
Thank you for your interest in leasing airport property to construct aviation related facilities at a Fort Worth airport. We are excited to provide you with this guide to assist you in the development process.

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I. Development Process Checklist

Item		Estimated Date of Completion	Done
1.	<p>Determine scope of development and desired activity. <i>Action Item: Schedule meeting with Airport Manager to discuss project and site needs. Once a site is settled on then the City will complete a survey for the site. The cost of the survey will be reimbursed to the City by the prospective Lessee. A quote for the survey will be provided and a check will need to be received by the City before moving forward with development plans.</i></p>		
2.	<p>Present and discuss proposed development with City staff. <i>Action Item: Schedule meeting with Airport, Building Inspections and Engineering (Airport staff will assist in scheduling meeting.)</i></p>		
3.	<p>Prepare design concept plans as required by City staff. <i>Action Items: (1) Identify a general contractor if you have not selected one already; (2) Complete Commercial Building Permit.</i></p>		
4.	<p>Attend a pre-development conference with Planning and Development Department <i>Action Item: Schedule the meeting with Planning to discuss all City requirements for building and construction. Pre-development conferences can be scheduled multiple times if needed.</i></p>		
5.	<p>Applicant submits an FAA Form 7460-1 and corresponding environmental impacts. <i>Action Item: Once form completed, submit online to FAA at https://oeaaa.faa.gov . Staff will notify you when the FAA approves the development or if alterations must be completed. If proposal is objected, determine with assistance of Airport Manager if a Reimbursable Agreement with the FAA is necessary to mitigate concerns.</i></p>		
6.	<p>Complete lease negotiation with Airport Manager. <i>Action Item: Schedule a meeting with the Airport Manager to discuss your lease agreement. Airport staff will submit lease to Legal for approval after negotiations are complete.</i></p>		
7.	<p>Aviation Advisory Board reviews Aviation Advisory Board Communication. <i>Action Items: Airport staff will submit a communication to the Aviation Advisory Board recommending approval of Lease.</i></p>		
8.	<p>The Aviation Advisory Board recommends communication for approval to the City Council. <i>Action Item: Airport staff will call you when the lease agreements are ready to be signed. Once the lease agreements are signed, staff will place the Mayor and Council Communication on the next available regular City Council meeting agenda for Council review/approval. Staff will inform you when the communication will go before the Council for approval</i></p>		
9.	<p>Apply for a Building Permit. <i>Action Item: Upon Council approval of the lease agreement, you may submit the attached Commercial Building Permit and submit to Building Inspections.</i></p>		
10.	<p>Attend a pre-construction meeting / Airport construction safety meeting. <i>Action Item: Schedule the meeting with airport staff to discuss construction safety requirements and construction equipment access at Airport.</i></p>		

II. Airport Development Procedures

The following development guidelines shall apply to those desiring to lease and build facilities on the City of Fort worth Airports.

A. General

The Airport Layout Plan(s) (ALP) shall be adhered to. Any deviations from the ALP(s) shall be approved by the Department of Aviation. Subsequent to City Council approval, FAA Form 7460, Notice of Proposed Construction and Alteration shall be submitted to the Federal Aviation Administration (FAA) for their *review* and comment.

Other City departments affected by such deviation(s) shall be provided a site plan for individual departmental review and comment.

B. Site Plan Circulation

The developer must provide the following plans to the Aviation Department for Approval.

- Preliminary Concept Plans
- Design plans at the 90% stage
- Design plans at the 100% completed design stage

The developer must provide two (2) complete sets of plans and seven (7) copies of the site plans. Applications for review shall be made upon forms provided by the City's Department of Development. The site plans shall be distributed as follows:

- 2 copies to Department of Transportation/Public Works
- 2 copies to Water Department
- 2 copies to Fire Department (Fire Marshall's Office)
- 1 copy plus two sets of plans to Department of Planning & Development (Bldg Official's Office & Office of Development Coordinator)

The Office of the Development Coordinator in the Department of Planning & Development shall collect and coordinate all comments with the Director of Airport Systems.

C. Site Plan Preparation

The site plan must show that information necessary for the various departmental reviews. The information shall include, but not be limited to the following:

