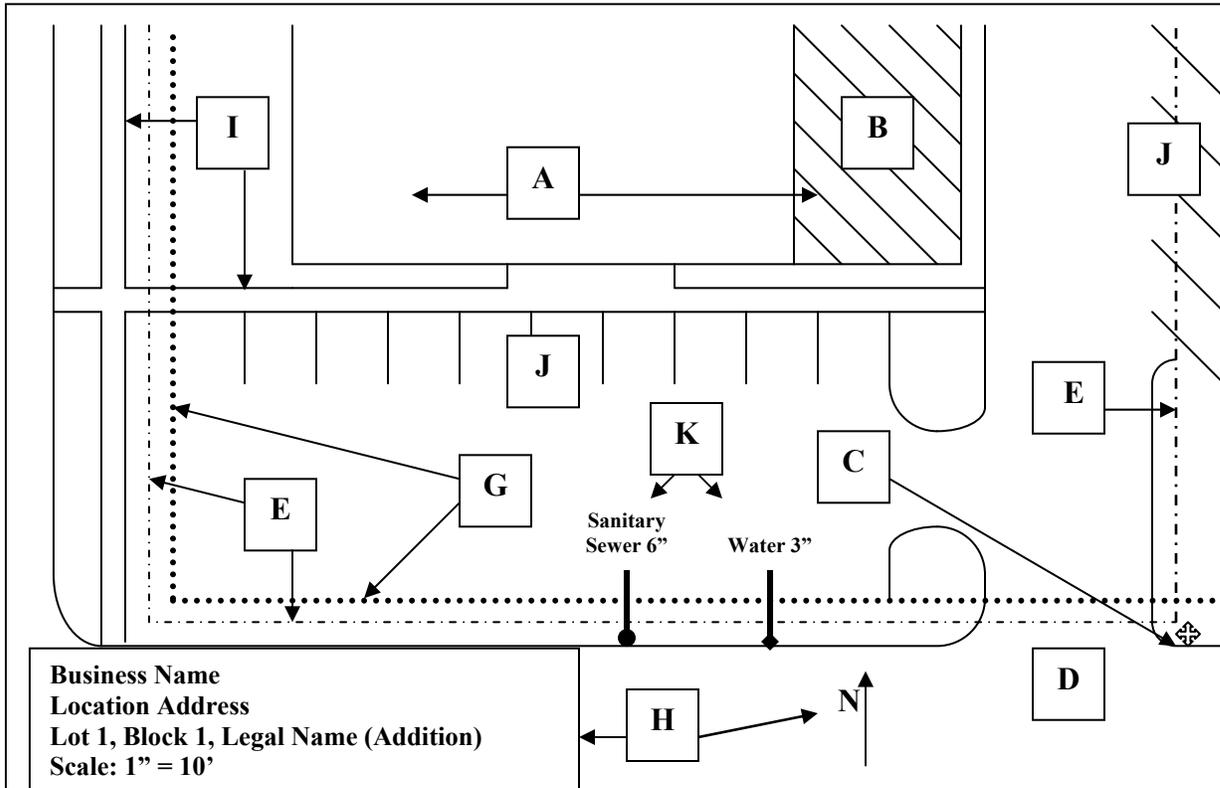


City of Fort Worth

Commercial Circulation Site Plan Requirements

for

New Construction, and Additions



Basic Site Plan Example - Figure 1

Document Requirements:

1. Submit 2 complete sets of constructions plans, with landscape and site plans, with engineer or architects seals. Please separate plans into two sets: one for Zoning review, one for Plan review.
2. 10 additional copies of the site plans (for a total of 12 site plans in which one of those will be required to be reduced to a maximum size of 11 X 17, but a minimum size of 8 ½ X 11. Digital format is accepted in PDF format) ^{*1}
3. 1 additional floor plan (minimum size of 11"x17") One (1) Utility Site Plan for Water/Sewer review.
4. A total of 3 copies of the property's legally registered, recorded plat plans (one of those will be required to be reduced to a maximum size of 11 X 17, but a minimum size of 8 ½ X 11). This may be obtained at the County Court House Deeds & Records Departments, 100 E Weatherford St., 817-884-1069.
5. A City of Fort Worth approved Energy Code Check sheet must also be submitted with the required listed plans (A ComCheck EZ report, found at website www.EnergyCodes.Gov will be or ASHRAE 1999 2.4 2A or Later Version accepted).
6. Your project also must be registered with the Texas Department of Licensing and Regulation if your project bid value is 50,000 or over. You must submit your registration number at time of application.

