APPLICATION AND CHECKLIST
REQUEST FOR
LIMITED PURPOSE ANNEXATION
(All signatures must be in blue ink.)

Application Fee - $3,544.00

Applicant Information:

Applicant (Name of Firm): _____

Applicant (Agent Name and Title): _____

Applicant (Signature): _____

Address: _____

Telephone: _____ Cell: _____ Email: _____

Owner Information (attach additional sheets if necessary):

Property Owner (Printed Name and Title): _____

Property Owner (Signature): _____

Address: _____

Telephone: _____ Cell: _____ Email: _____

Primary Contact Information (if different than applicant):

Name (Agent and Firm Name): _____

Address: _____

Telephone: _____ Cell: _____ Email: _____

Alternate Contact Information (must provide alternate contact):

Name (Agent and Firm Name): _____

Address: _____

Telephone: _____ Cell: _____ Email: _____

Proposal/Project Name: (Name may be changed if deemed necessary by City Staff)

Limited-Purpose Annexation – *The legal process for annexing an area in order to provide only certain regulatory services for a specified period of time. Cities with populations of more than 225,000 have the authority to annex property for limited purposes. Cities may enforce planning, zoning, health and safety ordinances in areas annexed for limited purposes, but do not collect property or sales taxes or provide full municipal services. Residents may vote in city council elections and charter elections but may not vote in bond elections or be elected to a city office.*

Regulatory Plan – *A document adopted by the City Council, pursuant to Section 43.123 of the Texas Local Government Code, at the time an area is annexed for limited purposes, which identifies the planning, zoning, health and safety ordinances that will be enforced in the area and states the date by which the city will annex the area for full purposes.*

The following checklist is a summary of the requirements listed under Chapter 43 of the Local Government Code of the State of Texas, and Chapters 1 & 27 of the Charter of the City of Fort Worth, and other City Council and Staff Requirements. Additional information may be requested during the process.

Submission of the annexation application must include the documents noted below with surveys and metes & bounds prepared by a Registered Professional Land Surveyor bearing the official surveyor seal.

Checklist must be submitted with application:

- ☐ Complete application with no blank spaces (All pages must be submitted).
- ☐ 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.
- ☐ Signed and sealed originals - Survey exhibit on a convenient scale clearly depicting the area proposed for annexation (only privately-owned property). Exhibit must be reduced to fit on 8 ½" x 11" paper and should depict any out-parcels. 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.
- ☐ Signed and sealed originals - Boundary description in the form of a metes and bounds of the area to be annexed (only privately-owned property). Description should include any out parcels and notes if 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.
- ☐ If there is no adjacent Right-of-Way applicant must provide a statement stating that there is no adjacent Right-of-Way to be annexed.
- ☐ All adjacent Rights-of-Way, not currently within the city limits must also be included to be annexed.
- ☐ Provide proof of who owns and who has authority over the adjacent Right-of-Way. (County or Texas

Department of Transportation).

- It is the responsibility of the applicant to confirm widths of adjacent roads and Rights-of-Way to be included in the proposed annexation.
- If adjacent Right-of-Way is currently within the city limits, applicants must provide a statement stating such. Statement must include ordinance numbers which indicate that the adjacent Right-of-Way is already annexed into the City.
- Signed and sealed originals - Survey exhibit on a convenient scale clearly depicting the adjacent Right-of-way to be annexed. 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.
- Signed and sealed originals - Boundary description in the form of a metes and bounds of the total Right-of-Way to be annexed, noting 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.
- Signed and sealed originals - Survey exhibit on a convenient scale clearly depicting the entire area to be annexed (including privately-owned property and right-of-way). Exhibit must be reduced to fit on 8 ½" x 11" paper and must depict any out-parcels. 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.
- Signed and sealed originals - Boundary description in the form of a metes and bounds of the entire area (including privately-owned property and adjacent right-of-way) to be annexed, and describing any out parcels, noting 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.
- Signed and sealed originals - Survey exhibit on a convenient scale clearly depicting the requested zoning districts. Exhibit must be reduced to fit on 8 ½" x 11" paper and must depict any out-parcels. 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.
- Signed and sealed originals - Zoning Districts descriptions in the form of a metes and bounds of the requested zoning districts and noting 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 comers and lines, fence comers and lines, survey comers 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 exhibits/maps *(PDF* format) as well as survey and metes & bounds descriptions *(PDF* and *WORD* formats) as email attachments.
- Applicants must provide CAD.dwg file and GIS Shapefile of all property descriptions as well as all zoning districts. Files must clearly identify descriptions/districts and include only the description of the boundaries to the areas and districts.

