



# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS DOWNTOWN DESIGN REVIEW BOARD

CITY OF FORT WORTH, TX 76102

200 TEXAS STREET

(817) 392- 8000 / Fax: (817) 392-8016

2024 DDRB Meeting Dates	Application Deadline	2024 DDRB Meeting Dates	Application Deadline
No meeting in January.....		No meeting in July.....	
February 1 at 2:00pm.....	January 12	August 1 at 2:00 p.m.....	July 12
March 7 at 2:00 p.m.....	February 9	September 5 at 2:00 p.m.....	August 9
April 4 at 2:00 p.m.....	March 8	October 3 at 2:00 p.m.....	September 13
May 2 at 2:00 p.m.....	April 12	November 7 at 2:00 p.m.....	October 11
June 6 at 2:00 p.m.....	May 10	December 5 at 2:00 p.m.....	November 8

**PLEASE NOTE: HEARINGS ARE ON THE FIRST THURSDAY AT 2:00 P.M. APPLICATIONS ARE DUE THE 2<sup>ND</sup> FRIDAY TO THE PLANNING AND DEVELOPMENT DEPARTMENT.**

The Downtown Design Review Board (DDRB) is charged with enforcing Sections 2 through 5 of the Downtown Urban Design Standards. This requires a hearing and determination of applications for **Certificates of Appropriateness** for a building permit for:

1. Construction of a new structure;
2. Expansion of an existing structure;
3. Renovation, remodeling or other alteration of an existing structure;
4. Construction of a surface parking lot; and
5. Any signage including temporary signs and banners.

#### Design Standards:

A complete copy of the Downtown Urban Design Standards and Guidelines can be downloaded from:

[Downtown Urban Design District – Welcome to the City of Fort Worth \(fortworthtexas.gov\)](http://fortworthtexas.gov)

#### The Application Process:

1. Submit the attached application to the Planning Department by the **second (2<sup>nd</sup>) Friday of each month**. Once staff has determined your application is complete, your case will be placed on the next available DDRB agenda. **Staff will not accept or process incomplete applications.**
2. Staff will mail the applicants a notice of the Hearing, an Agenda, and a copy of the applicable staff report.
3. The Hearing occurs the 1<sup>st</sup> Thursday of each month in Pre-Council Chamber at 2:00 p.m.
4. Following the Hearing, staff will mail applicants a decision letter and, if approved, a copy of the Certificate of Appropriateness.
5. **Applicants who are tenants must have approval from the property owner.**

#### Helpful Suggestions:

- Read all 4 pages (this page and the next 3 pages).
- Review Downtown Urban Design Standards and Guidelines.
- Contact Francisco Vega at (817) 392-7885 or e-mail at [Francisco.Vega@fortworthtexas.gov](mailto:Francisco.Vega@fortworthtexas.gov) early in the process.
- Complete the application form.
- Provide an adequately detailed description of the project.
- Provide required drawings and documents.
- Provide all required information by deadline (2<sup>nd</sup> Friday of each month).
- Apply for any necessary permits.
- Contact Francisco Vega immediately if plans change before hearing or during construction.

#### Appeals:

A written notice of appeal must be filed with the City Secretary within ten days after receipt of notification of the Downtown Design Review Board's decision. Upon payment of the fee The Board of Adjustment (commercial) shall schedule a hearing on such appeal within 30 days or as soon thereafter as reasonably practicable. Please contact Staff regarding specific fees and appeals regulations.

## TYPE OF APPLICATION AND REQUIRED DOCUMENTS WITH APPLICATION

☐ Signage Only

☐ Conceptual Approval (form and mass)

☐ Recommendation to City Plan Commission  
(required for the vacation of right-of-way)

☐ Final Approval

### Required Documents (mark only the applicable):

☐ **Detailed and Legible Description of the Scope of Work**

☐ **Site Plan** that includes the following information:

- a. Streets and legible street names
- b. Plan of existing and proposed structure and structures adjacent to the property including existing streetscape and infrastructure items
- c. Paving: Location of parking areas, driveways, sidewalks, walkways, loading areas, walls or fences, utilities, lighting, signage, at grade mechanical units, dumpsters, and all other site improvements.
- d. Lot Dimensions
- e. Dimensions of setbacks of building from all property lines, pedestrian way width, street trees and pedestrian lights spacing

☐ **Building Plan** that includes the following information:

- a. **Floor Plan:**
  - i. All openings labeled
  - ii. Schedule of openings (including materials)
- b. **Elevation(s):**
  - i. All sides of the building(s), in color
  - ii. Floor to ceiling height indicated
  - iii. Header heights of doors and windows indicated
  - iv. Legible notations regarding exterior dimensions, colors, and material, on elevations.
  - v. Exterior lighting indicated
  - vi. HVAC and electrical service components indicated
  - vii. Design and location of all sign(s)
- c. **Roof Plan:**
  - i. HVAC, mechanical vents and equipment, and screening indicated
  - ii. Ridge lines and roof pitch
  - iii. Lighting
- d. Appropriate building sections
- e. Finish floor elevations

☐ **Landscape Plan** that includes the following information:

- a. Location and dimension of areas to be landscaped (including private property, adjoining right-of-way, and parking lot islands) Dimensions of sidewalk width, street trees and pedestrian lights spacing
- b. Location, number, species, color, and size of all trees, shrubs, and groundcover; tree grates specifications; and location and coverage of irrigation system
- c. Locations and description of street furniture.
- d. Tree Grate Specification

☐ **Material specifications**, the following should be provided:

- a. List of materials to be utilized
- b. Brochures and/or photographs of all exterior building and site materials, glazing, and finishes and fixtures
- c. Samples of materials to be used, if available. (please bring to DDRB hearing)

☐ **Photographs** of affected elevations, existing conditions and the building context (surrounding area)

☐ **Signs** require the following information:

- a. Complete technical description/specifications of sign(s) including type, number, size, color, material, exact location on the building/site, method of illumination, and method of attachment
  - b. Drawings of proposed sign(s), lettering and graphics, method of attachment, and support structures, drawn to scale and in color
  - c. Sign(s) location(s) on the site plan/building plan, drawings/photos of the building elevations/site with signs superimposed on them and photos of the site with adjacent buildings
  - d. Width of storefront and height of building
- \* All signs should comply with the Downtown Sign Standards that went into effect December 2016.

