



Zoning Packet

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

If your permit package is not complete, your submittal will not be accepted. Work started prior to permit issuance is subject to penalties of \$500 per day fine.

Building Packet Table of Contents:

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H/3	Request of Specific Use Permit
F/4	Site Plan and Land Use Application & Site Plan Checklist
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Westworth Village

Zoning Application

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Application Type: ☐ Zoning ☐ Planned Development
FOR SUBMITTAL REQUIREMENTS, SEE APPROPRIATE CHECKLIST.

PROPERTY DEVELOPMENT INFORMATION

Project Name: _____

Project Address: _____

Legal Description: Lot #: _____ Block: _____ Subdivision: _____

Survey & Abstract: _____ Gross Acreage: _____

Metes and Bounds must be provided if request is for either a portion of a platted lot or an unplatted lot.

****If the owner does not match the ownership on the Tarrant County Appraisal District website, WWW.TAD.ORG, a warranty deed shall be submitted with this application. Please verify ownership prior to submitting application.**

Current Zoning: _____ Current Use: _____

Proposed Zoning: _____ Proposed Use: _____

SURVEYOR INFORMATION *(for plat application)*

Surveyor Name: _____ Firm Name: _____

Address: _____

Email: _____ Phone #: _____ Fax #: _____

ENGINEER INFORMATION *(for plat application)*

Engineer Name: _____ Firm Name: _____

Address: _____

Email: _____ Phone #: _____ Fax #: _____

OWNER/ AGENT INFORMATION *(If there is more than one owner, please attach a separate application and notarized forms.)*

Name: _____ Firm Name: _____

Address: _____

Email: _____ Phone #: _____ Fax #: _____

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

- ☐ Application Received by: _____ Date: _____
- ☐ Application Payment Received by: _____ Date: _____
- ☐ Entered into Incode Project Code: _____ Date: _____
- ☐ Routed to City Secretary by: _____ Date: _____

B. CITY SECRETARY

- ☐ Public Hearing Scheduled by: _____ Date: _____
- ☐ Public Hearing Ad Placed in Newspaper with Affidavit Requested Date: _____
- ☐ 200' Letters Mailed & Copied to File by: _____ Date: _____
- ☐ Item has Been Placed on P & Z Agenda by: _____ Date: _____
- P & Z Date: _____ ☐ Approved ☐ Denied
- ☐ Item has Been Placed on City Council Agenda by: _____ Date: _____
- Council Date: _____ ☐ Approved ☐ Denied

C. BUILDING DEPARTMENT

- ☐ Application Approved ☐ Application Denied Signature: _____ Date: _____
- Reason for Denial: _____
- ☐ Application Routed to Public Works Department by: _____ Date: _____

D. PUBLIC WORKS DEPARTMENT

- ☐ Application Approved ☐ Application Denied Signature: _____ Date: _____
- Reason for Denial: _____
- ☐ Application Routed to Community Development Dept. by: _____ Date: _____

E. COMMUNITY DEVELOPMENT

- Do plans need to be approved by City Engineer? ☐ Yes ☐ No
- Have plans been approved by the City Engineer? ☐ Yes ☐ No **Attach engineer's findings**
- ☐ Application Approved ☐ Application Denied Signature: _____ Date: _____
- Reason for Denial: _____

F. RECORDS DEPARTMENT

- PW5225-03a – Applications for zoning permits or variances. – Keep application for 5 years
- PW5225-03b - Copies of zoning permits or variances or a log or other form of record evidencing their issuance, showing to whom the permit or variance was issued, the property to which it applies, and the zoning classification – Keep permanently

Notary Statement

All Signatures Must Be Notarized

Before me, the undersigned authority, on this day personally appeared _____ **(Agent)** known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this

_____ day of _____ 20_____

SEAL



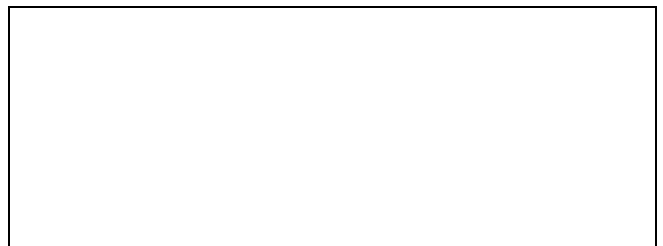
Notary Public in and for the State of Texas

Before me, the undersigned authority, on this day personally appeared _____ **(Owner)** known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this

_____ day of _____ 20_____

SEAL



Notary Public in and for the State of Texas



Westworth Village

Plat Application

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Application Type: ☐ Amending Plat ☐ Preliminary Plat ☐ Final Plat
☐ Minor Plat ☐ Replat ☐ Vacation of Plat
FOR SUBMITTAL REQUIREMENTS, SEE APPROPRIATE CHECKLIST.

