



# Development 101 Workshop

Platting, Infrastructure, Small-Scale Infrastructure Program & Contracts

April 28, 2025

# Welcome to Development 101

- Engaging the development community on the City's Development Process
- An introduction to the Subject Matter Experts within Development Services
- Fourth workshop with three more to come later this year
  - Website: Development Services > Development Resources
  - [Development 101](#)



# Development Process Focus

Pre-Development Process (PDC – Optional)

Zoning

Urban Forestry

Platting

IPRC

Contracts

Building Permits

Inspections

Certificate of Occupancy



# Today's Workshop

**Platting**

**Derek Hull**  
**Planning Manager**

**Infrastructure  
(IPRC)**

**Drew Goodman, P.E.**  
**Engineering Manager**

**Small-Scale  
Infrastructure  
Program (SSIP)**

**Jenna Henderson, P.E.**  
**Program Manager**

**Evelyn Roberts**  
**Contract Services  
Administrator**

**Alex Bezilla**  
**Graduate Engineer**

**Contract  
Management**

**Kandice Merrick**  
**Manager**



# Development 101 Survey

- Let us know your thoughts about the class!

Scan the QR code



OR

use [www.surveymonkey.com/r/DEV101](https://www.surveymonkey.com/r/DEV101)





# **Development Services Platting & Annexation Section**

# Presentation Content

- Introduction
- Plat Overview
- Annexation Overview
- Questions

# Meet the Team?



**Hull, Derek R**  
Planning Manager  
Development Services



## People reporting to you (6)



**Valencia, Leo**  
Sr Planner



**Parks, Alex**  
Sr Planner



**Pena, Michelle**  
Planning Assistant



**Johnson, Alexander D**  
Planner II



**Ross, Christine**  
Planner II



**Rodriguez, Paul R**  
Sr Planner



**Soltero, Barbara**  
Planning Assistant

# Platting Overview

- A map of a specific land area such as a subdivision or parcels, showing the location and boundaries of individual lots of land subdivided with streets, alleys, easements, etc. drawn to scale
- When approved by the appropriate governing authority, a plat:
  - Creates legal lot of record to secure a building permit and to determine property boundaries by subdividing land
  - Assigns legal descriptions
  - Dedicates public open spaces (parks and trails)
  - Establishes easements (water, sewer, drainage, streets)
  - Allows connection of utilities

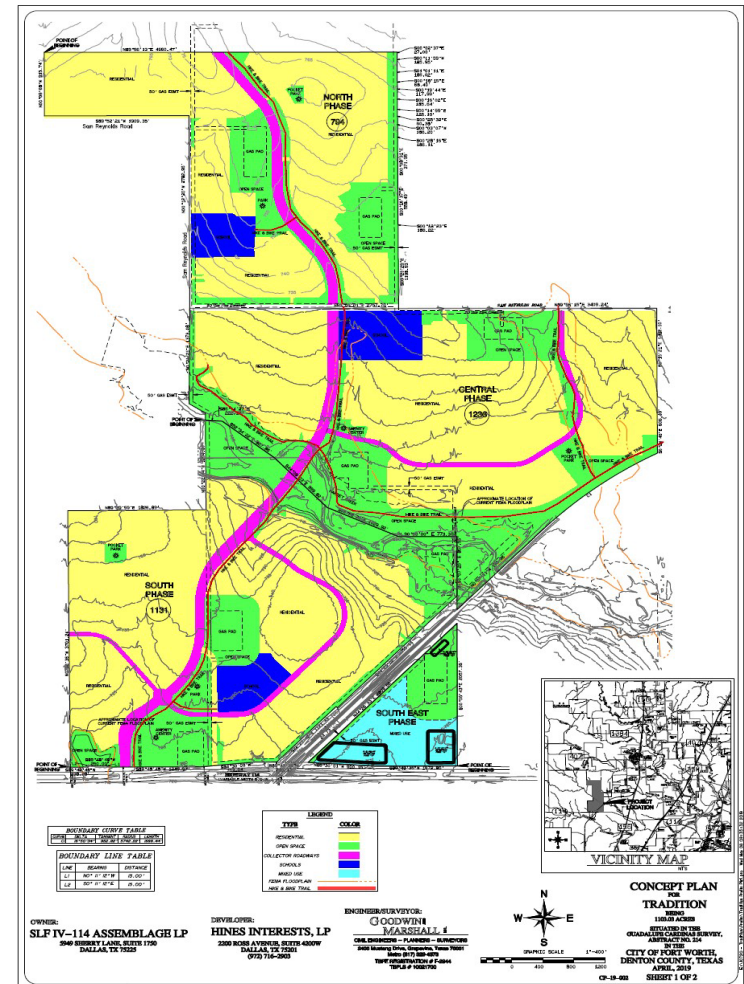
## WHY DO I NEED A PLAT?

- No building permits for any construction activity shall be issued by the city until a final plat is approved and filed and recorded with the county clerk of the county in which the plat is located

# PLAT TYPES

## CONCEPT PLAN

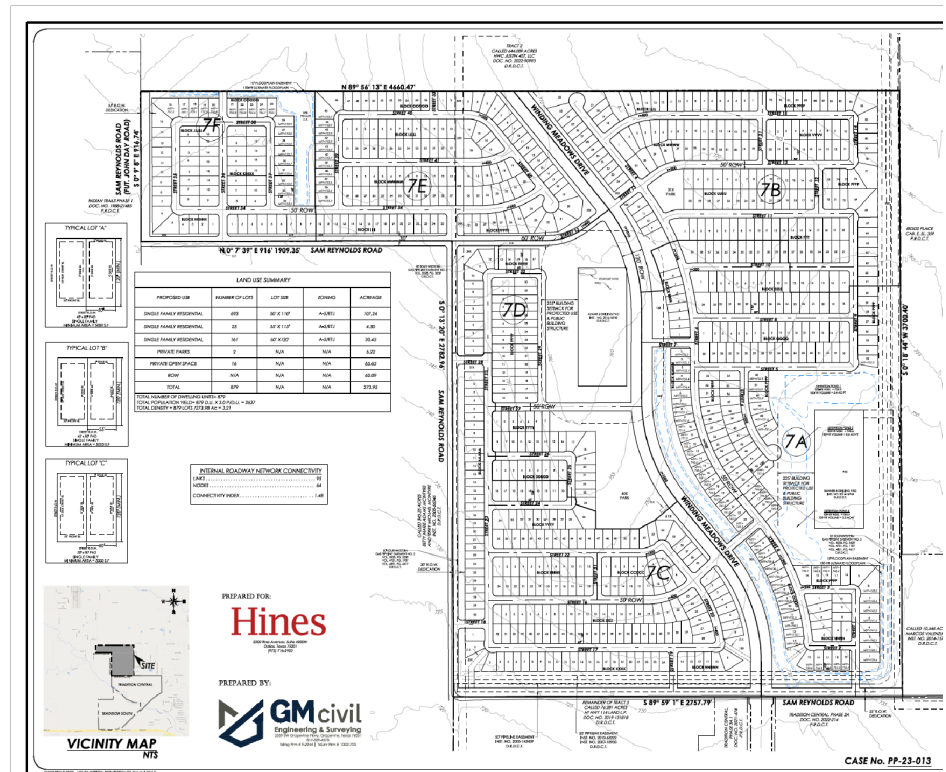
- At least 640 acres or 1 square mile of land indicating land uses and major roadways allows for phasing of preliminary plats



# PLAT TYPES

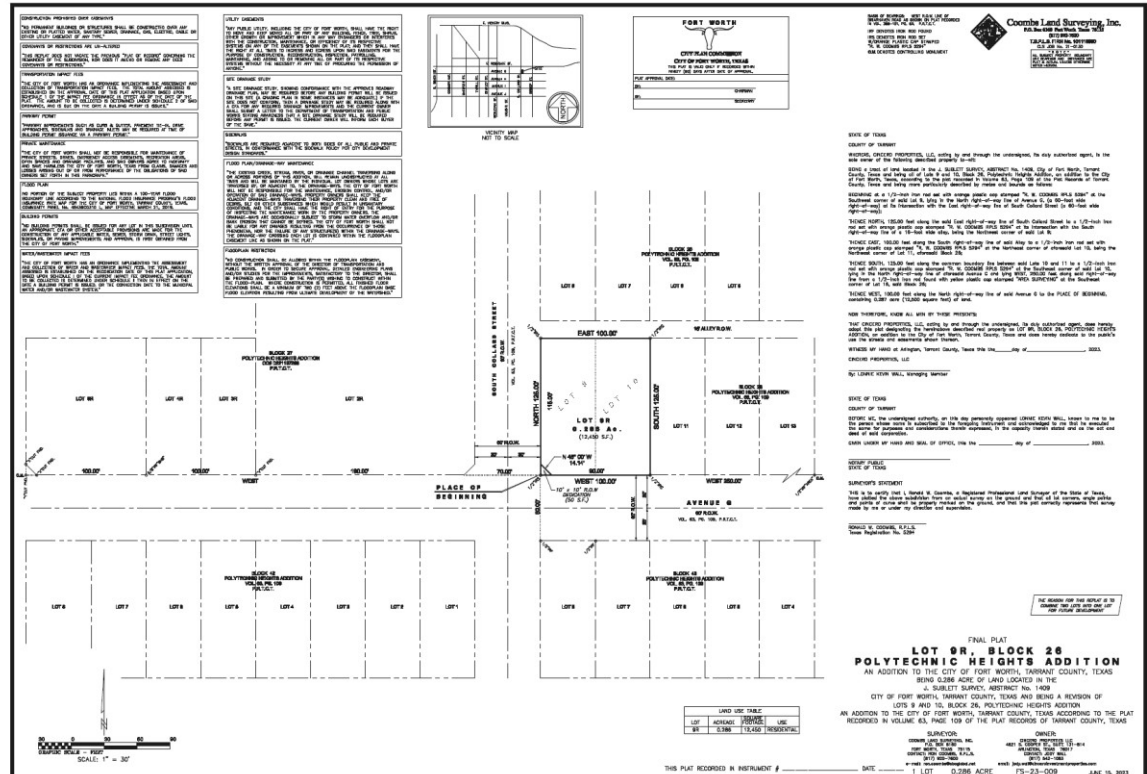
## • PRELIMINARY PLAT

- Consistent with approved preliminary plat.
- Five lots or more, phasing the final platting of the property or dedicating new public or private street right-of-way necessary for access





Four lots or fewer lots  
with no dedication of  
right-of-way necessary  
for access not  
associated with an  
approved preliminary  
plat