1. Attach a copy of the applicable plat map for the site even if the property is owned by the City of Fort Worth

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2. Surveyed and identified with a site number and a description written by the city Survey Section, Department of Transportation/Public Works (T/PW) **The Aviation department will provide the Lessee with a copy of the survey along with the executed lease agreement.**
 3. Access roads and parking lots must be provided for non-airport operational vehicles and must be shown on the site plan.
 4. Utility easements (both public and private) must be provided and shown on the site plan. All new utilities are required to be below ground. Existing utilities on lease sites serving other sites must also be identified and shown on the site plan.
 5. All hardstands, taxiways, access roads, buildings and any other operational airport facilities on an area around the property line equal to the height of the building or structure, but no less than ten (10) feet, shall be shown on the site plan.
 6. The site plan shall show all site paving, parking, site ingress, egress and drainage. Drainage patterns shall be shown by surface elevations illustrated as contour lines at intervals no greater than one (1) foot both present and planned, placed upon the site plan. Storm Water Pollution Prevention Plan shall be included with your drainage plan.
 7. Fire lanes and fire hydrant locations shall be shown on the site plan. Fire lanes must be provided when the farthest point of a building is more than one-hundred and fifty (150) feet from any public street, highway, roadway, taxiway, ramp or hardstand. Fire lanes shall be a minimum of twenty (20) feet in width with a three (3) foot clear area on each side of the fire lane. Buildings on the site plan must be within a five hundred (500) foot fire hose lay, using the most direct route of access from a fire hydrant. When more than one fire hydrant is required, the hydrants must be installed on a three hundred (300) foot radius along a direct line between hydrants. Eight (8) inch mains are required. Firelane markings can have some deviation on the airside from the landside due to FAA marking requirements but must still be approved by the Fire Department.
 8. Hangars greater than 11,966 sq ft require sprinkler systems. Hangars with 28 foot high doors or larger require foam suppression systems. No open flame, welding, fuel transfer, torch cutting, torch soldering, or spray painting. Further details are available from the Fire Department in pre-development conferences. See Item 4 of checklist for info on scheduling a conference.
 9. Buildings having floor drains (located in other than restrooms) connected, to the sanitary sewer, shall provide an oil water separator and inspection manholes on the site outside the building.
 10. Compliance with FAA Regulation Part 77 is mandatory. Part 77 protects airspace and navigation from obstructions or interference. Any person/organization who intends to sponsor on-airport construction or construction within 5 miles of an airport must notify the FAA via a FAA Form 7460 available on oeaaa.faa.gov. Please see Item 5 of the checklist for further details.
 11. A site location map shall be provided on the sheet drawing containing the site plan.

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12. A layout of fencing, security gates, and a plan for the separation of vehicles and aircraft must be shown. The airport standard fence height is six (6) feet with three (3) strands of barbed wire across the top.
 13. Hangars must include air pressure release vents along with Safety chains or a safety system to keep the hangar doors from failing in the event of severe weather
 14. Any new facility constructed along an airport access roadway must have a minimum set-back distance of 10ft from the roadway curb to the structure to allow for a public utility easement pathway. All new leases abutting airport access roads must proceed all the way to the curb or the associated Right-of-way. All lease holders must maintain pavement, landscaping and aesthetics to the curb while not constructing any structure within the 10ft set-back utility pathway. Leases abutting taxiways or taxilanes must proceed all the way to the Object Free Area for that particular Taxiway or Taxilane.

D. Building Plan (Architectural Drawings)

Although additional information may be required by other City Departments for review, the minimum information necessary for Aviation department review is as follows:

1. Floor plans
2. Intended uses of internal spaces
3. Dimensions of all internal spaces
4. Roof plan
5. Building heights
6. Materials
7. Colors
8. Finishes
9. Lighting (Interior & Exterior)
10. Building area (square footage)
11. Any other information pertinent to the building(s) and facilities to be constructed

E. Sign Plan Preparation

Although additional information may be required by other City Departments for review, the minimum information necessary for Aviation Department review is as follows:

1. Graphic layout
2. Size
3. Location on site
4. Construction details and materials

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5. Color
 6. Height (sign height and ground elevation to top)
 7. If illuminated, indicate arrangement and type
 8. Location sign (airport building location number)
 9. Any other pertinent information

F. Landscape Plan Preparation

A landscape plan must be provided as part of the site plan preparation to show where applicable location and type of the following items:

1. Trees and shrubs, please note that trees should have an FAA Form 7460 filed for the maximum expected height
2. Ground cover
3. Walkways
4. Slope stabilization (retaining walls)
5. Berming and mounding
6. Grading
7. Landscaped area (square footage)
8. No artificial landscape materials
9. Any other pertinent information

G. Architectural Design Guidelines

1. Materials

a. The number of materials used for the exterior of all buildings shall be kept to a minimum in order to achieve unity and simplicity. No more than two (2) basic building materials should be used in addition to glass. Buildings may be of metal or masonry or a combination such as masonry viewed from landside and metal viewed from airside.

b. Suggested exterior, materials are:

1. Concrete with textured finish
2. Brick, stone, terra cotta, clay tile
3. Stucco
4. Metal
5. Wood
6. Glass

2. Design

a. Rectangular building shapes are strongly recommended. No geodetic dome or cylindrical shaped buildings are permitted.

