APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

DOWNTOWN DESIGN REVIEW BOARD

CITY OF FORT WORTH, TX 76102 1000 THROCKMORTON (817) 392- 8000 / Fax: (817) 392-8016

2016 DDRB Meeting Dates	Application Deadline	2016 DDRB Meeting Dates	Application Deadline
January 28 at 2:00 p.m.	January 8	No meeting in July	
No meeting in February		August 4 at 2:00 p.m.	July 15
March 3 at 2:00 p.m.	February 12	September 1 at 2:00 p.m.	August 12
April 7 at 2:00 p.m.	March 11	October 6 at 2:00 p.m.	September 9
May 5 at 2:00 p.m.	April 15	November 3 at 2:00 p.m.	October 14
June 2 at 2:00 p.m.	May 13	December 1 at 2:00 p.m.	November 11

PLEASE NOTE: HEARINGS ARE ON THE FIRST THURSDAY AT 2:00 P.M. APPLICATIONS ARE DUE THE 2ND 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:

http://www.fortworthgov.org/uploadedFiles/Planning_and_Development/Boards_and_Commissions/Dwtn_Design_Review_Board/DDSG_oct2009.pdf

The Application Process:

1. Submit the attached application to the Planning Department by the **second (2nd) 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 1st 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 Sevanne Steiner at (817) 392-8012 or e-mail at HP_design@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 (2nd Friday of each month).
- Apply for any necessary permits.
- Contact Sevanne Steiner 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. The Appeals Board shall schedule a hearing on such appeal within 30 days after receipt of the notice of appeal. Please contact Staff regarding specific fees and appeals regulations.

REQUIRED DOCUMENTS WITH APPLICATION

☐ **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
c. 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.

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

a. Floor Plans including the relationship between the first floor and the site
b. Elevation of all sides of the building(s) with public exposure, in color
c. Appropriate building sections
d. Finish floor elevations
e. Roof plan, mechanical vents and equipment
f. Location and type of outdoor light fixtures
g. Design and location of all sign(s)
h. Legible notations regarding exterior dimensions, colors, and material, on 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)
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.

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

a. Outline list of materials to be utilized
b. Brochures and/or photographs of all exterior building and site materials, finishes and fixtures
c. Samples of materials to be used, if available.

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

☐ **Photographs** of affected elevations 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

* All signs should comply with the Downtown Sign Standards that went into effect November 2009.

Please Note:
Renderings should be submitted in electronic format. Email all renderings in color and in Adobe PDF format to HP_design@fortworthtexas.gov or copy on a disk and send to:

Sevanne Steiner
Planning and Development Department
City of Fort Worth, Texas
1000 Throckmorton Street
Fort Worth, Texas 76102

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

Owner/Agent: _____ Date: _____

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PROPERTY INFORMATION

Project Name (if applicable): _____

Street & Number: _____

City: _____ State: _____ Zip Code: _____

Legal Description: _____

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

PROPERTY OWNER / AGENT

Property Owner: _____

Contact person / Company Name (if applicable): _____

Mailing Address: _____ City, State Zip: _____

Phone Number: _____ Email: _____

Agent (if applicable): _____

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/Agent: _____ Date: _____

DESCRIPTION OF PROPOSED WORK - PLEASE USE ADDITIONAL PAPER IF NECESSARY

_____

_____

_____

_____

_____

_____

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).
   - **Scenic Preservation and Design Review Commission** – Board of Adjustment must approve Special Exceptions and Variances regarding Telecommunications Towers, Stealth Towers, and Antenna before SPDRC Hearing for design review.
   - **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/Agent: _____ Date: _____