**** No hand-drawn plans will be accepted. ^{*1} Site plans must be in their entirety on one page for each parcel. All parcel boundary lines MUST be clearly marked & shown. Plans with unclear parcel boundary lines or parcel boundary lines that are cut off will not be accepted.** The site plan MUST also clearly delineate impervious areas. This is required by the City of Fort Worth for the purpose of calculating storm water fees. Cluttered site plans that interfere with the legibility of impervious surface will not be accepted. Important: Failure to meet any criteria on this requirement sheet will be grounds for HOLDS on permits, or denial of submittal acceptance.

Site Plans Requirements for New Constructions and/or additions shall include the following:

- A. Existing and proposed structures with exact dimensions.
- B. Exact dimensions of the "addition" to the existing structure, if applicable.

- C. Location of nearest fire hydrants and existing fire lanes; also, locations of new hydrants per the City of Fort Worth Fire Code Amendments.
- D. All driveway locations.
- E. Dimensions from the footprint of the building(s) to all property lines.
- F. Lot and building line dimensions, if applicable.
- G. All existing easements-Electrical, Storm Drainage, Water & Sewer, Utility, & Public Open Space.
- H. All plans must be drawn to specific scale, have a labeled “North Arrow” and contain the Legal Description of the property i.e. Lot, Block, Addition/Subdivision name and correct street address as assigned by the Fort Worth Fire Department Addressing Division. Show streets and alleys with names and dimensions
- I. Existing sidewalks or new sidewalks when required by T/PW.
- J. Exact number of parking spaces (9’ X 18’) provided.
- K. Specify Tap Sizes and locations on property for each:
 - a. Water Taps (1”, 1.5”, 2”, 3”, 4”, 6”, 8”, or 10”)
 - 1. Domestic
 - 2. Irrigation – Refer to the Landscape Ordinance
 - 3. Fire Lines
 - 4. Fire Hydrants
 - b. Sewer Taps (4”, 6”, 8”)
 - 1. Sanitary Sewer Taps
 - 2. Grease Traps, Including Capacity
- L. Specify who will install the Water & Sewer Taps – Either:
 - a. The City of Fort Worth
 - 1. Customer pays standard Ordinance Size Tap prices for; (1”, 1.5”, or 2” Water Taps), and (4”, 6”, 8” for Sanitary Sewer Taps)
 - 2. Miscellaneous Project – Line Extensions & Taps Larger Than Ordinance Size Priced Taps
 - b. The Customer
 - 1. Requires the property owner to execute a CFA (Community Facilities Agreement), with the Water Department. Call 817-392-8240.

** Figure 1 is a Basic example of the items that are required to be on a site plan. It is cut in half to enable the ability to show as much as possible on this requirement document. Site plans being submitted must be in their entirety on one page for each parcel.



GRADING PERMIT APPLICATION

Applicant to Complete Sections I through VII Below: Permit No. _____

Questionnaire For: Commercial Construction or Grading activities.

What Type of Grading Permit is being applied for? (circle one) EARLY FINAL

Note: A Final Commercial Grading Permit is required even if an Early Grading Permit is obtained.

I. Identification:

Project Name: _____

Project Location: _____

Owner:

Name: _____ e-mail: _____

Address: _____ Phone: _____

Contractor:

Name: _____

Address: _____

Emergency Telephone No.: _____ e-mail: _____

II. Do you have an approved iSWM Plan? (circle one) yes no

An iSWM Plan (integrated Storm Water Management Plan) may have been approved if a Plat, Infrastructure Plans, or a Unified Residential Plan has been approved after March 2006.

If yes provide case/plan number(s), if known:

SWM _____ SWPPP _____

Plat _____ Urban Forestry Plan _____

DOE Number _____ Unified Residential Development Plan _____

III.	Is more than 1.0 acres of Land being disturbed? (circle one)	yes	no
IV.	Are you prepared to submit an iSWM plan now? (circle one)	yes	no
V.	Are you prepared to submit a SWPPP plan now? (circle one)	yes	no
VI.	Are you prepared to submit an Urban Forestry plan now? (circle one)	yes	no

VII. Signature of Applicant or Authorized Agent:

Signature: _____

Name: _____

Name of Company: _____

Address: _____

Phone No.: _____

VIII. Conditions of Approval

Approval is contingent upon compliance with City grading and development requirements including drainage, floodplain management, urban forestry and construction runoff control. A site grading plan sealed by an engineer is required for all land disturbances of 1.0 acres or more.