PROPERTY DEVELOPMENT INFORMATION

Project Name: _____
Project Address: _____
Legal Description: Lot #: _____ Block: _____ Subdivision: _____
Survey & Abstract: _____ Number of Lots: _____ Gross Acreage: _____
Current Zoning: _____ Current Use: _____
Proposed Zoning: _____ Proposed Use: _____

SURVEYOR INFORMATION

Surveyor Name: _____ Firm Name: _____
Address: _____
Email: _____ Phone #: _____ Fax #: _____

ENGINEER INFORMATION

Engineer Name: _____ Firm Name: _____
Address: _____
Email: _____ Phone #: _____ Fax #: _____

OWNER/ AGENT INFORMATION *(If there is more than one owner, please attach a separate application and notarized forms.)*

Name: _____ Firm Name: _____
Address: _____
Email: _____ Phone #: _____ Fax #: _____

Owner/ Agent Signature

Date

Agent/ Owner Name (Print)

Before me, the undersigned authority, on this day personally appeared _____ **(Agent/ Owner)**
known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that
he executed the same for the purposes and consideration expressed and in the capacity therein stated.
Given under my hand and seal of office on this

_____ day of _____ 20____

SEAL

Notary Public in and for the State of Texas

FOR INTERNAL CITY USE ONLY**A. PERMITS DEPARTMENT**

- ☐ Application Received by: _____ Date: _____
- ☐ Application Payment Received by: _____ Date: _____
- ☐ Entered into Incode Project Code: _____ Date: _____
- ☐ Routed to Building Department by: _____ Date: _____

B. CITY SECRETARY

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- P & Z Date: _____ ☐ Approved ☐ Denied
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- Council Date: _____ ☐ Approved ☐ Denied

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- Do plans need to be approved by City Engineer? ☐ Yes ☐ No
- Have plans been approved by the City Engineer? ☐ Yes ☐ No **Attach engineer's findings**
- ☐ Application Approved ☐ Application Denied Signature: _____ Date: _____
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F. RECORDS DEPARTMENT

- PW5225-03a – Applications for zoning permits or variances. – Keep application for 5 years
- PW5225-03b - Copies of zoning permits or variances or a log or other form of record evidencing their issuance, showing to whom the permit or variance was issued, the property to which it applies, and the zoning classification – Keep permanently

Notary Statement

All Signatures Must Be Notarized

Owner/ Agent Signature

Date

Agent/ Owner Name (Print)

Before me, the undersigned authority, on this day personally appeared _____ **(Agent/ Owner)**
known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that
he executed the same for the purposes and consideration expressed and in the capacity therein stated.
Given under my hand and seal of office on this

_____ day of _____ 20_____

SEAL

Notary Public in and for the State of Texas

Owner/ Agent Signature

Date

Agent/ Owner Name (Print)

Before me, the undersigned authority, on this day personally appeared _____ **(Agent/ Owner)**
known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that
he executed the same for the purposes and consideration expressed and in the capacity therein stated.
Given under my hand and seal of office on this

_____ day of _____ 20_____

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Notary Public in and for the State of Texas

Owner/ Agent Signature

Date

Agent/ Owner Name (Print)

Before me, the undersigned authority, on this day personally appeared _____ **(Agent/ Owner)**
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he executed the same for the purposes and consideration expressed and in the capacity therein stated.
Given under my hand and seal of office on this

_____ day of _____ 20_____

SEAL

Notary Public in and for the State of Texas



Westworth Village

Plat Checklist

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

- ☐ Preliminary Plat ☐ Final Plat ☐ Replat/ Minor Plat ☐ Amended Plat

Chapter 10 of the Code of Ordinances of the City of Westworth Village contains instructions to guide the preparation and submittal of Plats. Amended Plats are subject to limitations in LGC 212.016.

All information required in Chapter 10 Code of Ordinances and amendments must be received in the City of Westworth Village development office prior to an action item being placed on the Planning and Zoning Agenda.

