



## Application to the City Plan Commission For Amendment to the Master Thoroughfare Plan

Applicant's Name (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone. \_\_\_\_\_ Email \_\_\_\_\_

Agent / Consultant's Name (Print) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Requested Thoroughfare to be Amended:**

Street Name \_\_\_\_\_ Mapsco Location \_\_\_\_\_

Location and Limits \_\_\_\_\_

Adopted Segment Length \_\_\_\_\_ Proposed \_\_\_\_\_

Adopted Cross-Section \_\_\_\_\_

Proposed \_\_\_\_\_

**Supplemental Submission Information Requirements:**

- (1) One 1:800 scale drawing of proposed thoroughfare (**which includes surrounding property owners, 100 yr. Floodplain if applicable, Topographic contours at 5' intervals, and the original and proposed alignments clearly marked**).
- (2) One reduced 8.5" x 11" mini-map of the above exhibit (must be clearly reproducible in black and white).
- (3) A detailed letter of purpose outlining the reasons for the proposed amendment.
- (4) Names and address of all property owners within 300' of the alignment change requested, either side of the existing and proposed route alignments, if located in the ETJ.

<i>Appl. Fee</i>	<i>Received By:</i>	<i>Date Received:</i>	<i>Receipt No.:</i>	<i>Case No.:</i>
<b>\$ 700.00</b>				MT-

## Actions Triggering MTP Processes

Action	Corresponding MTP Process					Notes
	Full Update**	Amendment		Waiver		
		CPC	Admin	CPC	Admin	
5-10 years since last full update	•					Interim minor updates may also be initiated.
New street(s) to be added to MTP		•				
Streets to be removed from MTP		•				
Alignment change for MTP street(s)						
<i>Less than 1000' deviation, does not affect parkland, and written consent obtained from adjacent property owners</i>			•			Alignment must be efficient, equitable and practical.
<i>Above condition not met</i>		•				
Relevant change to <b>related plan or policy</b>						
Change to Trinity Metro plans requiring conversion of existing or planned automobile lanes to special transit lanes		•				
Change to other plans (ATP, adjacent City's MTP, etc.)			•			
Street Type change for MTP street(s)						
<i>Thoroughfare changing "class" (Street ↔ Connector, Connector ↔ Link, Street ↔ Link)</i>		•				Requires consent of adjacent property owners when owner-initiated.
<i>Thoroughfare not changing "class"</i>			•			
Typical Section Element change (non-established thoroughfare)						
Through Lanes		•				
Median Type Upgrade (to non-traversable median)					•	See discussion in text.
Widening 1-foot Right-of-Way buffer beyond 3 feet					•	See further discussion in Section VI.
New Typical Section(s) to be added to MTP		•				
Typical Section to be removed from the MTP		•				
ROW narrowing for MTP Streets				•		Use Established Thoroughfare principles and width ranges.
ROW widening for MTP Streets				•		
Reallocation of space within MTP ROW for non-established thoroughfare(s)					•	Use Established Thoroughfare principles and width ranges.
Use of an Interim Cross-Section				•	•	See text to determine which waiver applies
New elements within MTP Streets						
<i>Requires additional ROW</i>				•		
<i>Does not require additional ROW</i>					•	Use Established Thoroughfare principles and width ranges for required elements

\*\*Class" refers to three groupings of Street Types:

**Streets** (Activity Street and Commerce/Mixed-Use Street), **Connectors** (Neighborhood Connector and Commercial Connector, and **Links** (System Link).

\*\*Minor updates may also be completed between full updates as deemed necessary by City staff.

## MTP Amendment/Waiver Process

			Amendment		Waiver	
			CPC	Admin	CPC	Admin
1	Initial Meeting	Requester contacts Development Services Department to arrange a meeting for Requester and city staff to discuss the proposed change. The meeting will include city staff from Development Services and Transportation and Public Works Departments at a minimum.	✓	✓	✓	✓
2	Notifications	The Development Services Department provides courtesy notices by mail to property owners within 300 feet of the proposed amendment, and courtesy notices (by email) to the registered neighborhood associations that are affected. Any comments received as a result are provided to Development Services staff. Development Services staff may require a meeting with affected property owners prior to making an official amendment request based on comments received.	✓		✓	
3	Official Request	Requester submits an official request for a thoroughfare change to the Development Services Department, who then distributes the request to various City departments for review and comment.	✓	✓	✓	✓
4	City Review	City departments review the request. This review includes the City of Fort Worth (Development Services, Water, Transportation and Public Works, Parks and Community Services, Police, and Fire departments), school districts, the Texas Department of Transportation, various utility companies, and adjacent municipalities and counties (if affected). A pre-development review committee meeting is conducted among various City staff to discuss the requested change.	✓	✓	✓	✓
5	DRC	Development Review Committee discusses thoroughfare change request with the Requester and makes a staff recommendation.	✓	✓	✓	✓
6	Notice	Development Services sends public notices to affected property owners and neighborhood organizations.	✓		✓	
7	CPC	City Plan Commission public hearing and recommendation. (If parkland is affected, a presentation to the Parks and Community Services Board will be necessary prior to CPC.)	✓		✓	
8	M&C	If the City Plan Commission makes a positive recommendation, Development Services writes and routes M&C for placement on the City Council agenda. If the amendment was initiated by city staff, that department may be asked to contribute to the body of the M&C.	✓		✓	
9	Council	City Council public hearing and consideration, with M&C by Development Services Department. Various city departments may be called upon to be available to answer technical questions posed by Council and concerned residents regarding the proposed amendment.	✓		✓	
10	GIS Revisions	If the amendment is approved (by Staff for an administrative situation or City Council for a non-administrative situation), TPW revises the Master Thoroughfare Plan GIS layer.	✓	✓		

For questions or to submit application, contact the Platting Division at [platbox@fortworthtexas.gov](mailto:platbox@fortworthtexas.gov) or (817) 392-8027