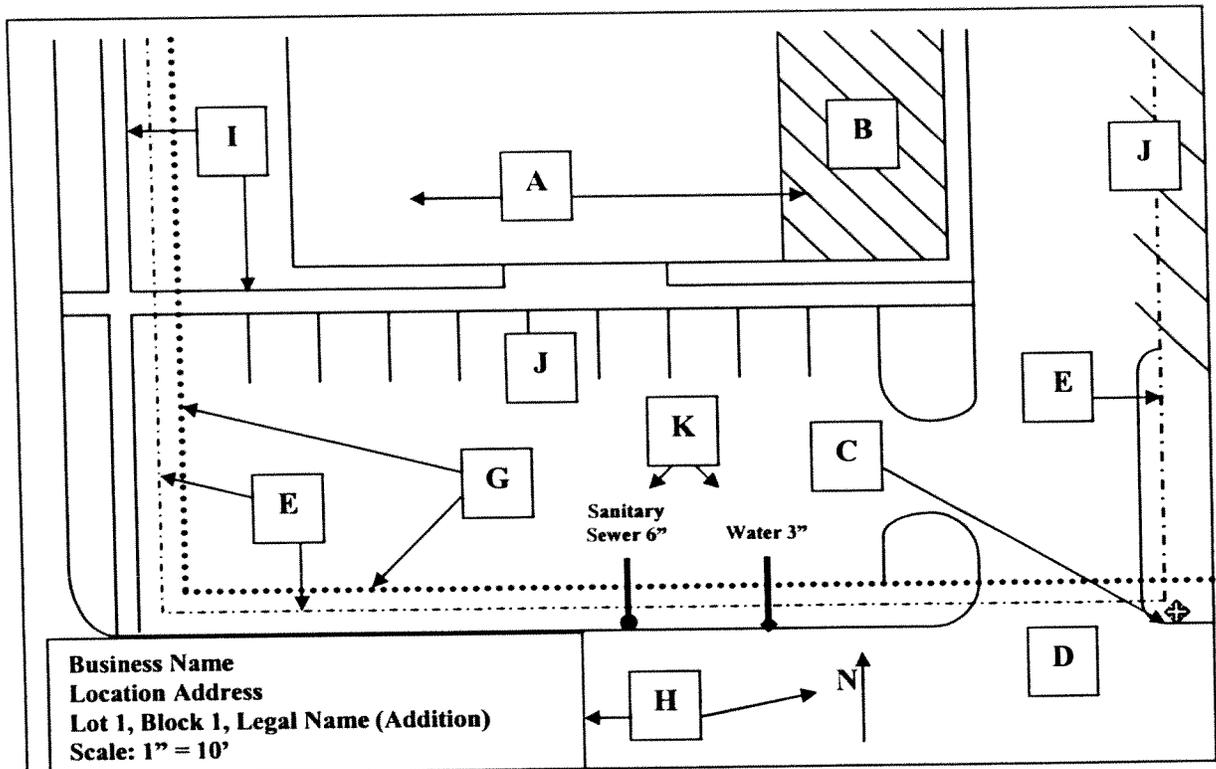


**City of Fort Worth**  
**Commercial Circulation Site Plan Requirements**  
 for  
**New Construction, and Additions**



*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. 9 additional copies of the site plans (for a total of 11 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")
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).
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](http://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.