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- b. No storage or portable buildings are permitted unless approved by the Aviation Department. This prohibition does not include approved containment containers for storing environmentally regulated materials.
 - c. Gable type roof pitches are strongly recommended.
 - d. Free standing canopy type hangars are permitted (unenclosed structure) at the discretion of the City, only after justification for the construction of said hangars as opposed to enclosed hangars. Carports/canopies attached to permanent buildings are acceptable.
 - e. Buildings shall be (1) aligned parallel or perpendicular to the airport's Building Restriction Line (BRL), (2) located at a uniform setback distance from the BRL, and (3) compatible with adjacent development. The distance from the building's exterior wall to the BRL and angle of orientation to the BRL shall be shown on the site plan.
 - f. Any new permanent or temporary building to be constructed must provide a minimum of 5000 square feet of space for the activities contemplated to be performed.
 - g. Temporary buildings will be permitted at the discretion of the City, and with sufficient justification for said building, as opposed to a permanent structure. Temporary buildings to be constructed, must meet the minimum space requirements as set forth in this Article for construction of new buildings.

H. Plans and Specifications

Plans and specifications shall be approved by the following departments:

1. Department of Transportation/Public Works – All taxilanes, hardstands, roadways, parking lots, paved areas, drainage, site description(s) and numbering, and easement locations.
2. Water Department – Public water, sewer, and fire hydrants connected to public water sources.
3. Fire Department – Fire hydrants connected to private water sources.
4. Department of Development – Building, water, and sewer (private), electrical, plumbing, mechanical, and sign.

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5. FAA – Clearance and building heights.

I. Issuance of Building Permits

The issuance of building permits will be done after a lease has been approved. An application (as stated previously) shall be made as stated in paragraph B. Upon completion of site plan circulation, approval of the Building Plans and approval of the lease, the building permit may be issued.

J. Inspections

The following departments shall be contacted for inspections during construction stages:

1. Public Water and Sewer – Water Department
2. Private Water and Sewer – Development Department
3. Fire Hydrants on Public Water Systems – Water Department
4. Fire Hydrants on private Water Systems – Fire Department
5. Paving, Parking Lots, Roadways, Drainage Facilities, Ramps, Taxiways, and Runways – Aviation Department
6. Building Construction – Development Department
7. Final Inspections and Occupancy Permits (only when other departments have cleared their inspections) – Inspections Division

K. Colors

- a. Predominant exterior colors shall be neutral, white, or earth tone and shall be compatible with adjacent development
- b. Other colors may be used for accenting, trim and, signage

L. Fencing

- a. Material used for fencing shall match existing surrounding fence. Approval of final fencing choice must be received by the Aviation Department.

M. Gates and Operators

- a. Material used for gates and operators shall match surrounding fence. Preferred operator for gates is a VMAG gate operator or Hy-Security Slide Driver operator or similar.

III. Resources

City of Fort Worth

Aviation Department

Customer Service

Desk: 817-392-5400, Fax: 817-392-5413

Meacham Airport Administration

Desk: 817-392-5405, Fax: 817-392-5413

Spinks Airport Administration

Desk: 817-392-5430, Fax: 817-447-8334

City of Fort Worth

Other Contacts

Customer Service: 817-392-2222

Phone Number Format: 817-392-Ext#

Email Format: firstname.lastname@fortworthtexas.gov

<u>Development Process</u>	Ext.
David Schroeder, Development Administrator	2239
Ana Alvarez, Pre-Development Conferences	2328
<u>Alarm Permits</u>	1300
<u>Annexation & Special Utility Districts</u>	
Allison Gray, Planning Manager	8030
<u>Building Plan Review & Inspections</u>	
Evan Roberts, Acting Building Official	7843

Cody Hughes, Plans Exam Supervisor	2867
Kevin Yarbrough, Asst. Bldg. Official, Inspections	8793
Thomas Cooper, Sr. Residential Inspector	8052
Ken McGowen, Chief Commercial Bldg Inspector	7834
Dennis McKinzie, Chief Plumbing & Mechanical	7980
Ronnie Roberts, Chief Electrical Inspector	7830
<u>Certificate of Occupancy</u>	2222
<u>Change of Use</u>	2222
<u>Community Facility Agreements</u>	
Jana Knight, CFA/Pre-Development	2025
Cassandra Foreman, CFA	8188
<u>Consumer Health</u>	7255
Robert Lotman, Consumer Health Specialist	6988
<u>Design and Form-Based Districts</u>	
Vida Hariri, Downtown Design Review Board	8045
Laura Voltmann, Urban Design Commission	8015
Randy Hutcheson, Preservation & Design Mgr.	8008
<u>Economic Development/Incentives</u>	
Marguerite Allen, Business Devel. Coordinator	2235
Ana Alvarado, Business Devel. Coordinator	2661
<u>Encroachments</u> - Cassandra Foreman	8188
<u>Environmental Mgmt.</u> - Derek Senter	5454
<u>Fire Prevention & Addressing</u>	
Addressing Assignment	6830
Chip Paiboon, Fire Protection (Sprinklers)	6848

