



Development 101 Workshop

The City of Fort Worth & The Development Process



Welcome





New City Hall Video



Development 101 Workshop



Customer Center Tours

- Fifth floor Customer Center tours
- Lobby at 4:00 – 4:30 pm

New Fee Schedule

- New fee schedule effective 10/1/2024

Scan the QR code



Development 101 SURVEY

- Let us know your thoughts about the class!

Scan the QR code



OR

use www.surveymonkey.com/r/DEV101

Development 101 Workshop

Agenda for Today

- Learning objectives
- Overview of breakout sessions
- Introduce you to our development, Bob's Bistro
- Getting started
 - Resources
 - Pre-Development Conference
- 15-minute break
- Breakout Sessions
- Customer Center Tours

Development 101 Workshop

What you will learn today?

- An introduction to the City's Development Process
- Useful tools and resources
- An introduction to City staff and department contact information

Workshop Breakout Sessions

Zoning

Session 1

Zoning

Urban Design

Urban Forestry

Platting & Infrastructure

Session 2

Transportation Development

Stormwater/Drainage

Water/Wastewater

**Small Scale Infrastructure
Program (SSIP)**

Platting

**Infrastructure Plan Review
Center (IPRC)**

The Contract Office

Permits

Session 3

Permits and Plan Review

Fire Prevention

Grease Traps

Inspections

Consumer Health

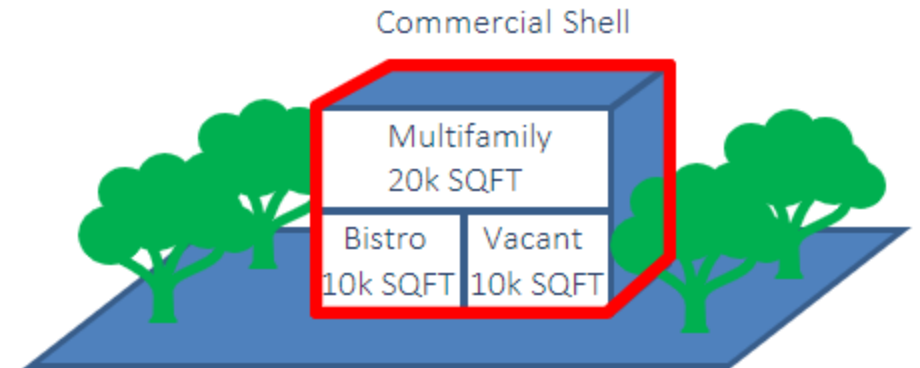
Addressing

**Transportation Impact
Fees**

Meet Bob. Bob is Building a Bistro

The Property's Characteristics & Scope of Work:

- The property is in Southwest Fort Worth
- The property is a *greenfield* site
- The property is zoned for Mixed Use
- The property is 2.0 acres in size
- Several existing large caliper trees on site
- New Construction:
 - 10,000 square foot restaurant
 - Adjacent vacant space 10,000 square feet in size
 - Multifamily (25-units) – 20,000 square feet
 - Total building is 40,000 square feet





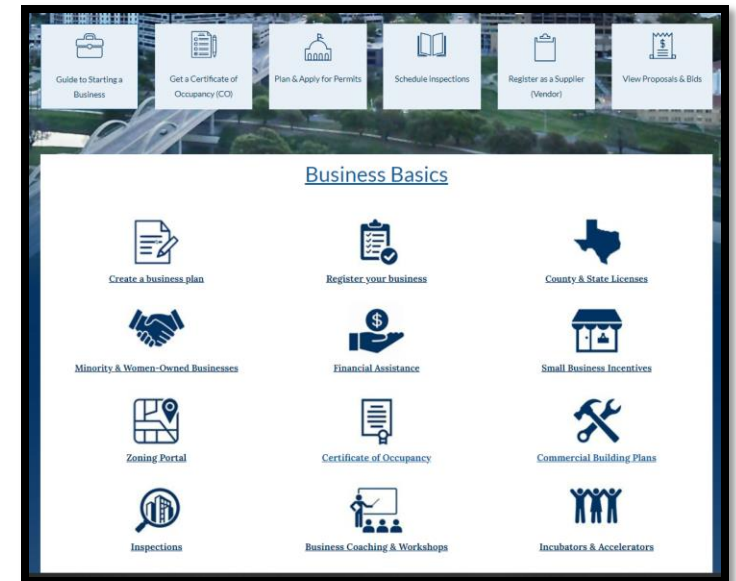
Getting Started

Presented by Laurie Lewis

Getting Started: Research

Where Does Bob Start His Research?

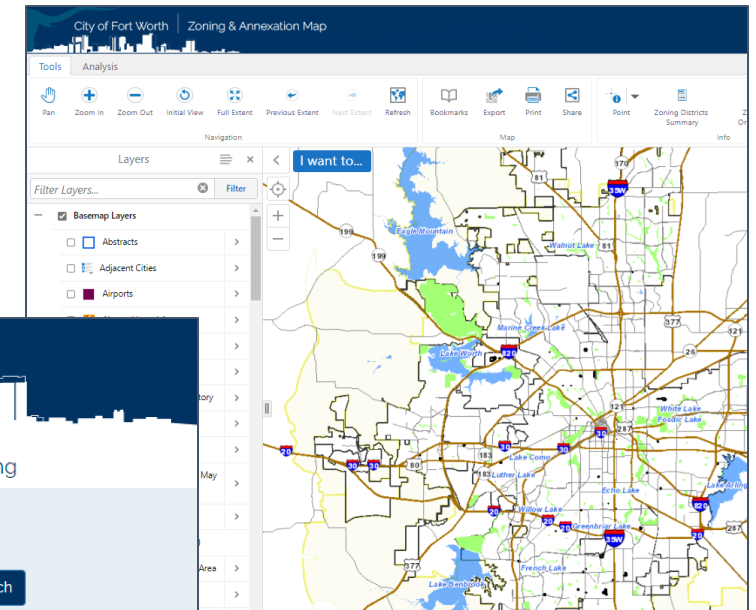
- Bob locates the [Development Services](#) home page
- Bob finds resources to start his due diligence
- Bob also discovers the new [Business Services](#) website with additional services offered by multiple departments, including:
 - [Certificate of Occupancy Guide for Restaurants](#)
 - Opportunities for financial assistance
 - Business plans
 - Register with Texas Secretary of State



Getting Started: Tools

What Mapping Tools Can Bob Utilize?

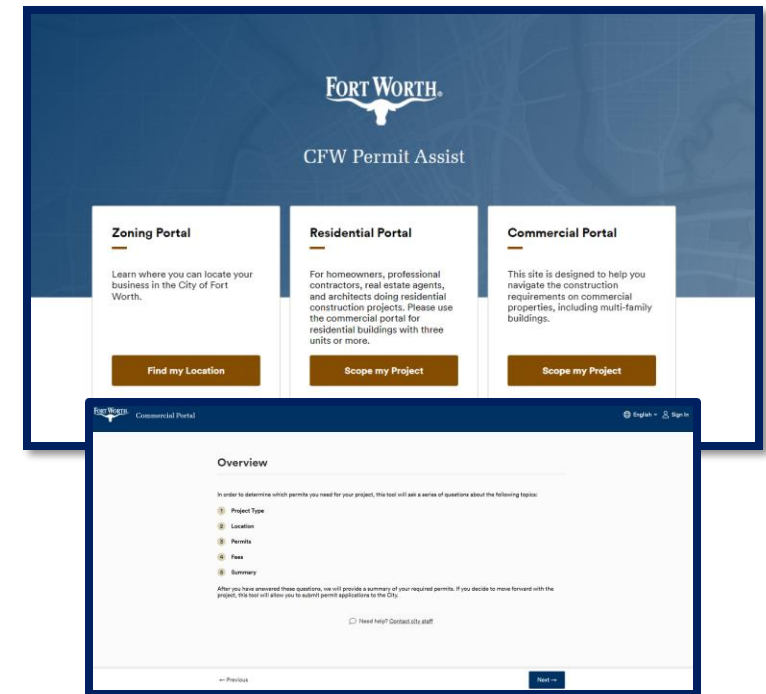
- [CFW Permit Assist](#)
- [OneAddress](#)
- [Zoning & Annexation Viewer](#)
- [Flood Risk Viewer](#)



Getting Started: Tools Continued

How Does Bob Utilize *CFW Permit Assist*?

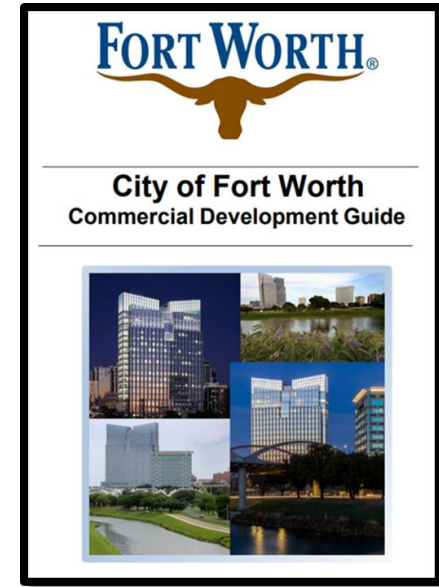
- He types in 'restaurant' use or 'Multifamily' use along with the property address into CFW Permit Assist
- CFW Permit Assist confirms that the property is zoned for Agriculture which **does not allow** for his 'restaurant' or 'Multifamily' use
- Bob will need to change the zoning of the property for the Bistro and Multifamily



Getting Started: Guides & Manual

What Does Bob Find Online?

- Bob needs to download the relevant guides, ordinances and manuals adopted by the City to start his design
 - [Commercial Development Guide](#)
 - [Stormwater](#)
 - [Transportation Engineering](#)
 - [Water and Wastewater](#)



SCAN ME

Getting Started: Public Information Request

What Else Should Bob Do to Prepare?

- Bob assembles a design team to prepare professional drawings for his Bistro submittal
- Bob needs to submit a [Public Information Request \(PIR\)](#) to download the as-built drawings for existing infrastructure
- Schedule a Pre-Development Conference

Pre-Development Conferences (PDC)

Why Should Bob Schedule a PDC?

- Bob and his design team can learn more about City requirements by meeting with the City's subject matter experts
- This meeting is optional but Bob determines this to be a valuable resource

| PDC Staff Attendees | |
|----------------------------|-------------------------------------|
| Subdivision | Stormwater |
| Zoning & Urban Design | Floodplain |
| Transportation Development | Fire |
| Transportation Impact Fees | Urban Forestry |
| Water | Park & Recreation Department (PARD) |

Pre-Development Conferences (PDC)

How and When Does Bob Schedule a PDC?

- Bob accesses the [Pre-Development](#) page on our website
- Complete the online form to request a PDC and includes a site plan for his future Bistro
- Bob is provided the following options on the PDC schedule:
 - Mondays- 1pm to 2pm
 - Tuesdays- 3pm to 4pm
 - Thursdays- 9am through 12pm



Pre-Development Conferences (PDC)

How Long is Bob's PDC?

- There are two timeframe options for his meeting:
 - 30 minutes (free)
 - 1-hour (\$281.25 fee*)

Pre-Development Conferences (PDC)

How Does the Meeting Operate?

- All PDC meetings are hosted on WebEx
- Bob and his design team showcase their project
- City staff provide comments to Bob and the design team to facilitate revisions prior to a formal submittal

Pre-Development Conferences (PDC)

What Did Bob Learn from the PDC Meeting?

- He is not in proximity to a gas well pad site
- The property is within an active transportation impact fee service area
- The property is not located within a special zoning overlay district
- How to start his zoning changes to allow for the Bistro and Multi-family uses
- A Minor Final Plat would be required for the property
 - All studies need to be approved before the plat submittal
- A grading permit would be required
- An urban forestry permit would be required due to the caliper trees
- The building needs a fire sprinkler system

Breakout Sessions

Breakout sessions start at 2:45pm

Zoning

Room MZ10

**Platting &
Infrastructure**

Room MZ06

Permits

Room MZ05

Customer Center Tours from 4 – 4:30 pm



15-Minute Break





Zoning Overview

The Different Roles Of Zoning

Zoning and Land Use

Responsibilities:

- Zoning Change
- Land Use
- Bulk, Mass and Site Aesthetics

Preservation & Design

Responsibilities:

- Historic Preservation Program
- Urban design and form-based code districts
- Commission administration

Downtown Design

Responsibilities:

- Design review
- Board administration
- Community engagement

Mixed-Use Districts

Responsibilities:

- Design Review
- Prepares written reports to Boards
- Public Approvals Process

The Board of Adjustment

Responsibilities:

- Exceptions for Certain Structures
- Zoning Standards Waivers
- Quasi-Judicial



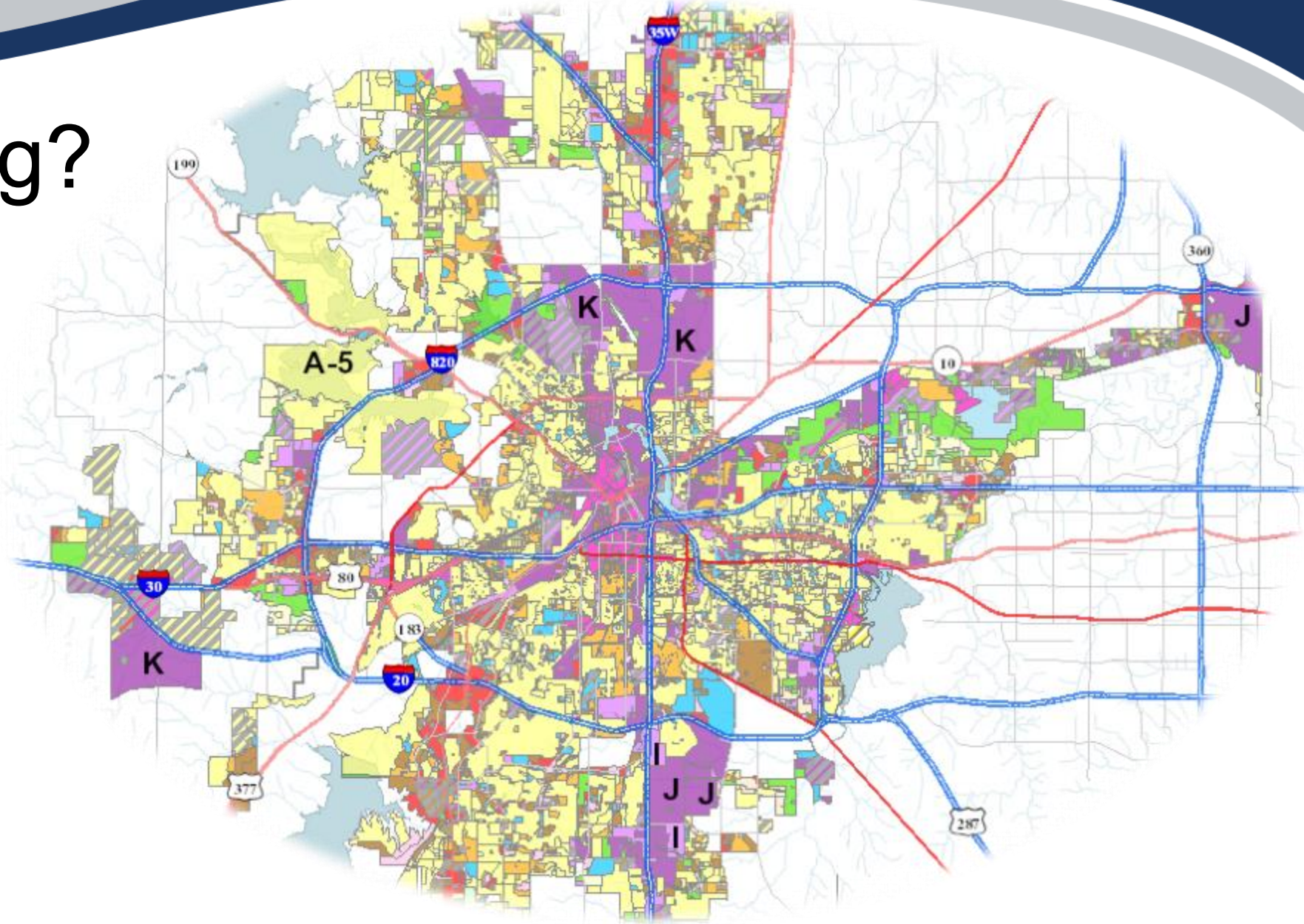
Zoning Change

Zoning And Land Use

| | |
|--------------------|-----------------------------------|
| Planning Manager | • Stephen Murray |
| Senior Planner | • Beth Knight/Sandy Michel |
| Senior Planner | • Brett Mangum |
| Senior Planner | • Lynn Jordan |
| Planner | • TBD |
| Planning Assistant | • Laura Ruiz/AleighJa Love |

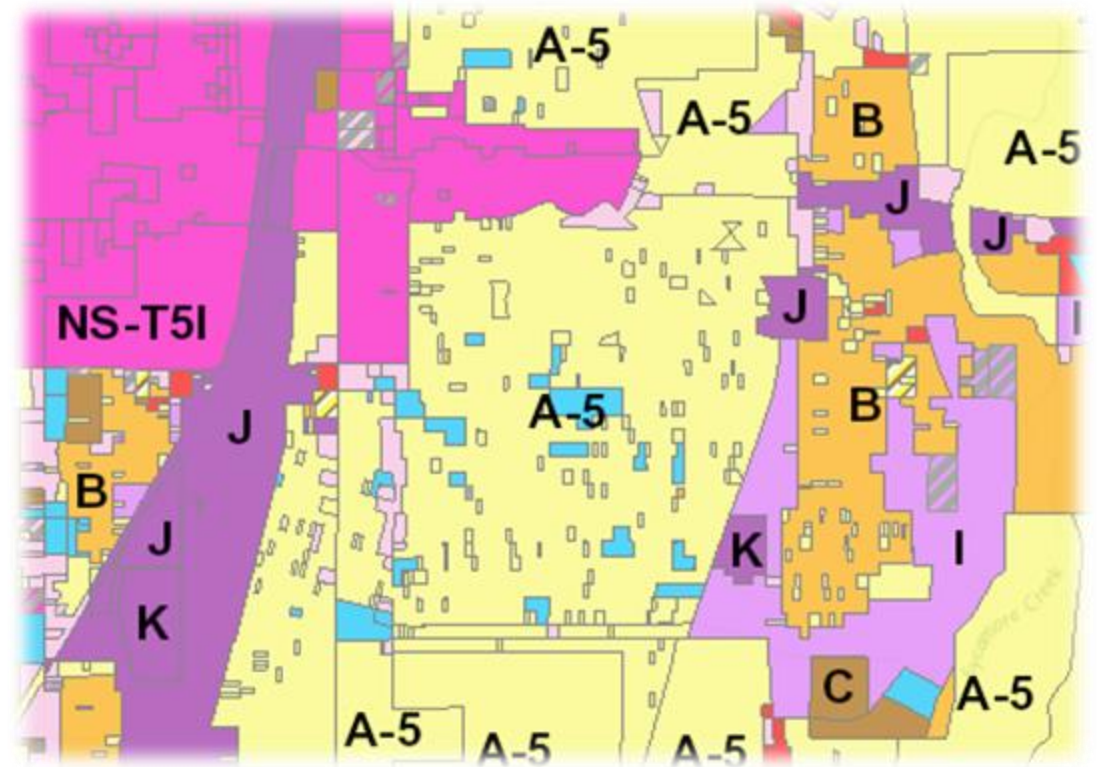
What Is Zoning?

What does
Zoning Regulate?



What Is Zoning?

- The city promotes orderly growth and land use while protecting existing property owners by grouping together compatible development — a practice known as zoning.
- Before land is developed in the city, it must be zoned and platted. Property in the city's extraterritorial jurisdiction (ETJ) is subject to platting only. The Zoning Commission reviews all zoning requests to provide recommendation for City Council, who will approve or deny the request.
- The Zoning regulations and districts are adopted to help implement the Comprehensive Plan and its policies. The policies address land use, transportation and infrastructure, economic development, urban design, housing, historic preservation, environmental quality, parks and recreation, and other topics





Development Services works with the community to create and adopt plans that ultimately lead to the regulatory documents that encompass zoning:

City Wide / Small Area Plans

Zoning Ordinance / Zoning Map / Development Standards



Planning Documents
Policy Framework Documents

Regulatory Documents
Land Use Regulations

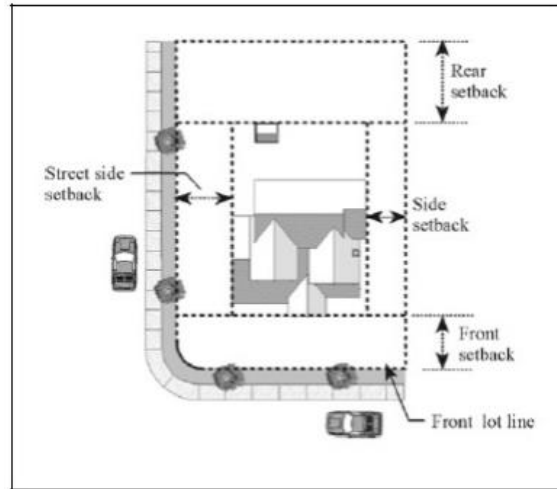
What Does Zoning Regulate?

