



CITY OF FORT WORTH

100 FORT WORTH TRAIL, FORT WORTH, TX 76102
DEREK HULL, PLANNING MANAGER

DEVELOPMENT SERVICES DEPARTMENT

FAX: 817-392-7985
PHONE: 817-392-2412

REQUEST FOR FULL PURPOSE ANNEXATION APPLICATION AND CHECKLIST

Applicant / Developer Information:

Applicant / Developer: _____

Applicant / Developer (Signature): _____

Contact Name and Title: _____

Address: _____

Telephone: _____ Cell: _____ Email: _____

Owner Information (attach additional sheets if necessary):

Property Owner (Printed Name and Title): _____

Property Owner (Signature): _____

Address: _____

Telephone: _____ Cell: _____ Email: _____

Primary Contact Information:

Name (Printed): _____

Address: _____

Telephone: _____ Cell: _____ Email: _____

Alternate Contact Information:

Name (Printed): _____

Address: _____

Telephone: _____ Cell: _____ Email: _____

Proposal/Project Name:

The following checklist is a summary of the requirements listed under Chapter 43 of the Local Government Code of the State of Texas, and Chapters 1 & 27 of the Charter of the City of Fort Worth, and other City Council and Staff Requirements.

Submission of the formal annexation application must include the documents noted below prepared by a Registered Professional Land Surveyor:

Checklist must be submitted with application:

- Complete application with no blank spaces (All pages must be submitted).**
- Letter of request signed by all property owner(s) and bearing original signatures.
- Letter of Authorization for Representation signed by all property owner(s) and bearing original signatures.
- A written description of the proposal and reasons why it should be considered for annexation.**
- Signed and sealed originals – **Exhibit map** on a convenient scale clearly depicting the area to be annexed (only privately-owned property). Exhibit must be reduced to fit on 8 ½” x 11” paper and should depict any out-parcels. Map shall note whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- Signed and sealed originals – **Boundary description** in the form of a metes and bounds of the area to be annexed (only privately-owned property). Description should include any out parcels and note whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- If there is no adjacent Right-of-Way applicant must provide a statement stating that there is no adjacent Right-of-Way to be annexed.
- If adjacent Right-of -Way is not currently within the city limits it must also be annexed.**
- Provide proof of who owns and who has authority over the adjacent Right-of-Way. (County or Texas Department of Transportation).**
- It is the responsibility of the applicant to confirm widths of adjacent roads and Rights-of-Way to be included in the proposed annexation.**
- If adjacent Right-of-Way is currently within the city limits, applicant must provide a statement stating such. Statement must include ordinance numbers which indicate that all adjacent Right-of-Way has already been annexed.
- Signed and sealed originals – **Exhibit map** on a convenient scale clearly depicting the adjacent Right-of-way to be annexed. Exhibit must be reduced to fit on 8 ½” x 11” paper. Map shall note whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- Signed and sealed originals – **Boundary description** in the form of a metes and bounds of the total Right-of-Way to be annexed, noting whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of

Professional Land Surveying in General Rules of Procedures and Practices.

- Signed and sealed originals – **Exhibit map** on a convenient scale clearly depicting the entire area to be annexed (including privately-owned property and right-of-way). Exhibit must be reduced to fit on 8 ½” x 11” paper and must depict any out-parcels. Map shall note whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- Signed and sealed originals – **Boundary description** in the form of a metes and bounds of the entire area (including privately-owned property and adjacent right-of-way) to be annexed, and describing any out parcels, noting whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- Signed and sealed originals – **Exhibit map** on a convenient scale clearly depicting the requested zoning districts. Exhibit must be reduced to fit on 8 ½” x 11” paper and must depict any out-parcels. Map shall note whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- Signed and sealed originals – **Zoning Districts descriptions** in the form of a metes and bounds of the requested zoning districts and noting whether representing an actual on the ground survey or prepared in conformance with 22 TAC 663.21 as described by the Texas Board of Professional Land Surveying in General Rules of Procedures and Practices.
- Descriptions and exhibit maps shall clearly reference deeds, ordinances, recorded plat(s) and/or other documents including recognizable lines such as property corners and lines, fence corners and lines, survey corners and lines, road and railroad rights-of-way and intersections and those of abutting parcels and city limits shall be relied upon with reference citation for the location of the boundaries of the subject parcel(s).
- Digitized version of all exhibit/maps (*PDF* format) as well as metes and bounds descriptions (*PDF* and *WORD* formats) as either flash/jump drive or email attachments.
- Applicant must provide CAD.dwg file and GIS Shapefile of all property descriptions as well as all zoning district descriptions. Files must clearly identify descriptions and include only the descriptions.
- One copy of all referenced documents (deeds, ordinances, recorded plat(s), and/or other documents).
- Detailed Site Plan to include building(s) dimensions and calculated impervious surface cover.
- Exhibit and description of planned stormwater infrastructure by developer.
- Exhibit to identify proposed public and private streets, parks, open-spaces, etc.
- Applicant must demonstrate (by written description and exhibit) that the arterial network is adequate to serve their development.
- Timeframe for development and, if developed in phases, a detailed phasing of construction.
- Applicant must provide Appraisal District Information for all properties proposed for annexation. This must also be submitted in the form of a matrix listing owners, property

