



## Stormwater Facility Maintenance Agreement Initiation Form

To begin the SWFMA review process, please submit the following online at <https://aca-prod.accela.com/CFW/Default.aspx>: (Required for ALL projects)

- One (1) Completed Stormwater Facility Maintenance Agreement Initiation Form (pdf)
- One (1) Complete set of \*Exhibits for the project (one .pdf)
- One (1) Complete set of Metes and Bounds (pdf)
- One (1) Complete Engineer's Checklist with seal (pdf/doc)
- Payment of \$635.00 (electronic check only)

\*Exhibits must be clearly labeled as A, B, C, D, etc.; do not use A1, B1, C1; etc. All attachments should be submitted on 8 1/2" x 11".

Once your exhibits have been **approved**, you will be asked to provide the following:

- One (1) copy of the Articles of Incorporation – If property owner is an entity
- One (1) copy of the legally recorded Warranty Deed
- One (1) Signature Authority document stating the official who is listed as the authorized signer is able to do so on behalf of the owner entity
- Proof of Registration and current standing - If the entity submitting the SWFMA is not registered with the Texas Secretary of State and is registered in another state
- Three (3) sets of the drafted Stormwater Facility Maintenance Agreement with original signatures and notarial seals (***The City of Fort Worth with draft the contract and send it via e-Mail***)

### Stormwater Facility Type:

- Stormwater Detention
- Water Quality Device
- Drainage Channel
- Retaining Wall Maintenance
- Other: \_\_\_\_\_

HOA:  No  Yes

Amendment:  No  Yes

IPRC Record Number: \_\_\_\_\_ Grading Permit Record Number: \_\_\_\_\_

Drainage Study Number: \_\_\_\_\_

**I. PROJECT INFORMATION** (Provide information for each box)

Project Name: <i>*Must match name on agreement</i>	
Project Address or Location:	
County:	
Legal Description:	

**II. OWNER INFORMATION**

Owner Name: <i>*Must match name on agreement</i>			
Mailing Address:			
Phone Number:		E-mail:	

**III. SIGNATORY INFORMATION (Person who will sign the contracts)**

Applicant/Developer Legal Name: <i>*Must match signatory documents</i>							
Contact Name:					Title:		
Street Address:		City:		State:		Zip:	
Phone Number:		E-mail:					

**IV. SIGNATORY INFORMATION (for HOA if applicable)**

Applicant/Developer Legal Name: <i>*Must match signatory documents</i>							
Contact Name:					Title:		
Street Address:		City:		State:		Zip:	
Phone Number:		E-mail:					

**V. CONTACT INFORMATION – For all correspondence regarding application**

Contact Name:		Title:	
Phone Number:		E-mail:	

Description of Project Specific to Stormwater Facility Maintenance Agreement: *(Be as specific as possible)*

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**VI. SIGNATURE**

Entity

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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