



**URBAN DESIGN COMMISSION
APPLICATION INFORMATION
FOR
CERTIFICATE OF APPROPRIATENESS**

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

APPLICATION DEADLINES AND CORRESPONDING MEETING DATES:

APPLICATION DEADLINE: UDC MEETING DATES:

December 23, 2019.....	January 16, 2020	July 27	August 20
January 20	February 20	August 24.....	September 17
February 24	March 19	September 28	October 15
March 23	April 16	October 26.....	November 19
April 27.....	May 21	November 23	December 17
May 25	June 18	December 28, 2019	January 21, 2021
June 22	July 16		

PROPERTY INFORMATION

Project Name (if applicable): _____
 Street & Number: _____
 City: _____ State: _____ Zip Code: _____
 Legal Description: _____
 Current 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: _____

* UDC Staff uses the above information to notify any interested parties regarding the hearing or the issuance of a Certificate of Appropriateness. If any additional parties should be notified, please include their mailing information on a separate sheet of paper.

DESCRIPTION OF PROPOSED WORK - PLEASE ATTACH ADDITIONAL SHEETS IF NEEDED

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 Urban Design Commission. I understand that if I am not present or represented at the meeting, the Urban Design Commission may continue or disapprove/deny the application. I authorize members of the Urban Design Commission and staff to visit and inspect the property.

I understand that in considering my application, the Commission determines whether the proposed work complies with the applicable development standards and guidelines.

I agree to provide any additional information necessary for determining eligibility as requested by the Planning and Development Department and Urban Design Commission.

Owner/Agent: _____ Date: _____

Carefully review all applicable sections of the form based district or design overlay that applies to your property.

Districts can be located at this [link](#).

Contact Laura Voltmann at (817) 392-8015 or Laura.Voltmann@fortworthtexasgov early in the process.

Provide all required information by UDC hearing deadline (4th Monday of each month).

APPEALS

A written notice of appeal must be filed with the City Secretary within ten days after receipt of notification of the Urban Design Commission'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.

DOCUMENTS REQUIRED WITH APPLICATION

Detailed and Legible Description of the Scope of Work

Existing Plat or Survey

Scaled Site Plan* that includes the following information:

- a. Streets and legible street names
- b. Plan of existing and proposed structures
- c. Location of all easements such as utility and public access easements
- d. Parking areas (with number of spaces), driveways, sidewalks, walkways, loading areas, walls or fences, utilities, lighting, signage, at grade mechanical units, dumpsters, and all other site improvements.

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 landscaping provided
- c. Locations and description of light posts and street furniture, with spacing dimensions indicated.

* For less complex projects, the Site Plan and Landscape Plan may be integrated into one drawing, provided all elements are clearly legible.

Building Plans that include the following information:

- a. Floor plans
- b. Roof plan, with mechanical equipment and any applicable screening elements
- c. Elevations of all building facades with public exposure (color drawings preferred, if feasible)
- d. Legible notations regarding exterior dimensions, colors, and materials, on elevations.
- e. Location and type of outdoor light fixtures
- f. Color drawings of proposed sign(s), showing dimensions, exact locations, sign types, number, color, material, method of illumination, method of attachment, and support structures

PLEASE NOTE:

STAFF MAY REQUEST ANY ADDITIONAL INFORMATION NECESSARY TO DETERMINE THE APPROPRIATE FINDINGS AND RECOMMENDATIONS.