additional one hundred fifty dollars (\$250.00) for each additional special exception requested in same application for owner-occupied residential.   |
| <b>Zoning Commission</b>  |            |   |
| a. Zoning Application:  |            | Designated fee shall be twice the amount shown when double noticing and special city council consideration is required or requested, apart from the normal processing schedule. Double fee charge is not exempt of incentive programs granted to the project. |
| 1. Less than 1 acre*  | \$1,200.00 | For application requests of less than one acre in size, when down zoning to a one- or two-family districts that is consistent with the most current adopted Comprehensive Plan, a fee of \$450.00 is required.  |
| 2. 1—5 acres*   | \$1,800.00 |   |
| 3. 5.01—10 acres*   | \$2,700.00 |   |
| 4. 10.01—25 acres*  | \$3,300.00 |   |
| 5. 25.01 or more acres (base fee)*  | \$3,300.00 | Plus \$75.00 per acre, not to exceed \$9,000.00.  |
| b. Administrative site plan amendment   | \$250.00   |   |
| c. "CD" Conservation District overlay rezoning                                    | No fee     |   |
| d. "HC," "HSE" and "DD" Historic and Cultural Landmarks District overlay rezoning | No fee     |   |
| e. Planned Development (PD) or Conditional Use Permit (CUP) site plan review*     |            | *In addition to Zoning Change Application Fee   |
| 1. 0-5 acres  | \$1,200.00 | For application requests of less than one acre in size, when down zoning to a one- or two-family districts that is consistent with the most current adopted Comprehensive Plan, a fee of \$450.00 is required.  |
| 2. 5.01—10 acres  | \$2,700.00 |   |
| 3. 10 acres or more acres*  | \$3,300.00 | Plus \$75.00 per acre, not to exceed \$9,000.00.  |
| 4. PD or CUP Waiver Fee   | \$750.00   | PD or CUP with requested development standard waivers.  |
| Vendor permit: holiday and 10-day   | \$50.00    |   |

|                               |          |  |
|-------------------------------|----------|--|
| f. Zoning verification letter |          |  |
| 1. 10-day letter              | \$50.00  |  |
| 2. 3-day letter               | \$100.00 |  |

**SECTION 2.**

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of the City of Fort Worth, Texas (2015), as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event conflicting provisions of such ordinances and such Code are hereby repealed.

**SECTION 3.**

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and, if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 4.**

All rights and remedies of the City of Fort Worth, Texas, are expressly saved as to any and all violations of the provisions of Ordinance No. 3011, Ordinance No. 13896, Ordinance 21653 or any other ordinances affecting zoning which have accrued at the time of the effective date of this ordinance, and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

**SECTION 5.**

This Ordinance shall take effect on April 1, 2021.

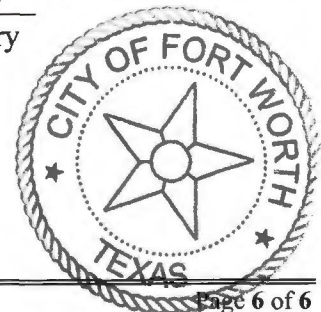
**APPROVED AS TO FORM AND LEGALITY**

By: Melinda Ramos  
 Senior Assistant City Attorney

for Ronald P. Gonzales  
for Ronald P. Gonzales (Oct 13, 2020 14:32:07 DT)  
 Mary Kayser, City Secretary

ADOPTED: September 22, 2020

EFFECTIVE: April 1, 2021





City of Fort Worth, Texas

# Mayor and Council Communication

DATE: 09/22/20

M&C FILE NUMBER: M&C 20-0682

LOG NAME: 06FY21 DEVELOPMENT FEES

## SUBJECT

(ALL) Adopt Fiscal Year 2021 Fee Adjustments for Development Services Department and Adopt Ordinance Revising Fees

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## RECOMMENDATION:

It is recommended that the City Council:

1. Adopt the attached ordinance revising fees in Chapter 7, Article I of the City of Fort Worth Code of Ordinances relating to certain fees in the Administrative, Building, Residential, Plumbing, Mechanical, Electrical, Sign, and Existing Building codes; and
  2. Adopt the attached ordinance revising fees in Chapter 2, Article XII: Fee Schedules, Section 2-231 Development Application Fees of the City of Fort Worth Code of Ordinances related to construction inspection service fee, engineering plan review fees, urban forestry and zoning.
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## DISCUSSION:

The Development Services Department provides application, permit and inspection services for land development and building development in Fort Worth. Biennially, the staff reviews development fees to determine if they adequately cover the cost of the associated services. The purpose of this Mayor and Council Communication (M&C) is to take action in connection with adjusting development fees that will apply during Fiscal Year 2021 (FY2021).

Staff has conducted an internal review and met with impacted stakeholder groups, including the Real Estate Council of Greater Fort Worth, representatives of the Greater Fort Worth Builders Association and the Development Advisory Committee to discuss and reached a consensus on the proposed fee adjustments. The proposed fee adjustments are within median of Texas peer cities.

The attached ordinances will revise certain development fees in the Building Administrative Code and related construction codes and Section 2-231 related to construction inspection for CFAs, engineering plan review, urban forestry, and zoning. All other fees would remain in effect at their last- adopted rate as set by state law, City ordinance, or prior City Council action, as applicable.

Staff recommends the adoption of the attached ordinances to enable Development Services to continue to improve development processes and enhance customer service. The fees will become effective on April 1, 2021.

ALL COUNCIL DISTRICTS

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

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## FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendations and adoption of the ordinances adjusting fee revenues, earned fee revenues will be deposited into the appropriate fund. The participating departments (and Financial Management Services) are responsible for the collection and deposit of funds due to the City.

**Submitted for City Manager's Office by:** Dana Burghdoff 8018

**Originating Business Unit Head:** D.J. Harrell 8032

William M Johnson 7801

**Additional Information Contact:**