Lot Size

Land Use

Parking

Setbacks



Landscaping

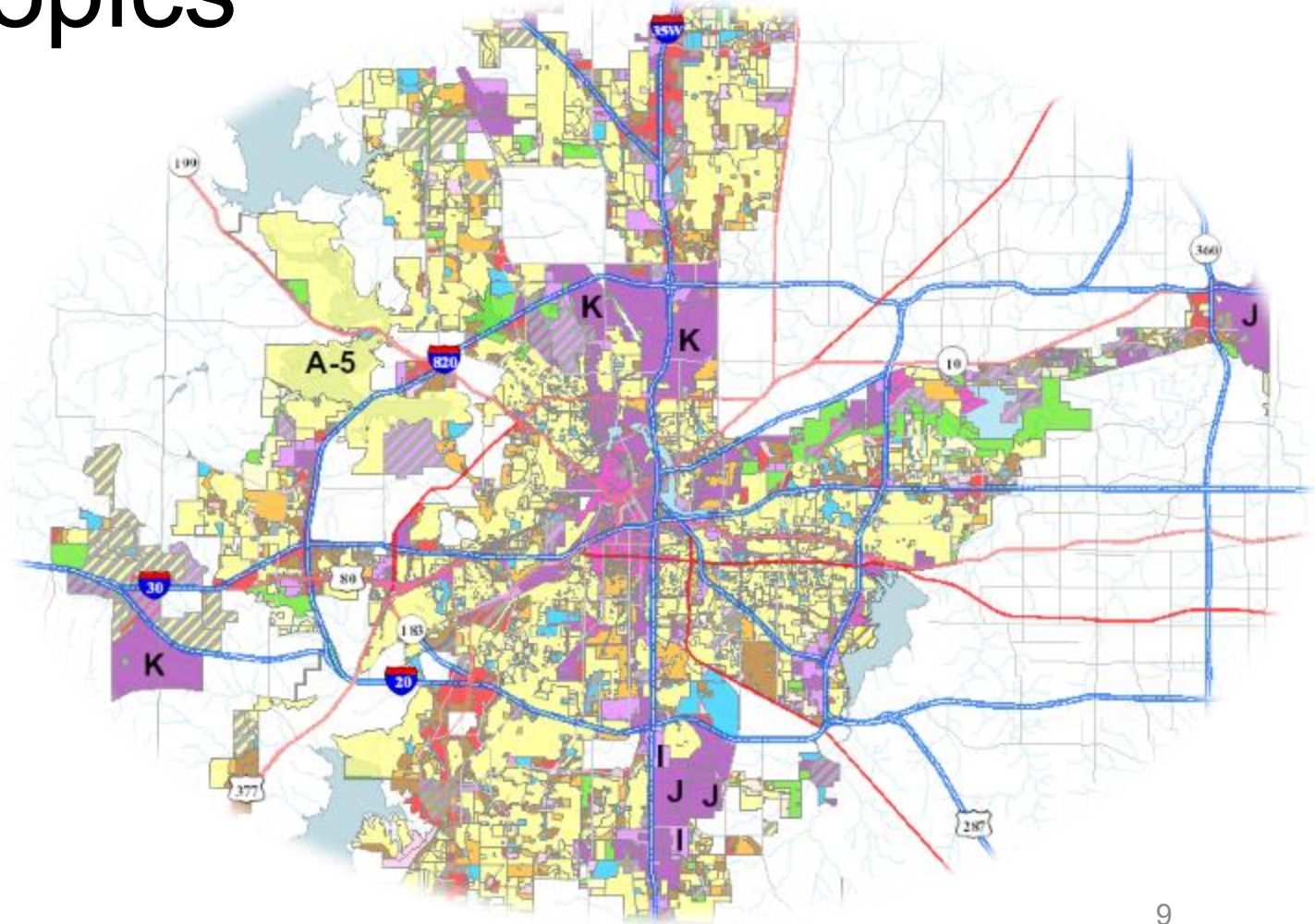
Signs

Definitions

Supplemental Standards

Related Zoning Topics

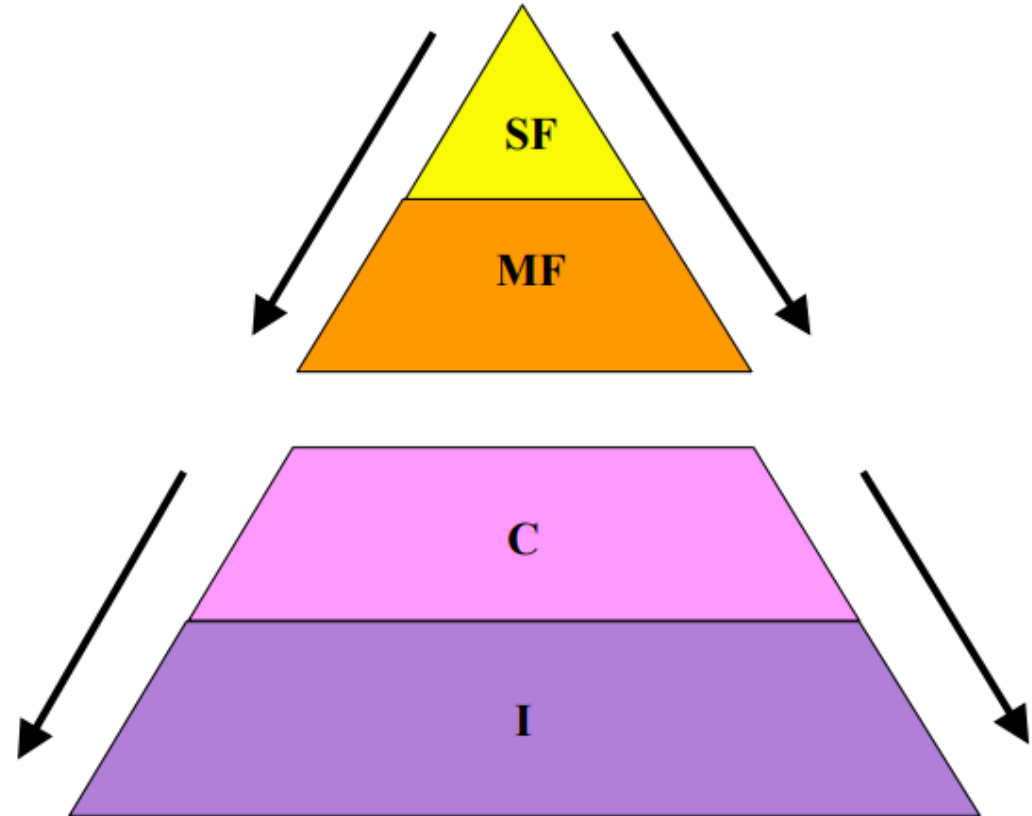
- [Zoning Districts](#)
- [Comprehensive Plan](#)
- [Rezoning Property](#)
- [How Citizens are Involved](#)
- [Resources](#)



Zoning Districts

Partially Cumulative Zoning

- Lower-density residential uses **are allowed** in residential districts cumulative and commercial and industrial uses are cumulative, but residential uses are not permitted in non-residential districts



Zoning Districts

Residential:

- “**A-Districts**” allow single-family uses (single-family home)
- “**B-Districts**” allows duplex and single-family uses
- “**C-Districts**” allow multifamily (apartment), duplex, and single-family up to 24 units per acre
- “**D-Districts**” allows up to 32 units per acre



Zoning Districts (Continued)

Commercial:

- “**E-Districts**” allow neighborhood commercial uses (convenience stores, restaurants, offices and other uses)
- “**F-Districts**” allow general commercial uses (Everything in “E” plus bars, automotive uses, tattoo parlors and other uses)
- “**G-Districts**” allows intense commercial uses (Everything in “F” plus max height of 120 ft.)



Zoning Districts (Continued)

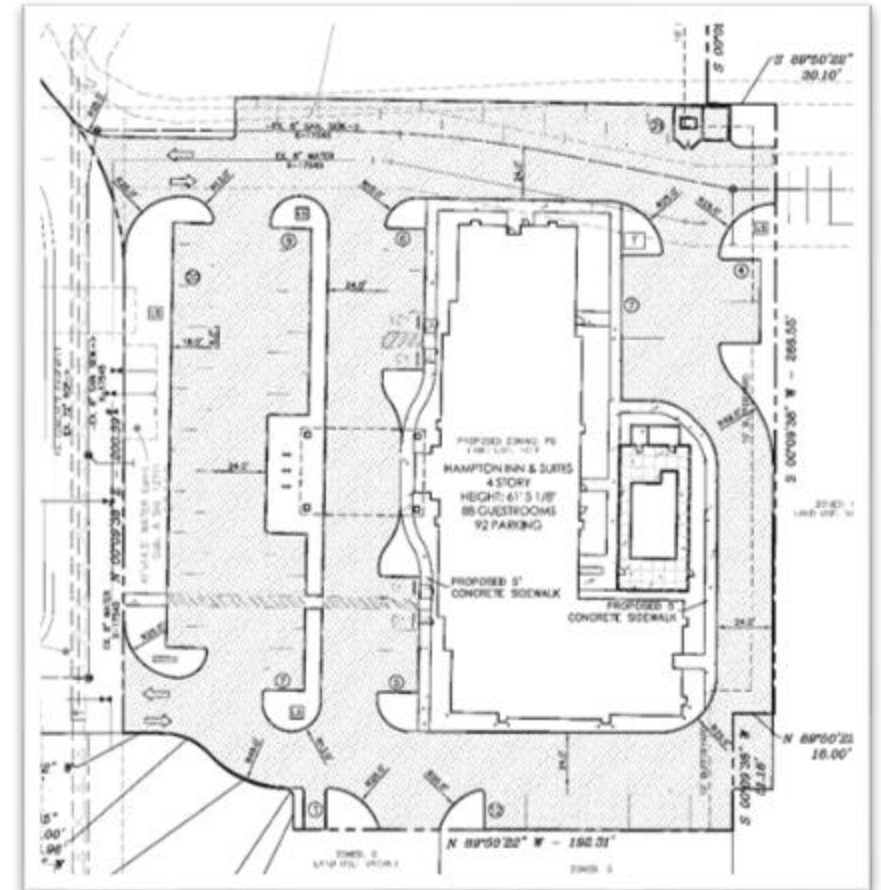
Industrial:

- Allows all commercial uses
- “**I-Districts**” allows light industrial uses (light industrial uses especially warehouse/distribution/light manufacturing and outdoor storage)
- “**J-Districts**” allows uses in “I” and heavier industrial uses
- “**K-Districts**” Heavy Industrial (Allows outdoor industrial uses that may have dust, odor, etc.)



Planned Development “PD” Districts

- Is a zoning district change, not an overlay - cannot revert
- Encourages unified design of residential, commercial, industrial and institutional uses, including combinations of uses that are not otherwise attainable under conventional base zoning districts.
- A PD can be requested for any land use:
 - Mixed use, single family, multi-family, commercial or industrial uses
- Provides details and allows additional restrictions, Site-specific – typically based on **site plan**
 Site provides **control** over use, height, materials, signage, fencing/buffering, landscaping, etc.



What Does The Zoning District Mean?

- The entire [zoning ordinance](#) is over 500 pages
- Each zoning district has a page with basic setbacks and other standards
- Allowed uses can be found in the [use tables](#)
- The ordinance also has [supplemental standards](#), mostly when commercial or industrial is adjacent to A or B residential districts, that may include:
 - Supplemental setbacks
 - Screening fence/landscaping
 - Projected setbacks
 - Required parking
- PDs have their own ordinance and site plan that are on file with Development Services

Use Tables

- **Permitted Use (P).** Permitted use in respective zoning district – may be subject to supplemental development standards
- **Special exception uses (SE).** Permitted only as a Special Exception
- **Conditional Use Permit (CUP).** Permitted only under the approval of a CUP – Use requires additional scrutiny based on location
- **Uses not allowed.** An empty cell indicates that a use is not allowed in the respective zoning district.

| 4.803 USES | | 4.803 NONRESIDENTIAL DISTRICT USE TABLE | | | | | | | | | | | | | | | | | | | | | In Res. Table | Supplemental Standards | |
|-------------------------|---|---|---|------|-------|----|----|----|----|------------|------|-------|----|----|----|----|----|---------|-------|-------|----|----|---------------|---|--|
| NONRESIDENTIAL USES | | COMMERCIAL | | | | | | | | INDUSTRIAL | | | | | | | | SPECIAL | | | | | | | |
| | | ER | E | MU/1 | MU/1G | FR | F | G | H | I | MU/2 | MU/2G | J | K | AG | CF | TU | NS/T4R | NS/T4 | NS/T5 | PD | | | | |
| Household Living | One-family detached dwelling | | | P | P* | | | | | | P | | | | | P* | | | P | P | P | | << | 4.200 (AG) lots not > 10,000 Sq.Ft. (MU/1G) | |
| | One-family attached (townhouse, rowhouse) | | | P | P | | | | P | | P | P | | | | | P | P | P | P | | << | | | |
| | Multifamily dwelling apartment | | | P | P | | | | P | | P | P | | | | | P | P | P | P | | << | 4.305B, 6.506 | | |
| | One dwelling unit when part of a business | | | P | P | P | P | P | P | P | P | P | P | P | | | | | P | P | P | | | | |
| Group Living | Community Home | | | P* | P* | | | | | | P* | P* | | | | P* | P* | P* | P* | P* | | << | 5.115 | | |
| | Group Home I | | | P* | P* | | | | | | P* | P* | | | | P* | | P* | P* | P* | | << | 5.115 | | |
| | Group Home II | | | P* | P* | | | | | | P* | P* | | | | P* | | P* | P* | P* | | << | 5.115 | | |
| | Halfway House | | | | | | | | | | | | | | | | | | | | PD | << | 4.305B | | |
| | Shelter | | | | | | | | | | | | | | | | | | | | PD | << | | | |
| PUBLIC & COMMUNITY USES | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | College or University | | | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | | | | | |
| | Day care center (child or adult) | P | P | P | P | P | P | P | P | P | P | P | P | P | | P | P | P | P | P | | << | | | |
| | Kindergarten | P | P | P | P | P | P | P | P | P | P | P | P | P | | P | P | P | P | P | | << | | | |
| | School, elementary or secondary (public or private) | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | | << | | | |
| Government | Animal Shelter | | | | | | | | | | | | | | P | | | | | | | | | | |
| | Correctional Facility | | | | | | | | | P | | | P | P | | | | | | | | | | | |
| | Government maintenance facility | | | | | | | | | P | | | P | P | P | P | | | | | | | | | |
| | Government office facility | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | | << | | | |
| | Governmental vehicle storage/junkyard | | | | | | | | | | | | P | P | | | | | | | | | | | |
| | Museum, library or fine art center | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | | << | | | |
| | Probation or parole office | | | | | P* | P* | P* | P* | P* | P* | P* | P* | P* | | | | P* | | | P* | | | 5.127 | |

Use Type

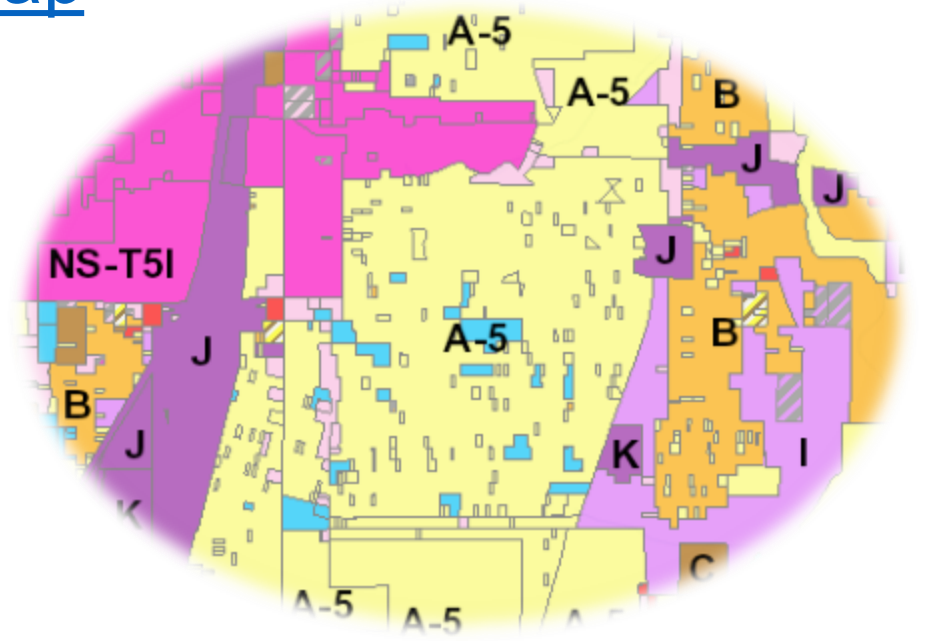
Use

Zoning Districts

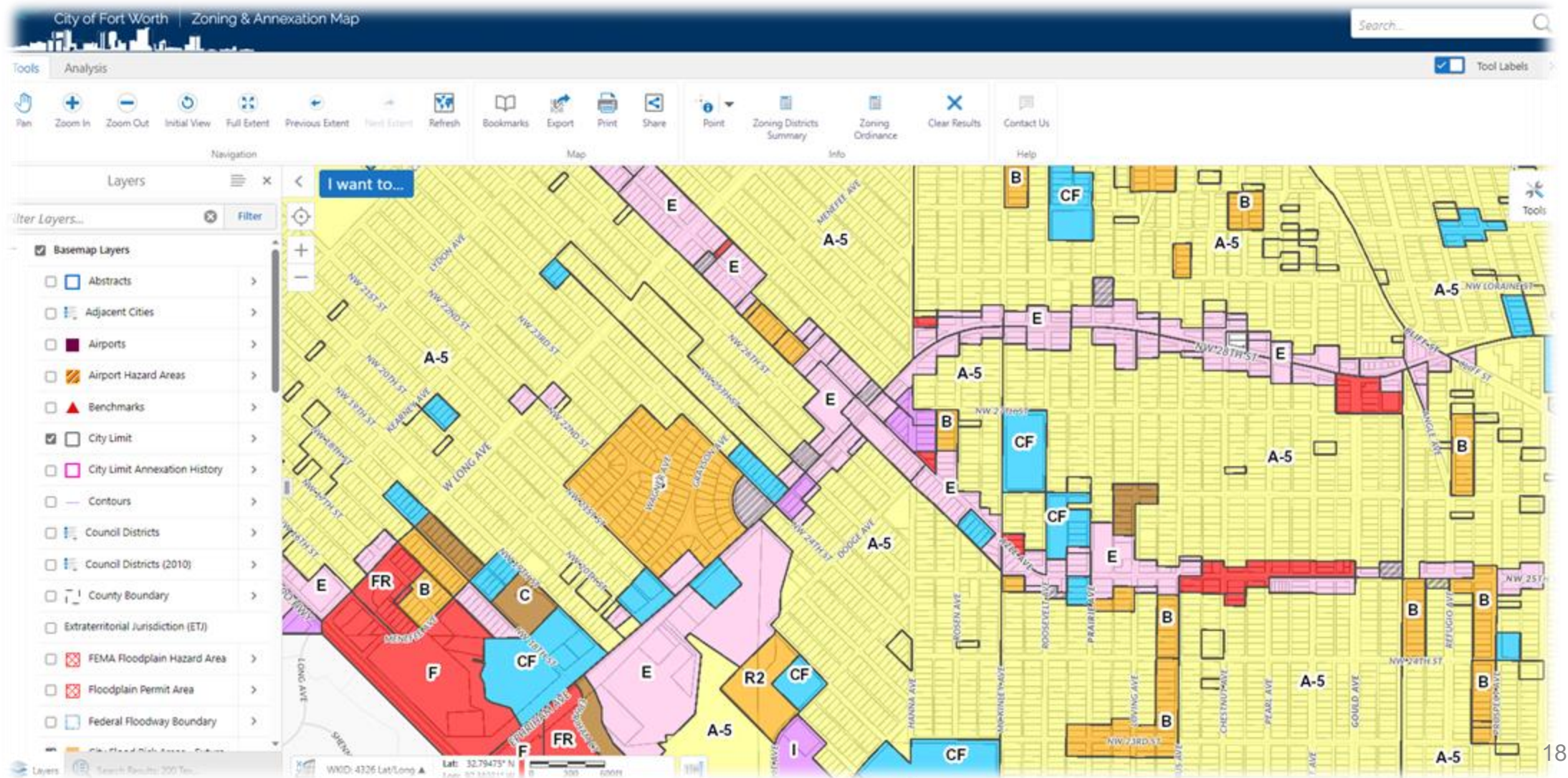
Supplemental Standards

How Can I Find My Property Zoning?

