



[CITY OF FORT WORTH](#)

[DEVELOPMENT SERVICES DEPARTMENT](#)

200 TEXAS ST., FORT WORTH, TX 76102

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REQUEST FOR [ETJ-RELEASE](#) APPLICATION AND CHECKLIST

(only submit if an [Annexation and ETJ-Related Inquiry](#) already been processed)

Applicant / Developer Information:

Applicant / Developer: _____

Contact Name and Title: _____

Address: _____

Telephone: _____

Cell: _____

Email: _____

Property Information (attach additional sheets if necessary):

Property Address or General Location: _____

Acres: _____

Planner/Surveyor/Engineer Information:

Name: _____

Address: _____

Telephone: _____

Cell: _____

Email: _____

Owner Information (attach additional sheets if necessary):

Property Owner (Printed Name and Title): _____

Property Owner Signature: _____

Address: _____

Telephone: _____

Email: _____

The following checklist is a summary of the requirements of the Charter of the City of Fort Worth, and other City Council and Staff Requirements.

Submission of the formal ETJ-Release application must include the documents noted below. Survey work must be prepared by a Registered Professional Land Surveyor.

Checklist must be submitted with application:

- Completed application with no blank spaces.**
- Letter of request signed by all property owner(s) and bearing original signatures.
- Letter of Authorization for Representation signed by all property owner(s) and bearing original signatures.
- A written description of the proposal and reasons why it should be considered for release from City of Fort Worth extraterritorial jurisdiction.**
- Signed and sealed originals – Exhibit map on a convenient scale clearly depicting the area to be released. Exhibit must be reduced to fit on 8 ½” x 11” paper. Map shall note whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- Descriptions and exhibit maps shall clearly reference deeds, ordinances, recorded plat(s) and/or other documents including recognizable lines such as property corners and lines, fence corners and lines, survey corners and lines, road and railroad rights-of-way and intersections and those of abutting parcels and city limits shall be relied upon with reference citation for the location of the boundaries of the subject parcel(s).
- Digitized version of all exhibit/maps (*PDF* format) as well as metes and bounds descriptions (*PDF* and *WORD* formats) as either flash/jump drive or email.
- Applicant must provide CAD File.dwg and/or GIS Shapefile of all property descriptions as well as all zoning district descriptions.
- Applicant must provide Appraisal District Information for all properties proposed for annexation. This must also be submitted in the form of a matrix listing owners, property identification number, and acreages (and percentage of each parcel included in the request).
- Applicant must ensure that acreages are consistent throughout all documentation.

Application fee - \$400.00

Before submitting an application the applicant must be aware of the following:

- * **Incomplete submittals will not be reviewed nor processed.**
- * All Requests for Annexations Application will be **accepted ONLY** if an [Annexation and ETJ-Related Inquiry](#) has been submitted, reviewed and deemed to be a proposal acceptable for processing.
- * Properties that are located in another Service Provider’s [Certificate of Convenience and](#)

Necessity defined area are not eligible for annexation into the City of Fort Worth.

- * The applicant must allow for a **minimum** of **six months** for the annexation **process**.

ADDITIONAL PROPERTY INFORMATION (MUST BE COMPLETED):

Project the type of development that will occur in the area over the next 10 years if the area is not annexed for limited purposes. Also, Project the type of development that will occur in the area over the next 10 years if the area is annexed for limited purposes. Attach additional sheets if necessary. Analyze the economic, environmental, and other impacts the limited purpose annexation will have on any residents, landowners and business in the area.

Future Land Use identified by Fort Worth:

Current/actual land use(s):

Proposed land use (include percentages/acres):

Residential Land Use (Provide a breakdown into Single and/or Multi-family):

Total Acres:

Number of Units:

Population Estimate:

Total Market Value:

Average Market Value of Units:

Build-Out and when the first units be available for sell. What is the Phasing Schedule?

Commercial and/or Industrial Development:

Total Acres of Commercial Uses:

Total acres of Industrial Uses:

Value of Commercial Property when Developed:

Value of Industrial Property when Developed:

Build-Out and Phasing Schedule:

Are there Master Thoroughfare Plan (MTP) roadways in the vicinity of the site built-out? (Y/N)

Identify MTP roadways and which are built and which are not built.

MTP roadways, built:

MTP Roadways, not built:

Is the project within City of Fort Worth 20-Year Planned Service Areas? (Y/N)

Service Provider:

Source (Who holds the Certificate of Convenience and Necessity – CCN):

Sewer Source:

How will the property be served water and waste water?

Other applications (annexations, Zoning and/or Plats) and /or Agreements/Contracts associated with this property (current & previous) (Must provide case numbers, contract numbers and dates approved):

Applicant Signature:

Applicant (Printed Name and Title):

Date:

Owner Signature:

Property Owner (Printed Name & Title):

Date:

Owner Signature:

Property Owner (Printed Name & Title):

Date:

Owner Signature:

Property Owner (Printed Name & Title):

Date:

Owner Signature:

Property Owner (Printed Name & Title):

Date:

Owner Signature:

Property Owner (Printed Name & Title):

Date:

(attach additional sheets if necessary):