# PLAT TYPES

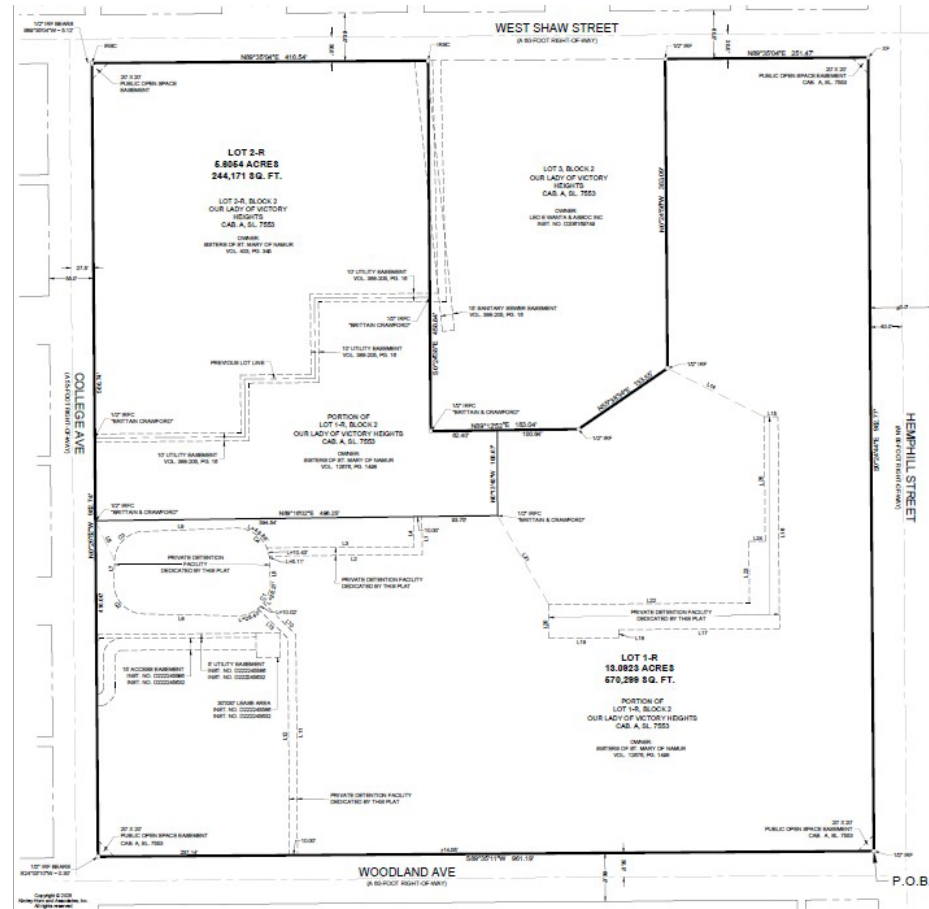
- **AMENDED**

**PLAT/** Change of lot lines but keeping the general property boundaries; Generally can be approved administratively

- **CONVEYANCE**

**PLAT/** Used to establish financing and can be

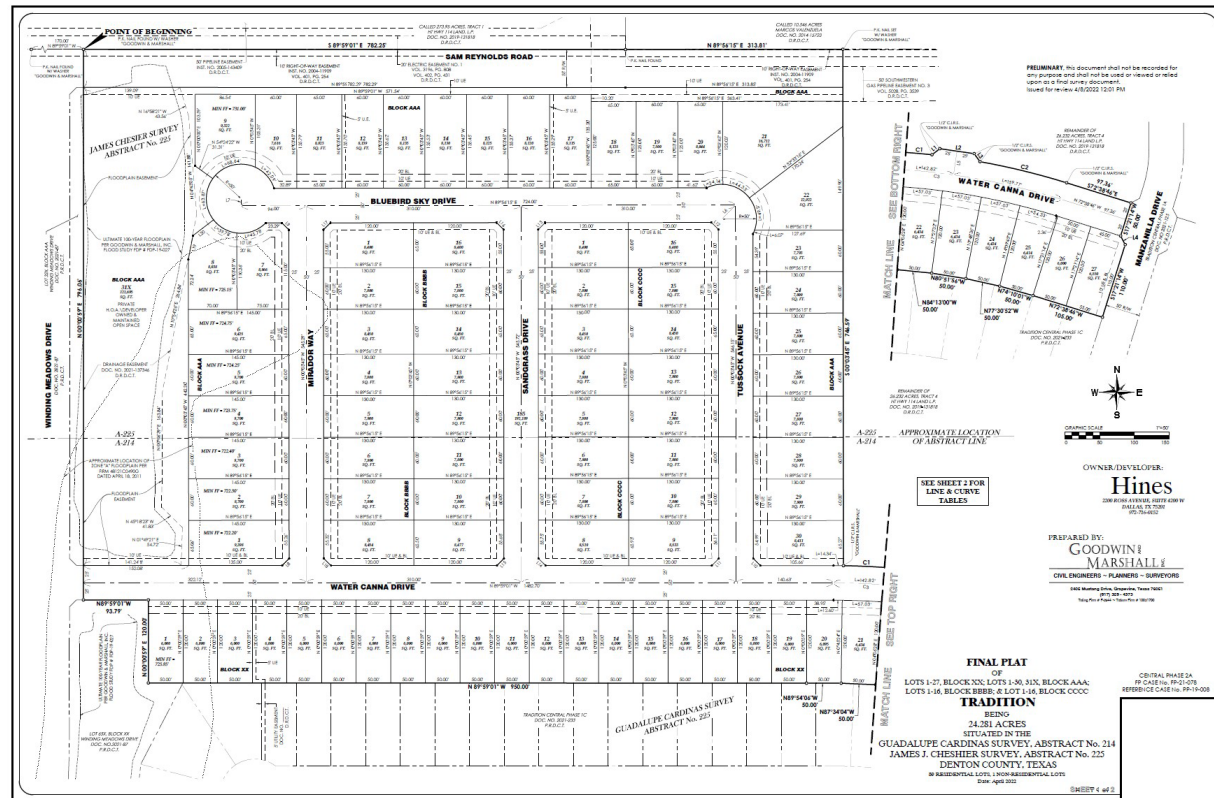
recorded but permits cannot be issued



# PLAT TYPES

## • FINAL PLAT

- Must be based upon and consistent with the layout of the approved preliminary plat.



# PLATTING PROCESS

- **CURRENT REGULATIONS**

- House Bill 3167 (30-Day Shot Clock)
- Subdivision Ordinance
- Zoning Ordinance
- Codes and Manuals Adopted by reference in the Subdivision Ordinance (Fire Code, Design Manuals, Form Based Code Districts, etc.)

# PLATTING PROCESS

## REQUIREMENTS FOR PLAT SUBMITTAL

- Completed Plat Application, Accela Application, Letter of Authorization and Checklist
- Fees
- Plat Exhibit
- Approved Infrastructure Plan Review Center (IPRC plans) or approved County plans for infrastructure for final plats if required

## • REVIEW

- Once an application has been deemed complete the Development Review Committee (DRC) has 30 calendar days to review the plat and make comments.
- Decision Letter provided after 15 and/or 30 days indicating conditional approval or along with attached conditions and comments that must be addressed prior to recordation or approval of the plat.
- Only plat applications that require waivers from the Subdivision Ordinance go to City Plan Commission for dispensation.
- Once revisions are provided by the consultant, DRC members have one week to review and update their comments and workflow accordingly.
- Once all comments and conditions are met, the plat is eligible for approval.



# PLATTING PROCESS

- **RECORDATION**

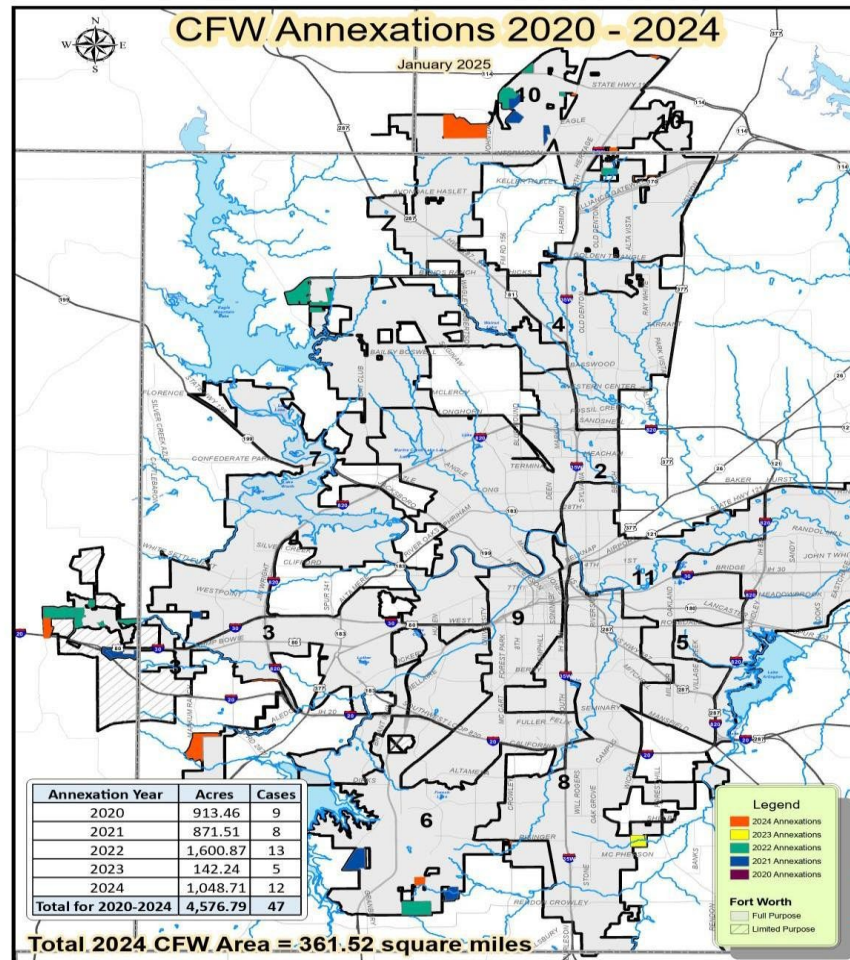
- Plats may be recorded either on paper or electronically, depending on the availability of the County.
- All recorded plats in the City Limits or within City jurisdiction for permitting will be sent to the Fire Department for issuance of addresses.
- An AUTOCAD file of all recorded plats will be provided to GIS team for uploading to the City Layer and associating the approved addresses.

