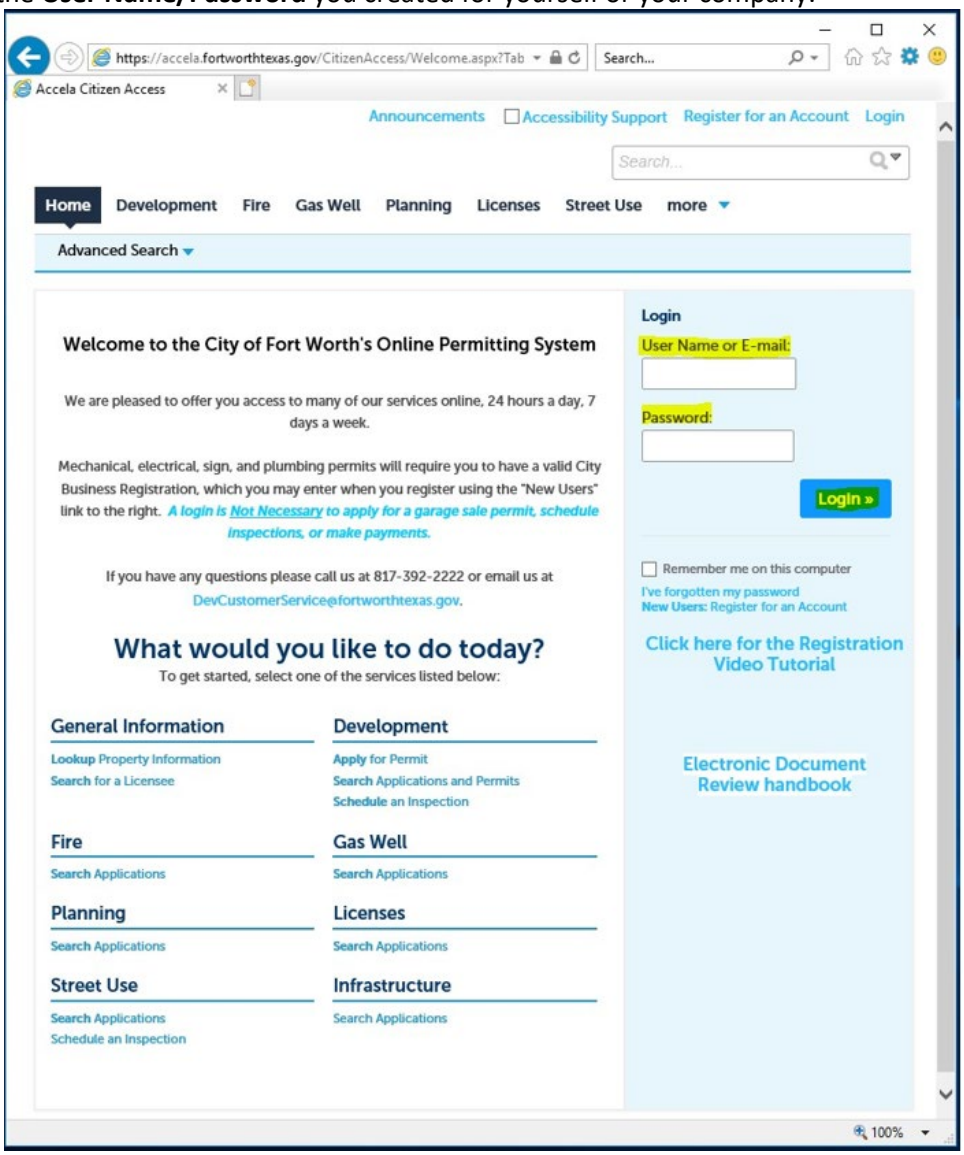
City of Fort Worth – Accela Citizen Access – (TF) Transport Facility Permit Submittal Process (Rev: 11/20/22)

In order to *Create an Application* for submitting a permit request through ACA, your company must be registered as a **Parkway/Utility Contractor** who meets the **Commercial & Utility Requirements** called in the *Utility Construction, $25,000 bond (street and storm drain)* details at: https://www.fortworthtexas.gov/departments/development-services/permits/contractor-registration

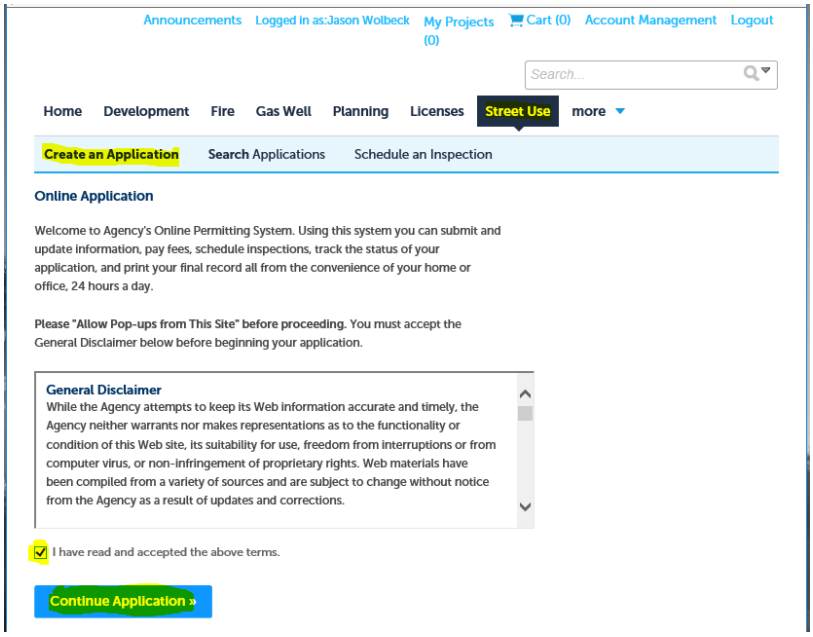
To become registered or renew current registration go to Development Services site https://fortworth-csrprodcwi.motorolasolutions.com/ServiceRequest.mvc/SRIntake

