

## **DEVELOPMENT PROCESS TREE OVERVIEW AND PURPOSE**

As part of our continuing effort to provide clear and concise guidelines for business, civic and neighborhood groups to successfully develop property, the Planning and Development Department's Project Facilitation team has produced development process trees that provide illustrative guidelines to explain the overall development process, as well as, dissect each individual process. This series of process trees provides our customer groups with an outlined look at our processes and provides a library of applications, guidelines, and links for more information in a one-stop diagram.

### **Background: Planning and Development Department Vision**

Five-Year Vision: The City Manager and the City Council will recognize the Planning and Development Department as their primary source of information and advice regarding issues that affect the City's growth and development. The Department will be consistently recognized for exemplary customer service. Other departments and agencies will view the Planning and Development Department as a trusted and valuable partner in fulfilling their own missions. The department will have clear and concise guidelines for business, civic and neighborhood groups to successfully develop property. The department will have effective permitting processes in place that ensure quality technical review while facilitating timely project completion.

### **Overview of Process Tree Development**

The Planning and Development Department's Project Facilitation team has worked with all City of Fort Worth Departments that have an impact on the development of real property within its city limits or ETJ. The creation of detailed individual process maps has assisted in providing a clear 9-step master tree that provides users with an overview of the overall development process. The master tree is outlined in step-based "swim lanes" where a customer can determine the appropriate starting point in the overall process and anticipate what steps will be expected to ultimately complete and occupy the proposed development. The master tree, and each individual process, contains color and shape coded steps to help illustrate a path through the development process. Users can view white "double boxed" buttons that provide the user with a more in-depth look at that specific steps process. Staff has also embedded links (purple boxes) to URLs to provide users with extra information about a process and to provide application and fee information during various steps of the process.

[Go to Master Tree](#)

### **Benefits and Limitations of Process Trees in Current Deliverable- Development Project Portal**

The current series of PDF documents provides a navigable series of process trees and provides users with a link to our website to find out more information and gain contact information for each process. Those web links also provide users with links to information concerning public review calendars, submittal standards and application materials. This resource will be available as a link via the City of Fort Worth's website and can ultimately be downloaded by the user as an offline resource. Limitations of the current master and sub-process trees are that the navigation is window based and a click opens

up a new window. After the first roll-out this resource, staff will work with our Communications Office to create a web-based experience that provides page content associated with each step in the process. This environment will allow for better navigation between pages.

Ultimately, staff would like to create a question based environment that helps inform a customer where they are in the process and assist through the process, as opposed to the current static process tree diagrams. The desire is for background questions to lead users to understand where their property is in the overall steps of the development entitlement process assist in predicting what steps are needed and provide explanations as to why steps must be taken. The desire would also be for any data that is provided during this initial data "grab" to populate into applicable forms and applications. The ability to complete this type of interactive user interface is beyond the capabilities of current City resources and will require a continued commitment towards providing exemplary customer service. Project Facilitation looks forward to continuing to provide the Department and the City with process improvement resources to continue moving the development process forward and providing customers with assistance as they develop in Fort Worth.

## **Master Tree**

- **Step 1: Pre-Development Process**
- **Step 2: Zoning Change**
  - a. [Zoning Change Typical Process](#)
- **Step 3: Platting**
  - a. [Concept/Preliminary Plat Typical Process](#)
  - b. [Replat, Minor, Final Plat Typical Process](#)
- **Step 4: Waivers for Urban Forestry and Zoning Special Districts**
  - a. [Urban Forestry Typical Process](#)
  - b. [Zoning Special District Typical Process](#)
- **Step 5: IPRC, CFA, and Construction**
  - a. [Infrastructure Plan Review Center \(IPRC\) Typical Process](#)
  - b. [Community Facilities Agreement \(CFA\) Typical Process](#)
  - c. [Construction/Green Sheet Process](#)
- **Step 6: Grading Permits**
  - a. [Grading Permit Typical Process](#)
- **Step 7: Building Permits**
  - a. [Building Permits Typical Process](#)
- **Step 8: Variance or Special Exception**
  - a. [Board of Adjustment Typical Process](#)
- **Step 9: Inspections**
  - a. [Building Inspections Typical Process](#)
  - b. [Limited Certificate of Occupancy \(LCO\) Typical Process](#)