# OTHER PLATTING FUNCTIONS

- Master Thoroughfare Plan (MTP) Amendments/Waivers
- Infrastructure Plan Review (IPRC)
- Planned Development (PD) Site Plan Review
- Multifamily Development (MFD) Site Plan Review
- Legal Lot of Record
- Street and Alley Vacations
- Plat Verification Letters



# Annexation Overview







# Texas Annexation Legislation

- **Annexation** is the legal process by which a city extends its boundaries
- **85th TX Legislative Session (2017)**: SB 6, created tier system and required elections and petitions for **city-initiated annex** with a few exceptions such as **enclaves**
- **86th TX Legislative Session (2019)**: HB 347 eliminated distinctions between processes for tiers, changed processes for exceptions and made most annexations subject to **three consent annexation procedures**





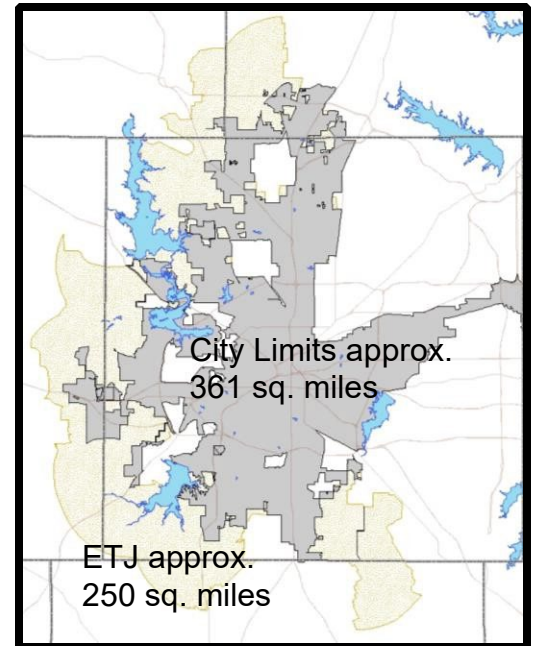
# Texas Annexation Legislation

- **Annexation** is the legal process by which a city extends its boundaries
- **86<sup>th</sup> TX Legislative Session (2019)**: SB 1024 relates to access to services in an area annexed by certain municipalities under a **service plan**, and **disannexation** for municipal noncompliance
- **86<sup>th</sup> TX Legislative Session (2019)**: SB 1303, home rule cities shall make publicly available a **digital map** (as well as paper), and created noticing requirement for **expanding ETJ**



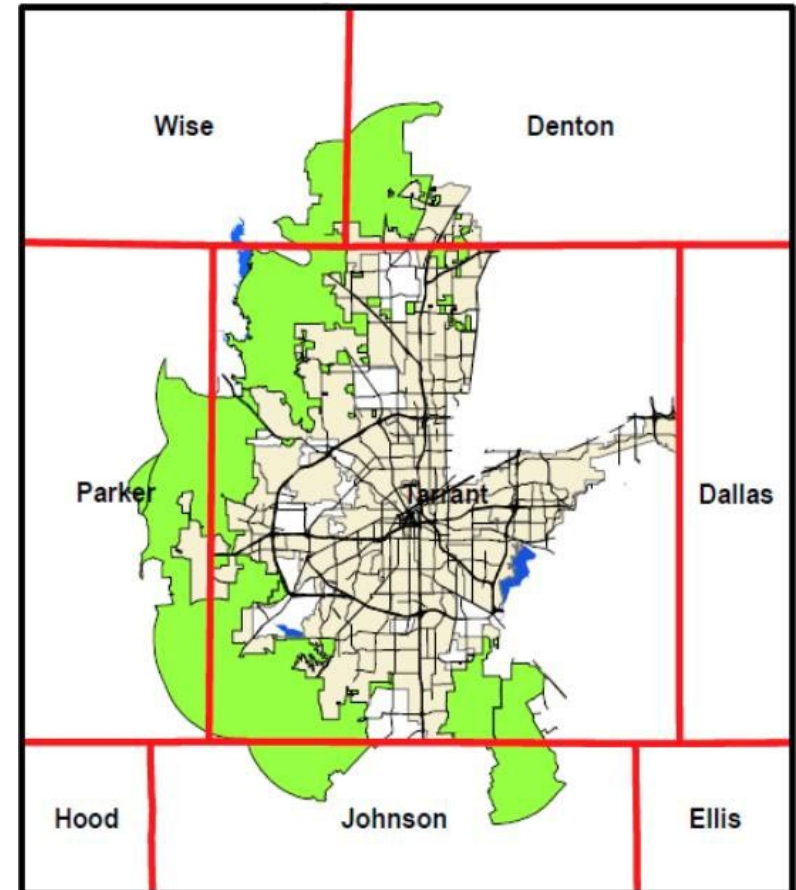
## Extraterritorial Jurisdiction

- **Extraterritorial Jurisdiction (ETJ)** is unincorporated area, excluding other incorporated municipalities and their **ETJ**, in which the City has the authority to annex
- A city may annex property only within its **ETJ**, unless the city owns the area



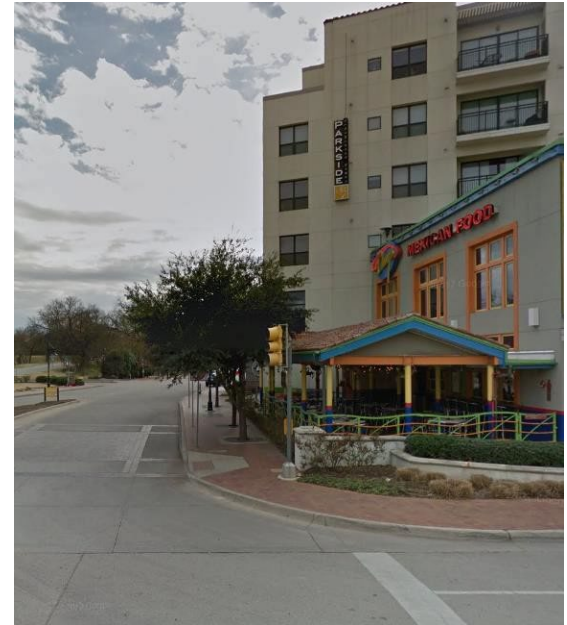
# Extraterritorial Jurisdiction

- **Municipal** Controls in ETJ
- City extends **platting rules** through **interlocal agreements** with Counties (Tarrant, Denton, Parker, Wise & Johnson)
- **No zoning** authority
- **Development Agreements** with property owners may also extend City controls through pre-annexation agreements, utility districts, LPA, etc...



# Annexation Criteria

- The area under consideration for owner-initiated annexation must be contiguous to Fort Worth's City Limits and satisfy one or more of the following criteria:
  - **Enclave**
  - **Urban Development**
  - Growth Center
  - Adverse Impact
  - Option to Expand





# Annexation Criteria

- The area under consideration for owner-initiated annexation must be contiguous to Fort Worth's City Limits and meet one or more of the following conditions:
  - **Enclave:** The area meets both of the following conditions:
    - a. The area is an enclave and the City and its citizens would benefit from a logical city limit boundary that provides for the orderly and efficient provision of services; and
    - b. The City is able to provide adequate municipal services upon annexation in accordance with State law, without negatively impacting service provision within the City
  - **City Defines Enclave** (Comprehensive Plan, Appendix F)
    - An area within the City's extraterritorial jurisdiction that is surrounded by the corporate limits of the City of Fort Worth and/or the corporate limits or extraterritorial jurisdiction of other municipalities

# Annexation Criteria

- The area under consideration for owner-initiated annexation must be contiguous to Fort Worth's City Limits and meet one or more of the following conditions:
  - **Urban Development:** The area meets all three of the following conditions:
    - a. The City is aware of or anticipates development activity of an urban nature in the area, with preference given to non-residential development or uses; and
    - b. The City is able to provide adequate municipal services upon annexation in accordance with State law, without negatively impacting service provision within the city; and
    - c. The City has determined through an appropriate analysis of prospective revenues and expenditures, as described in [Section V \(Preparation of Fiscal Impact Analysis\)](#) that cumulative revenues will exceed cumulative expenditures for each affected budget fund over the 10-year period immediately following annexation, or over a longer period as appropriate for long-term development.

# Fiscal Impact Analysis

- **General Fund revenues** are based on property taxes generated by existing land uses; or for proposed land uses, based on anticipated assessed values and City's current tax rate
- **General Fund expenditures** are based on one-time transitional costs, emergency response set up, and required capital improvements for fire service, and roadways



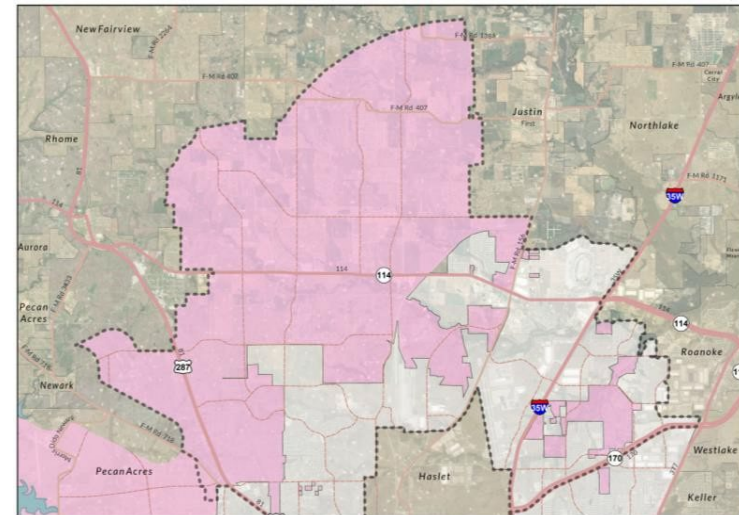
## Service Plan

- **Level of services** provided must be comparable to the areas inside the city with similar topography, land use & population density
- Must include a **capital improvements program** element for capital projects necessary to provide full municipal services
- May not result in more than a **negligible reduction** in the level of fire, police or emergency medical services provided to the remainder of the city



# Municipal Services Agreement & PSAs

- **Municipal Services Agreements**
  - Written agreement prepared by City prior to full-purpose annexation which lists each City service on effective date of annexation
  - Provides a schedule for time periods to provide each service that is not provided on effective date of annexation
- **20-Year Planned Service Areas (PSAs)**
  - Areas where the City may choose to extend infrastructure and/or services within 20 years or more, and does not obligate the City to annex



**QUESTIONS???**



# Infrastructure Plan Review Center (IPRC)

Presented by: Drew Goodman, P.E.  
City of Fort Worth  
Engineering Manager IPRC

Date: April 28, 2025



# Public Infrastructure Choices through the City

- Choices for Developer Infrastructure Projects
  - Ordinance Taps (Water Department)
  - Misc. Projects (Water Department)
  - Small Scale Infrastructure Program (SSIPs)
  - **IPRC Standard Process**
  - **Express CFA**





# Standard Process Submission Requirement

## Pre-Submittal

- ☐ Public Civil Construction Plan Set
  - ☐ Coversheet (with all Preliminary Stamps)
  - ☐ Recorded or Accepted for Review Final Plat or Short Plat (with FP or FS number)
  - ☐ Final Plat Notes
  - ☐ General Notes (Current Version)
  - ☐ All applicable Design Sheets (Grading sheets are required for all projects)
  - ☐ All applicable City Standard Details
  - ☐ Preliminary Stamps Throughout Plan Set (per Engineering Guidelines)
  - ☐ Project Name on Every Sheet Throughout Plan Set
  - ☐ Construction Plans and Submitted Documents Flattened
- ☐ Detailed Checklist
- ☐ \$1125 Application Fee Invoiced upon project acceptance
  - Due by 4PM the day after submittal day

# Standard Process Submission Requirement

## First Review

- ☐ Public Civil Construction Plan Set
- ☐ Pre-Submittal Comment Response Construction Plan Set
- ☐ Studies/ Alignment Walks Approved (Study numbers are required & must be approved)
  - ☐ Drainage Study (Application Via Accela. Must be submit 7 Calendar days prior to IPRC plan review submittal)
- ☐ Other Applicable Documents
  - ☐ Geotechnical Report
  - ☐ Offsite Construction Plans
  - ☐ Variances (if applicable)
  - ☐ Letter of No Objections (LONOs) (If applicable)
- ☐ IPRC Plan Review Fee
  - Invoiced upon project acceptance. Due no later than 12pm next business day (If payment is not received by 12pm the next business day, the project may be subject to being moved to the next submittal cycle)
  - \$435.37 per design sheet