Step 1: Go the following link: https://aca-prod.accela.com/CFW/Default.aspx

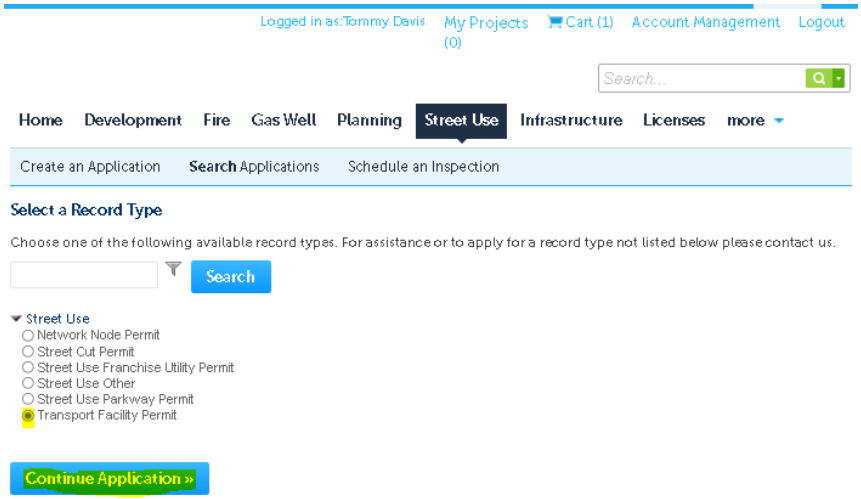
Step 2: Login using the **User Name/Password** you created for yourself or your company.



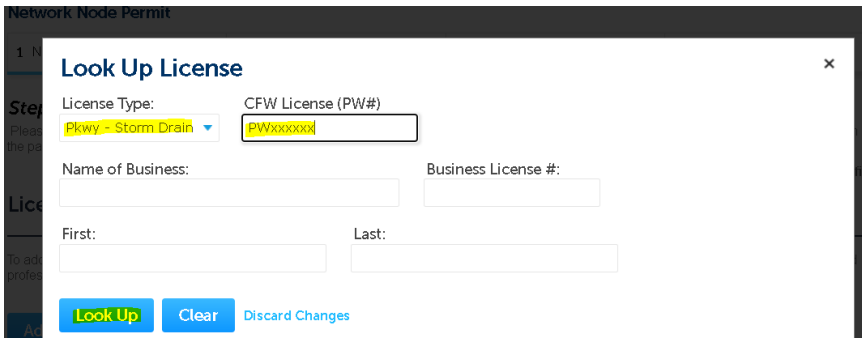
Step 3: Click on **Street Use**, **Create Application**, read and **Check** box before you **Continue Application**:



Step 4: Select **Transport Facility Permit,** click **Continue Application**

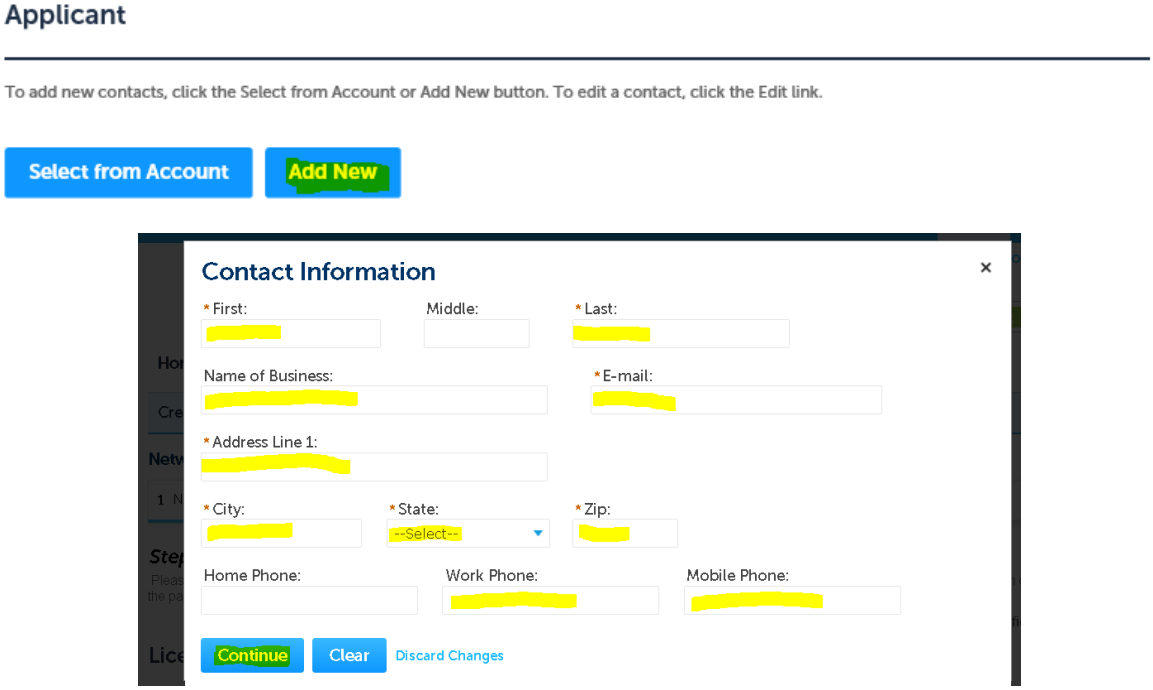


Step 5: Under the **Licensed Professional** section click **Look Up** (separate window will open). Select ***Pkwy – Storm Drain*** from the **License Type** drop-down box, then enter your company's *CFW registration number* in the **CFW License (PW#)** field then click **Look Up**. If you receive an error, contact Development Services 817-392-2222 and confirm your license is up-to-date and reflects the correct **Type**.