- [City of Fort Worth Interactive Zoning Map](#)
- [Contact City Staff](#)

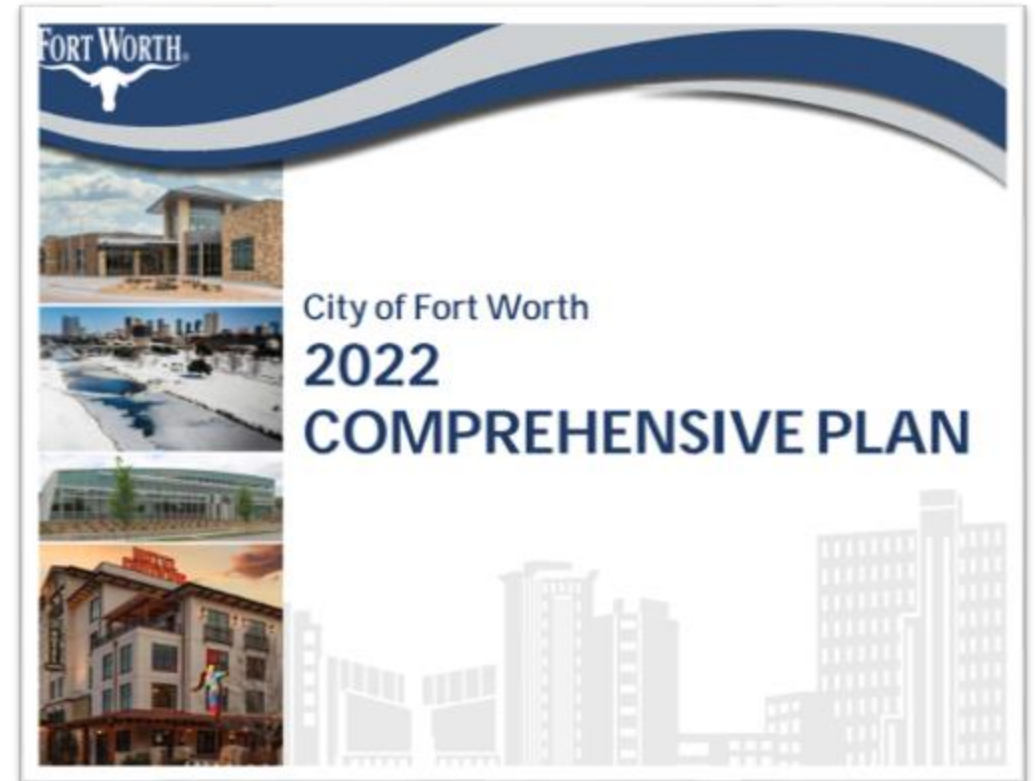


Zoning Map



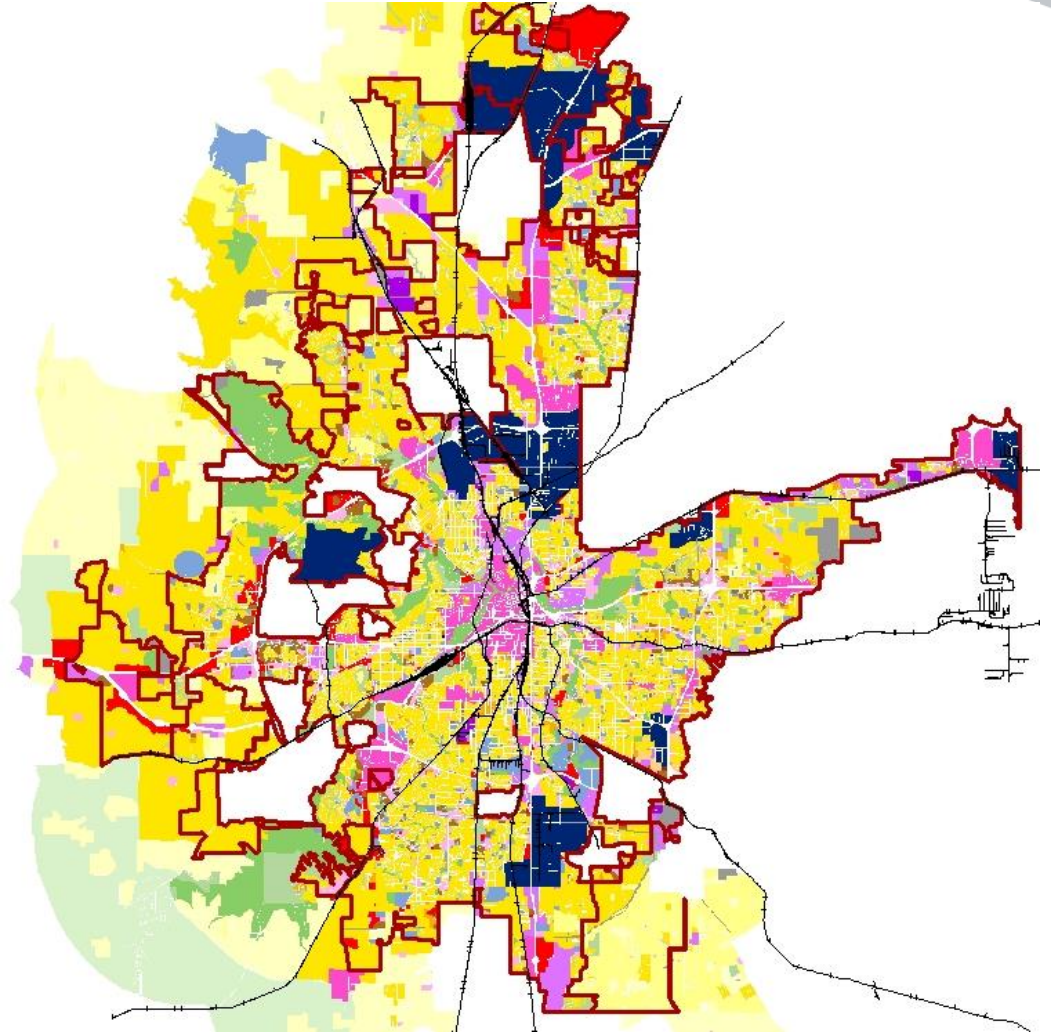
What is The Comprehensive Plan?

- The Comprehensive Plan is a **general guide** for making decisions about the City's growth and development
- Presents a broad **vision** for Fort Worth's future and describes major policies, programs, and projects to realize that vision



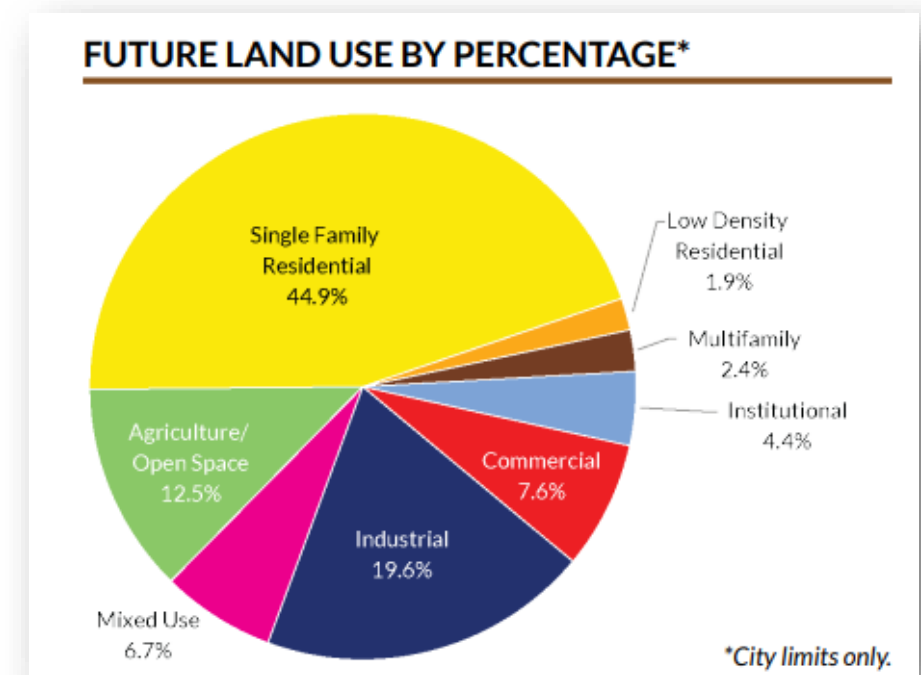
Future Land Use Map

- Appendix to the Comprehensive Plan
- Zoning reports evaluate the consistency with existing land use and conformity with the future land use map and policies
- Staff provides an analysis in zoning case reports on whether the proposed use is appropriate for the area



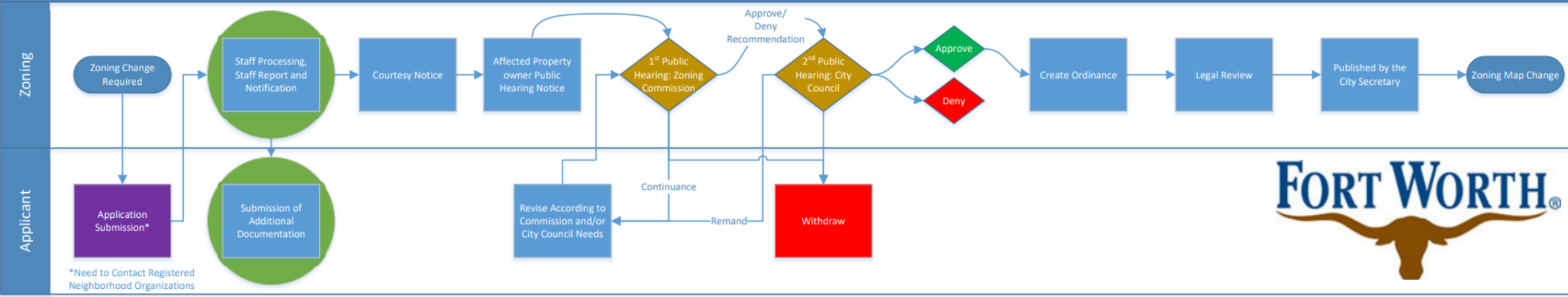
How Does Zoning Regulate The Comprehensive Plan?

- Zoning implements the Future Land Use Plan
- The future land use maps and policies are referred to by elected and appointed officials when making decisions regarding zoning
- Future land uses and development forms are defined and categorized with the appropriate zoning classification





Rezoning Process



Rezoning Process

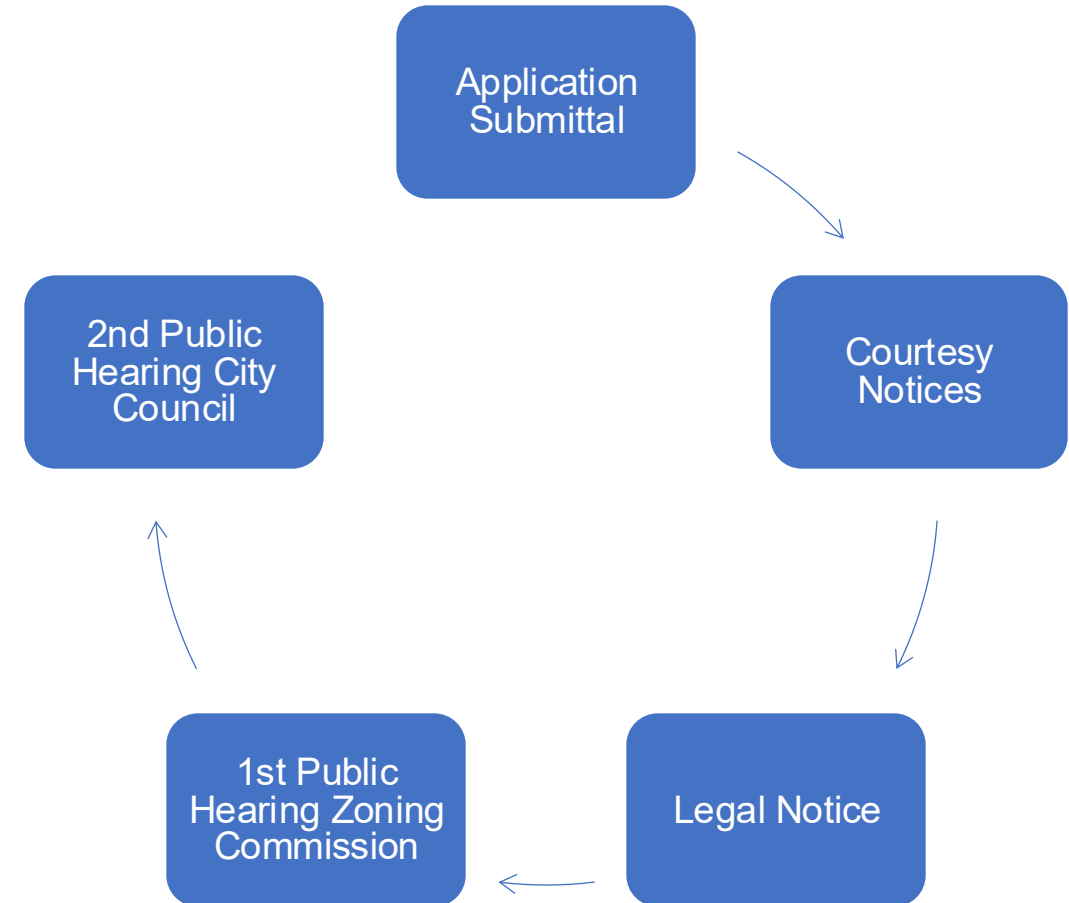
- Roughly 2 ½ to 3-month process
 - Not guaranteed
- Application submittal
 - Identifies property and zoning district requested
 - Signed by property owner
- Zoning Commission (1st Public Hearing)
 - Recommending body
- City Council (2nd Public Hearing)
 - Final Determination
- Public Hearings are Hybrid
 - In Person or via Webex

- FILING DEADLINE 5 P.M.
- ▲ NOTICES MAILED
- HEARING 1P.M.
- ◆ CITY COUNCIL ZONING HEARING 6PM
- 30 CITY HOLIDAY - OFFICES CLOSED
- X CANCELED CITY COUNCIL MEETING

| SEPTEMBER | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

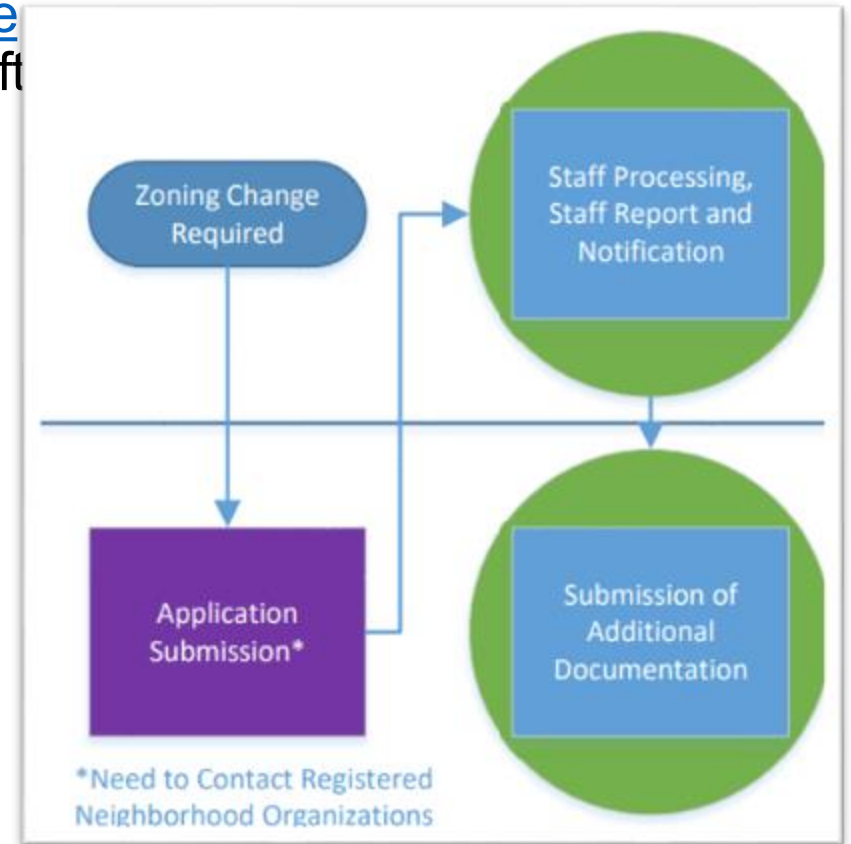
Rezoning Process

- Applicant submits an **application** with the legal description. Recommend applicant contact the neighborhood and Council office if difficult case
- City **emails courtesy notices** within the first week to registered organizations within ½ mile
- Staff reviews case and **legal notice is mailed** to property owners within 300 ft. 10 days before hearing. A sign is placed on the property
- **Public Hearing** is held at the Zoning Commission, 2nd Wednesdays at 1 p.m.
- **Public Hearing** is held at City Council meeting. Zoning cases are typically heard the second or third meeting of the month, Tuesdays at 6 p.m. Ordinance is adopted or denied in one reading



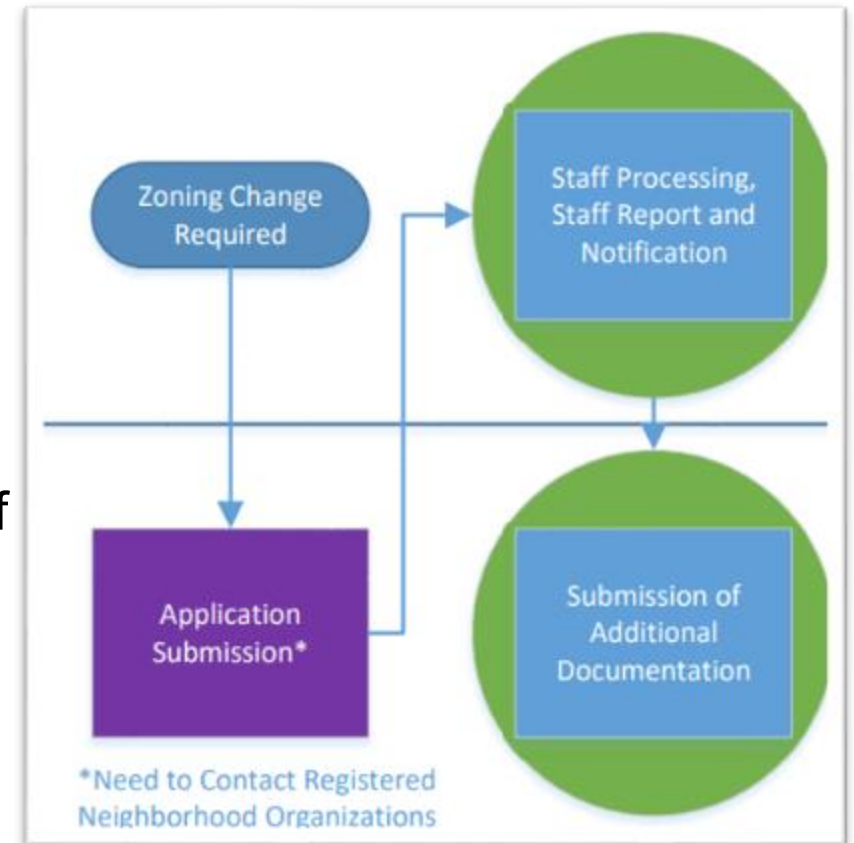
Rezoning Steps And Best Practices

- **Step 1:** Use our [interactive map](#) and the [neighborhood database](#) to find and contact the neighborhood and property owners (300 ft about your proposed change).
 - We recommend doing this prior to submitting a zoning change application
 - This will give you a good idea where they stand
 - The Zoning Commission will ask if you have met with the neighborhood



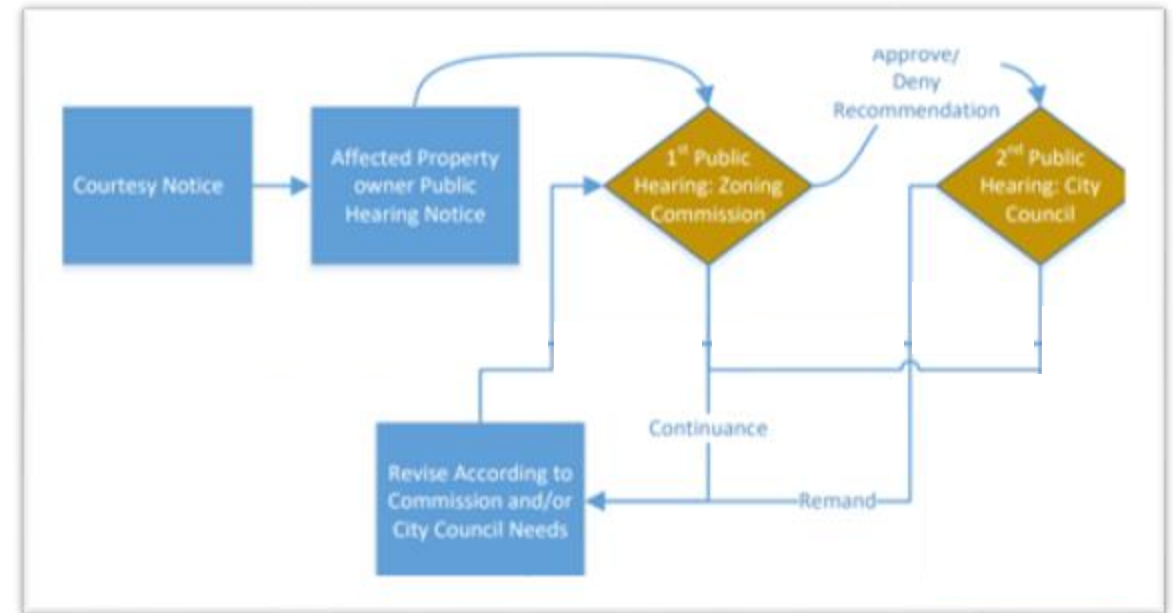
Rezoning Steps And Best Practices

- **Step 2:** Submit your zoning application
(Typically, the 1st Monday of the month is the deadline)
 - Example: Submit application (September deadline)
 - Zoning Commission (October)
 - Council (November)
 - Please fill out the description section
 - Provides Zoning Commission and Council a narrative of zoning proposal
 - Make sure to provide all the correct documents, or the case will be withheld.



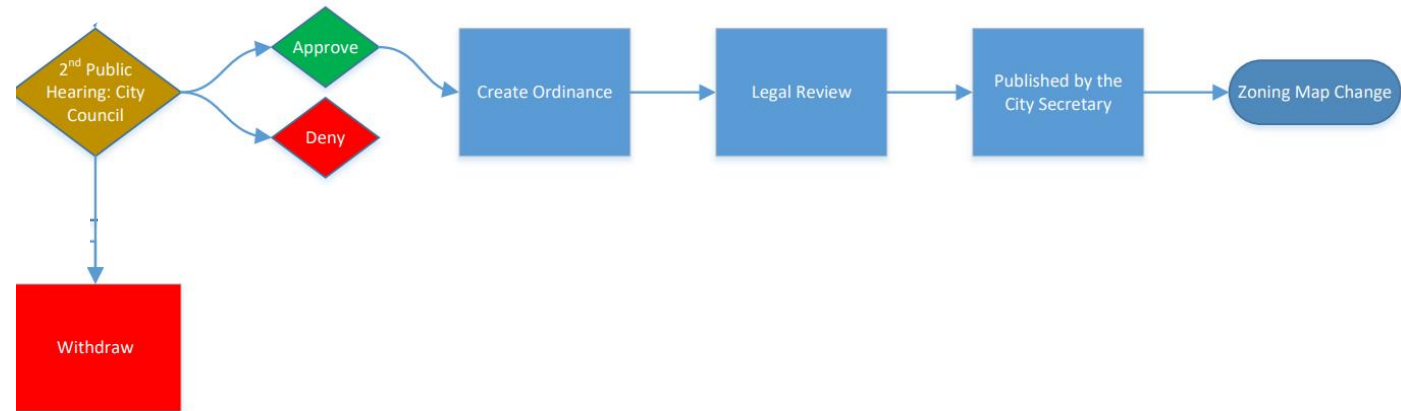
Rezoning Steps And Best Practices

- **Step 3:** Zoning Commission
 - Staff Prepares a report
 - Land use compatibility / Comprehensive Plan consistency
 - Staff makes recommendation
 - Provides applicant correspondence (*week of hearing*)
 - Sign-up to speak prior to the public hearing
 - [Link on agenda](#)
 - Send city staff your PowerPoint by the Monday prior to the public hearing



Rezoning Steps And Best Practices

- **Step 4:** City Council
- Recommendation from Zoning Commission moves forward to Council
 - City Council is final authority
 - The Zoning Commission often provides guidance on interactions with neighborhoods etc. prior to Council meeting
- Sign-up to speak prior to the public hearing
 - Link on Council Agenda



Options For City Council Motions For Zoning Cases

The City Council has the below alternates for findings:

1. **Approve** as recommended;
2. **Deny with prejudice**; no new applications of like nature shall be accepted within a period of twelve (12) months. Also applies when the applicant has withdrawn his proposal after Zoning Commission recommendation of Denial;
3. **Deny without prejudice**; no one year wait period;
4. **Continue** case to future hearing date; re-send notices if necessary;
5. **Return (remand) to Zoning Commission** for rehearing

Who We Notify

- All property owners as indicated on the municipal tax roll and within 300 feet of the property requesting rezoning will receive a notice by mail
- Scan the QR Code on the top of the notice to find out more details of the request



IMPORTANT PUBLIC NOTICE

FORT WORTH ZONING COMMISSION PUBLIC HEARING

Meeting Date: Wednesday, May 10, 2023 at 1:00 pm, Council Chambers, 2nd Floor of City Hall - 200 Texas St, Fort Worth, TX 76102

UPDATE: Please note that as the City of Fort Worth is responding to the current COVID-19 health crisis, this meeting will be held in-person with the option to participate remotely by videoconference or teleconference. The meeting will be available for viewing through WebEx, the City's Website and FW Television.