# Standard Process Submission Requirement

## Compliance Review(s):

- ☐ Public Civil Construction Plan Set
  - ☐ Coversheet (Signed, Sealed, & Dated)
  - ☐ Recorded or Accepted for Review Final Plat or Short Plat (with FP or FS number)
  - ☐ Final Plat Notes
  - ☐ General Notes (Current Version)
  - ☐ All applicable Design Sheets
  - ☐ All applicable City Standard Details
  - ☐ Construction Plans and Submitted Documents Flattened
  - ☐ **Professional Seal & Signature throughout plan set (per Guidelines)**
    - ☐ Civil Engineer
    - ☐ Landscape Architect
    - ☐ Non-City Standard sheets
    - ☐ Detail sheets

# Standard Process Submission Requirement

## Compliance Review(s) cont.:

- ☐ Comment Response Construction Plan Set from Previous Plan Review
- ☐ Studies/ Alignment Walks Approved (Study numbers are required & must be approved)
  - ☐ **Drainage Study Must be Approved**
- ☐ Other Applicable Documents
  - ☐ Geotechnical Report
  - ☐ Offsite Construction Plans
  - ☐ Variances (if applicable)
  - ☐ Letter of No Objections (LONOs) (If applicable)
- ☐ IPRC Plan Review Fee
  - Invoiced upon project acceptance. Due no later than 12pm next business day (If payment is not received by 12pm the next business day, the project may be subject to being moved to the next submittal cycle)
  - \$435.37 per design sheet (**only includes supplementary review pages added subsequent to the last review.**)

# Standard Process Submission Requirement

## **Compliance Review(s) cont.:**

- ☐ Draft Project Manual (Working Days Provided)
- ☐ Location Map
- ☐ Exhibit A – Water Improvements
- ☐ Exhibit B – Sewer Improvements
- ☐ Exhibit C – Paving Improvements
- ☐ Exhibit D – Storm Drain Improvements
- ☐ Exhibit E – Street Lights and Sign Improvements
- ☐ Exhibit F – Traffic Signal and Striping Improvements
- ☐ Quantity Take-off Matrix in Excel format.
- ☐ Easements by Separate Instruments
  - ☐ Easement Initiation Form
  - ☐ Easement Exhibits/Agreements(s) and Meets and Bounds.
  - ☐ Survey Closure Report
  - ☐ Secretary of State Signature Authority (SOS) or Delegation of Authority or Corporate Resolution
  - ☐ Copy of Deed Ownership of Property

# Standard Process Timeline

## **Pre-Submittal (8 Business Days):**

- Submittals due by 12pm every Tuesday
- Technical Review performed same day
- Comments to applicant provided by Project Manager no later than 2pm following Tuesday
- Pre-Submittal Conference Held on Thursdays 1-5pm
  - If in person Conference is requested those will be scheduled 1-3pm. Conferences from 3-5pm will be Virtual

## **First Review (10 Business Days):**

- Submittals due by 5pm every Monday
- Comments to applicant provided by 1pm the 10<sup>th</sup> Business day
- Decision Letters sent out by the 10<sup>th</sup> Business day COB



# Standard Process Timeline

## **Compliance Review 1**

(1 Business Day for PM Review, 10 Business Days for Compliance Review + 5 Business Day Option Period):

- Submittals accepted any day and time
  - Project submitted on weekends, City Holidays, or after 3pm on Friday will not be reviewed until the next Business day.
  - Project Managers will have a 24-hour review period to accept or reject the submission
- Comments to applicant provided on the 10<sup>th</sup> Business Day
- Approval or Disapproval Decision Letters sent out on the 10<sup>th</sup> Business Day or after 5 Business Day option period if corrections required

# Standard Process Timeline

## **Compliance Review 2 ,3, etc.**

(1 Business Day for PM Review, 5 Business Days for Compliance Review + 5 Business Day Option Period):

- Submittals accepted any day and time
  - Project submitted on weekends, City Holidays, or after 3pm on Friday will not be reviewed until the next Business day.
  - Project Managers will have a 24-hour review period to accept or reject the submission
- Comments to applicant provided on the 5<sup>th</sup> Business Day
- Approval or Disapproval Decision Letters sent out on the 5<sup>th</sup> Business Day or after 5 Business Day option period if corrections required

# Standard Process Post Plan Approval Timeline and Submissions

## **Coversheet Review and Sign (2 Business Days)**

- ☐ Provide Project Coversheet to Project Manager electronically via Accela

## **CFA Preparation Package Out (2 Business Days)**

- ☐ Final CFA Exhibits
- ☐ Executed Bid Proposal with Contractor Signature (Working Day must match Inspection Fee Worksheet)

## **CFA Execution (5 Business Days)**

- ☐ Time does not begin until payment is received

# Standard Process Post Plan Approval Timeline and Submissions

## **Electronic Documentation Package**

(5 Business Days)

- ☐ Final Plan Set
- ☐ Final Project Manual
- ☐ Bid Proposal Tool
- ☐ Executed Easements and Agreements
- ☐ Testing Firm Selection Form
- ☐ Pre-Con Attendees List
- ☐ Construction Permit Acceptance (SDS)
  - ☐ Grading Permits
  - ☐ Floodplain Development Permit (FDP)
- ☐ SWPPP provided to City (Env Services)

## **Construction Package Out (2 Business Days)**

Internal Process at creation of the Con Record

## **PreCon (Within 7 Business Days)**

A PreCon Meeting cannot be set up until all the above steps have been completed.

## Express CFA Eligibility

### **Projects Generally Eligible for Express CFA:**

- ☐ 800ft. or less of total Street & alley paving
- ☐ 800ft. or less of either water or sewer infrastructure
- ☐ 800ft. or less of Landscaping
- ☐ Approx. 800ft. or less of streetlights
- ☐ Minor stormwater infrastructure
- ☐ No City Participation
- ☐ No Major Encroachments

# Express CFA Submittals

## Eligibility Meeting:

- ☐ Complete both Express CFA forms (Appendix A) & return back to our office. It is important to select a project name and be consistent on all forms, studies, and construction plans.
- ☐ Confirm you have a prequalified contractor on board.
- ☐ Provide us with a full set of preliminary “public improvements” construction plans. Private improvements can be included for “reference” purpose.
- ☐ Provide proof of approved studies & Water/Sewer Alignment Walk requirements.
- ☐ Schedule a meeting to go over everything you have submitted.



# Express CFA Submittals

## **First and Compliance Reviews (10 Business Days):**

- ☐ Signed/Approved Express CFA Eligibility form
- ☐ Construction Plans (Signed, Sealed & Dated)
- ☐ Approved study numbers from abovementioned groups & Water/Sewer Alignment Walk requirements
- ☐ Draft Project Manual with Bid Items, descriptions & number (#) of Working Days
- ☐ CFA Exhibits & Vicinity Map
- ☐ Easements by Separate Instruments Documents
- ☐ Quantity Takeoff Metrics
- ☐ Variances (if applicable)
- ☐ LONOs (if applicable)
- ☐ Submitted, by noon on a Tuesday of your choice via Accela.

# Express CFA Timeline

## Eligibility Meeting:

- To set up a eligibility meeting, please email:  
Sandip Adhikari ([Sandip.Adhikari@fortworthtexas.gov](mailto:Sandip.Adhikari@fortworthtexas.gov)) and  
Tablisha Taylor ([Tablisha.Taylor@fortworthtexas.gov](mailto:Tablisha.Taylor@fortworthtexas.gov)).
- Meetings are set up on a first come first serve basis and scheduled as time allows.
- Eligibility Meetings are required prior to First Review Application.  
(IPRC is currently working on an official Express CFA Application)

## First and Compliance Reviews (10 Business Days):

- Submittals due by 12pm every Tuesday
- Technical Review performed same day
- Comments to applicant provided by Project Manager no later than 2pm following Tuesday
- Response files from applicant due to Accela no later than 10am Thursday before Express CFA Meeting
- Express CFA Meetings held on Thursdays 1-5pm
  - All Express CFA Meetings are held Virtually

# Express CFA Post Plan Approval Timeline and Submissions

## **Coversheet Review and Sign (2 Business Days)**

- ☐ Provide Project Coversheet to Project Manager electronically via Accela

## **CFA Preparation Package Out (2 Business Days)**

- ☐ Final CFA Exhibits
- ☐ Executed Bid Proposal with Contractor Signature (Working Day must match Inspection Fee Worksheet)

## **CFA Execution (5 Business Days)**

- ☐ Time does not begin until payment is received

# Express CFA Post Plan Approval Timeline and Submissions

## **Electronic Documentation Package**

(5 Business Days)

- ☐ Final Plan Set
- ☐ Final Project Manual
- ☐ Bid Proposal Tool
- ☐ Executed Easements and Agreements
- ☐ Testing Firm Selection Form
- ☐ Pre-Con Attendees List
- ☐ Construction Permit Acceptance (SDS)
  - ☐ Grading Permits
  - ☐ Floodplain Development Permit (FDP)
- ☐ SWPPP provided to City (Env Services)

## **Construction Package Out (2 Business Days)**

Internal Process at creation of the Con Record

## **PreCon (Within 7 Business Days)**

A PreCon Meeting cannot be set up until all the above steps have been completed.

## IPRC City Review Times Comparison

### H.B.3167:

Total City Days: 68 City Days

### Legacy:

Pre-Submittal: 8 City Days

Total City Days (approval on 1<sup>st</sup> Review):  
35 City Days

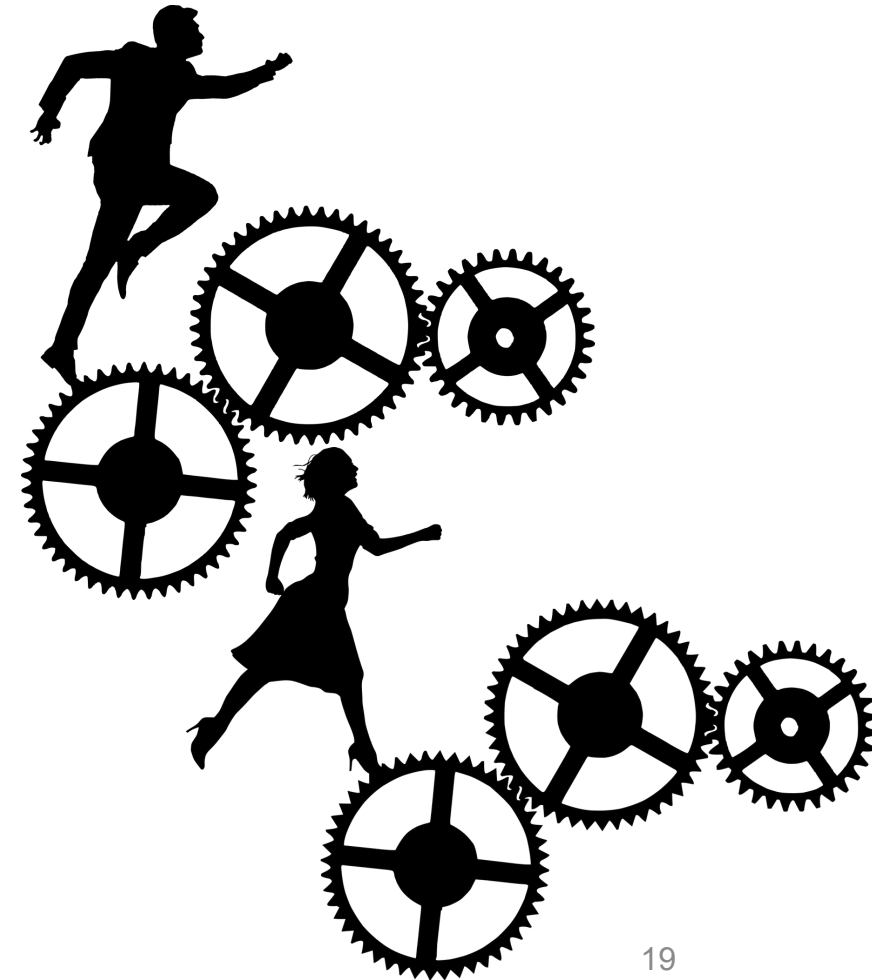
Total City Days (including 1<sup>st</sup> Compliance Review): 52  
City Days