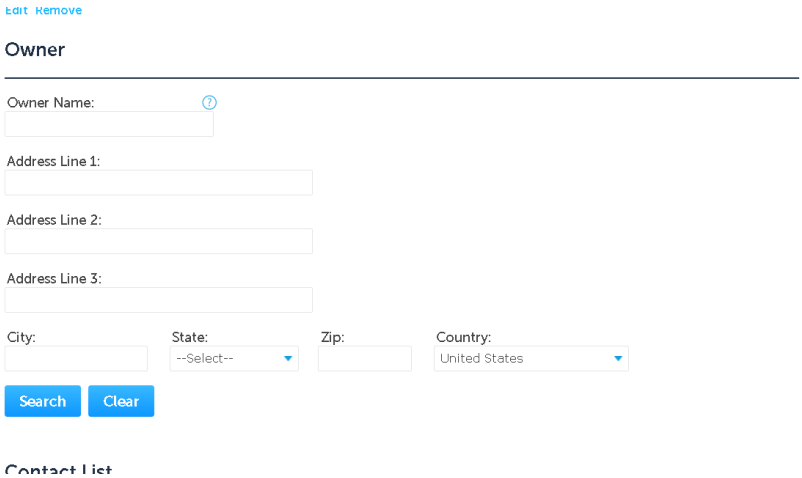


Step 6: Under **Applicant** (information of person submitting this request goes here), click **Add New** (separate window will open). Enter **Contact Information** in highlighted fields, scroll down and click **Continue**.

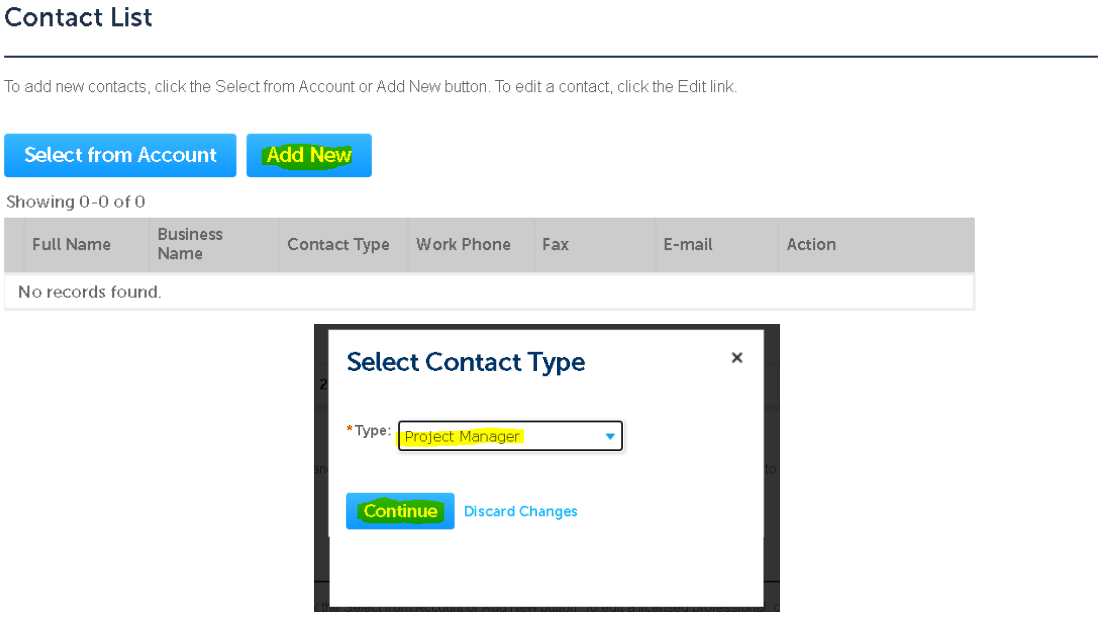
- **BE SURE** to enter a **Work Phone** & **Mobile Phone** number. Leave **Home Phone** blank.



Step 7: **Owner** information is **OPTIONAL** (if not found under **Search**, then leave all fields blank).