A zoning change has been requested for the property shown in the highlighted area on the map next to this notice. You are being notified because you are listed as the owner of property located within 300 feet of this request. *Un cambio de zonificación ha sido solicitado para la propiedad indicada en el mapa al lado de esta notificación. Usted ha sido notificado porque figura como titular de una propiedad ubicada dentro de 300 pies del cambio propuesto.*

You are not required to attend this meeting. If you would like to express support or opposition for this request, you can sign up to speak at the public hearing or provide a written comment to the Zoning Commission.

To register to speak, please contact the case coordinator or visit [fortworthtexas.gov/calendar](https://www.fortworthtexas.gov/calendar). Any member of the public who wishes to address the commission regarding an item on the agenda must sign up to speak no later than 5:00 pm the day before the meeting is scheduled.

Case Number: ZC-23-XXX

Case Address: 200 Texas Street

Case Name: Zoning Chnage

Proposed Change: From: "MU-1" Low Intensity Mixed-Use To: "PD/MU-1" Planned development, All uses allowed under MU-1 plus amusement, outdoor use and bar/tavern cocktail lounge, club, private or teen, and dance hall use; development standard for maximum setback of 312ft; no minimum first floor height requirement; site plan waiver requested.

For more information or to submit comments/para más información o para enviar comentarios:



ZoningLandUse@fortworthtexas.gov



817-392-8028



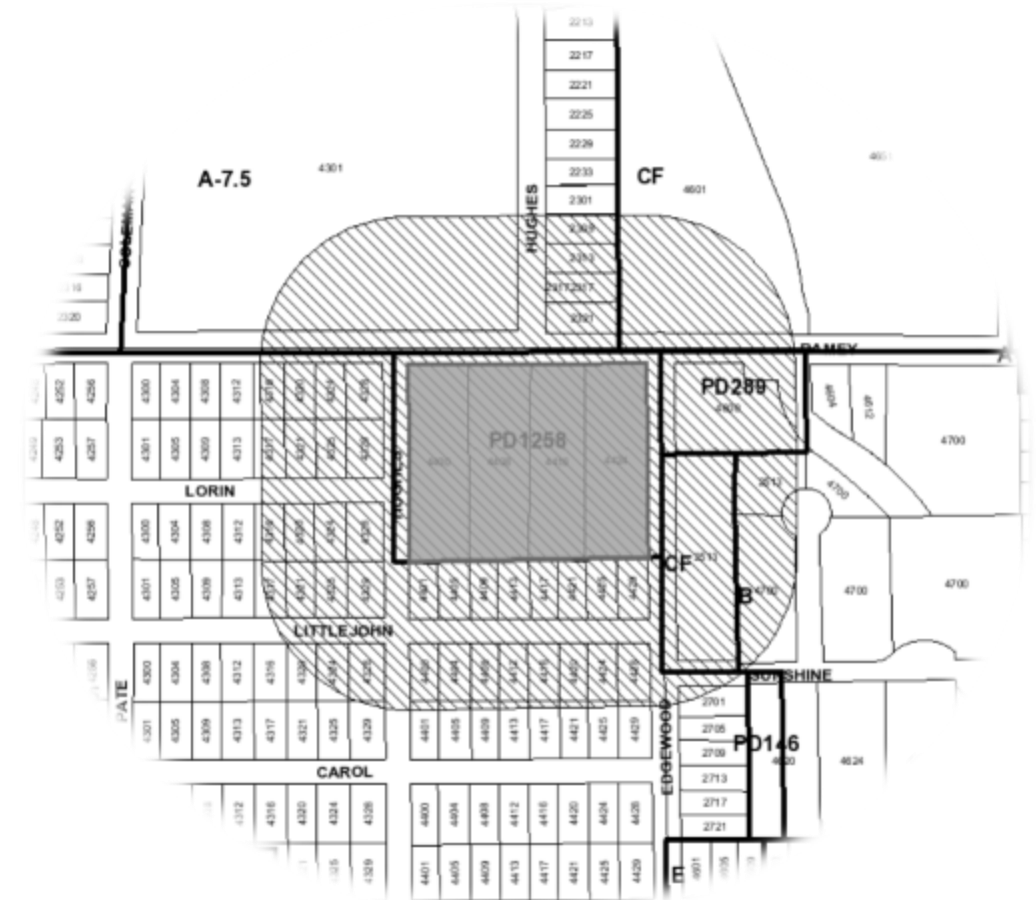
Who We Notify

- Registered Neighborhood Organizations are notified within a ½ mile of proposed zoning changes
- Sign will be placed in front of proposed rezoning
- **NEW** - Email list serve
 - Citizens sign up for Zoning Cases each month in their district



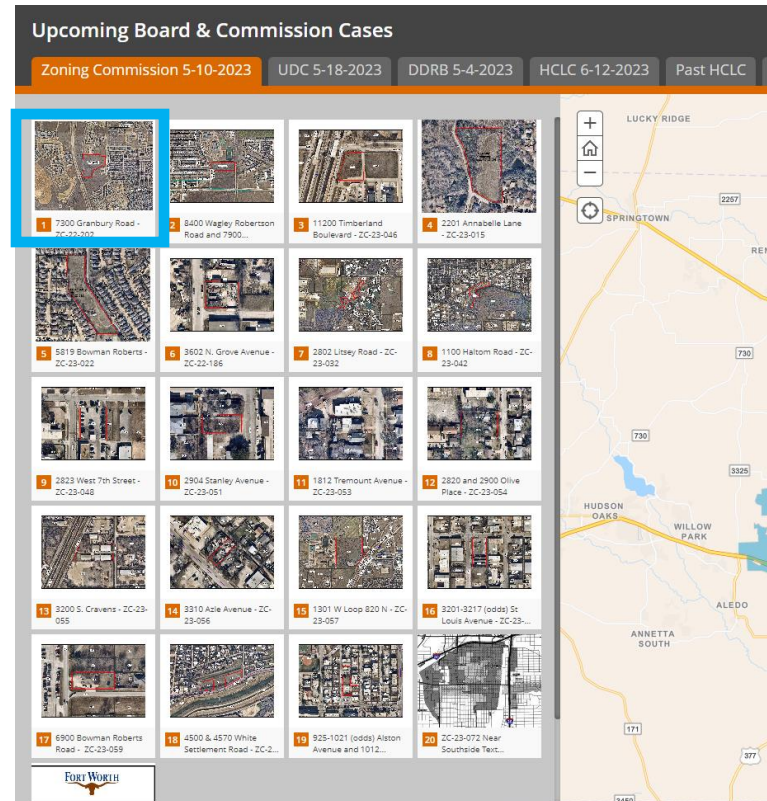
Who We Notify

- Visit www.fortworthtexas.gov/departments/development-services/zoning to view the Upcoming Boards and Commissions Story Map to view location and details of the request



How To Find A Zoning Change

- View the [Story Map](#)
- Click on the Case You Want to View
- Review request and any attached details such as a site plan if applicable



1
7300 Granbury Road - ZC-22-202

Continued Case

Case: ZC-22-202

Date: 5/10/2023

Site Location: [7300 Granbury Road](#)

Acreage: 33.080

From: "PD 662" Planned Development for all uses in "E" Neighborhood Commercial; excluding uses, site plan required; "R2" Townhome

To: "E" Neighborhood Commercial and "PD/D" Planned Development-High Density Multifamily with development standards for reduced open space, parking, perimeter fencing, and waiver to MFD submittal; site plan included

Staff: [Brett Magnum](#)

ZC Recommendation: 30-day Continuance

If you would like to speak on this case, please [register here](#).

33

Email List Serve

- Sign up for "push" notifications
- Receive information on upcoming zoning cases by Council District
- You can register for multiple Council Districts
- [Zoning – Welcome to the City of Fort Worth \(fortworthtexas.gov\)](https://www.fortworthtexas.gov)

Subscription Topics

☐ City News

- ☐ City News Daily ⓘ ⓘ
- ☐ Mayoral News ⓘ
- ☐ District 2 City News ⓘ ⓘ
- ☐ District 3 City News ⓘ ⓘ
- ☐ District 4 News ⓘ ⓘ
- ☐ District 5 News ⓘ
- ☐ District 6 News ⓘ ⓘ
- ☐ District 7 News ⓘ ⓘ
- ☐ District 8 News ⓘ ⓘ
- ☐ District 9 News ⓘ ⓘ
- ☐ Town Hall ⓘ
- ☐ District 10 News ⓘ ⓘ
- ☐ District 11 News ⓘ ⓘ

- ☐ District 2 Zoning News ⓘ ⓘ
- ☐ District 3 Zoning News ⓘ ⓘ
- ☐ District 4 Zoning News ⓘ ⓘ
- ☐ District 5 Zoning News ⓘ ⓘ
- ☐ District 6 Zoning News ⓘ ⓘ
- ☐ District 7 Zoning News ⓘ ⓘ
- ☐ District 8 Zoning News ⓘ ⓘ
- ☐ District 9 Zoning News ⓘ ⓘ
- ☐ District 10 Zoning News ⓘ ⓘ
- ☐ District 11 Zoning News ⓘ ⓘ

Citizen Involvement

Attend public hearings on zoning cases located in/near your neighborhood

- Zoning Commission
 - All opposition has 7 minutes to speak unless extra time is granted
- City Council
 - Each individual has 3 minutes to speak

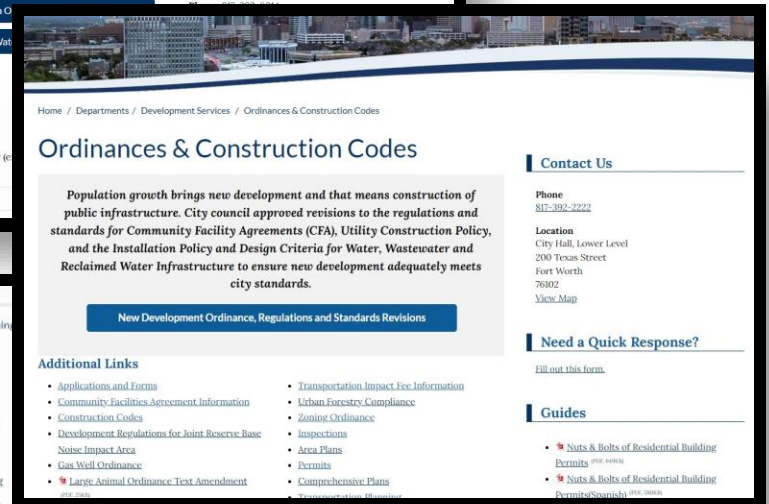
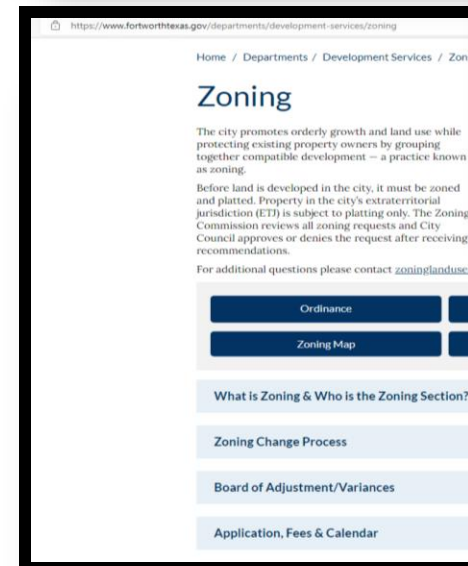
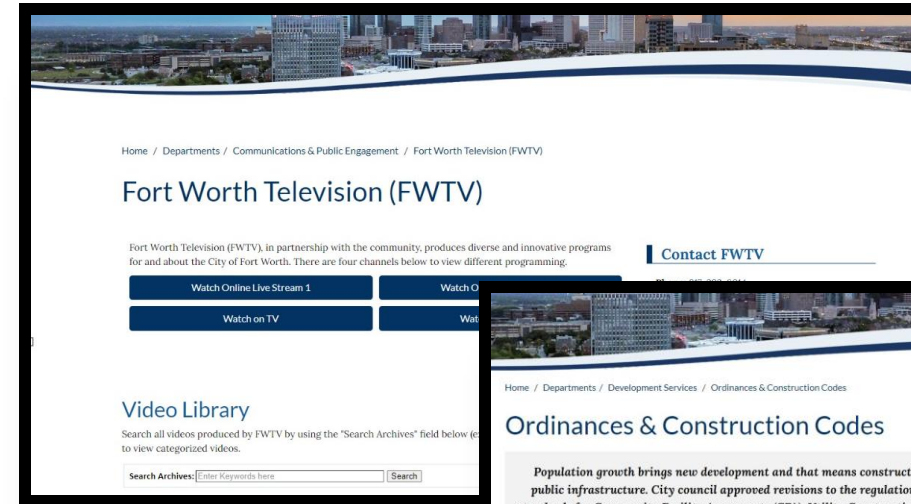
Citizen Involvement

Citizen's may provide correspondence on zoning cases located in/near their neighborhood

- Email correspondence to:
 - zoninglanduse@fortworthtexas.gov
- Provide specific reasons for support/opposition to the case
- Helpful to get the information to us Monday prior to the meeting

Resources

- [City of Fort Worth Zoning](#)
- [Zoning Map](#)
- [Ordinance](#)
- [Story Map](#)
- [Fort Worth Television](#)





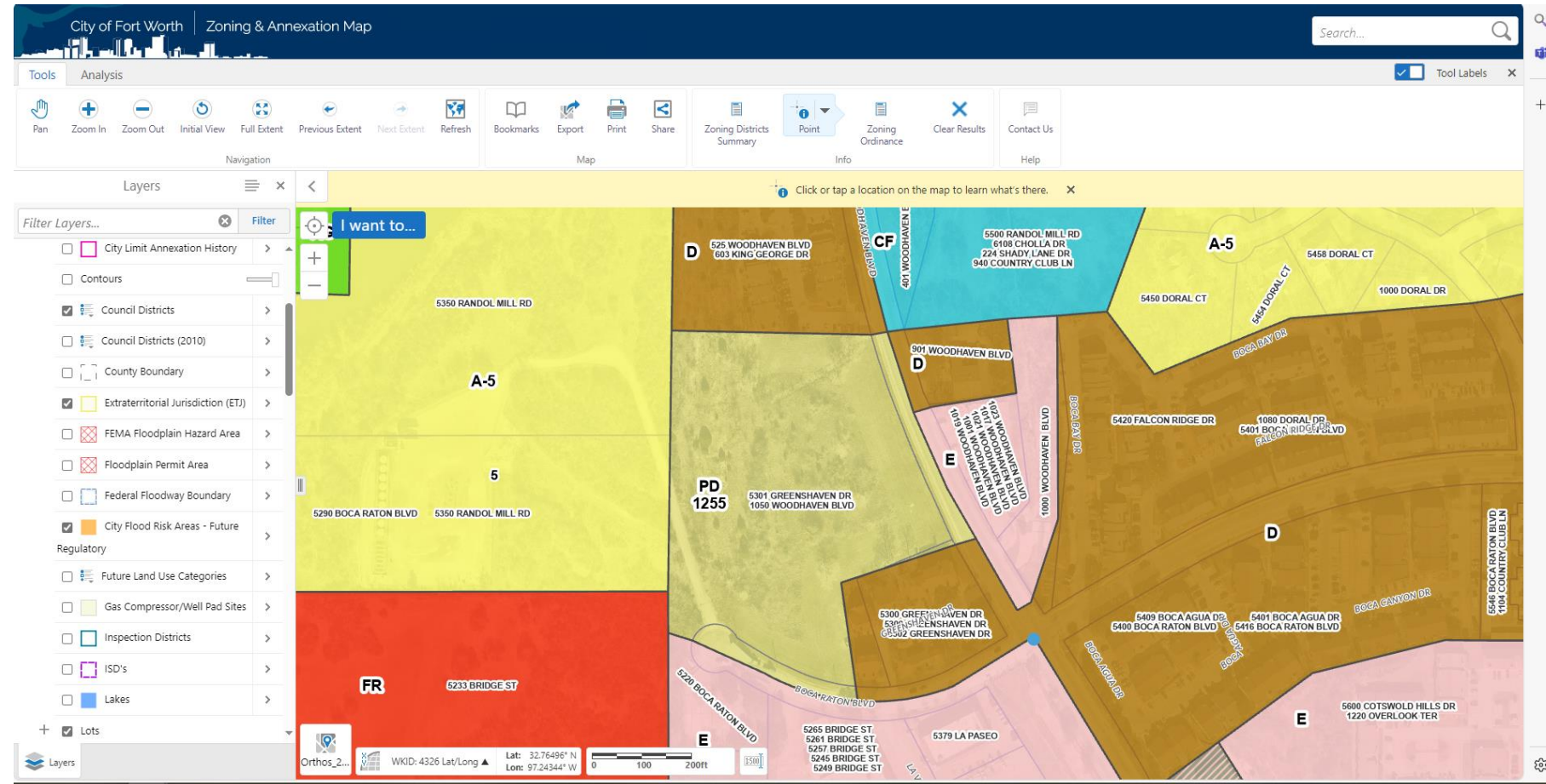
Thank You

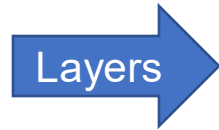
Operating the Zoning Map



Overview

- Map Layout
- Layers
- Tools
- Analysis







Thank You

Infrastructure Plan Review Center (IPRC)

Presented by: Andrew Goodman, P.E.

Public Infrastructure Choices through the City

Bobs Choices for Infrastructure

Ordinance Taps (Water Department)

Misc. Projects (Water Department)

SSIPs

Express CFA

IPRC Standard Process



Express CFA Process

Mandatory Eligibility meeting

- No City Participation
- No Major Encroachments
- No Waivers to the Subdivision Ordinance
- Project Scope paving less than 800 ft
- Project Scope water or sewer less than 800 ft
- Project Scope landscaping less than 800 ft
- Project Scope streetlights less than 800 ft

Reviews (5 business days)

- Review of Construction Plans, Project Manual, CFA Exhibits
- CFA conference after each review

CFA Preparation Package

Execution of CFA

Electronic Documentation Package Review

- Review of executed Project Manual, Easements, Permits, Bid Proposal Tool
- Construction Permit and SWPPP Checks

Pre-Construction Meeting



IPRC Standard Process

Mandatory Pre-Submittal review and Conference

1st Review (10 Business days)

Review of Construction Plans only.

Compliance Review (10 or 5 business days)*

Review of revised Construction Plans, Project Manual,
CFA Exhibits

Cover sheet signatures

Upload to Accela

CFA Preparation Package

Execution of CFA

Construction Fund Accounts Setup

Electronic Documentation Package Review

Review of executed Project Manual, Easements, Permits,
Bid Proposal Tool

Construction Permit and SWPPP Checks

Pre-Construction Meeting



*Compliance Review 1 (1 business day for PM Review, 10 business Days for business Review + 5 business day option period)

Compliance Review 2 ,3, etc. (1 business day for PM Review, 5 business days for Compliance Review + 5 business day option period):

IPRC Legacy Process Timeline

Express:

- Eligibility Meeting: 3-5 Business Days
- Total Business Days: 4-6 weeks (20-35 business Days)

Standard Process:

- Pre-Submittal: 5 Business Days Review + Conference
- Total Business Days (approval on 1st Review): 35 Business Days
- Total Business Days (including 1st Compliance Review): 52 Business Days



IPRC Contacts and Information

Questions on Processes, Fees, or in General:

InfrastructurePlanReviewCenter@fortworthtexas.gov

For More Information on IPRC:

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

Small-Scale Infrastructure Program (SSIP)

Presented by: Jenna Lynn Henderson & Evelyn Roberts

Date: Sept 30th



SSIP-IFY & SIMPLIFY

Small-Scale Infrastructure Program

Bob can partner with the Small-Scale Infrastructure team for the design and construction of several types of infrastructure, eliminating the need for a CFA.