### Express CFA:

Eligibility Meeting\* (Not Counted)

Total City Days (approval on 1<sup>st</sup> Review): 24 City Days

Total City Days (including 1<sup>st</sup> Compliance Review): 32  
City Days

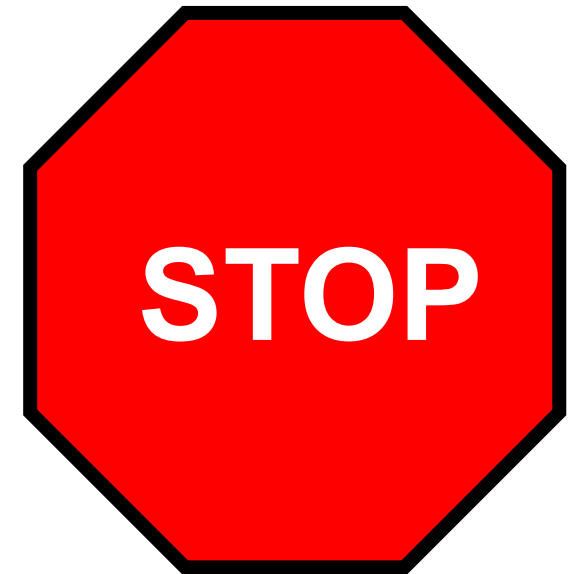


# Developer Time Pause Request in Construction

Once a project has started construction, working days are counted for all applicable days (excluding non-worked weekends and weather days). In certain situations, Commercial and Industrial projects may request a one time pause in working days (Pause time is not allowed for residential projects).

To apply for a Pause time the following all must be done:

- ☐ All traffic control devices associated with the CFA have been removed from the right of way. If required, a separate TCP permit has been acquired by the contractor.
- ☐ All SWPPP BMP devices have been removed from the right of way and not needed.
- ☐ All line items for water, sewer, storm drain, and paving (excluding parkway line items) have been constructed and inspected within the right of way.





## IPRC Contacts and Information

Questions on Processes, Fees, or in General:

[InfrastructurePlanReviewCenter@fortworthtexas.gov](mailto:InfrastructurePlanReviewCenter@fortworthtexas.gov)

# IPRC Contacts and Information

For More Information on IPRC:

<https://www.fortworthtexas.gov/departments/development-services/infrastructure-division>

## IPRC Related Documents

- [IPRC Legacy Submission Checklist](#) (PDF, 222KB)
- [IPRC Express CFA Submission Checklist](#) (PDF, 235KB)
- [IPRC 2025 Plan Review Calendar \(Legacy\)](#) (PDF, 181KB)
- [IPRC 2025 Plan Review Calendar \(Express\)](#) (PDF, 162KB)
- [IPRC 2025 Plan Review Calendar \(HB\)](#) (PDF, 156KB)
- [IPRC ACA Users Guide](#) (PDF, 3MB)
- [Construction Package Submittal Procedures Updated 10.19.2020](#) (PDF, 86KB)
- [Example of Certificate of Insurance \(COI\)](#) (PDF, 104KB)
- [Design Policy & Procedure Change Notice 03.12.2021](#) (PDF, 5MB)
- [Developer Easements by Separate Instrument 11.22.2021](#) (PDF, 930KB)

# Thank you





# Take a 5 Minute Break





# **Small-Scale Infrastructure Program**

## **Specifically Designed for Infill Developments**

Presented by: Jenna Henderson, Evelyn Roberts, and Alex Bezilla

April 28, 2025





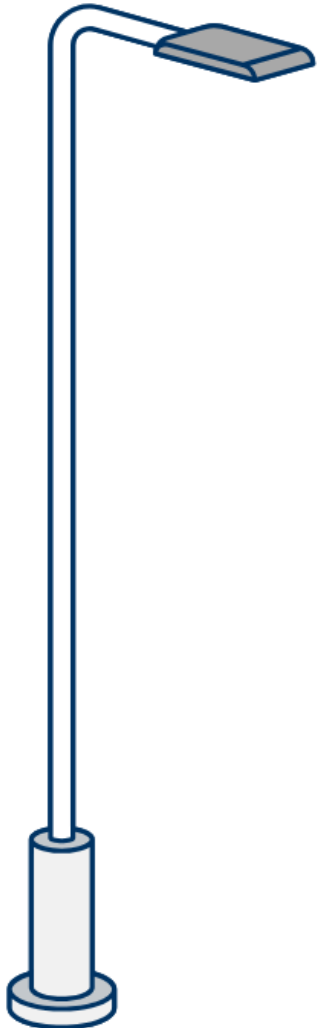


# **SSIP-IFY & SIMPLIFY**



A developer can partner with the Small-Scale Infrastructure team for the design and construction of several types of infrastructure, eliminating the need for an Express CFA.





## SSIP Now:



Streetlights



Pedestrian Lights



Alleys, Driveway Aprons, Flatwork, Sidewalks



Solar Pedestrian & Street Lights, School Flashers/ Pedestrian Beacons

## SSIP's Future:

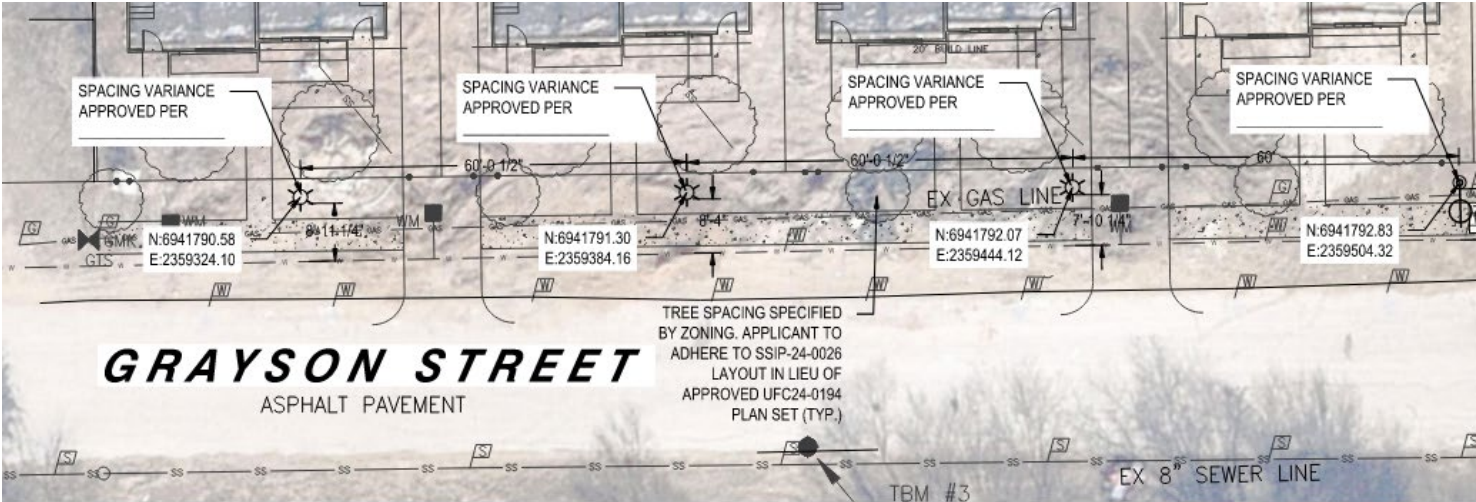


Utilities, up to 3" Water Taps and 16" Sewer in Concrete Asphalt  
Excludes Pavement, Cast Iron

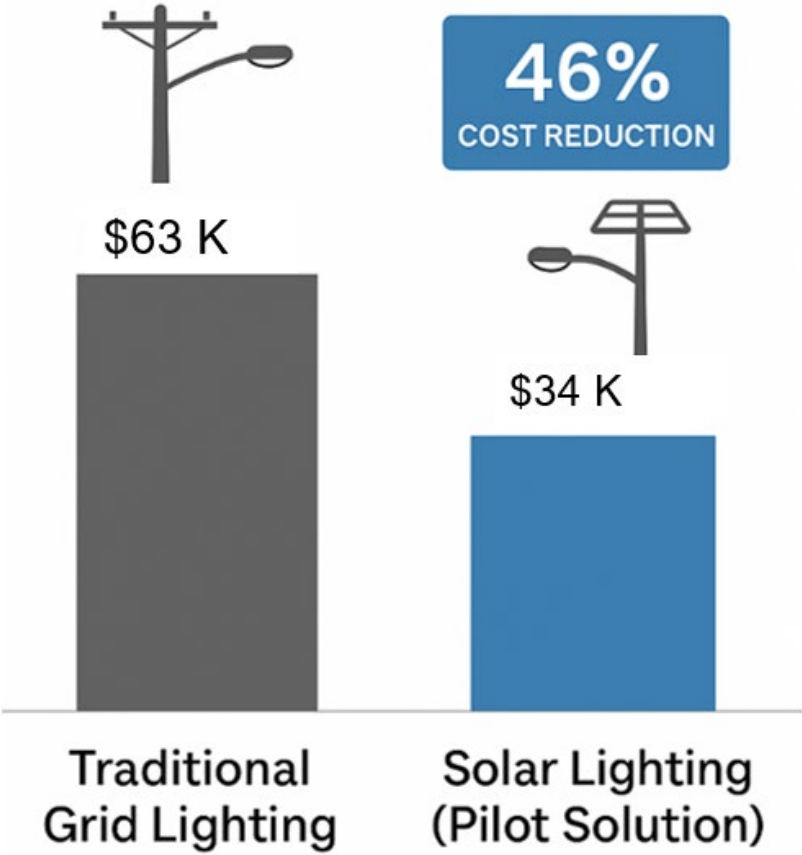
Project Limits:  
800 LF



# Solar Lighting:



STREET LIGHT INSTALLATION PLAN



# Questions the Developer Can Ask

- Am I looking for convenience and **time-savings**?
- Do I want a team of experts to oversee my construction or am I the expert?
- In the past, has it been challenging for me to secure Bonded Contractors?
- Do I have time constraints or the time for a CFA?
- Am I looking for **cost-savings**?