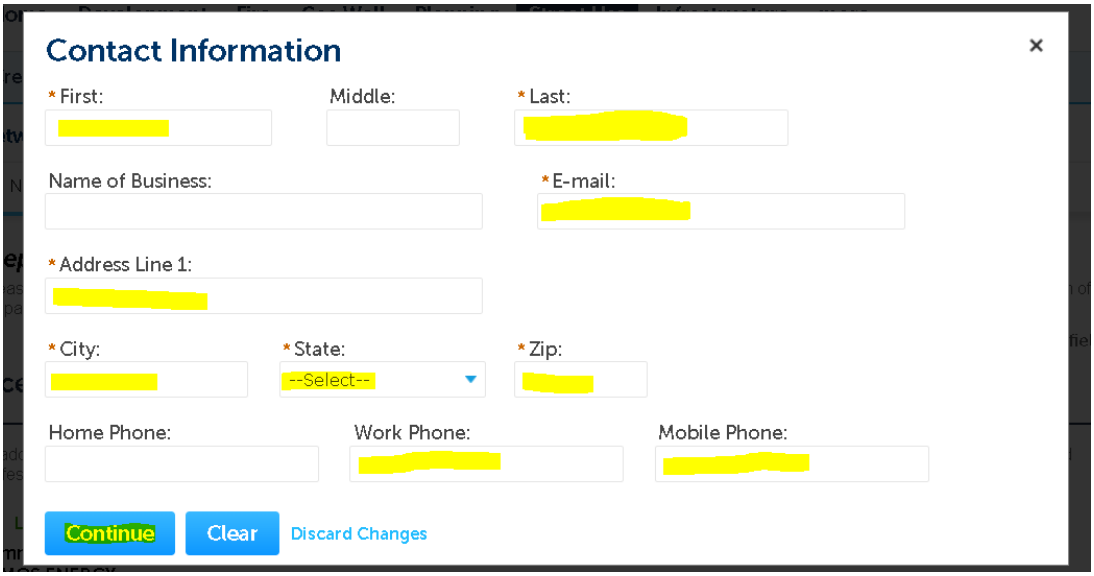


Step 8: Under **Contact List**, click **Add New** (separate window will open). Select ***Project Manager*** (information of person overseeing the construction goes here) from the **Contact Type** and click **Continue**.



Step 9: Enter the **Contact information** in highlighted fields and click **Continue**.

- **BE SURE** to enter a **Work Phone** & **Mobile Phone** number. Leave **Home Phone** blank.

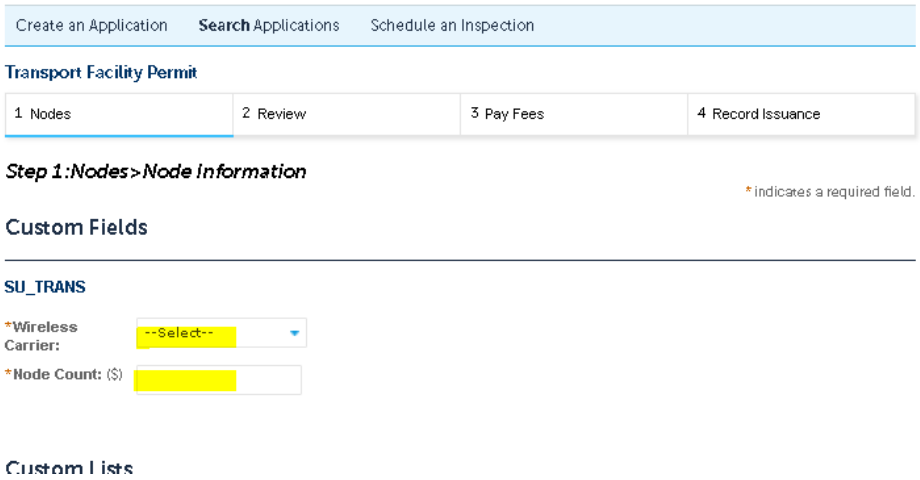


Step 10: Click on **Continue Application** at the bottom.

****NOTE:** if having any issues or not ready to proceed, click on **Save and Resume Later**. You will receive a **TMP** number for reference and you can go back later to finish your submittal.

Step 11: Under **Custom Fields** section:

- Select the **Wireless Carrier** from the drop-down box.
- Enter **0** (zero) into the **Node Count** field (so ***NOT*** to trigger any Fees).
- Scroll down to the **Custom Lists** section.

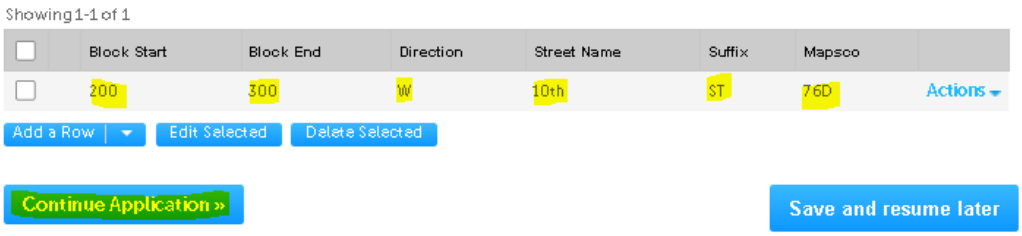


Step 12: Custom Lists

- Click **Add a Row** to enter the node location information (a separate window will open).