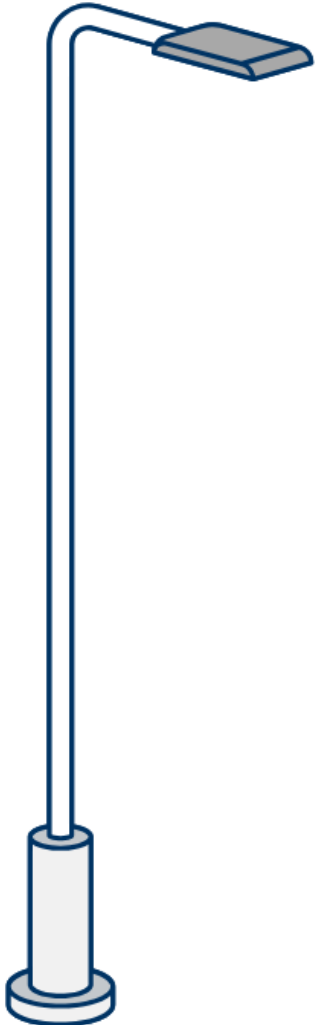
Questions Bob Can Ask Himself

Am I looking for convenience?

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?



Bob's Current Options:



Streetlights



Pedestrian Lights



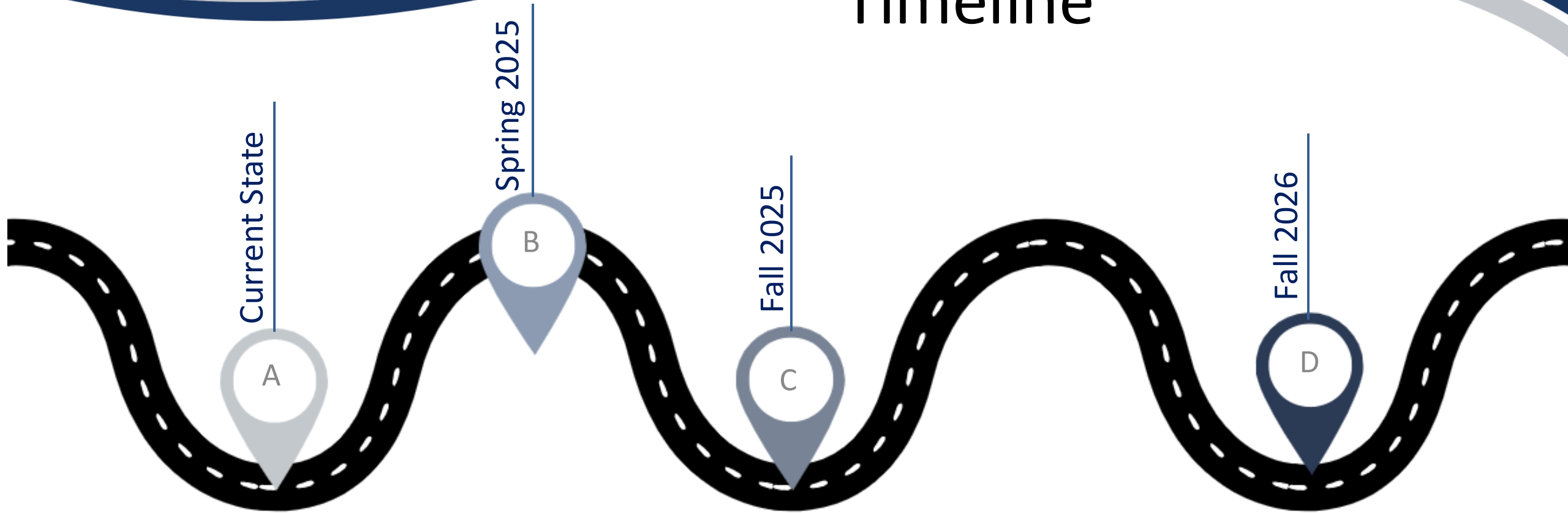
Alleys, Driveway Aprons, Flatwork, Sidewalks

Bob's Future Options:



Utilities, including Water and Sewer

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

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

Bob will need to execute the following agreements:

Hold Harmless
Agreement
Owner Contract
Engineering Task Order
Construction Task Order



Contracts

Rebecca Owen



Contract Management Team

| | |
|--------------------------------|--------------------------|
| Contract Manager | • Rebecca Owen |
| Contract Compliance Specialist | • Dwayne Hollars |
| Contract Compliance Specialist | • Bichson Nguyen |
| Project Assistant | • Wendy Beardslee |
| Project Assistant | • Brooke Bonnell |
| Project Assistant | • Adair Bradford |
| Land Agent | • Tiffany Bacon |
| Land Agent | • Fancy Cox |
| Planning Assistant | • Randy Smith |

What Contracts May Be Necessary in Bob's Bistro Development?

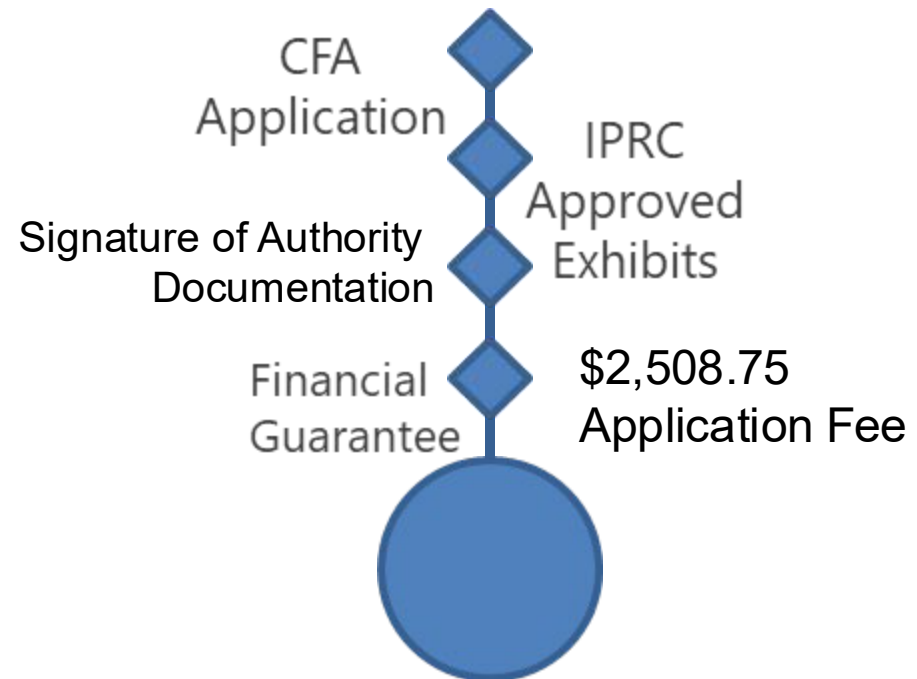
- Community Facility Agreement (CFA)
- Easement Abandonment, Dedication, and/or Vacation
- Encroachment
- Maintenance Agreement
- Stormwater Facility Maintenance Agreement
- Unified Sign Agreement

Community Facility Agreement

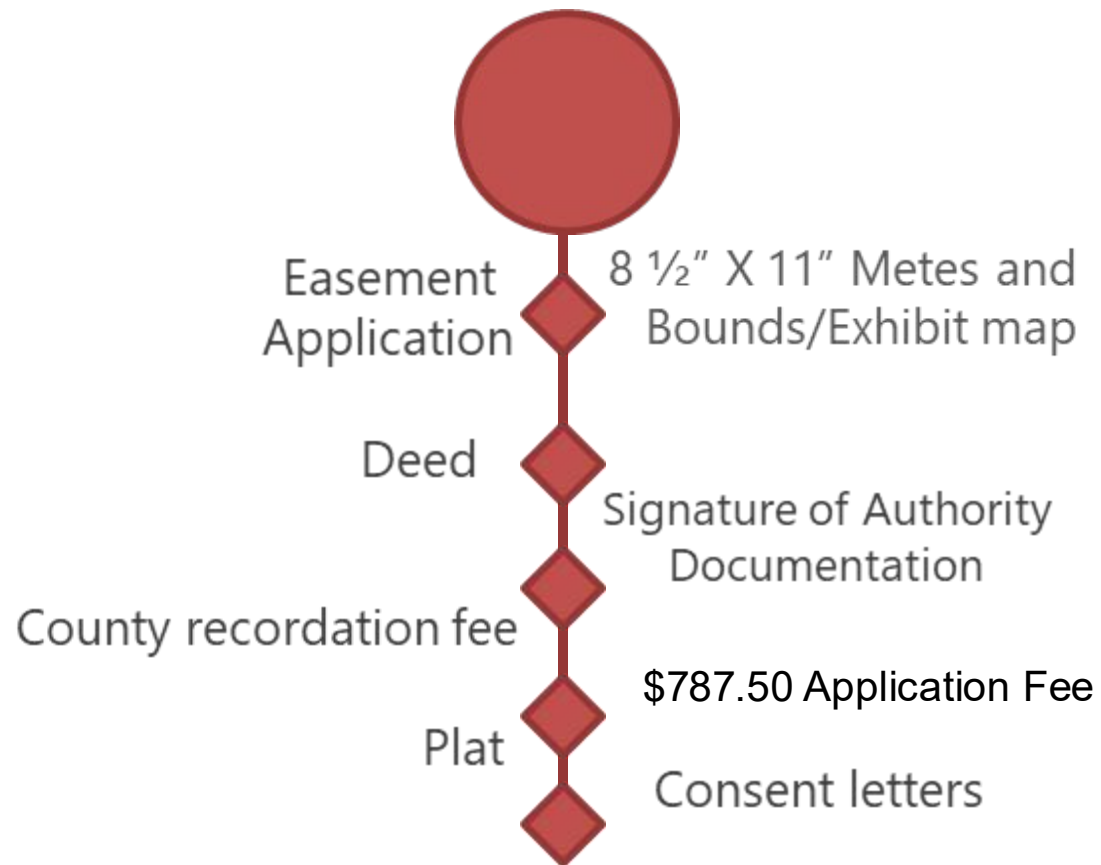
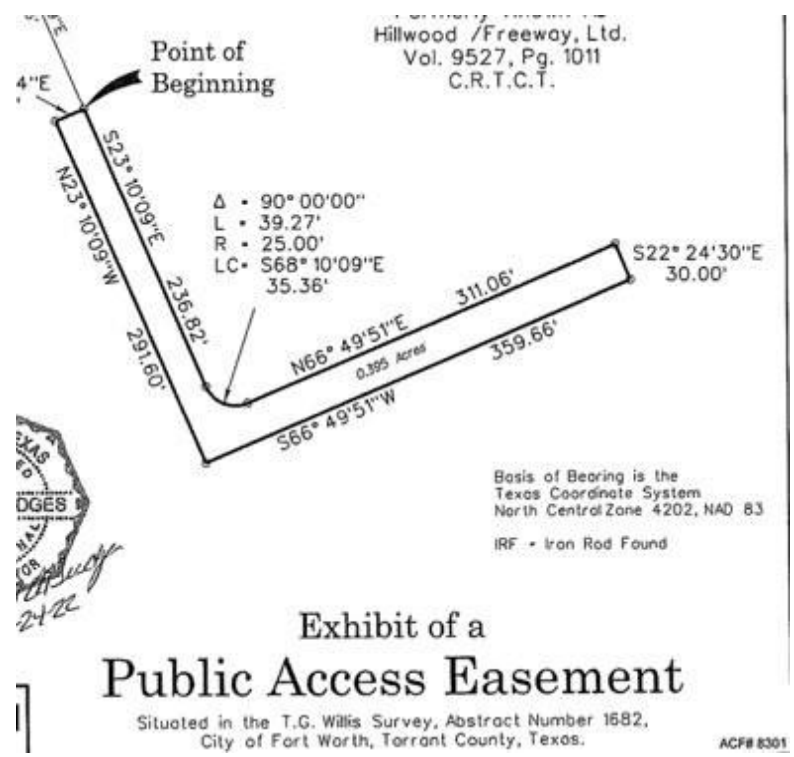
Secures public infrastructure improvements through a legally binding contract enforced with a financial guarantee

Financial Guarantee Types

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

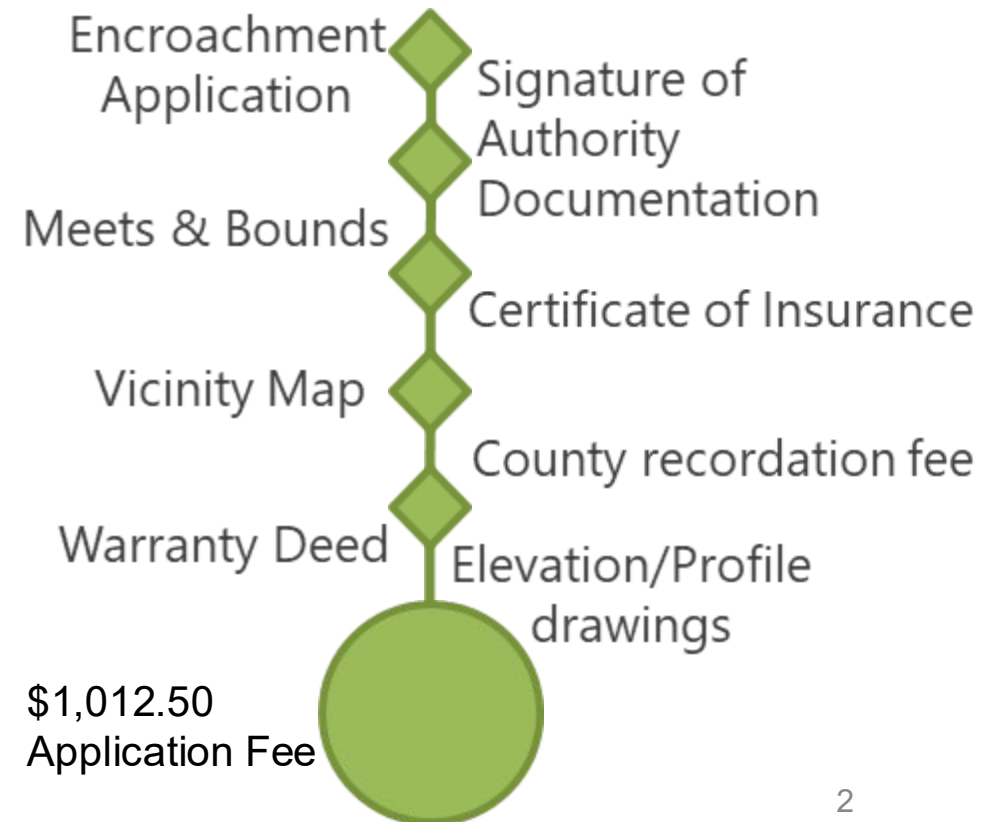


Abandonment, Dedication, Vacation by Separate Instrument



Encroachments – Right-of-Way/Easement

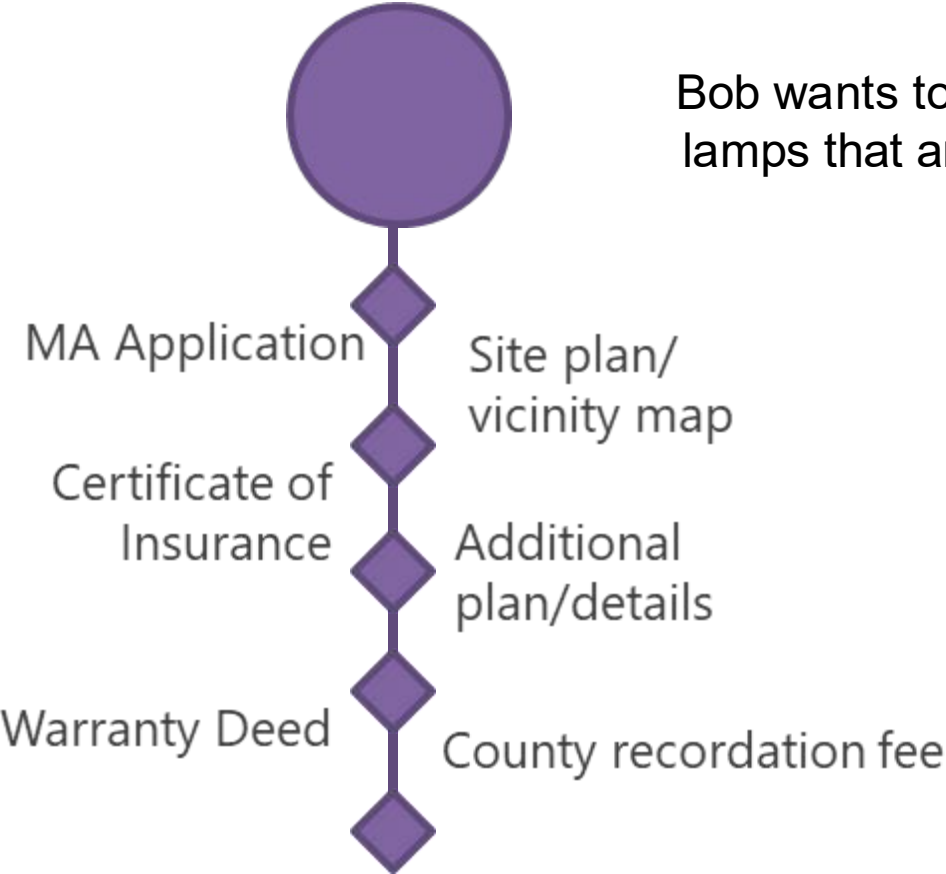
Bob would like to add large flower boxes, benches and a fountain to the City's Right-of-Way. He will need to execute an encroachment agreement





Maintenance Agreements

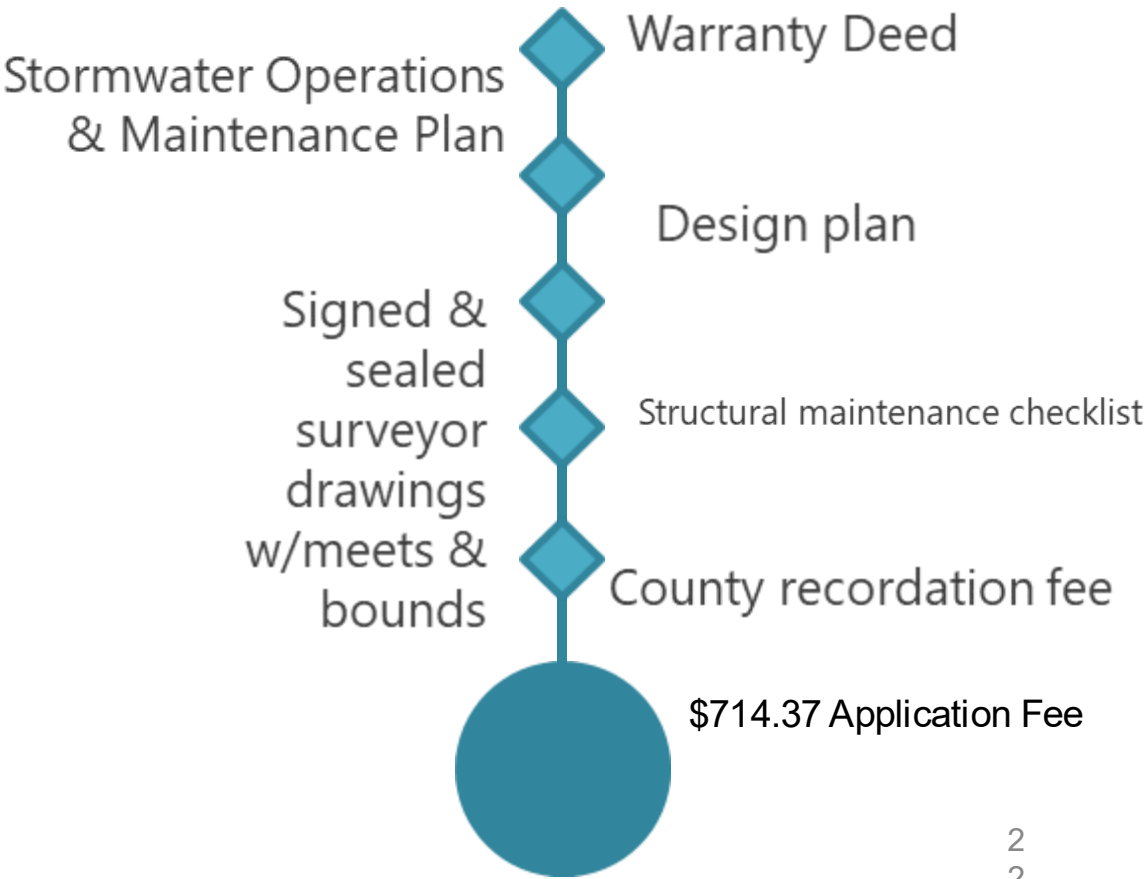
Bob wants to install decorative street lamps that are not the City Standard lights





Stormwater Facility Maintenance Agreements

Bob's bistro construction impacts drainage in the surrounding area, therefore Stormwater Development Services required the installation of a Stormwater Facility to help mitigate any adverse effects the rain/stormwater may cause





Platting

Presented by Derek R. Hull

Platting

Bob is Submitting For a Minor Final Plat (Four Lots or Less)

Bob's plat will illustrate the lot area, public areas and easements

Bob's Minor Final Plat will ensure adequate public facilities for streets, utilities (*water & wastewater*), stormwater management, fire protection, & safety

OWNER'S DECLARATION

I, the undersigned, being the owner of the land described in the plat, do hereby certify that the same is true and correct and that the same is not subject to any other claim or interest.

SURVEYOR'S NOTES

1. The plat is based on the survey of the land described in the plat, and the same is not subject to any other claim or interest.

2. The plat is based on the survey of the land described in the plat, and the same is not subject to any other claim or interest.

3. The plat is based on the survey of the land described in the plat, and the same is not subject to any other claim or interest.

4. The plat is based on the survey of the land described in the plat, and the same is not subject to any other claim or interest.

5. The plat is based on the survey of the land described in the plat, and the same is not subject to any other claim or interest.

6. The plat is based on the survey of the land described in the plat, and the same is not subject to any other claim or interest.

7. The plat is based on the survey of the land described in the plat, and the same is not subject to any other claim or interest.

8. The plat is based on the survey of the land described in the plat, and the same is not subject to any other claim or interest.

9. The plat is based on the survey of the land described in the plat, and the same is not subject to any other claim or interest.

10. The plat is based on the survey of the land described in the plat, and the same is not subject to any other claim or interest.