# The Answers

- SSIP is a “one-stop shop” for the design and construction of site lighting and flatwork.
- SSIP engineers are experienced in working with the City of Fort Worth and have produced quality work in the past.
- All SSIP Contractors are Bonded.
- SSIP is an expedited process and is faster than acquiring a CFA, SSIP is a “one-stop shop” for the design and construction of site lighting and flatwork.
- SSIP engineers are experienced in working with the City of Fort Worth and have produced quality work in the past.
- All SSIP Contractors are Bonded.
- SSIP is an expedited process and is faster than acquiring a CFA, ***which can save you time.***
- SSIP offers flat fees, ***which can save you money.***



# How Does a Developer Find SSIP?

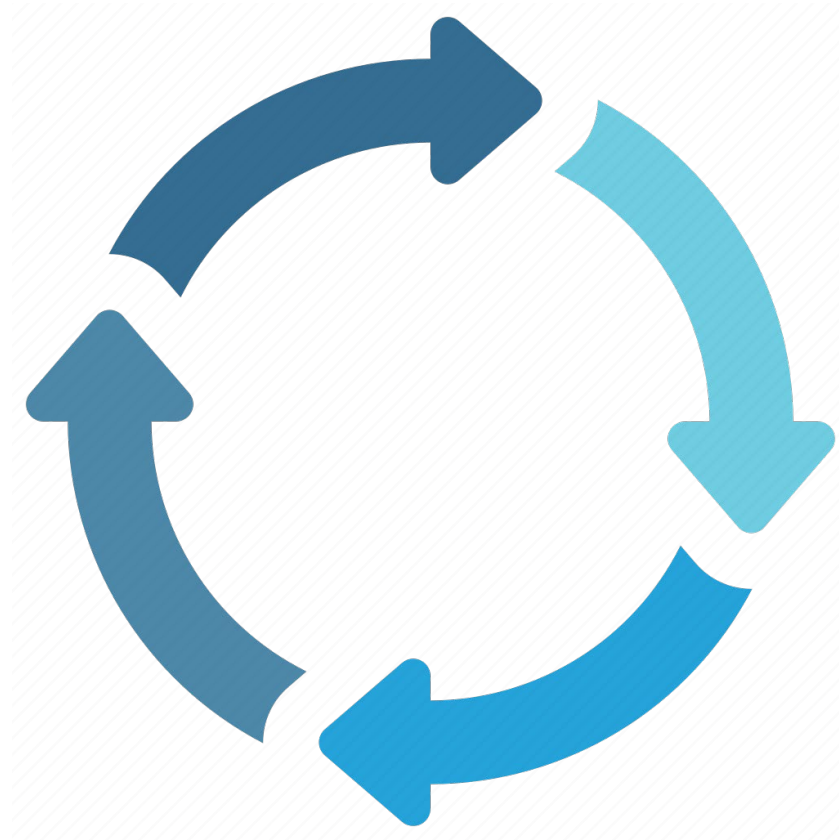
- The Developer can contact SSIP directly through [zz\\_DEVSVCS\\_SmallScaleInfrastructureProjects@fortworthtexas.gov](mailto:zz_DEVSVCS_SmallScaleInfrastructureProjects@fortworthtexas.gov).
- The Developer's engineer of record can refer them to SSIP.
- The Developer can be directed to SSIP when he applies for a PDC or IRPC.





# The SSIP Process

1. Feasibility
2. Proposal
3. Design
4. Construction
5. Close-Out



# Feasibility and Proposal

1. The Developer or another party meets with SSIP to discuss their needs.
2. The Developer pays the application fee.
3. SSIP PM will prepare a preliminary engineering report to assist SSIP engineer and qualifies the project to move into the proposal stage.
4. SSIP Engineer will prepare a proposal for the Developer.



# Design

1. When the Developer approves of SSIP's proposal, they pay for the project in full.
2. Once Developer pays in full, SSIP Engineer begins design.
3. SSIP PM reviews design submittals.
4. When the design is complete, SSIP confirms the construction start date with SSIP Contractor.



# Construction

1. SSIP PM will host a preconstruction meeting two weeks before construction begins.
2. SSIP PM verifies receipt of construction submittals from SSIP Contractor.
3. SSIP PM attends final walkthrough when construction is complete.
4. When construction is complete, the project can be closed out.



# Fees

- Application Fee: \$1687.50
- Construction Management Fee: \$1500.00
- Plan Review Fee: \$435.37/ Engineering Sheet
- Engineering Design: Varies Per Project
- Construction Costs: Varies Per Project



# **Developer will execute the following agreements:**

- Engineering Task Order
- Hold Harmless Agreement
- Owner Contract
- Construction Task Order



# Thank you!





# Questions?

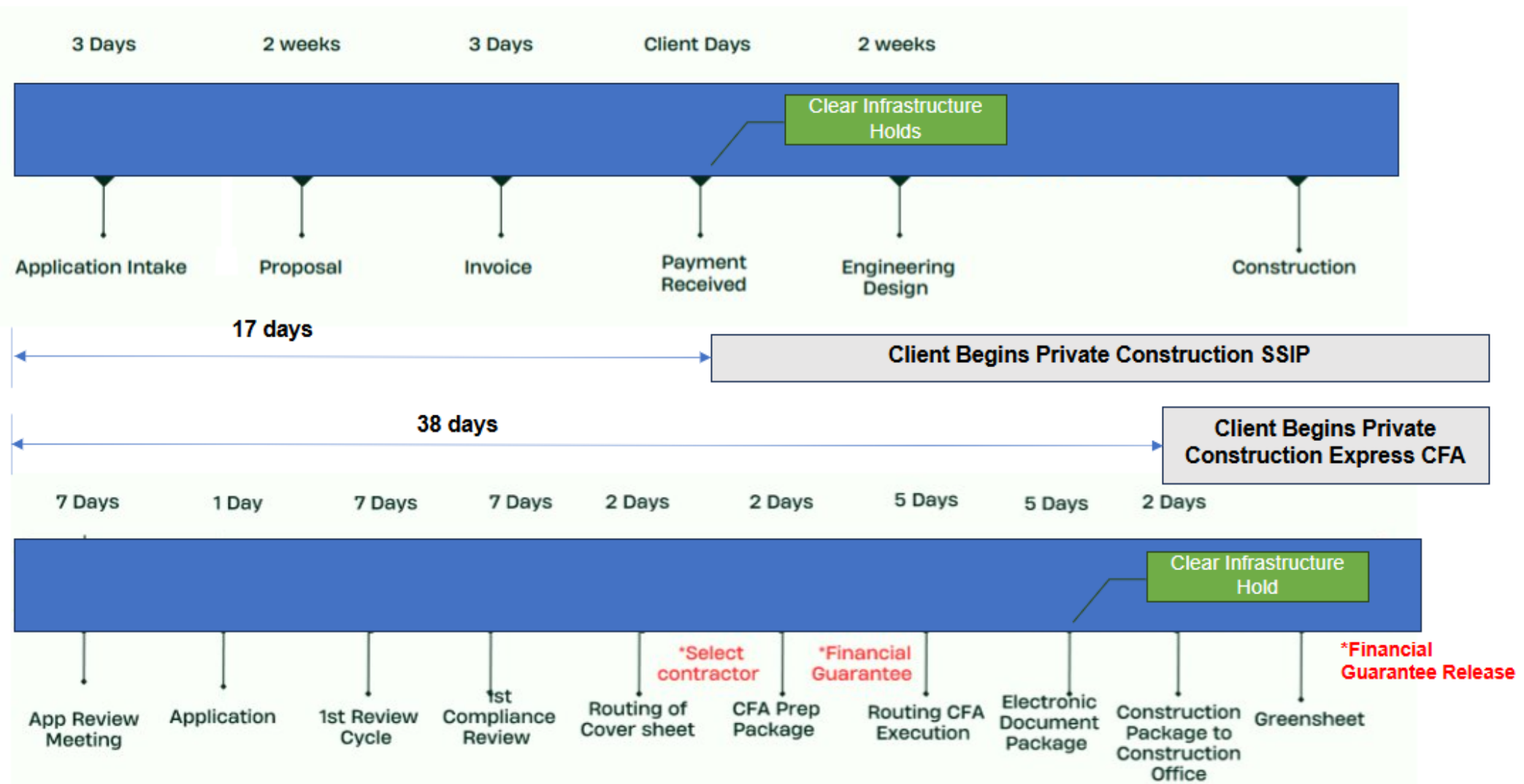


FORT WORTH®

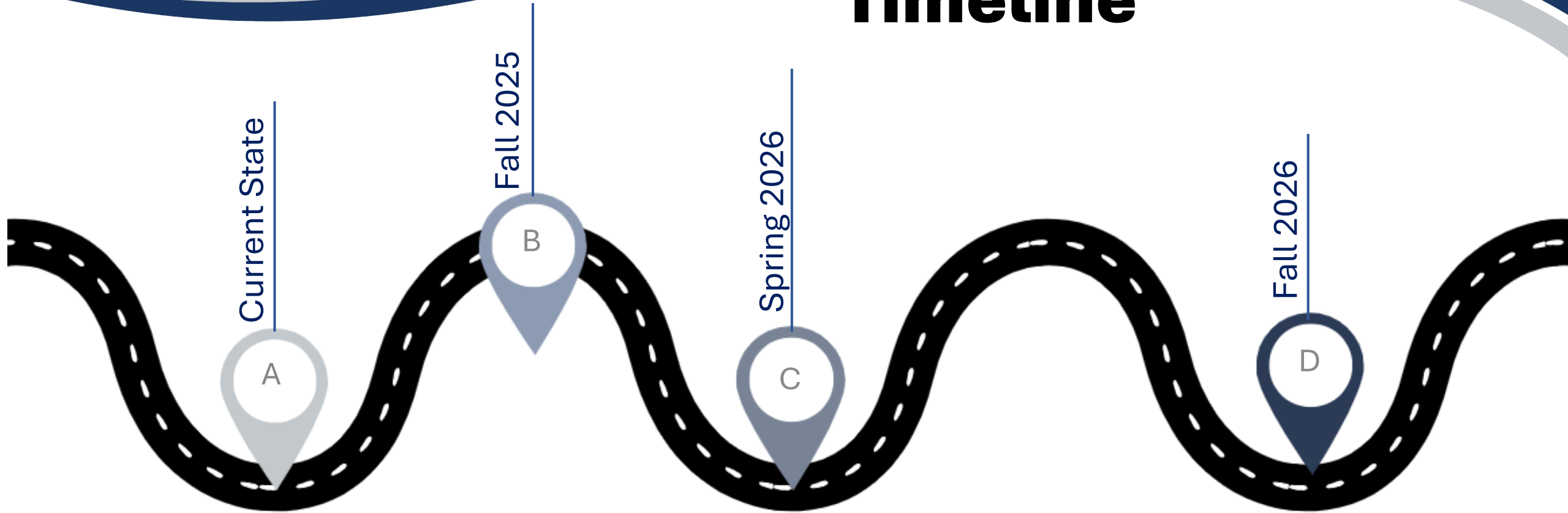
A white silhouette of a longhorn's head and horns, positioned below the "FORT WORTH" text. The horns are long and curved, extending outwards and slightly upwards. The entire logo is set against the dark blue background of the wavy banner.