City Action:	
Reviewer _____	Date _____
Accepted / Not Accepted _____	Comments _____

iSWM Plan

An iSWM (integrated Stormwater Management) Plan is a collection of documents which show how stormwater is managed in conformance with the *City of Fort Worth integrated Stormwater Management Criteria Manual for Site Development and Construction*. An iSWM Plan must be prepared by a Professional Engineer licensed by the State of Texas.

An iSWM Plan must show the grading and management of stormwater on the site or project and include a downstream assessment of properties that could be impacted by the development. The "zone of influence" and "adequate outfall point" for the proposed development must be identified in the iSWM Plan. Information must be provided showing that an adequate hydrologic analysis has been completed based on existing, proposed, and fully-developed conditions for the drainage area involving the proposed development. The iSWM Plan must clearly identify upstream and downstream impacts of the proposed project and include analyses of existing downstream conditions and off-site drainage conveyance system(s) including the drainage path from the outfall of on-site stormwater facilities to the off-site drainage system(s) and/or appropriate receiving waters.

A capacity analysis must be made of all existing stormwater systems influenced by the proposed project such as existing floodplain developments, underground storm drainage systems, culverts/bridges, or channels from the discharge point to the limits of the "zone of influence". Separate evaluations are required for the 1-, 10-, and 100-year storm events.

For currently developed areas within the City of Fort Worth, storm water discharges and velocities from the project should not exceed discharges and velocities from current (existing) developed conditions, unless the downstream storm drainage system is designed (or adequate) to convey the future (increased) discharges and velocities.

If a proposed development drains into an improved channel or storm water drainage system designed under a previous CFW drainage policy, then the hydraulic capacities of downstream facilities must be checked to verify that increased flows caused by the new development will not exceed the capacity of the existing system or cause increased downstream flooding. If there is not sufficient capacity to prevent increased downstream flooding, then detention or other acceptable measures must be implemented to accommodate the increase in runoff due to the proposed development.



Effective March 16, 2009, Plans Exam will begin performing Mechanical, Electrical and Plumbing (MEP) review on all plans for one- and two-family construction and commercial new construction and additions. The goal is to provide preliminary review to eliminate as many deficiencies as possible prior to incorrect installation in the field.

Complete Mechanical, Electrical and Plumbing plans will be required with all permit applications for new one- and two-family, new commercial and commercial additions. MEP review will be performed on other permit applications that include MEP plans. Previously, third party has not been required to do MEP plan review, but have been advised to do so to protect their liability. MEP review will now become mandatory for third party as well.

Our processing turnaround times are not changing. It is our goal to perform this review within the same time goals.

TYPE OF PERMIT	MEP PLANS REQUIRED
New commercial	Yes
Commercial addition	Yes
Commercial remodel or change of use	Optional
New one- and two-family	Yes
One- and two-family additions	Yes
Detached garages and storage buildings	Optional
Walk in permits	Optional



**City of Fort Worth
Planning & Development Department
Circulation Contact Information Sheet**

The following are phone numbers for departments that may be reviewing your permit and make their approval.

Comments may be reviewed online at <http://fortworthtexas.gov/onlinepermits>

Planning & Development Department
Plan Review
817-392-8115

Fire Department
Plan Review/Addressing
817-392-6830

Water Development
Utility Site Plan Review
817-392-8250

Parks & Community Services
Urban Forestry
817-392-7933

Transportation & Public Works
Street Management
817-392-8100

Transportation & Public Works
Storm Water Management
817-392-5399

Department of Engineering
Flood Plain Review
817-392-5981/817-392-7947

Planning & Development Department
Zoning Review
817-392-2397

Backflow & Grease Trap (Water Department)
Plan Review
817-392-8375(BF) 817-392-2865 (GT)

Code Compliance Consumer Health
Plan Review
817-392-8255

Parks & Community Services
PACS Fees
817-392-5706

Transportation & Public Works
Impact Fees
817-392-2677

Transportation & Public Works
Sidewalks & Approaches
817-392-6594