identification number, and acreages (and percentage of each parcel included in the request).

- Applicant must ensure that acreages are consistent throughout all documentation.

Before submitting application, the applicant must be aware of the following:

- * **Incomplete submittals will not be reviewed nor processed.**
- * **All pages of application must be submitted.**
- * **All additional documents must be clearly identified with a title.**
- * Be aware that all annexation proposals default to “AG” Agricultural [zoning](#) upon approval. If a different zoning designation is desired then a separate re-zoning request must be submitted.
- * Be aware that if a companion zoning case is submitted, it cannot be approved until after annexation has been approved. Submitting a request for rezoning too early may expire resulting in a need to re-apply.
- * Proposals that are not consistent with the [Future Land Use Plan](#) must be processed through the City Plan Commission.
- * Properties that are located in another Service Provider’s [Certificate of Convenience and Necessity](#) defined area are not eligible for annexation into the City of Fort Worth.
- * Any changes in the application may result in having to re-apply and re-starting the process.
- * The applicant must allow for a **minimum of six months** for the annexation **process**.
- * The applicant must attend all commission meetings and public hearings.
- * The Applicant will record any and all approved ordinances with the appropriate court of records and provide recording information to the City of Fort Worth.

**Application Fee - \$787.50 for first 75 acres, additional \$11.25 per acre over 75 acres.
(Fee waived for commercial/industrial use only of 25 acres or less)**

ALL SECTIONS MUST BE COMPLETE

General Property Information:

Property Address or General Location:

Total Annexation Acreage:

Site Acreage:

Right-of-Way Acreage:

Land Use(s):

Is the proposal consistent with the [Future Land Use](#) Plan in the Comprehensive Plan? (Y/N)

Existing Future Land Use Designation(s):

Proposed Future Land Use Designation(s) (include percentages/acres):

Proposed Residential Land Use (Provide a breakdown into Single Family and/or Multifamily):

Estimated Total Acres:

Estimated Number of Lots:

Estimated Number of Units:

Estimated Population Estimate:

Estimated Total Market Value:

Estimated Average Market Value of Units:

Estimated Build-Out and when the first units be available for sale. What is the Phasing Schedule?

Proposed Commercial and/or Industrial Development:

Estimated Total Acres of Commercial Uses:

Estimated Number of Commercial/Industrial Lots:

Estimated Total acres of Industrial Uses:

Estimated Value of Commercial Property when Developed:

Estimated Value of Industrial Property when Developed:

Estimated Build-Out and Phasing Schedule:

Using the Land Use Chapter of the current [Comprehensive Plan](#), identify which Policies & Strategies your proposal is addressing.

Proposed Zoning (list and attach exhibit showing the acreages):

Water and Sewer Information:

Is the project within City of Fort Worth [20-Year Planned Service Areas](#)? (Y/N)

Who holds the [Certificate of Convenience and Necessity – CCN](#)?

Current Water Source:

Current Sewer Source:

Road Information:

Total lane miles of arterial roads needed for this development:

Total lane miles of collector & residential roads to be constructed by the city in the future:

Total lane miles to remain private roads:

Total lane miles to be maintained by city:

Are there County or Texas Department of Transportation roads that serve the site? (Y/N)

Identify adjacent roads and whose jurisdiction they are under:

Are there [Master Thoroughfare Plan \(MTP\)](#) roadways in the vicinity of the site? (Y/N)

Identify MTP roadways that are built and those that are not built.

MTP roadways, built:

MTP roadways, not built:

Additional Road Information (attach additional sheets if necessary):

Applicant must demonstrate/describe how the arterial network is adequate to serve their development:

Must list other applications (Annexation, Zoning and/or Plats – Concept, Preliminary and Final) and/or Agreements/Contracts associated with this property (current & previous) (Must provide case numbers, contract numbers, and dates approved):