CITY PLAT COMMISSION

CITY OF FORT WORTH, TEXAS

Final Approval Date: _____

By: _____

By: _____

GEONAV

SURVEYING - MAPPING - SCANNING

10000 W. FORT WORTH AVENUE, SUITE 10000, FORT WORTH, TEXAS 76132

CONTACT: 817.335.1111 | WWW.GEONAV.COM

DATE: MAY 21, 2024 | PREPARED BY: JCH

FINAL PLAT

LOT 1 & 2, BLOCK 4, GRAHAM PARK ADDITION

LOT 1 & 2, BLOCK 4, GRAHAM PARK ADDITION

AS RECORDED IN VOL. 389 PG. 23

FILED IN PUBLIC RECORDS

OWNER: LAND LINK REALTY LLC

10000 W. FORT WORTH AVENUE, SUITE 10000, FORT WORTH, TEXAS 76132

WESTLAKE, TX 75082

This plat recorded in Document Number _____ Date _____

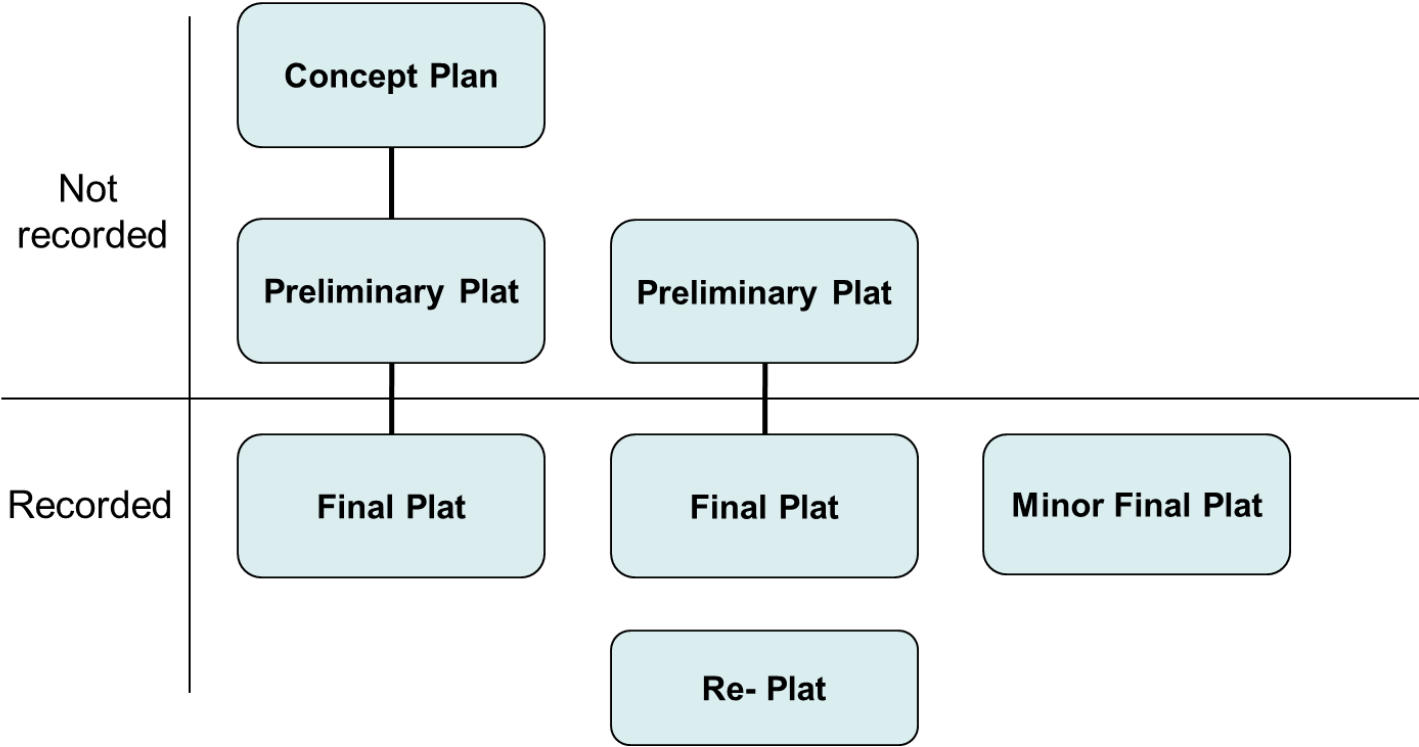
- There are four or fewer lots proposed
- There is direct access to an existing street
- No new street dedication
- The lot meets zoning district requirements





Platting

Types of Plats



Platting

What Else is Bob Submitting with His Minor Final Plat Application?

Once **plat exhibits, fees, waiver request (if applicable)** have been submitted, all requirements of zoning are achieved, and the following studies are approved (if applicable):

- Drainage Study

- Traffic Studies

- Water and Sewer Studies





Platting

How is Bob's Minor Final Plat Approved?

Bob's Minor Final Plat can be approved administratively (in-lieu of Planning Commission **assuming no waivers are required**)
Per Chapter 212 of the Texas Local Government Code, the plat shall be approved, approved with conditions, or disapproved within 30 days

**Admin
Approval**

| | | | | | | |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Platting

What does Bob do after his Minor Final Plat is Approved?

The Community Facilities Agreement (CFA) needs to be executed before Bob can get his plat recorded

Once the plat has been approved, Bob can record it with the County and submit copy to Platting Office

No building permit for any construction activity shall be issued by the City until the plat is filed and recorded





Stormwater Development Services

Presented by Leon Wilson, Jr.

What stormwater criteria does Bob need to satisfy?

Bob's site is greater than 1.0 acre in size and will require his licensed professional engineer to submit a drainage study and a grading permit.

Bob's drainage study will need to demonstrate that the overall development does not cause an adverse impact in accordance with the **2024 CFW Stormwater Criteria Manual**.

Bob must schedule a Stormwater PDC prior to submitting a drainage study. Request the Stormwater PDC meeting by contacting SDS@fortworthtexas.gov .

Potential adverse impacts from Bob's site that the drainage study will need to address.

No new or increased flooding of existing habitable structures.
No increase in downstream discharges that exceed capacity of downstream storm drainage system or ROW.

Detention may be necessary

No increases in channel velocities(maximum 6ft/s or 5% increase over existing velocities).

If located in FEMA floodplain, additional requirements are necessary.

Bob will need a grading permit prior to getting the building permit.

Early Grading Permit:

- Clearing, grubbing, and grading only. Building and/or infrastructure construction is **not** allowed, including excavation for utilities, detention structures, and cutting streets. Does not allow for changes to the existing drainage patterns.

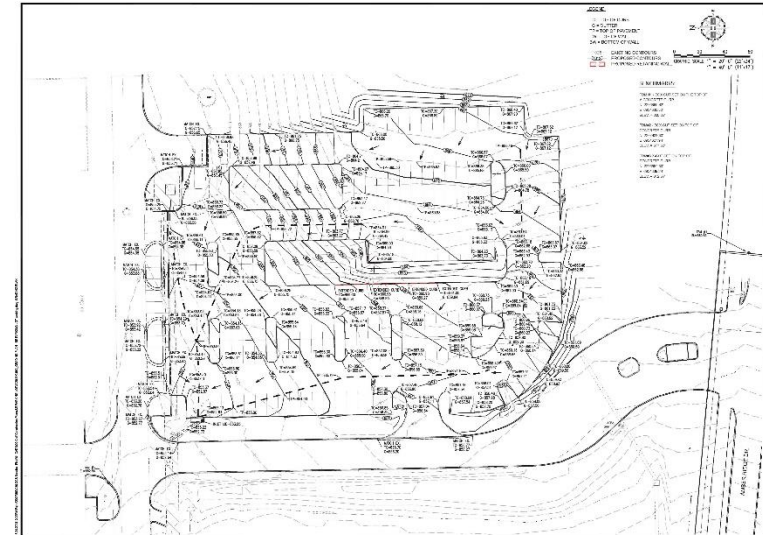
Final Grading Permit

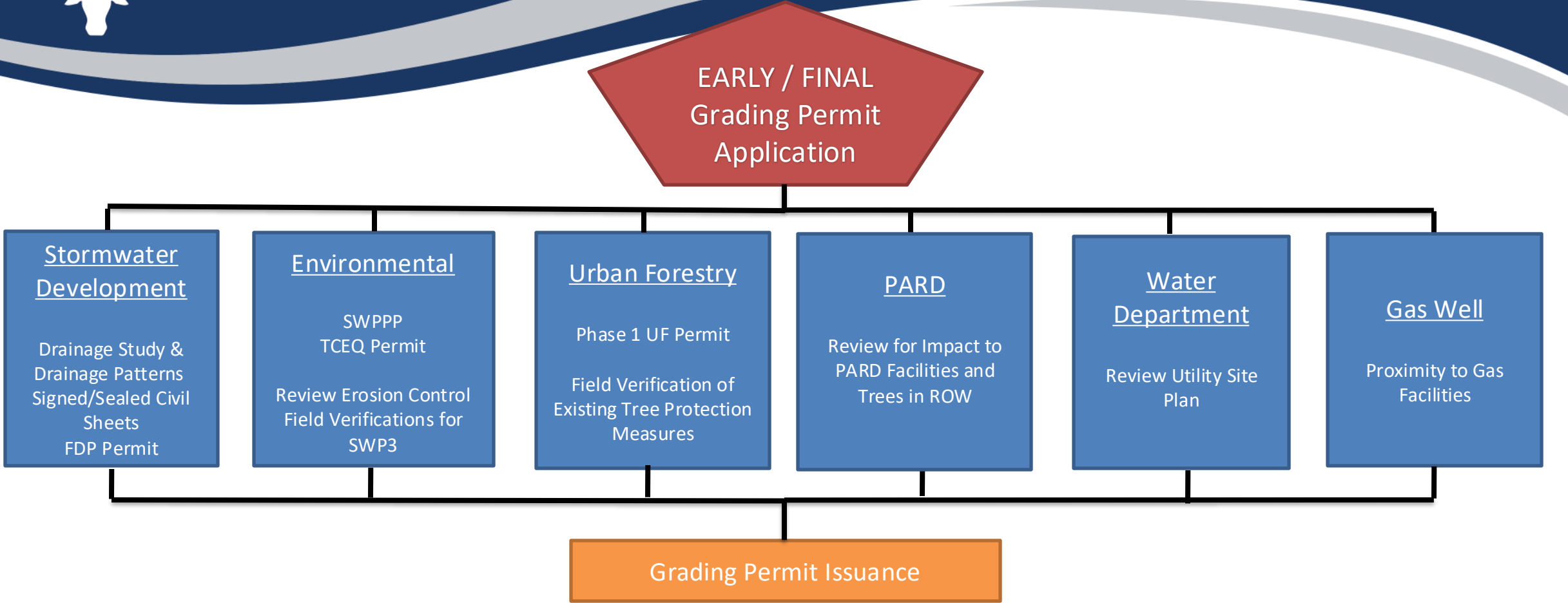
- Can “go vertical” from a Stormwater perspective.



Bob's grading plan should show that the site runoff is consistent with the approved drainage study.

If the grading plan and drainage study do not “match”, then either the grading plan or drainage study will need to be revised.







Transportation Development

Presented by Cannon R. Henry

Transportation Development

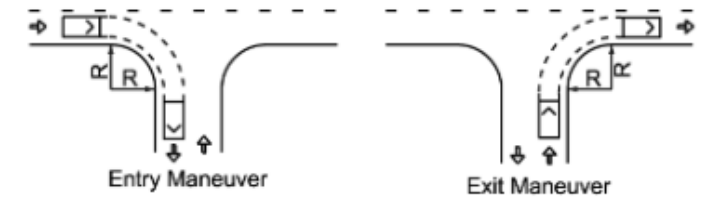
What Does Bob Need to Provide for His Bistro?

- Bob needs to provide a copy of the plat and in some cases a site plan to determine certain questions of access, circulation and land use intensity
- Bob submits the above information in order for staff to determine if the development is in line with our Transportation Engineering Manual (TEM), Access Management Policy (AMP) or if a Traffic Impact Analysis (TIA) is required.

Transportation Development

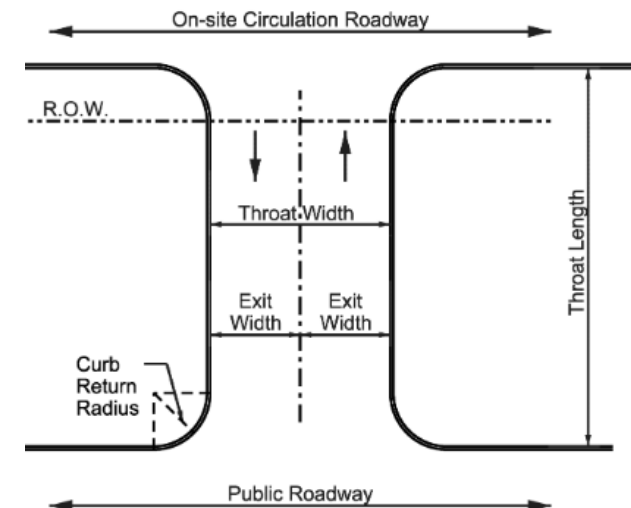
Is the Bistro in line with the Access Management Policy?

- Location and spacing of driveways
- Turn lanes in respect to property



Is the Bistro in line with the Transportation Engineering Manual?

- Pedestrian accommodations
- Street Lighting
- Driveway dimensions
- Traffic Impact Analysis



Transportation Development

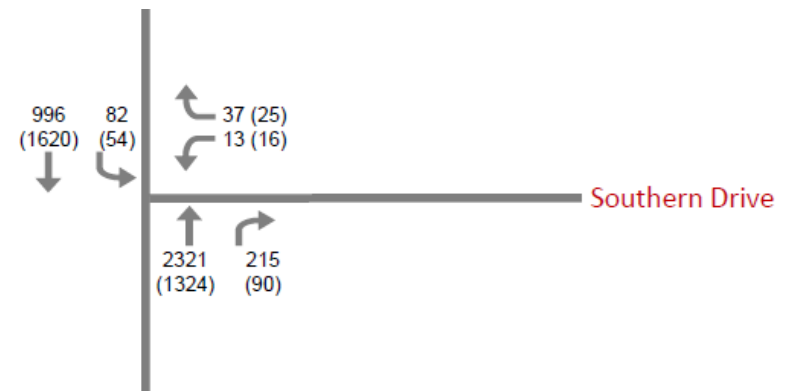
What Determines Whether Bob Needs a Traffic Impact Analysis (TIA)?

- TIA worksheet - determine if development generates enough trips to meet the threshold requirements of needing a TIA
- Other special circumstances could also require a TIA such as a sensitive neighborhood where the proposed development is located

Transportation Development

What is a Traffic Impact Analysis (TIA)?

- A TIA – is a engineering study that analyzes a given intersection (including driveways) and roadways to determine if a development will impact the transportation system
- Primarily focuses on analyzing the existing transportation system's capacity in contrast with the trip generated from the proposed development in peak time periods



Transportation Development

If Bob's Bistro Requires a TIA?

- Bob will need to hire a licensed Traffic Engineer to perform a TIA.
- Once the TIA is complete, the Engineer will submit his TIA via Accela for review and acceptance





Urban Forestry

Presented by Mary Wells

Urban Forestry

What Does Bob Need For Urban Forestry?

- Since Bob needs to remove a tree and will need a building permit, he must apply for an Urban Forestry Permit
- Bob will be applying for an Urban Forestry Permit that will be split into 2 phases (We'll cover phases on the next slide!)
- The application for the Urban Forestry Permit can be found at <https://www.fortworthtexas.gov/departments/development-services/zoning/urbanforestry>
- Bob will pay a \$250 application fee – submitted to Accela. This fee will be satisfactory for both Phase 1 and Phase 2



Urban Forestry

What Needs To Be Included In The Urban Forestry Phase 1?

- Existing tree canopy
- Which trees will be removed; or
- Protected trees that will be preserved
 - If at least 25% of the existing canopy area is being preserved and any removed significant trees are being mitigated, the Phase 1 Plan can be approved



Urban Forestry

What Needs To Be Included In The Urban Forestry Phase 2?

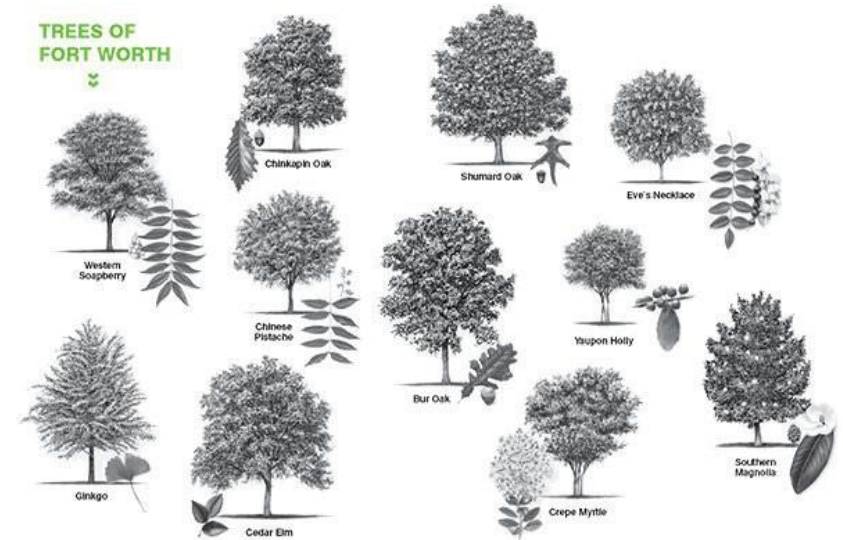
- The Phase 2 Plan will need to show the proposed conditions (structures, parking, plantings):
 - For commercial developments, at least 30% of the development's area and 40% of the parking/drives are required to have canopy coverage



Urban Forestry

What Else Should Bob know?

- He can receive canopy credit for new tree plantings, which is based upon tree species
 - Large Species= 2,000 square feet
 - Medium Species= 700 square feet
 - Small Species= 100 square feet
- To get his building permit approved, the approved STAMPED plans will need to be uploaded to his building permit application in Accela





Water & Wastewater

Suby Varughese

Water and Wastewater

How Does Bob Get Water and Sewer to His Site?

Bob has three options depending on the type of development.

1. Apply for Ordinance taps by the City Field operations.
2. Apply for Miscellaneous project by the City In-house Design services.
3. Apply for IPRC process (including express CFA)



Ordinance Taps by City Field Operations

An ordinance tap is a service that can be installed on an existing main by the Water Department field operations team*. This would include water taps sized 2-inches and smaller, sewer taps sized 8-inches and smaller (not exceeding 8ft in depth), & manholes.

How can Bob find out what fees are associated to new services?

Bob can visit our website at www.fortworthtexas.gov/departments/water/developers or contact the Water Applications team at 817-392-8250.

How can Bob request an ordinance water or sewer tap?

Bob can upload a utility site plan to the building permit in Acecela which should indicate the size of the water meter or sewer tap that is proposed. The Water Applications staff will review the utility plan and invoice the applicable tap and impact fees.

How soon can Bob expect the water and sewer services to be installed?

After the fees are paid, Bob will be instructed to mark the proposed service locations with a blue stake for water and a green stake for sewer. The Water Applications team will submit a work order to field operations requesting a service install. The service may take anywhere from 2 to 4 weeks to be installed, contingent on favorable weather.

* If a service cannot be installed by field operations, **Bob** will be provided information to have services installed by miscellaneous project or CFA. Some examples of why a service cannot be installed by field operations include but are not limited to, the depth, size, or condition of a main, distance of the main to the curb, newly paved streets, etc.



Current Fee Schedule for Tap & Impact Fees

Water tap constructed by city forces:

Ordinance: 35-57.4(a)

| Pavement Type | 1-inch | | 1.5-inch | | 2-inch | |
|----------------|---|---------|----------|---------|---------|---------|
| | SHORT | LONG | SHORT | LONG | SHORT | LONG |
| Unpaved | \$2,500 | \$3,000 | \$2,700 | \$3,200 | \$2,900 | \$3,300 |
| Asphalt* | \$3,000 | \$3,200 | \$3,200 | \$3,400 | \$3,400 | \$3,700 |
| Concrete | \$3,000 | \$3,700 | \$3,200 | \$4,300 | \$3,400 | \$4,600 |
| Assessment Tap | Current Rates for Unimproved Street & Short/Long Tap + \$30 | | | | | |

Wastewater tap constructed by city forces:

Ordinance: 35-57.5(a)

| Pavement Type | 4-inch | | 6-inch* | | 8-inch* | |
|----------------|--|------------|------------|-------------|------------|-------------|
| | SHORT | LONG | SHORT | LONG | SHORT | LONG |
| Unpaved | \$2,600.00 | \$3,200.00 | \$3,100.00 | \$3,750.00 | \$3,600.00 | \$4,250.00 |
| Asphalt* | \$4,200.00 | \$5,300.00 | \$7,000.00 | \$8,000.00 | \$8,600.00 | \$9,600.00 |
| Concrete | \$3,500.00 | \$7,900.00 | \$7,500.00 | \$10,200.00 | \$8,600.00 | \$11,500.00 |
| Manhole (MH) | \$4,200.00 | | | | | |
| Assessment Tap | Current Rates for Unimproved Street & Short/Long Tap + \$30.00 | | | | | |

* Manhole costs mandatory for all 6-inch and 8-inch wastewater taps

Water Tap Removal Fee ("Kill Tap")

| Pavement Type | Fee | NOTE: |
|---------------|------------|---|
| Unpaved | \$1,400.00 | Sewer taps may only be removed/killed through a CFA or Miscellaneous Contracts. The city shall NOT perform any sewer tap removals. |
| Asphalt* | \$1,400.00 | |
| Concrete | \$2,800.00 | |

Impact fees effective Jan. 1, 2023

The fees listed in the table below apply to plats recorded on or after April 1, 2017 with building permits issued on or after Jan. 1, 2023.

| Meter Size | Equivalency Factor | Water | Wastewater |
|---------------------|--------------------|-----------|------------|
| 5/8 inch x 5/8 inch | 1 | \$1,981 | \$1,796 |
| 5/8 inch x 3/4 inch | 1 | \$1,981 | \$1,796 |
| 3/4 inch x 3/4 inch | 1.5 | \$2,972 | \$2,694 |
| 1 inch | 2.5 | \$4,953 | \$4,490 |
| 1-1/2 inch | 5 | \$9,905 | \$8,980 |
| 2 inch | 8 | \$15,848 | \$14,368 |
| 3 inch | 21.75 | \$43,087 | \$39,063 |
| 4 inch | 37.5 | \$74,288 | \$67,350 |
| 6 inch | 80 | \$158,480 | \$143,680 |
| 8 inch | 140 | \$277,340 | \$251,440 |
| 10 inch | 210 | \$416,010 | \$377,160 |

City In-House Design Services

Miscellaneous Projects

A miscellaneous project is the Water Department's in-house design option for customers to use for small extensions, fire line service, water service, sewer services, and others as required by the City due to unusual circumstances.