Step 13: Address

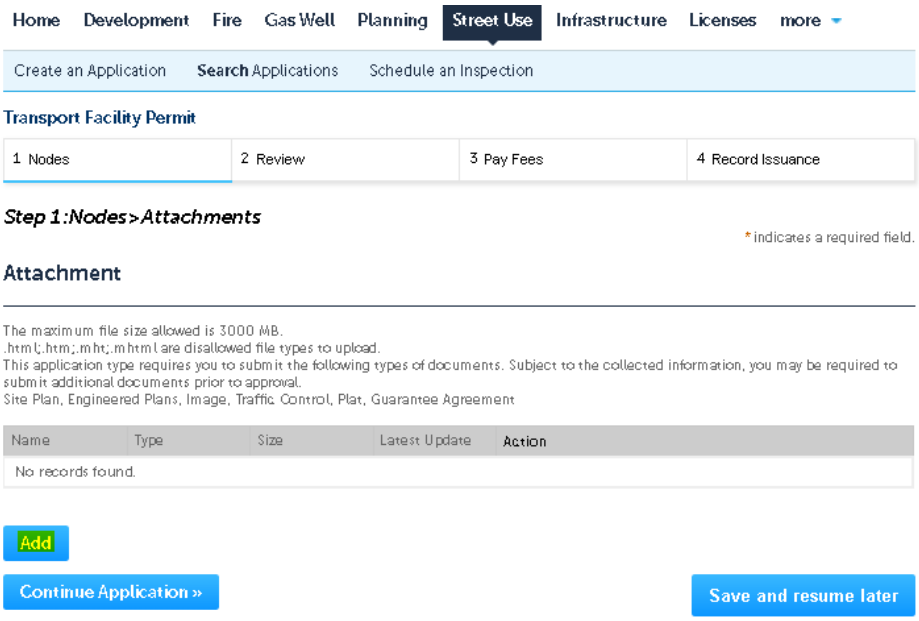
Step 14: Review information, edit if necessary, and then click **Continue Application**



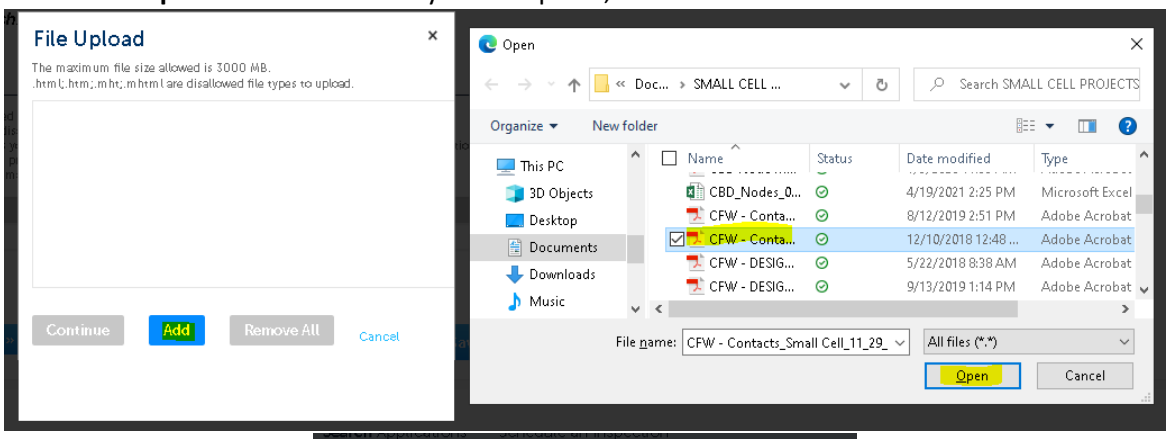
Step 15: Upload documents by clicking **Add** under the **Attachment** section (a separate window will open).

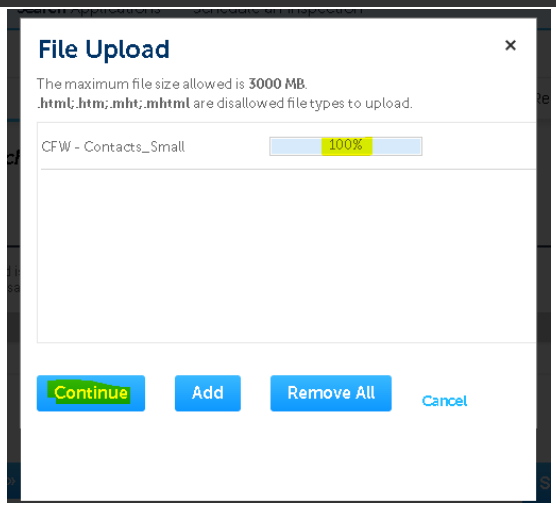
****REQUIRED**:

- **ALL** required documents (permit application form, CD's w/ plan and profiles and TCP's) must be in **ONE** .PDF attachment.
- Include a copy of the **NNPermit** number with your documents.

