



Application to the City Plan Commission For Amendment to the Master Roadway Network

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 _____

Location and Limits _____

Adopted Segment Length _____ Proposed _____

Adopted Cross-Section _____

Proposed _____

Supplemental Submission Information Requirements:

- (1) A Letter of Endorsement or Non-Objection from the Transportation & Public Works Dept. for the Amendment
- (2) 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).**
- (3) One reduced 8.5" x 11" PDF-map of the above exhibit
- (4) A detailed letter of purpose outlining the reasons for the proposed amendment.
- (5) 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>
\$ 700.00				MT-

To discuss an amendment or a waiver to the Master Roadway Network, contact the Regional Transportation and Innovation division of TPW at Transportation@fortworthtexas.gov or (817) 392-8702

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

Table 1.5: Actions Triggering Master Roadway Network Processes

Action Category	Description	Amendment	Administrative Adjustment	Administrative Waiver	Public Waiver
Cycle Update	Comprehensive update every 5–10 years				
Alignment Shift – same endpoints	Corridor serves the same endpoints as the adopted alignment				
Alignment Shift – different endpoints	Corridor does not serve the same endpoints as the adopted alignment				
Alignment Shift – distance	All of the following conditions are met: Alignment shift ≤ 1,000 ft, does not affect parkland, and written consent has been obtained from adjacent property owners				
	Any of the following conditions not met: Alignment shift ≤ 1,000 ft, does not affect parkland, and written consent has been obtained from adjacent property owners				
Functional Classification Change	Change to adopted classification				
Dimensional – All Elements Present	Width or ROW adjustment ≤ 16 ft; all required elements remain and cross-section type unchanged				
Dimensional – Exceeds 16 ft	ROW variance > 16 ft				
Required Element Removed	Required cross-section element cannot be provided				
Interim – Feasible Long-Term*	Interim configuration maintains ability to construct ultimate cross-section				
Interim – Not Feasible Long-Term*	Interim configuration that cannot accommodate the ultimate cross-section in the future, even with ROW acquisition				
Compact Development Area – Map Change	Alignment or classification change within a Compact Development Area				
Compact Development Area – Dimensional	Dimensional deviation within adopted framework in a Compact Development Area				

*For purposes of this section, “feasible long-term” means that the adopted ultimate cross-section and ultimate ROW width can be constructed in the future without requiring additional map amendments or acquisition beyond the adopted alignment. Feasibility is determined during development review by Development Services, with guidance from the City Engineer and in consultation with TPW.

Table 1.6: Review Timeline and Process Summary

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 Service 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 or waiver, 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 roadway network change to the Development Services Department, who then distributes the request to various City departments for view 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, Park and Recreation Department, Police, and Fire Departments), school districts, the TxDOT, 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	CPC public hearing and recommendations. (If parkland is affected, a presentation to the Park and Recreation Advisory Board will be necessary prior to CPC.)				
8	M&C	If the CPC 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 Revision	If the amendment is approved (by Staff for an administrative situation or City Council for a non-administrative situation), TPW revises the Master Roadway Network GIS layer.				

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