What does Bob need to submit for a miscellaneous project?

Depending on the scope of the project, Bob will need to provide minimum of the utility site plan and recorded plat. A grading plan, MEP calculations, and Water/Sewer loading if required should the project involve grading, easements, and domestic meters (3-inch and greater).

How can Bob apply for a miscellaneous project?

Bob can submit an application online through Accela Citizen Access under the **WATER** tab. All applicable plans and information should be submitted at the time of request to prevent any delays.

How will Bob know when the cost estimate and design have been completed?

Bob will receive an email letting him know that the design and cost are complete, and that he may log into his Accela account to view the information under the record number for the project (*Ex. WMP-24-55555*)

When will Bob's project begin construction?

Bob will be provided with an estimated time of construction after payment is received *and* the design plan is approved.



IPRC Projects (CFA)

- Bob needs to hire a registered Texas engineer who is familiar with Fort Worth's Installation Policy and Design Criteria, which can be found on the City's website
- Bob's engineer will need to submit water demand and sewer loading calculations or a comprehensive water and sewer study.
- Bob's engineer will also need to determine whether the business requires a grease trap. Information on grease traps can be found on the City's website.



What is water and sewer study?

- A study will demonstrate whether the existing system can support the development.
- A study will show Developer responsibilities for the system improvements.
- Water/Sewer studies are submitted to WPD@fortworthtexas.gov.
- Bob needs this study to be approved before his engineer can submit IPRC plans.





QUESTIONS??





Don't forget to take
the survey!





Thank You for
attending the 2024
Development 101
Seminar!

Development 101

Permits Breakout Session #3



Fire Prevention

Presented by Adam Thornton

Fire Prevention

What Does Bob Need to Know for Fire Prevention?

- Emergency access easements and/or fire lanes
- Hose lay distances
- Approved street names
- Gas well set back distances
- Correct number of access
- Current Fire Code version and Amendments link may be found at:
<https://www.fortworthtexas.gov/departments/fire/services/bureau>

Fire Prevention

What Does Bob Need to Know About Emergency Access Easements and/or fire lanes?

- Emergency Access Easements are recorded and named fire lanes used for addressing or access.
- Fire lanes are required to meet hose lay distances to reach a building and/or Fire Department Connections from a fire hydrant or the location where a fire truck would park.

Fire Prevention

What Should Bob Consider with Hose Lay Distances?

- Building distance from the nearest fire access easement/fire lane.
- Size and use of the building.
- Whether the building is equipped with a fire protection sprinkler system.

Fire Prevention

Where Does Bob Begin for a Street Name?

- When Bob submits his Minor Final Plat, he initiates his street name request by contacting Fire: fireplatting@fortworthtexas.gov
- If new street names are required as a Fire Code requirement, Bob can email fireplatting@fortworthtexas.gov
- Platting and street name questions can be answered by emailing fireplatting@fortworthtexas.gov



Transportation Impact Fees (TrIF)

Presented by Laurie Lewis

Transportation Impact Fees (TrIF)

What Should Bob Know About TrIF's?

- It is a fee to cover the costs associated with major, regional transportation infrastructure improvements
- The following is important to know when calculating and paying the fees
 - Assessed based on the final plat approval date
 - Collection rate is based on the rates in effect when the building permit is accepted for review
 - Paid prior to building permit issuance

Transportation Impact Fees (TrIF)

How Does Bob Calculate the Fees?

Via the Transportation Impact Fee Estimator available on the website:
<https://www.fortworthtexas.gov/impact-fees/transportation>

The following information will be needed:

1. Final Plat approval date
2. Estimated Building Permit acceptance date
3. The Service Area (OneAddress)

Transportation Impact Fees

The first adoption of the transportation impact fee ordinance by the Fort Worth City Council was in 2008. It has been amended several times since then, the most recent was in November 2022.

Transportation impact fees are charges assessed by local governments on new development projects and will help fund transportation improvements that will be needed as development occurs in Fort Worth.

Transportation impact fees are applied to individual building permits and collected prior to issuance of the building permit.

For information on Water Development Impact Fees, visit the [Water Department](#).

2022 Transportation Impact Fee Study

Ordinance Information & Past Studies

Service Areas

Contact

- [Tammy Lewis](#)
817-392-2677
- [Rebecca Hernandez](#)
817-392-8074

****NEW** Transportation Impact Fee Estimator**
(XLSX, 256KB)

Transportation Impact Fee Collection Rate Website

Transportation Impact Fees (TrIF)

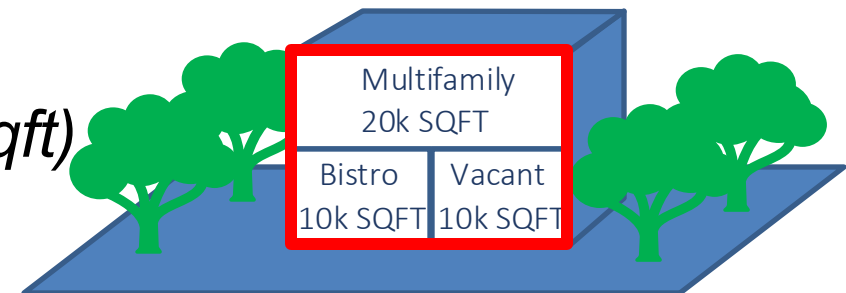
When Will Bob's Shell Project TrIFs be Collected?

Initially, Bob will get a **Commercial New Building Permit (PB Permit)**

- *Why?* Because the majority of the land uses are commercial
- *Result:* TrIF will be collected for the entire building shell (40k SQFT) for land uses that best suit the square footage and planned land uses, assuming the remaining 10k sqft is a restaurant

TrIF Service Area Y
Plat approval: 9/1/24
Bldg Permit
Acceptance: 9/2/24

Multifamily Low-rise (25 units) + Fine Dining (20k sqft)
 $\$89k + \$275k = \mathbf{\$364k}$



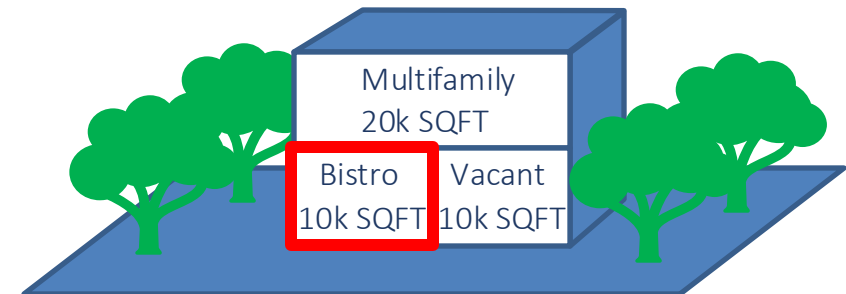
Transportation Impact Fees (TrIF)

When Will Bob's Bistro TrIFs be Collected?

Next Bob gets an **Occupancy Change of Use Permit (PO Permit)** and check the box for a "Remodel" in the permit application for the first finish out and Certificate of Occupancy (CO) for the Bistro space

- *Bob's Bistro is determined to a Fast Casual restaurant*
- *Since the use is a greater intensity than what was applied to the lower level of the shell, TrIF's will be due*

*Fast Casual – 10k sqft of Fine Dining already paid
\$225k – \$137k = **\$88k***



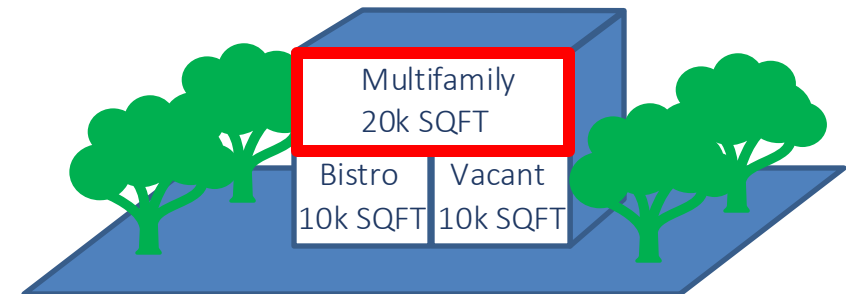
Transportation Impact Fees (TrIF)

When Will Bob's Multifamily TrIFs be Collected?

Then Bob gets an **Occupancy Change of Use Permit (PO Permit)** and check the box for a "Remodel" in the permit application for the first finish out and Certificate of Occupancy (CO) for the Multifamily space

- *Result: Since the use for the upper floor of the building did not change from when the TrIF's were calculated for the shell, no TrIF's will be due*

Multifamily Low-rise - Multifamily Low-rise
 $\$89k - \$89k = \$0k$



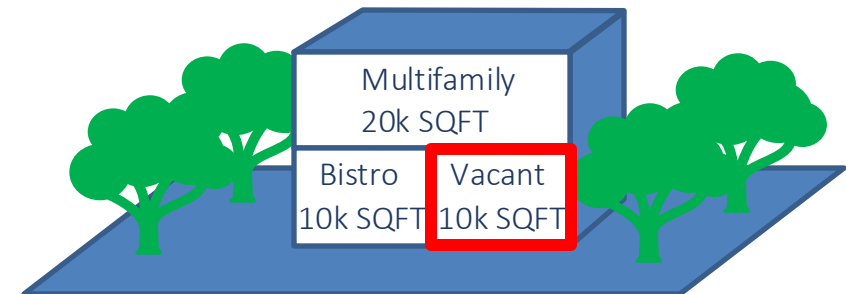
Transportation Impact Fees (TrIF)

When Will Bob's Vacant Suite Project TrIFs be Collected?

Bob finds a tenant! The tenant will also get a **PO Permit** and check the box for a "Remodel" in the application for the first finish out of the Vacant Suite and CO

- *Result:* TrIF collected for the 10k SQFT vacant now dental office suite is the new use minus the suite's share of the already paid shell's TrIF

Clinic – 10k sqft of Fine Dining already paid
 $\$188k - \$137k = \text{\$51k}$



Transportation Impact Fees (TrIF)

Are There Any Discounts?

| Discount | % reduction on the TrIF Schedule 2 collection rate |
|--|--|
| Adequate Public Facilities Discount (APFD) | 50% |
| Extraordinary Investment Discount | 25% - 50% |
| Mixed-use/ Multi-modal Development Discount | 10% - 25% |
| Small Business Discount <i>(new construction does not qualify; but PO's could!)</i> | 25% |

Refer to the TrIF Ordinance for eligibility details:
<https://www.fortworthtexas.gov/impact-fees/transportation>

Or contact the Transportation Impact Fee team at:
TrIF@fortworthtexas.gov



Obtaining a Project Address

Presented by Jeremy Bishop

Obtaining a Project Address

How Does Bob Obtain a 911 Address for His Bistro?

- Bob will need a recorded plat
- The Platting team will forward the recorded plat to the BFP (Bureau of Fire Prevention) for an address assignment. This address assignment is for the plat only and may not be appropriate for the proposed building(s)
- Bob can use the plat address to begin the permitting process. The BFP will approve or issue an appropriate 911 address for each habitable structure(s)

Obtaining a Project Address

What Happens with the Address that is Created?

- An Address Letter will be created by the BFP.
- This address letter will be distributed to groups including:
 - U.S. Postal Service
 - Oncor
 - Atmos
 - Tarrant County Appraisal District

Obtaining a Project Address

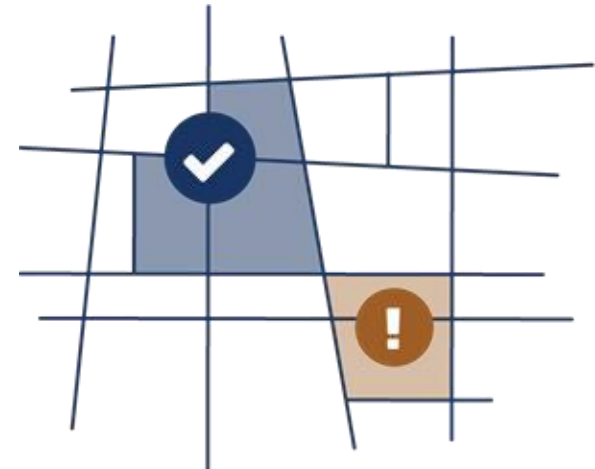
Can Bob acquire a permit using a “temporary” address?

- The Fort Worth Fire Department does NOT issue temporary addresses.
- A Development Customer Service Supervisor can issue a “For Review Only” address to begin the permitting process, however no official 911 address will be assigned without a recorded plat.

Obtaining a Project Address

Who should Bob contact with questions about his 911 address?

- Contact his Address Compliance Officer via e-mail:
 - addressing@fortworthtexas.gov



Fire Permitting and Inspection

- Permits applications work the same as building permits and may be reviewed by Fire Prevention.
- Inspections are divided into two components:
 - Construction (Technical) Fire Inspections-Fire Inspection for work completed under a building permit.
 - Commercial Building Inspections-Annual or bi-annual Fire Code inspection for occupancies already having a Certificate of Occupancy.

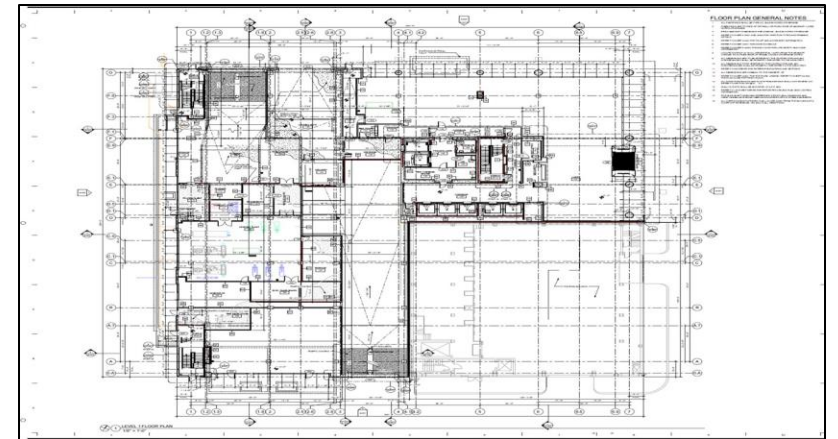
Building Permits, Plan Review, Certificates of Occupancy

Presented by Cody Hughes

Building Permits

Does Bob need a permit for his new Bistro & Multifamily?

- **Yes**
- **Building**- A full review of the building, electrical, mechanical, and plumbing plans will be reviewed within 7 business days.
- **Mechanical, Electrical, Plumbing**- MEP permits are still required for the MEP work to be done.



What does Bob need to apply for?

Commercial Building Permit (What do I need?)

| Included in the Application Packet | New Construction | Additions | Remodels | Accessory Structures | Change of Use |
|--|-------------------|-------------------|-------------------|----------------------|-------------------|
| How to apply | Online | Online | Online | Online | Online |
| Application (not required) Application Here | ✓ | ✓ | ✓ | ✓ | ✓ |
| Checklist/Requirements (not required) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Use Verification Form | ✓ | | ✓ | | ✓ |
| Remodel/Change of Use Questionnaire | | | ✓ | | ✓ |
| Complete Set of Plans (Building, Mechanical, Electrical, and Plumbing) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Plat (certified copy) | ✓ | ✓ | | ✓ | |
| Site Plan | ✓ | ✓ | | ✓ | ✓ |
| Energy Code Compliance (if adding conditioned/heated space, or lighting) | ✓ | ✓ | ✓ | ✓ | ✓ |
| *NEW & UPDATED* How to Apply Video! | ✓ | ✓ | ✓ | ✓ | ✓ |

Building Permits

What Types of Projects Would Bob Need a Permit for in the Future?

- **Residential**

Single family homes

3rd party zoning

Pools

Additions

Walk-in permits (fences, shed etc.)

Remodels

- **Commercial**

High rises

Remodels

Restaurants

Walk-in Permits

Change of use

Multi-Family

Mixed use building

Warehouses

Additions

Hospitals

Industrial

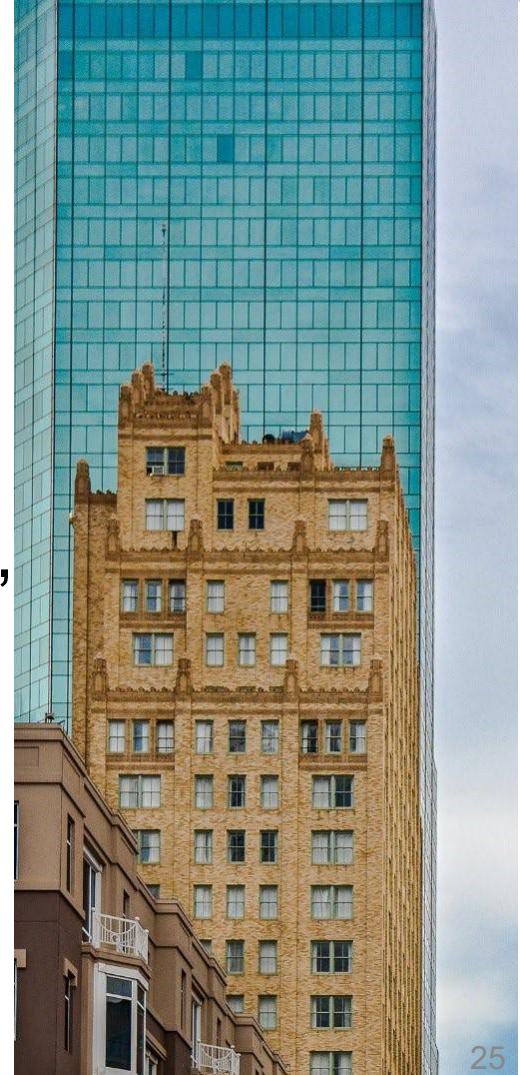
One Day small business



Building Permits

What Items do not require permits?

- Flagpoles less than 20'
- Fences not over 7'
- Oil derricks
- Retaining walls not over 4'
- Water tanks & Pools less than 5,000 gal
- Cosmetic work
- Concrete equip pads
- Playground equip for single-family lots
- Awnings that project <54"
- Movable partitions/counters <5'
- Re-roof (above deck) houses



Building Permits

What Adopted Codes does Bob need to comply with?

- Review under the 2021 ICC codes
 - International Building Code
 - International Residential Code
 - International Mechanical Code
 - International Plumbing Code
 - International Fuel Gas Code
 - International Existing Building Code
- 2015 International Energy Conservation Code (state adopted)
- 2023 National Electrical Code (*state adopted*)
- 2017 ICC/ANSI A117.1
- 2018 International Swimming Pool & Spa Code

** Codes on a 3 years cycle & adapted on 6 year cycle**



Building Permits

What if the X-Team is a permitting option for Bob...

What is the X-Team?

- Expedited plan review
- In-person plan review meeting with City staff



Building Permits

How Does Bob Submit his Permit Application?

- Bob decides that he will use X-team for a future expansion of his Bistro, but for this phase he submits under standard plan review
- Bob applies online through [Accela Citizen Access](#)

Building Permits

What Additional Information Does Bob Need at Submittal?

- Urban Forestry Permit Number (UFC#)
- Texas Architectural Building Systems Registration Number (TABS)
- Certificate of Appropriateness (COA)
- Grading Permit
- Registered Contractor with the City of Fort Worth RB# or Out To Bid (OTB)

Plan Review

What Are The Different Tasks Plan Reviewers are Responsible For?

- Customer Service
- Walk-ins; One day small business permits
- 24 hour reviews (project under 6,000 sf)
- Plan Review of Building, Mechanical, Electrical, Plumbing, Accessibility, and Energy Codes
- Project Coordination (*opening permits for additional reviews*)
- Expediting





Grease Trap

Presented by Casey Nettles

Grease Traps

Does Bob Need a Grease Trap?

- Yes, all food service establishments are required to have a grease trap
- A grease trap/interceptor collects the fats, oils, and greases that go down the drain
- This is not the grease from fryers

Grease Traps

How should Bob size his grease trap?

- Fort Worth sizes grease traps based on the Uniform Plumbing Code, Appendix H (*Peak Meals formula*)

| No. of Meals Per Peak Hour | Waste Flow Rate | Retention Time | Storage Factor | Calculated Liquid Capacity | Grease Interceptor |
|----------------------------------|--------------------|-------------------|-------------------|----------------------------------|-----------------------|
| 150 | 6 | 2.5 | 1.5 | 3375 | |
| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |

| | | |
|---|---|--------|
| 1 | <p>Number of Meals Per Peak Hour (Recommended Formula):</p> <p>Seating Capacity x Meal Factor = Meals Per Peak Hour</p> <p>Establishment Type:</p> <p>Fast Food (45 min.) 1.33</p> <p>Restaurant (60 min.) 1.00</p> | Notes: |
| 2 | <p>Waste Flow Rate:</p> <p>Condition</p> <p>With a Dishwashing Machine 6 gallons</p> <p>Without a Dishwashing Machine 5 gallons</p> <p>Single Service Kitchen 2 gallons</p> <p>Food Waste Disposer 1 gallon</p> | Notes: |
| 3 | <p>Retention Time:</p> <p>Commercial Kitchen 2.5 hours</p> <p>Single Service Kitchen 1.5 hours</p> | Notes: |
| 4 | <p>Storage Factor:</p> <p>Kitchen Type</p> <p>1. Fully Equipped Commercial</p> <p>Hours of Operation</p> <p>8 hours 1.00</p> <p>12 hours 1.50</p> <p>16 hours 2.00</p> <p>24 hours 3.00</p> <p>Single Service Kitchen 1.50</p> | Notes: |

Grease Traps

What Else Does Bob Need To Do?