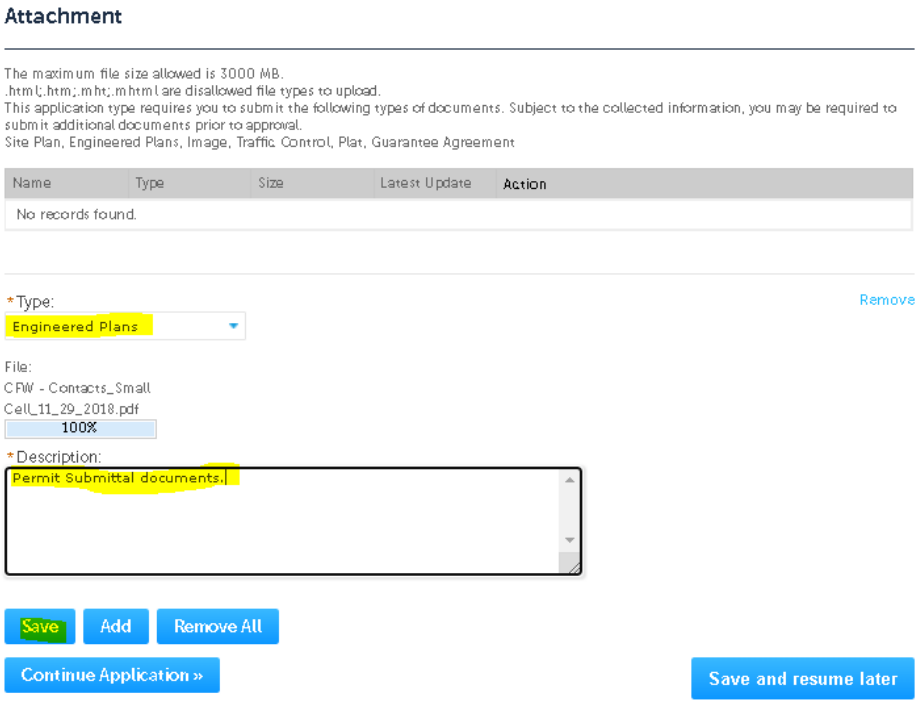


Step 16: Click **Add** and **Open** a document from your computer, then click **Continue** after it has reached ***100%***

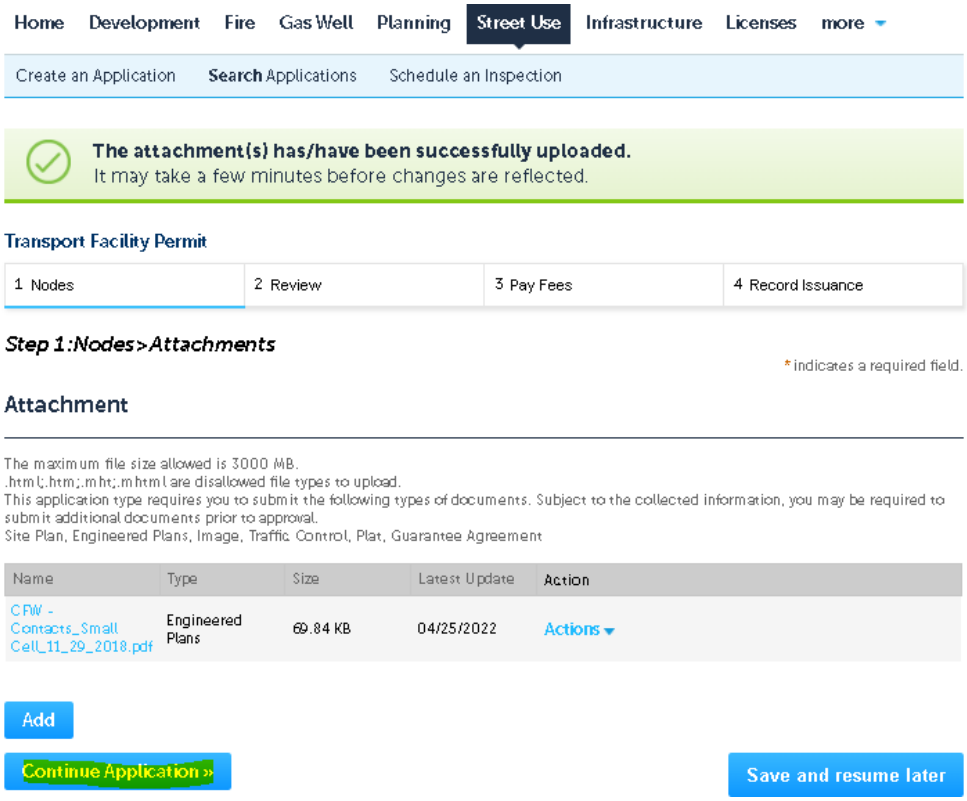




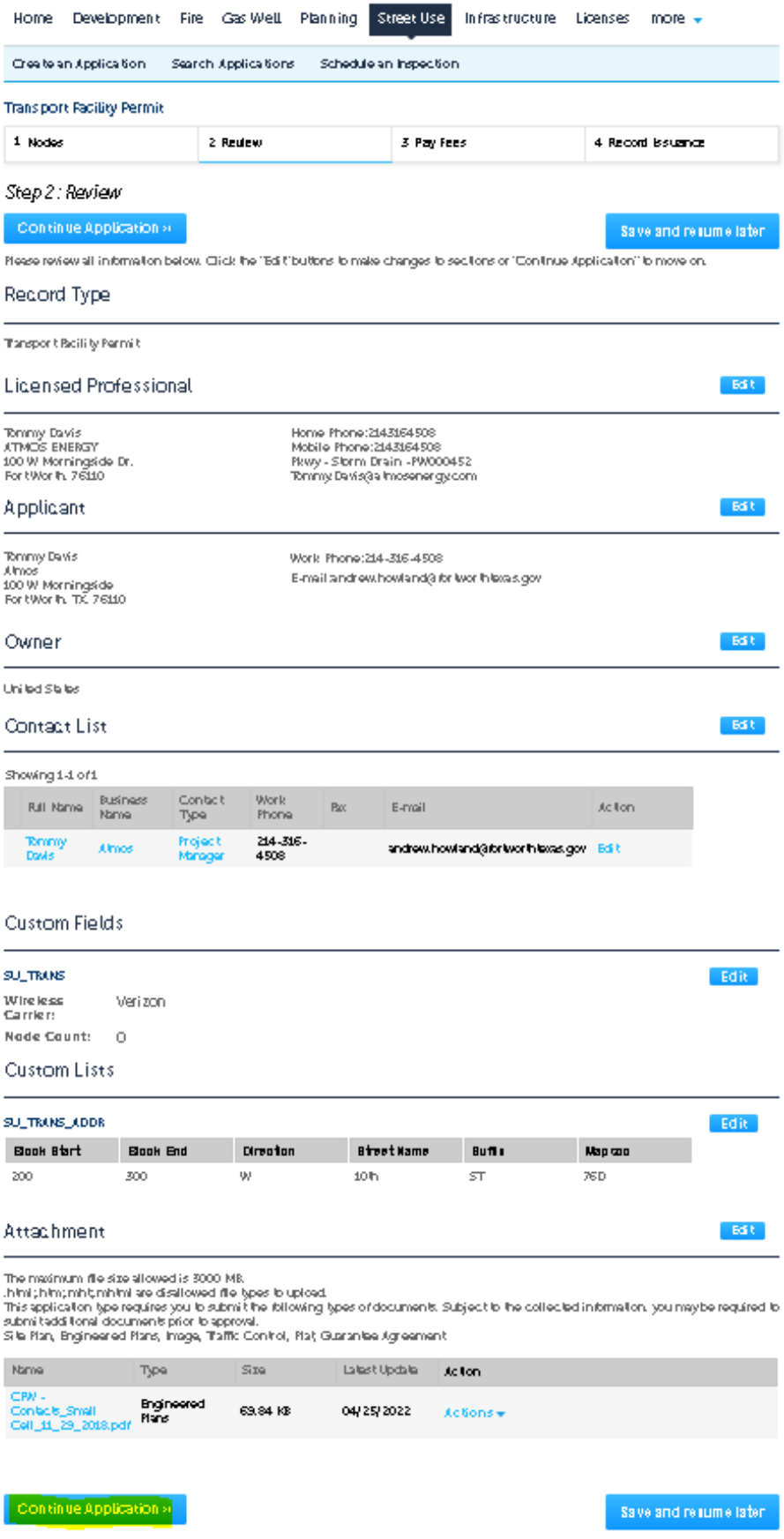
Step 17: Select the **Type** that best fits, write brief **Description** for the document uploaded and click **Save**