- Official copy of all referenced documents (deeds, ordinances, plats and/or other documents).
- Detailed Site Plan to include building(s) dimensions and calculated impervious surface cover.
- Detailed Exhibit and description of planned stormwater infrastructure by developer.
- Detailed Exhibit to identify proposed public and private streets, parks, open spaces, etc.
- A written description of the proposal and reasons why it should be considered for limited purpose annexation.
- 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.
- Applicants must demonstrate (by written description and exhibit) that the arterial network is adequate to serve their development.
- Timeframe for development phases, a detailed phasing of construction, and business plan.
- Applicants must provide Appraisal District Information for all properties proposed for annexation. This must be submitted in a matrix format listing owners, property identification number, and acreages (and percentage of each parcel included in the request).
- Applicants must ensure that acreages are consistent throughout all documentation.
- Applicants must ensure that no typographical errors are contained in any document submitted.

List related applications (Annexation, Zoning and/or Plats - Concept, Preliminary and Final) and/or Agreements/Contracts associated with this property (current & previous) (Must provide case numbers, contract numbers, and dates approved):

ALL SECTIONS MUST BE COMPLETED
(Note "N/A" if item is Not Applicable**)**

General Property Information:

Property Address and General Location:

Total Acreage: _____ Site Acreage: _____ Right-of-Way Acreage: _____

Land Use(s):

Is the proposal consistent with the Future Land Use Plan in the Comprehensive Plan? Yes / No

Current Land Use(s):

Future Land Use Designation(s) as identified in the current Future Land Use Plan in the Comprehensive Plan:

Proposed Future Land Use Designation(s) (including percentages/acres):

Proposed Residential Land Use (Provide a breakdown into Single Family and/or Multifamily):

Estimated Total Acres:

Estimated Number of Lots:

Estimated Number of Units:

Estimated Population:

Estimated Total Market Value:

Estimated Average Market Value of Individual Units:

Estimated Build-Out:

Estimated time when the first units are available for sale:

Provide Phasing Schedule:

Proposal includes Commercial Development? ***Yes / No***

Estimated Total Acres of Commercial Uses:

Estimated Number of Commercial Lots:

Estimated Value of Commercial Property when Developed:

Estimated Build-Out and Phasing Schedule (Commercial):

Proposal includes Industrial Development? ***Yes / No***

Estimated Number of Industrial Lots:

Estimated Total acres of industrial Uses:

Estimated Value industrial Property when Developed:

Estimated Build-Out and Phasing Schedule (Industrial):

Using the Land Use Chapter of the current Comprehensive Plan, identify which Policies & Strategies your proposal addresses.

Proposed Zoning (list zoning districts and attach survey exhibit showing districts with acreages):

Water and Wastewater Information:

Is the project located within City of Fort Worth 20-Year Planned Service Are? **Yes / No**

Who holds the Certificate of Convenience and Necessity?

Current Water Source:

Current Sewer Source:

Road Information:

Total lane miles of all roads needed for this development:

Total lane miles of all roads to be constructed by the city in the future:

Total Lane miles to remain private roads:

Total lane miles to be maintained by city:

Are there County or Texas Department of Transportation roads that serve the site? Yes / No

Identify adjacent roads and whose jurisdiction they are under:

Are there Master Roadway Network (MRN) roadways in the vicinity of the site? Yes/ No

Identify MRN roadways that are built and those that are not built.

MRN roadways, built:

MRN roadways, not built:

Additional Road Information (attach additional sheets if necessary):
Applicants must demonstrate/describe how the arterial network is adequate to serve their development:

List related applications (Annexation, Zoning and/or Plats - Concept, Preliminary and Final) and/or Agreements/Contracts associated with this property (current & previous) (Must provide case numbers, contract numbers, and dates approved):

By signing I, _____the applicant acknowledges the following:

1. Incomplete submittals will not be reviewed nor processed.
2. Every section/item on this application must be addressed, even if not applicable (N/A).
3. Application review will not proceed until filing fees have been paid.
4. All pages of this application must be submitted.
5. All additional documents must be clearly identified with a title.
6. All annexation proposals default to "AG" Agricultural zoning upon approval. If a different zoning district is desired, a separate re-zoning request must be submitted to Zoning staff.
7. Companion zoning cases cannot be approved until after the related annexation has been approved. Submitting a re-zoning request too early may result in an expired zoning application necessitating the need to re-apply.
8. It is the applicant's responsibility to notify annexation staff of associated zoning cases.
9. Proposals that are not consistent with the Future Land Use Plan must be presented to the City Plan Commission. Additional fees apply.
10. Properties located in another Service Provider's Certificate of Convenience and Necessity are not eligible for annexation into the City of Fort Worth.
11. Changes to the application will result in having to re-apply and re-start the annexation process.
12. While staff recognize that applicants may have deadlines / schedules applicants recognize that the City must run this process while adhering to all State regulations and City policies.
13. The applicant must attend all related commission meetings and public hearings.
14. Annexation staff will correspond only with the Primary and Alternate contacts identified in this application.
15. Applicants are responsible for fees related to document(s) (ex. ordinance, etc.) recordation.

Email Application and Support Documents to:
Platbox2@fortworthtexas.gov
Carbon Copy all Planners listed at:
(https://www.fortworthtexas.gov/departments/development-services/annexation)