- Complete Grease Trap Discharge Permit application
- Upload application to Accela, email to Pretreatment staff
- Pay Grease Trap fee
 - Payments are completed online through Accela or check/money order in Pretreatment offices

Inspections

By Adam Artimez

INSPECTION TYPES:

- ☐ Building
- ☐ Energy
- ☐ Mechanical
- ☐ Electrical
- ☐ Plumbing and Gas
- ☐ Residential
- ☐ Parkway
- ☐ Change of Use
- ☐ Temporary, Limited & Permanent Certificates of Occupancy
- ☐ Enforcement
- ☐ Signs
- ☐ Gas Wells

International Codes, Complete Collection



INSPECTION DISTRICTS

INSPECTION SPECIALISTS

Covers Approximately Two Districts

| | | |
|--------------------|------------------|--------|
| Michael Piorkowski | Greg Compton | Vacant |
| Gregory Compton | Charles St. John | Vacant |
| Thomas Cooper | Rene Rodriguez | |
| Zach Barsch | Daniel Johnason | |

SENIOR COMBINATION INSPECTORS

Covers Approximately Two Districts

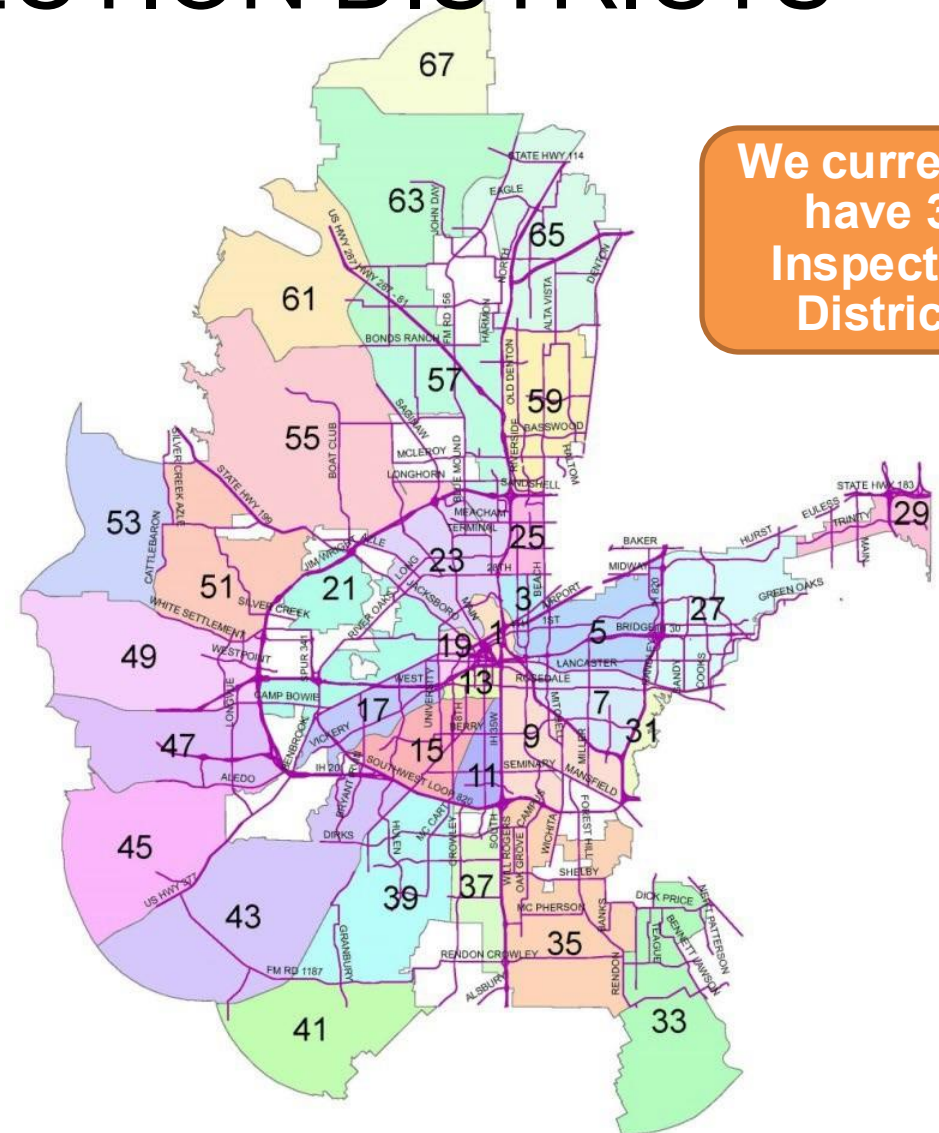
| | | |
|---------------|-----------------|---------------------|
| Noel Finch | David Hayslip | James Schnardthorst |
| Trevor Pierce | Douglas Hale | |
| Jason Russell | Terrence Graves | |
| Robert Lynn | Ariah Valdez | |

COMBINATION INSPECTORS

Covers Approximately Two Districts

| | |
|------------------|------------------|
| William Lunsford | Rod Parker |
| Colby Kopesky | D'Andre Williams |
| Eric Watkins | |
| Eric Marchetti | |

**We currently
have 33
Inspection
Districts**



Building Inspections

BUILDING INSPECTIONS PRIMARILY CONSIST OF:

- ☐ Stakeout
- ☐ Piers
- ☐ Foundation
- ☐ Framing
- ☐ Insulation
- ☐ Firewall
- ☐ Energy
- ☐ Final



Mechanical Inspections

MECHANICAL INSPECTIONS PRIMARILY CONSIST OF:

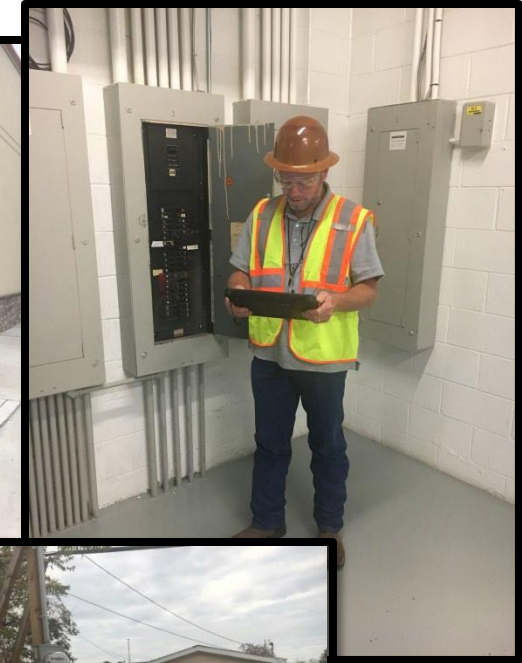
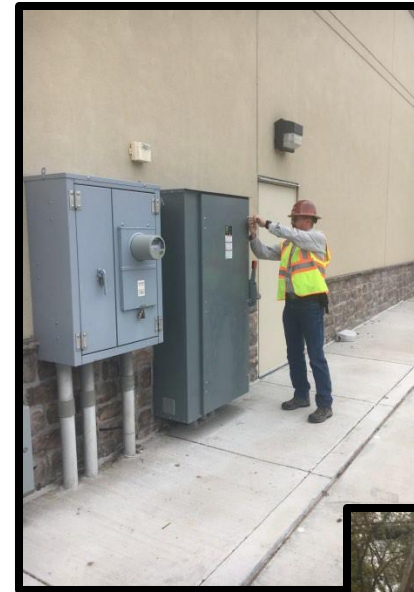
- ☐ Rough
- ☐ Ceiling
- ☐ Duct
- ☐ Hood
- ☐ Energy
- ☐ Final



Electrical Inspections

ELECTRICAL INSPECTIONS PRIMARILY CONSIST OF:

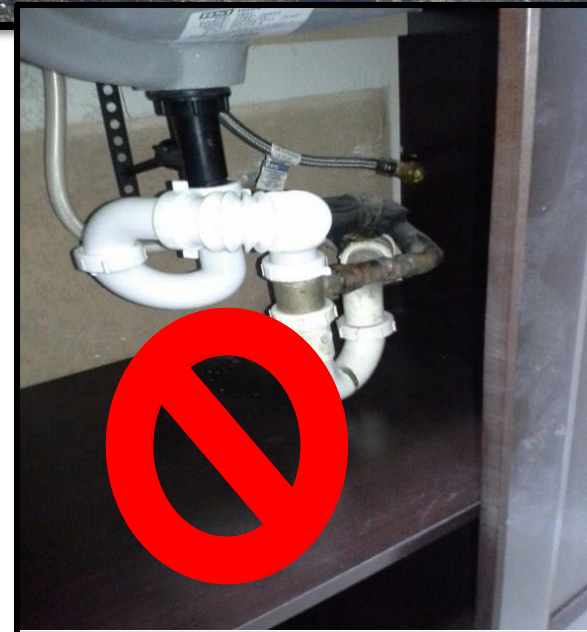
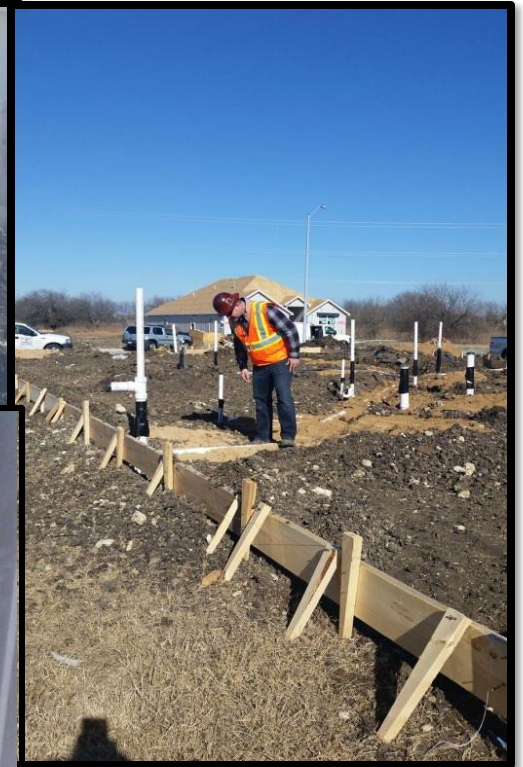
- ☐ T-Pole
- ☐ Underground
- ☐ Rough
- ☐ Ceiling
- ☐ Energy
- ☐ Final



Plumbing Inspections

PLUMBING INSPECTIONS PRIMARILY CONSIST OF

- ☐ Underground(Water/Sewer)
- ☐ Top Out
- ☐ Gas
- ☐ Energy
- ☐ Final



Change of Use

- ☐ Four trade ordinance
- ☐ Trade permits if needed
- ☐ Repairs required for new use
- ☐ Inspections on specific work
- ☐ Final trade permits
- ☐ Final change of use ordinances



Certificates of Occupancy

CITY OF FORT WORTH • PLANNING AND DEVELOPMENT DEPARTMENT • BUILDING INSPECTION DIVISION

CERTIFICATE OF OCCUPANCY

Lot _____ Block _____ Legal Description _____
 Street Address of _____
 (Building) Room, Area 204 Magnolia Ave Date 11/1/2018

LAND USE

I have examined the City of Fort Worth Official Zoning District Map and do hereby certify that the above described land is zoned "D". This land can be used as a Restaurant - limited to furniture & fixtures only

Permit No. PB 1111 **BUILDING USE** This is a type IB Sprink Ala structure.

I have inspected this (building) (room) (area) and find that it is or can be used as a Group A, Division 2, Occupancy Classification as defined by the City of Fort Worth Building Code and, when used by such Occupancy Classification, will comply with all pertinent laws and ordinances. (If B2 storage, annotate high-piled combustible storage as B2-H.)

Owner _____ Building Official _____
 Owner's _____
 Address _____ Issued by _____

The occupant load of this (building) (room) (area) shall not exceed 100.
 The Building Code requires that this certificate be posted in a conspicuous place on the premises.

Limited Certificate of Occupancy (L.C.O.)

CITY OF FORT WORTH • PLANNING AND DEVELOPMENT DEPARTMENT

CERTIFICATE OF OCCUPANCY

Street Address: 15201 BLUE MOUND RD Date: 02/25/2021
 Legal Description: NORTHPOINT ALLIANCE INDUSTRIAL PARK BLK 1; LOT 1
 Upon reviewing the City of Fort Worth Zoning records on the date of application, it was determined the above land is zoned K.
 Permitted Land Use per Building Code: Office - Office

BUILDING USE

Permit No. P020-02366

I have inspected this (building) (room) (area) and find that as defined by the City of Fort Worth Building Code and when used by such Occupancy Classification, will comply with all pertinent laws and ordinances. (Annotate high-piled combustible storage as -H.) The property will have the following classification:

| Occ Class | Const Type | Square Feet | Occ Load | Use Description |
|-----------|------------|-------------|----------|-------------------------------------|
| B | IB | 27405 | 274 | OFFICE WITH MEZZ ANNEXATION CO ONLY |
| S-1 | IB | 1026553 | 250 | WAREHOUSE ANNEXATION CO ONLY |
| U | IB | 8787 | 87 | RESTROOMS ANNEXATION CO ONLY |

Occupant: ARIAT BLDG 2
 Owner: NP-OV FORT WORTH PROJECT 1, LLC
 4825 NW 41st Street, Suite 500
 RIVERSIDE, MO 641500000
 Legal nonconforming: No
 LNC Approved by: _____

Building Official: Allison Gray
 Code Compliance Approval:
 Issued By: J. JONES

The City of Fort Worth cannot and does not in any way represent, advise, or guarantee that your compliance with the building code will prevent liability for violations of the American with Disabilities Act.
 The Building Code requires that this certificate be posted in a conspicuous place on the premises.

Certificate of Occupancy (C.O.)

Limited Certificates of Occupancy

- ❑ Occupancy or use of unfinished buildings
- ❑ 60 days maximum
- ❑ \$336 fee
- ❑ Requires all trade & Fire approvals
- ❑ Fixture, furniture, stocking, training, occupy

CITY OF FORT WORTH • PLANNING AND DEVELOPMENT DEPARTMENT • BUILDING INSPECTION DIVISION
CERTIFICATE OF OCCUPANCY

Lot _____ Block _____ Legal Description _____
Street Address of _____ Date _____
Building, Room, Area _____

LAND USE
I have examined the City of Fort Worth Official Zoning District Map and do hereby certify that the above described land is zoned _____. This land can be used as a _____.

BUILDING USE
Permit No. _____ This is a type _____ structure.
I have inspected this (building) (room) (area) and find that it is or can be used as a Group _____, Division _____, Occupancy Classification as defined by the City of Fort Worth Building Code and, when used by such Occupancy Classification, will comply with all pertinent laws and ordinances. (If B2 storage, annotate high-piled combustible storage as B2-H.)

Owner _____ Building Official _____
Owner's _____ Issued by _____
Address _____

FORT WORTH

The occupant load of this (building) (room) (area) shall not exceed _____.
The Building Code requires that this certificate be posted in a conspicuous place on the premises.



Certificates of Occupancy

- ☐ Permanent
- ☐ All trade and Fire finals
- ☐ Landscaping
- ☐ Address

FORT WORTH
 CITY OF FORT WORTH - PLANNING AND DEVELOPMENT DEPARTMENT
CERTIFICATE OF OCCUPANCY

Street Address: 15291 BLUE MOUND RD Date: 02/25/2021
 Legal Description: NORTHPOINT ALLIANCE INDUSTRIAL PARK BLK 1 LOT 1
 Upon reviewing the City of Fort Worth Zoning records on the date of application, it was determined the above land is zoned K.
 Permitted Land Use per Building Code: Office - Office

BUILDING USE

Print No: P028-62386
 I have inspected this building's (room) (area) and find that as defined by the City of Fort Worth Building Code and when used by each Occupancy Classification, will comply with all pertinent laws and ordinances. (Absolute high-piled combustible storage as in 1.) The property will have the following classification:

| OCC CLASS | CREAT TYPE | SQUARE FOOT | OCC LOAD | USE DESCRIPTION |
|-----------|------------|-------------|----------|-------------------------------------|
| B | BB | 27405 | 274 | OFFICE WITH MEZZ ANNEXATION CO-ONLY |
| S-1 | BB | 100053 | 330 | WAREHOUSE ANNEXATION CO-ONLY |
| U | BB | 8787 | 87 | ENTREPRENEUR ANNEXATION CO-ONLY |

Developer: ARSAT BLDG 2
 Owner: NP-OV FORT WORTH PROJECT 1, LLC
 4825 NW 41st Street, Suite 500
 RIVERSIDE, MO 641080000

Building Official: Allison Gray
 Code Compliance Approval:
 Issued By: J. JONES

Legal nonconforming: No
 LMC Approved by:

The City of Fort Worth cannot and does not in any way represent, advise, or guarantee that your compliance with the building code will prevent liability for violations of the American with Disabilities act.
 The Building Code requires that this certificate be posted in a conspicuous place on the premises.



Consumer Health

Presented by Lori Milliner

Consumer Health

What Codes does Bob need to comply with?

- US Food and Drug Administration (FDA)
- Texas Food Establishment Rules (TFER)
- Fort Worth Code of Ordinances, Chapter 16



Consumer Health

What Does Bob Need to Comply With?

- A residence (home) may not be used as a food establishment
- The location should be connected to City water and sewer or must meet state and local requirements
- Space must be provided for employee belongings
- Employees must have conveniently accessible restrooms
- Customers may not go through the kitchen or food preparation areas to access the restrooms

Consumer Health

What Will Consumer Health Look for?

- Where Food Will Enter the Building
- Where Food will be Stored
- How Food will be Cooked/Prepared
- How Food Will Leave the Kitchen and be Served to the Public
- How Dirty Dishes are Washed and the Clean Dishes are Stored

Consumer Health

What is Reviewed Within the Submitted Plans?

- The site plan and MEP(mechanical, electrical, plumbing), the equipment schedule, finish schedule, and copy of the menu
- If there are any alterations to the approved plans, Consumer Health must be notified
- The Certificate of Occupancy must be obtained **BEFORE** a health permit is issued

Consumer Health

What Are the Standards for Floors, Walls and Ceilings?

- Wall and ceiling surfaces must be smooth, non-absorbent, easy to clean, and light in color
 - *Consumer areas such as dining rooms do not need to meet this requirement if they are kept clean*
- Studs, joists, and rafters may not be exposed in areas subject to moisture. Drop down ceilings are recommended in kitchens, service stations, bars, self-service areas, and restrooms to maintain compliance

Consumer Health

Floors, Walls and Ceilings Standards (continued)...

- Carpeting is not permitted in food preparation areas, restrooms, garbage areas, or any areas subject to moisture
- Exposed utility lines and pipes may not be installed on the floor

Consumer Health

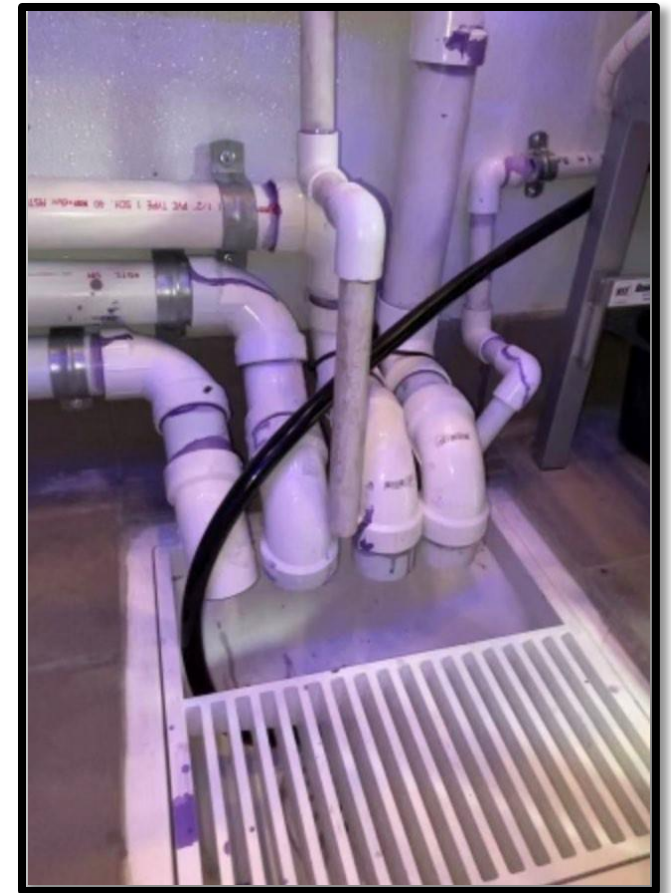
What Plumbing Standards Does Bob need to Achieve?

- Hand washing sinks must be conveniently located and provided within 15 feet of food preparation and service, ware-washing, and inside restrooms
- A three-compartment sink is required to manually wash dishes
- A mop sink or utility sink is required
- A food preparation sink may be required to wash produce or thaw meat

Consumer Health

Plumbing Standards (continued)...

- Backflow prevention
- Grease traps should be located outside
- Must provide Indirect connections from sewage systems to any drains originating from equipment where food or equipment is placed
- Hot water heaters should be sized to be sufficient for meeting peak demands
- Floor drains provided for cleaning purposes



Consumer Health

What Health Standards are Considered Eligible for Variance?

- Outer openings
- Three Compartment Sink
- Approval is based upon operations and kitchens compliance with health review



Consumer Health

Are there Health Inspections Required During Construction of Bob's Bistro?

- Yes!
- Pre-operational inspection is conducted at least 7-10 days before construction is scheduled to end
- Final inspection once the certificate of occupancy is obtained
 - Health permit issued at this time

QUESTIONS?



Please don't forget
to take the survey!