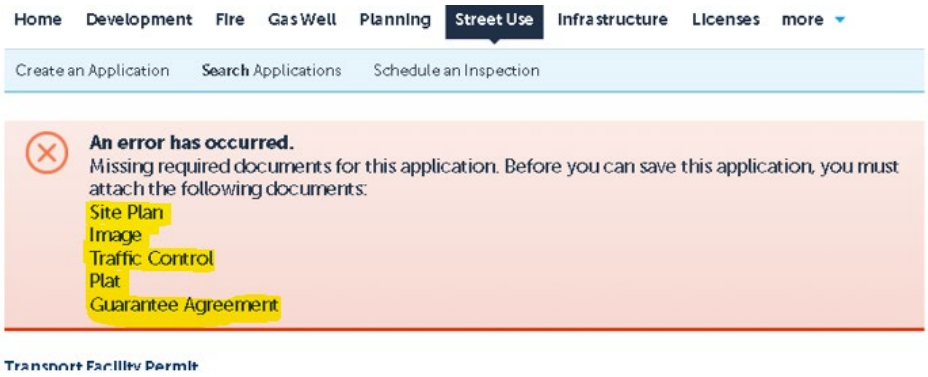
- If successfully uploaded, you will receive a *message* stating this.



Step 18: Review all of the information and edit if necessary or click on C**ontinue Application** to go to the next section

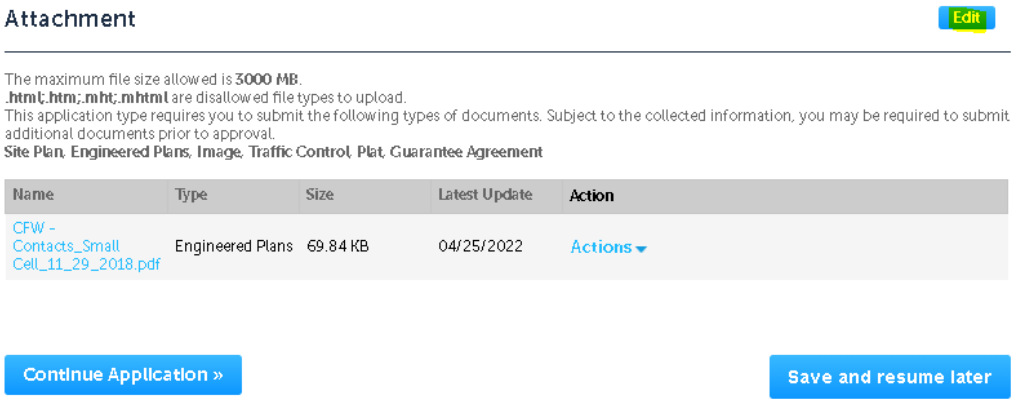


Step 19: If you receive the following *Error Message*, you are going to have to upload a random document for Each of **Document Types** from the drop-down box. Our apologies for the extra steps, but this is an issue unable to be changed by Accela.