SSIP VS Express CFA



# Timeline



- A. Ped Lights, Street Lights, Parkway Offerings
- B. Pilot All Infrastructure Categories, Select City Locations
- C. Offer All Infrastructure Categories in Broader Market
- D. Offer In-House Design Services



# Contract Management

Kandice Merrick, Contract Management Manager



# Contract Management Team

Contract Manager	• <b>Kandice Merrick</b>
Sr. Contract Compliance Specialist	• <b>Dwayne Hollars</b>
Sr. Contract Compliance Specialist	• <b>Bichson Nguyen</b>
Contract Compliance Specialist	• <b>Wendy Beardslee</b>
Contract Compliance Specialist	• <b>Sydney Allen</b>
Project Assistant	• <b>Adair Bradford</b>
Sr. Land Agent	• <b>Vacant</b>
Land Agent	• <b>Tiffany Bacon</b>

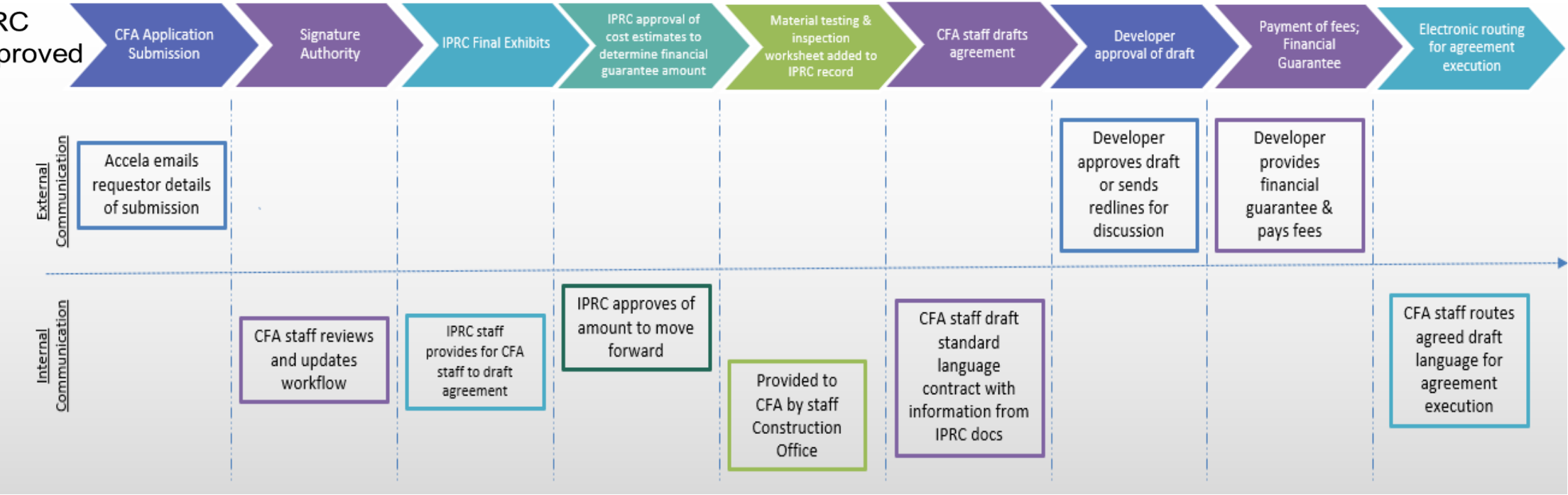
# What Contracts May Be Necessary in the Development Process?

- Community Facility Agreement (CFA)
- Easement Abandonment, Dedication, and/or Vacation
- Encroachment
- Maintenance Agreement
- Stormwater Facility Maintenance Agreement (SWFMA)
- Unified Sign Agreement (USA)



**CONTRACT MANAGEMENT CFA CUSTOMER EXPERIENCE TOUCHPOINTS**

IPRC  
Approved



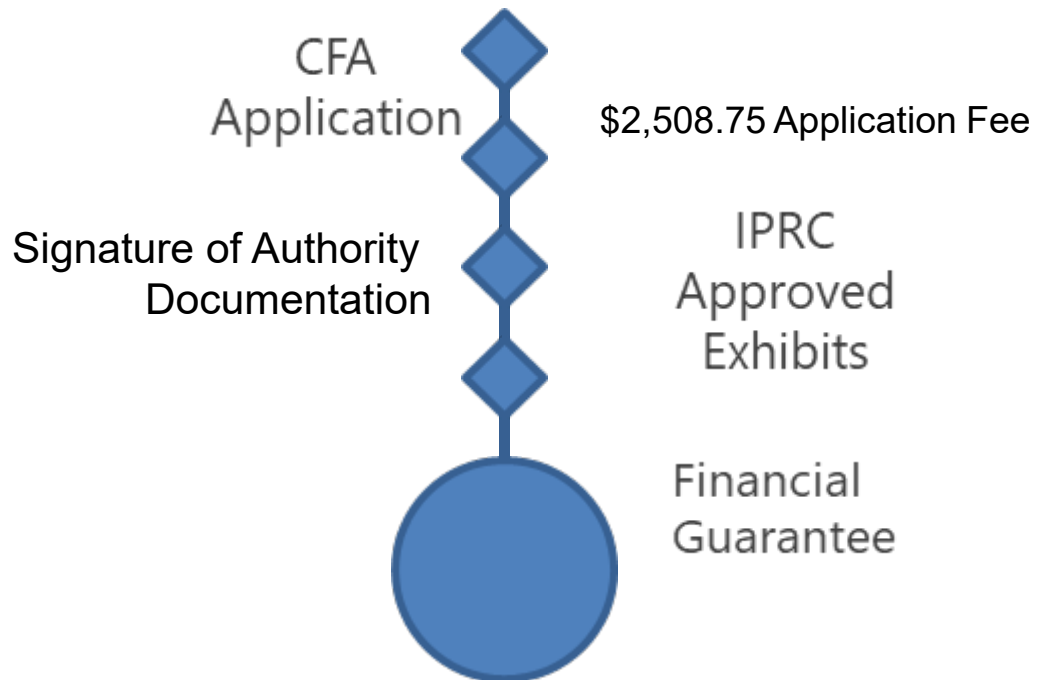


# Community Facility Agreement

Secures developer funded capital improvements through a legally binding contract enforced with a financial guarantee

## Financial Guarantee Types

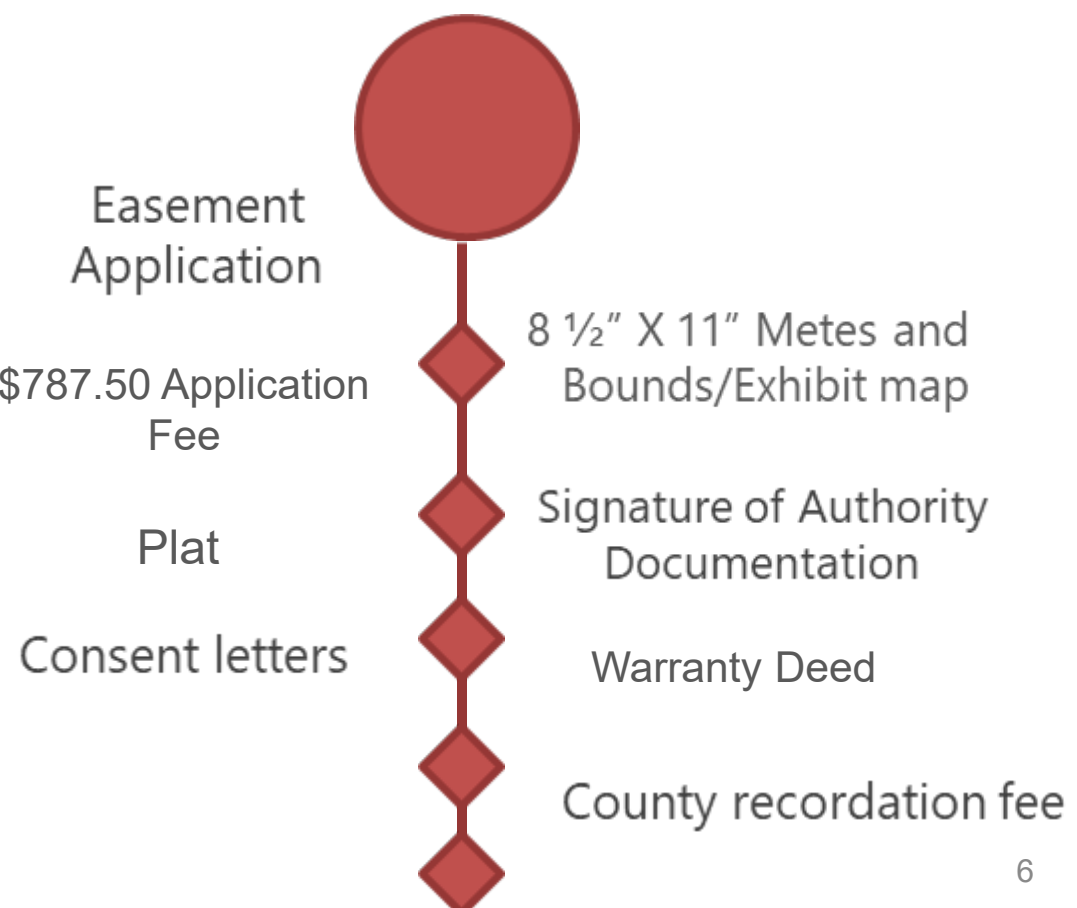
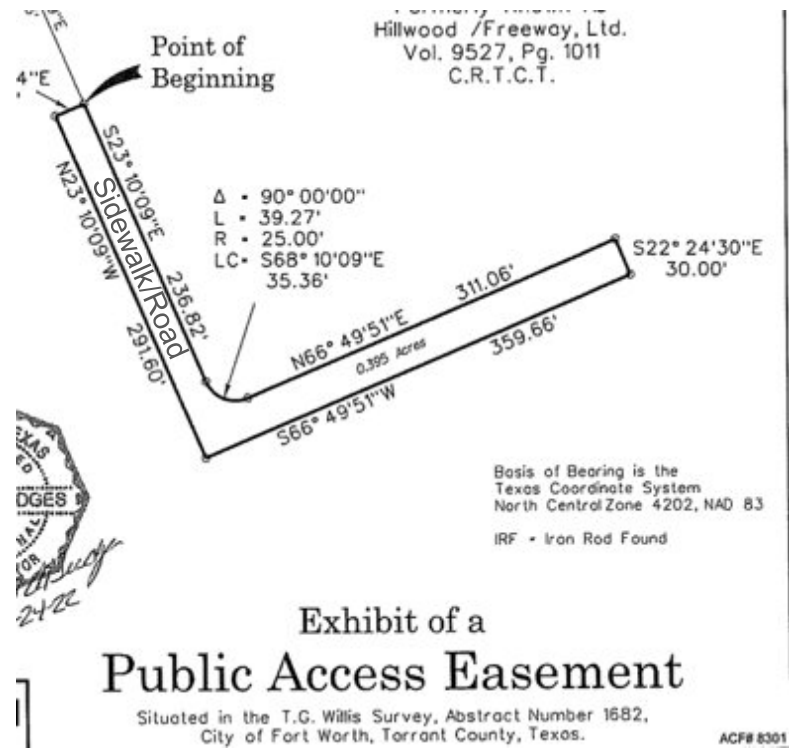
- Development Bond
- Cash Deposit
- Letter of Credit
- Escrow Agreement
- Completion Agreement
- Statement of appropriated funds