☐ **Additional recommended Drawings and Details:**

- a. Colored Renderings
- b. 3D electronic model
- c. Context Drawings (Highly recommended for new construction)

**Please Note:**

Drawings should be submitted in electronic format. Email all drawings in color and in Adobe PDF format to Francisco.Vega@fortworthtexas.gov or copy onto a thumb drive and send to:

**Francisco Vega, Architect  
Senior Planner Downtown  
Development Services Department  
City of Fort Worth, Texas  
200 Texas Street  
Fort Worth, Texas 76102**

**STAFF HAS THE RIGHT TO REQUEST ANY ADDITIONAL INFORMATION NECESSARY IN ORDER TO MAKE THE APPROPRIATE RECOMMENDATIONS.**

Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



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CITY OF FORT WORTH, TX 76102 200 TEXAS STREET

(817) 392-8000 / Fax: (817) 392-8016

## PROPERTY INFORMATION

Project Name (if applicable): \_\_\_\_\_

Street & Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Zoning: \_\_\_\_\_ Historic designation (if applicable) ☐ DD ☐ HC ☐ HSE

## PROPERTY OWNER / APPLICANT

Property Owner: \_\_\_\_\_

Contact person / Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant / Case responsible **(required)**: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

\* DDRB Staff uses the above information to notify any interested parties regarding the hearing. If there are more people that need to be notified, please include their information on a separate sheet of paper.

## ACKNOWLEDGEMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability, and that I am now or will be fully prepared to present the above application to the Downtown Design Review Board meeting. I understand that if I am not present or represented at the meeting, the Downtown Design Review Board may continue or disapprove/deny the application. I authorize members of the Downtown Design Review Board and staff to visit and inspect the property.

I understand that in considering my application, the Board determines whether the proposed work complies with the Downtown Urban Design Standards and/or Trinity Uptown Development Standards and Guidelines.

I understand that any owner dissatisfied with the action of Board regarding the issuance or denial of a Certificate of Appropriateness shall have the right to appeal to the City Council within 10 calendar days after the Board's decision. The appeal must be in writing and filed with the City Secretary.

I agree to provide any additional information necessary for determining eligibility as requested by the Planning and Development Department and Downtown Design Review Board.

Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## DESCRIPTION OF PROPOSED WORK - PLEASE USE ADDITIONAL PAPER IF NECESSARY

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## SUPPLEMENTAL NOTICE OF CASE-RELATED INFORMATION

Approval of your case, by any City of Fort Worth Board or Commission, DOES NOT negate you from any other applicable requirements needed to obtain required Permits, Certificate of Appropriateness, or a Certificate of Occupancy. Please note, most boards and commissions have a 30-Calendar Day Hearing cycle. This cycle enables the applicant to file a request for a hearing application 30 days BEFORE the date of the hearing. Any one or more of the following may require additional approvals:

- A. Review by '**Plans Examiners Division**' – Examines building development plans for a project.
- B. Review by '**Building Inspectors**' - for building code requirements.
- C. Execution of an **Encroachment Agreement** – Usually Downtown, and applies to signs and awnings encroaching public right-of-way.
- D. Encroachment into **Easements Release** - requires a letter of release from all affected public franchised utility companies, and should accompany applications. (Some Easements may require vacation.)
- E. **Transportation and Public Works** – Requirements for driveway permits, sidewalks, curbs, and gutters, Community Facility Agreements, etc.
- F. Review by **City Forester**.
- G. Review and approval by various City Boards and Commissions:
  - **Board of Adjustment** for Special Exceptions and Variances to the Zoning Ordinance. DDRB approval must be granted prior to Board of Adjustment hearing
  - **Historic and Cultural Landmarks Commission** – HSE, H/C, DD, and Historic District designations – HCLC approval must be granted prior to DDRB Hearing.
  - **Construction Board of Appeals** – Regarding Building Code Standards (even if you meet all of the zoning ordinance requirements regarding setbacks, height, size, etc. are satisfied).
  - **City Plan Commission** - There may be subdivision platting issues requiring application and hearing before the Commission.
  - **City Zoning Commission** - There may be zoning change issues requiring an application and hearing before the Commission and the City Council.

### DDRB APPROVALS MUST BE SOUGHT FIRST.

**IF NECESSARY, THE APPLICANT MUST OBTAIN APPROVAL FROM ANY OTHER BOARD OR COMMISSION IN ORDER TO COMPLY WITH THE DECISION OF THE DDRB. ALL NECESSARY APPROVALS MUST BE RECEIVED BEFORE A CERTIFICATE OF APPROPRIATENESS OR BUILDING PERMITS WILL BE ISSUED TO THE APPLICANT.**

I, THE UNDERSIGN, HEREBY ACKNOWLEDGE THAT I FULLY UNDERSTAND THE INFORMATION CONTAINED HEREIN AND HAVE RECEIVED A COPY HEREOF.

Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_