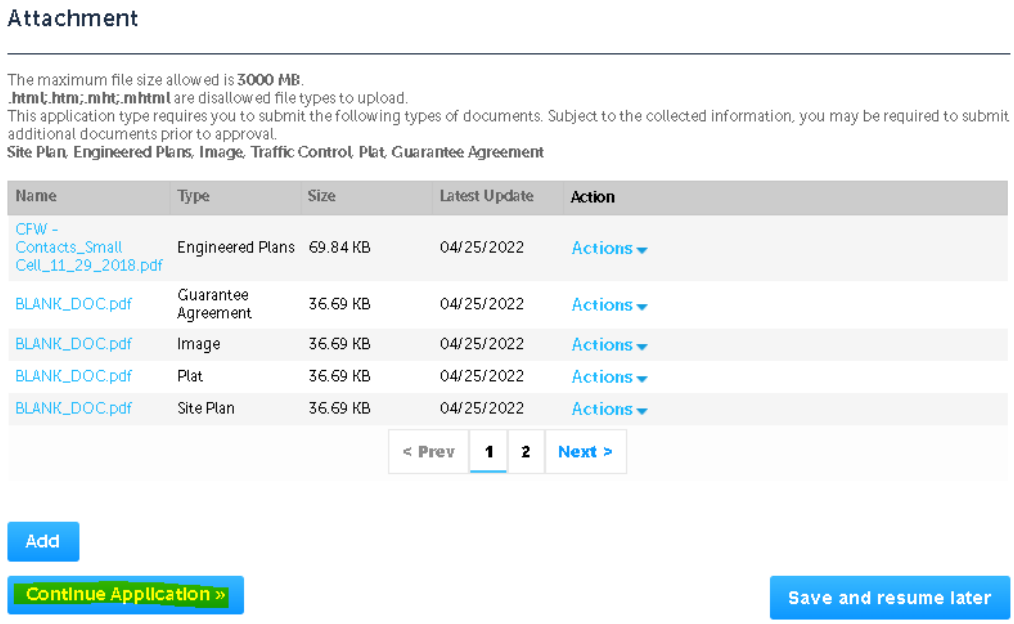


Step 20: Click on **Edit** for the ***Attachment*** section and repeat **Steps 15** thru **18**.

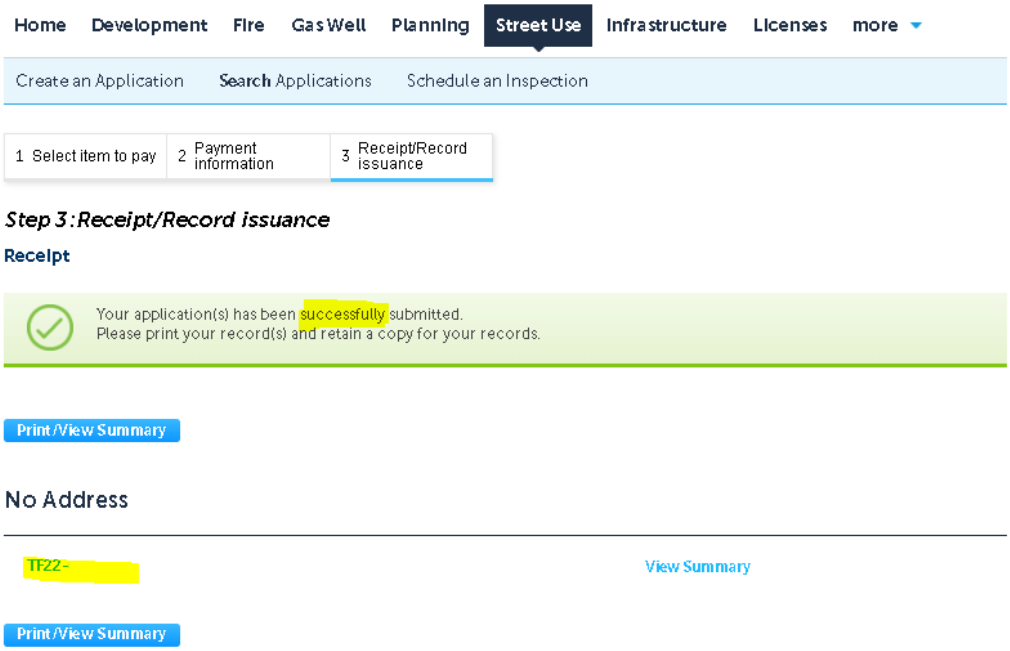
- Enter ***DOCUMENT NOT FOR REVIEW*** in the **Description** field after selecting the **Type**.



- Will have to add *5 additional documents* total. Click **Continue Application** to review again.



Step 21: If successfully submitted, you will receive the following message and the ***TF*** record number will be noted.



Step 22: Once request submitted, email the following contacts below…**Subject Line** must read: ***TFxx-xxxxx Uploaded for Review***

- Jeff Underhill Jeffery.Underhill@fortworthtexas.gov
- Andrew Howland Andrew.Howland@fortworthtexas.gov
- Joe Simon Joe.Simon@fortworthtexas.gov
- Leslie Bagby Leslie.Bagby@fortworthtexas.gov
- Jesse Ortiz Jesus.Ortiz@fortworthtexas.gov
- Charles Taufa Charles.Taufa@fortworthtexas.gov
- Casey Hill Casey.Hill@fortworthtexas.gov
- Christopher Flores Christopher.Flores@fortworthtexas.gov

Useful links for reference information:

CFW Link about Wireless Facilities: Wireless Facilities and Infrastructure – Welcome to the City of Fort Worth (fortworthtexas.gov)
Wireless Facility Checklist: wireless-facility-checklist.pdf (fortworthtexas.gov)
Wireless Facilities and Infrastructure Design Manual: wireless-facility-design-manual.pdf (fortworthtexas.gov) Network Node Map: Network Node Permit Locations (arcgis.com)
Mapsco page number lookup: OneAddress | City of Fort Worth, Texas (fortworthtexas.gov)
CFW standard Traffic Control Packet: PG 32 (A-2) (fortworthtexas.gov)