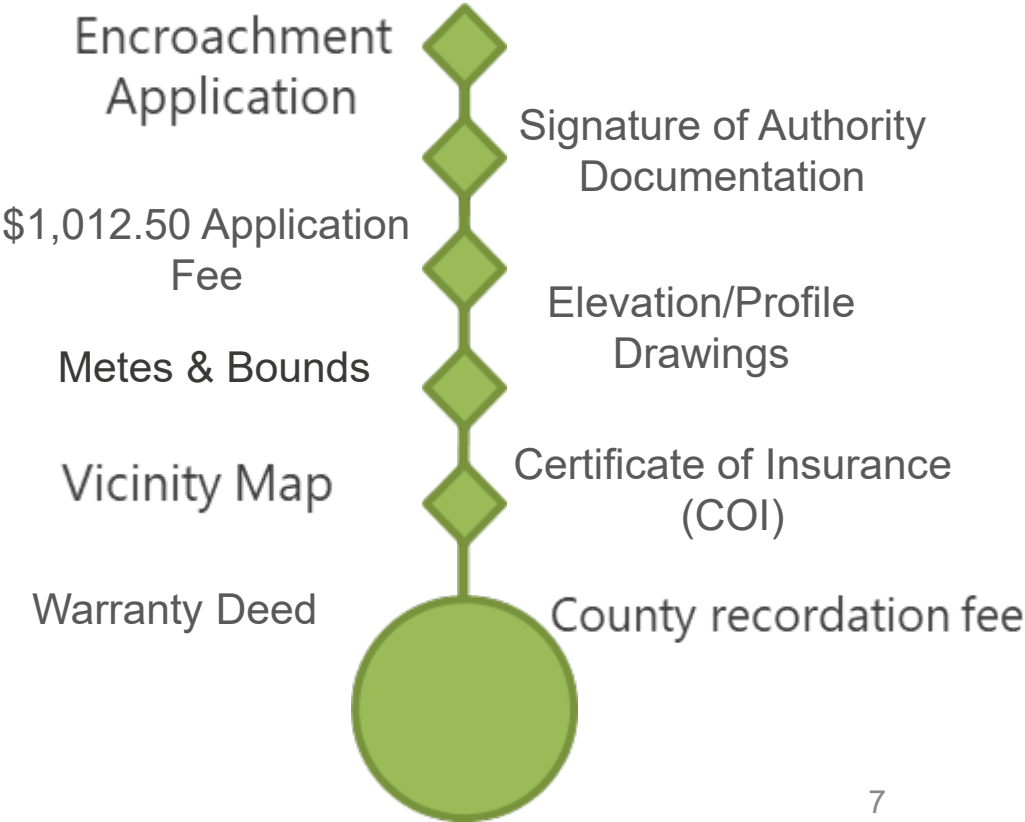
# Easements

Abandonment, Dedication, & Vacation by Separate Instrument

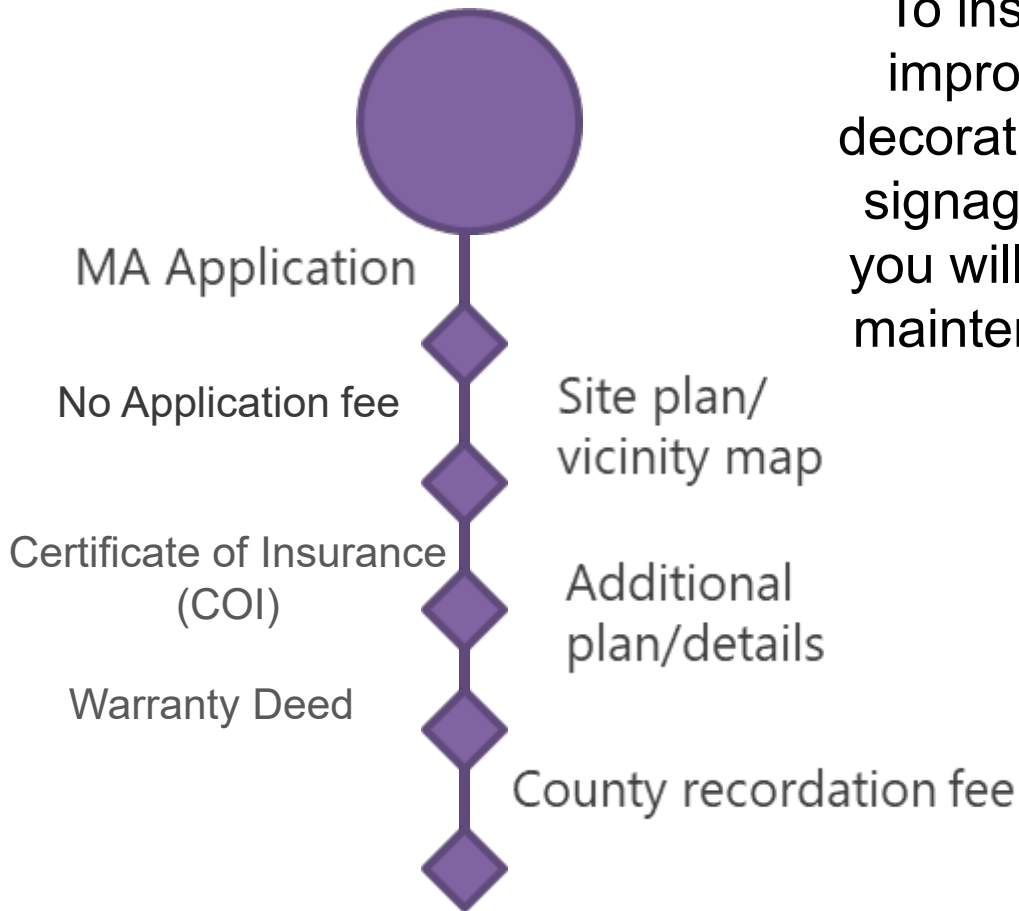


# Encroachments – Right-of-Way/Easement

To add large flower boxes, benches and a fountain to the City's Right-of-Way, you will need to execute an encroachment agreement



# Maintenance Agreements



To install non-standard improvements such as decorative lighting, custom signage or streetscapes, you will have to execute a maintenance agreements



\* You are responsible for long-term maintenance

# Stormwater Facility Maintenance Agreements

When construction impacts drainage in the surrounding area; Stormwater Development Services requires the installation of a Stormwater Facility to help mitigate any adverse effects the rain/stormwater my cause



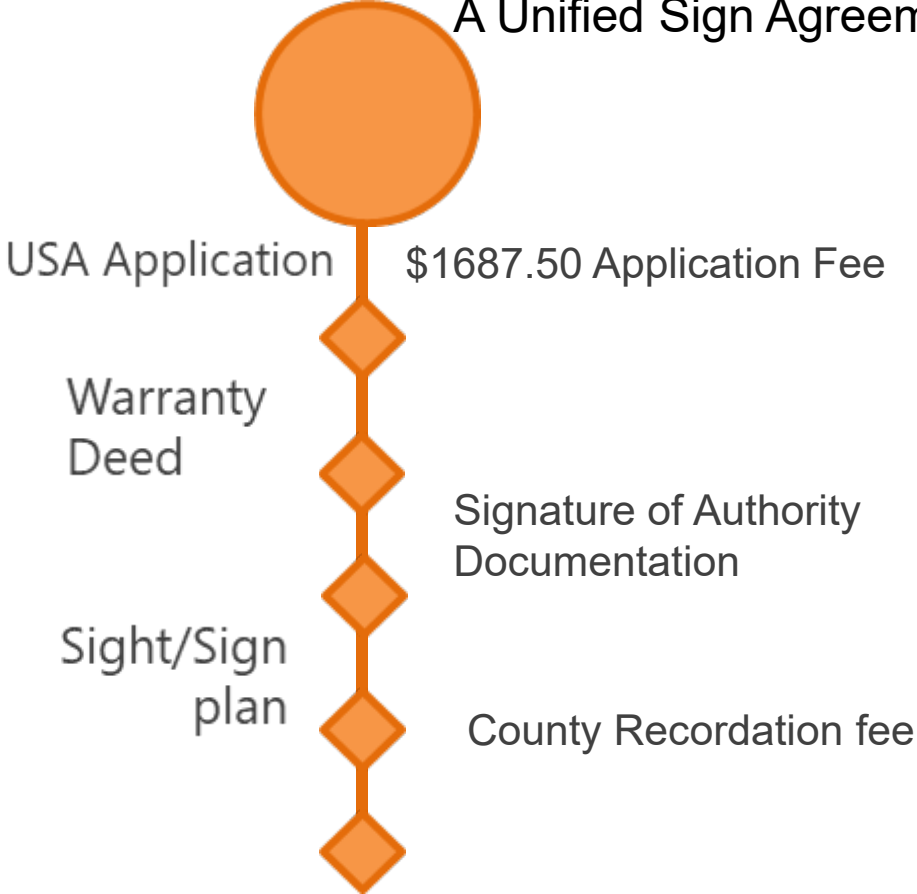
\* If your project changes how stormwater flows across the site, or it impacts neighboring properties





# Unified Sign Agreements (USA)

A Unified Sign Agreement is required when multiple businesses share a single monument



\* typically seen in retail or commercial developments



# Contract Management Team

Where do you go for your information?

[Contract Management Office – Welcome to the City of Fort Worth](#)



[Home](#) / [Departments](#) / [Development Services](#) / [Contract Management Office](#)

## Contract Management Office

The Development Services - Contract Management Office is responsible for the oversight and integrity of the contracting process for development projects ensuring compliance with applicable laws, City Ordinances, and policies.

**Different types of agreements oversee in this section:**

- [Community Facility Agreement \(CFA\)](#)
- [Encroachment Agreement](#)
- [Stormwater Facility Maintenance Agreement \(SWFMA\)](#)
- [Maintenance Agreement](#)
- [Unified Sign Agreement \(USA\)](#)

### Contact Us

**Email**  
[DEVCEFA\\_Projects@fortworthtexas.gov](mailto:DEVCEFA_Projects@fortworthtexas.gov)

**Location**  
City Hall, 5th Floor  
100 Fort Worth Trail  
Fort Worth  
76102  
[View Map](#)

<a href="#">Community Facilities Agreement (CFA)</a>	▼
<a href="#">Encroachment Agreement</a>	▼
<a href="#">Easements and Vacation by Separate Instrument</a>	▼
<a href="#">Stormwater Facility Maintenance Agreement (SWFMA)</a>	▼
<a href="#">Maintenance Agreement</a>	▼
<a href="#">Unified Sign Agreement (USA)</a>	▼



Questions?

Thank You for Joining Us!

# Development 101 Survey

- Let us know your thoughts about the class!

Scan the QR code



**OR**

use [www.surveymonkey.com/r/DEV101](https://www.surveymonkey.com/r/DEV101)



# Thank you