Greg Nelson, Fire Protection (Alarms)	6845
Bob Morgan, Hazardous Materials	2838
Landon Stallings, Fire Marshal	6808
<u>Gas Well Drilling - Cecilia Leyba</u>	2851
<u>Historic Preservation</u>	
Liz Casso, Historic Preservation Officer	8037
Sevanne Steiner, Historic Preservation Planner	8012
Lake Worth Property - Lester England	8366
<u>Neighborhood Empowerment Zone - NEZ</u>	
Jennifer Ramon, Sr. Customer Service Rep.	2283
Sarah Odle, Tax Abatement Admin Asst.	7316
Neighborhood Office - Madelyn Gibbs	8890
<u>Park Dedication & City Forester</u>	
Joe Janucik, Senior Planner	5706
Germaine Joseph, Senior Planner	5710
Nikki Sopchak, Planner	5723
Melinda Adams, City Forester	5705
<u>Parkway & Street Use (Temporary)</u>	
Monica Salinas, Sr. Customer Service Rep.	6594
Ricky Harding, Parkway	6526
Chuck McLure, Temporary Traffic Control	7219
<u>Platting, MTP, Street Vacations</u>	
Angela Ramirez, Planning Assistant	8027
Alex Parks, Platting & Street Vacations	2638
Teresa Burk, Platting	2412

Allison Gray, Planning Manager 8030

Signs - Chris Valtierra 7848

Stormwater and Floodplain

Veronica Carneal, Customer Service 6261

Clair Davis, Floodplain 5981

James Gossie, Stormwater 2252

Stephen Nichols, Stormwater 8731

Transportation & Traffic Studies

Jim Walker, Assistant Director 8009

Pirouz Allivand, Development Review 6597

Transportation Impact Fees

Julie Westerman, Acting Development Manager 2677

Urban Forestry

Caleb Tandy, Urban Forestry 7931

Lucretia Summers, Urban Forestry 7933

Water & Sewer

Water Development 8250

Backflow 8375

Alphonse Newton, Grease Traps 8305

Adolfo Lopez, Miscellaneous Projects 7829

Viesha Kaminska, Water/Sewer Engineering 8428

Esteban Perez, Water/Sewer Engineering 6430

Soon Wong, Water/Sewer Engineering 8369

Zoning & Land Use

Crystal Castoreno, Planning Assistant	8028
Lynn Jordan, Planner	2495
Stephen Murray, Planner	8043
Roy Salinas, Zoning Plan Review	2397
<u>Zoning Board of Adjustment</u>	
Emilio Sanchez, Senior Planner	2561
Susan Tedder, Planning Assistant	8826

Tarrant County

Health Department

Desk: 817-871-7511, Fax: 817-871-7283

Recorded Deeds and Plats

Desk: 817-884-1195

Transportation Services Department

Desk: 817-844-1250, Fax: 817-884-1178

State of Texas

Department of Transportation (TxDOT)

Fort Worth District (Tarrant & Other Adjacent Counties)

Desk: 817-370-6532

Department of Transportation (TxDOT)

Desk: 817-370-6551

Utilities

Electricity & Natural Gas

CoServ Electric (Formerly Denton County Electrical Co-Op)

Desk: 940-321-6644, Fax: 940-321-6640

Johnson County Electric Co-Op (JCEC)

Desk: 817-558-0010, Fax: 817-556-4039

TXU (Texas Utilities Electric Co. / Lone Star Gas)

Desk: 817-215-6688, Fax: 817-215-6184

Desk: 817-215-6254, Fax: 817-215-6316

Desk: 817-215-6218, Fax: 817-215-6660

Tri-County Electric Cooperative, Inc.

Desk: 817-431-1541, Metro: 817-379-4703, Fax: 817-431-9680

Telephone Service

AT&T

Desk: 404-810-4556, Fax: 404-810-4404

GTE

Desk: 972-717-5828, Fax: 972-717-5834

Millennium Telecom

Desk: 817-379-3007

Desk: 817-379-3007

Southwestern Bell Telephone, Inc.

Desk: 817-267-5752, Fax: 817-338-5106

Water Providers

Certificate of Convenience and Necessity (CCN)

For areas not served by the City of Fort Worth, please contact the Utility Section of the Texas Natural Resource Conservation Commission (TNRCC). To learn of the specific water provider (CCN) for the subject area, Call: 512-239-6960

Certificate of Convenience and Necessity (CCN)

For preliminary guidance, contact City of Fort Worth Water Department
Development Division, Call: 817-392-8428

IV. Attachments

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