

**COMMUNITY FACILITIES
AGREEMENT (CFA) POLICY,
RELATED ORDINANCE
AND STREET DESIGN CRITERIA**

**Policy Revisions Approved by:
M&C G-13181, March 20, 2001**

**TRANSPORTATION AND
PUBLIC WORKS DEPARTMENT**

A GUIDE TO LAND DEVELOPMENT

The following outline is prescribed as a guide for developing land in Fort Worth.

1. Make contact with the Development Department for guidance as to what steps are needed before land can be developed and used. It may also be advisable to contact the Transportation and Public Works Department, Water Department, Parks and Community Services Department, Planning Department and the Applications Division of the Development Department. The Development Department will give advice as to how much of the following outline will need to be followed for a particular piece of property.
2. Make formal request for annexation if area is not totally within the City, but is contiguous to the City limits.
3. File a concept plan with the Applications Division (Lower Level, Municipal Building) if you are not submitting a subdivision plat for the entire parcel.
4. File an application to amend Master Thoroughfare Plan with the Applications Division, if required.
5. File preliminary or short form plat with Applications Division.
6. File an application to vacate streets, alleys, easements and/or plats and applications for zoning changes with Applications Division.
7. After approval of preliminary plat, make request by letter to the Department of Transportation and Public Works for a community facilities agreement. Please include with the letter cost estimates and exhibits. (Community facilities include streets, street lights, street name signs, storm drains, water, sewer and park facilities, see page A-1.)
8. The City will participate in the costs of oversizing road, street, street lights, street name signs, traffic control devices, and drainage improvements. Subject to the exceptions listed in Section II, paragraph 7.C, the developer has the option to competitively bid the project and base City participation on the unit prices contained in the bid or to calculate City participation based on unit costs adopted by the City from time to time.
9. Execute community facilities agreement and provide the developer's financial guarantee. The Community Facilities Agreement is then presented to the City Council for approval.
10. File final plat or short form plat (see #5 above) with Applications Division. Upon approval of plat and submittal of a tax certificate reflecting that no taxes on the property are delinquent, the City will file the plat in the county plat records.
11. Construct community facilities as agreed to in the community facilities agreement and provide utilities as needed.
12. Land is now ready for a building permit.

NOTE: The above outline is intended to be used as a guide, and is not meant to be a complete list of requirements. Additional requirements may be imposed.

REQUIREMENTS FOR A COMMUNITY FACILITIES AGREEMENT REQUEST

The following must be submitted to the Director of Transportation and Public Works Department in accordance with the “Policy for Installation of Community Facilities”:

1. Name, mailing address (local), telephone and fax numbers of developer and whether developer is an individual, corporation, partnership, joint venture, limited liability company or other entity.
2. Exact name and title of person(s) authorized to sign Community Facilities Agreement (CFA).
3. Filing fee of \$500.00 made payable to City of Fort Worth.
4. If developer is not an individual, copy of partnership or joint venture agreement, limited liability company regulations, corporate resolution or other documentation satisfactory to the City to establish authorization to sign the Community Facilities Agreement on behalf of the developer.
5. Submissions as per “Policy for Installation of Community Facilities” below:

COST ESTIMATE	Estimate for Developer’s Share of Costs	Estimate for City’s Share of Costs	Estimate for Total Costs of Project	MYLARS* Exhibit Showing Configuration of Development – Size 8 ½” x 11”
WATER LINES (if required)	REQUIRED	REQUIRED	REQUIRED	EXHIBIT “A”
SANITARY SEWER (if required)	REQUIRED	REQUIRED	REQUIRED	EXHIBIT “A-1”
STREETS OR ASSESS- MENT PAVING (if required)	REQUIRED	REQUIRED	REQUIRED	EXHIBIT “B”
STORM DRAINAGE (if required)	REQUIRED	REQUIRED	REQUIRED	EXHIBIT “B-1”
STREET LIGHTS (if required)	REQUIRED	REQUIRED	REQUIRED	EXHIBIT “C”
PARKS (if required)	REQUIRED	REQUIRED	REQUIRED	EXHIBIT “D”
TOTAL PROJECT	REQUIRED	REQUIRED	REQUIRED	LOCATION MAP <u>REQUIRED</u> - Show development’s relationship to City

* Exhibit letters should always be in alphabetical order beginning with A, no matter what facilities are required. EXAMPLE: No Water of Street Lights required; Exhibit “A” – SANITARY SEWER; “Exhibit B – STREETS; Exhibit “B-1” – STORM DRAINS; Exhibit “C” – PARKS, and LOCATION MAP.