A. ZONING INFORMATION OF PROPERTY

What is the present zoning district: _____ Are you requesting any zoning changes? ☐ Yes ☐ No

Zoning district requested: _____
(This is not a zoning change document)

B. PROPOSED SUBDIVISION CONTAINS: (Please be specific)

Land Use	# of Lots or Units	Acres (for each use)	Sq. Footage Building Space
Single Family	_____	_____	_____
Garden/ Patio/ Zero-Lot Line	_____	_____	_____
Duplex	_____	_____	_____
Townhouses	_____	_____	_____
Triplex/ Quadruplex	_____	_____	_____
Multi-Family Condominiums	_____	_____	_____
Multi-Family Apartments	_____	_____	_____
Office	_____	_____	_____
Retail/ Restaurant	_____	_____	_____
Commercial	_____	_____	_____
Warehouse	_____	_____	_____
Industrial	_____	_____	_____
Public Street R.O.W.	_____	_____	_____
Parks, Public Facilities	_____	_____	_____
Other Land Uses	_____	_____	_____
Total	_____	_____	_____

- C. Submit 3 prints** of the plat. The plat should be drawn to a scale of 1" = 100" or larger on a sheet of 24" X 36".
- D. Submit 1 CD** containing all in PDF format. All plans must be on State Plan surface coordinate system, if possible use NAD83.
- E. Submit** all applicable Tax Certificates.
- F.** The following items are required to be shown on the plat or submitted with the plat for consideration. Please fill in the spaces at the left to verify the completeness of the information submitted.

PLAT CHECKLIST

Indicate if Date is:

On Plat	Sheet #	I. BASIC INFORMATION
<input type="checkbox"/>	_____	A. Subdivision Name
<input type="checkbox"/>	_____	B. City
<input type="checkbox"/>	_____	C. County
<input type="checkbox"/>	_____	D. State
<input type="checkbox"/>	_____	E. Name & Address of Owner

- F. Appropriate Plate Title (*Preliminary, Final, or Amended*)
- G. Name & Address of Engineer, Planner, and/or Surveyor Responsible for Design

II. IDENTIFICATION

- A. Names of Adjacent Subdivisions
- B. Names of Streets (New & Old)
- C. Lot and Block Numbers

III. SURVEYING

- A. Boundary Survey of Plat
- B. Reference to Original Survey or Previous Subdivision
- C. Location, Names, Widths of Adjacent and/or Intersecting Streets, Alleys, & Easements
- D. Reference & Location of All Surrounding Subdivisions, Tracts, Etc.
- E. Field Notes & Metes and Bounds Description of Plat
- F. Jurisdictional Boundaries

IV. INTERIOR DETAILS

- A. Dimensions & Locations of All Lots, Streets, Easements, Parks, Etc.
- B. Existing Natural & Artificial Physical Features of Property (*Ditches, Creeks, Woods, Bridges, Culverts, Etc.*)

V. CONSTRUCTION PLANS (*submit three (3) sets plus 1 CD*)

- A. Water Distribution System (*off-site & on-site*)
- B. Sewage Collection System (*off-site & on-site*)
- C. Streets, Sidewalks, & Drive Approaches
- D. Drainage Facilities (*off-site & on-site*)
- E. Topographic Map

VI. LEGAL STIPULATIONS

- A. Copy of All Deeds Restrictions Pertaining to the Subject Property

VII. CERTIFICATION

- A. Plat Represents Survey by *Licensed Surveyor*

VIII. DRAFTING DETAILS

- A. Date
- B. Scale
- C. North Arrow
- D. Small Scale Location Map

☐ Owner ☐ Developer

Phone #:

☐ Owner ☐ Developer

Phone #:

☐ Owner ☐ Developer

Phone #:



Westworth Village

Request for Specific Use Permit

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Form
H/3

I / We respectfully request a specific use permit from Westworth Village. The following is submitted in support of this proposal:

Requestor: _____ Date: _____

Address: _____

Phone #: _____ Email: _____

ATTACH A SEPARATE PROPOSAL INCLUDING:

1. The nature of this request (*the purpose of this proposal is to allow a Specific Use Permit*).
2. An explanation of why you believe this request should be approved.
3. An explanation of how the specific use would promote the Vision Plan of Westworth Village.
4. Approved concept plan/ site plan.

PROPERTY DESCRIPTION:

Physical Address: _____

Legal Description According to the County Deed Records: _____ Volume: _____ Page: _____

It is Shown As: Tract: _____ of the _____ survey, Tarrant County Tax Record.

☐ A metes and bounds description and map locating the property are attached.

Total Land Area Contained Herein: _____ (Acres/ Sq. Ft.)

PROPERTY DEVELOPMENT INFORMATION:

Residential Zoning Districts			
SF-A	Large Lot Single-Family Residential	SF-R	Single-Family Redevelopment
SF-B	Single-Family Residential	MH	Manufactured Housing
SF-C	Custom Single-Family Residential	MF	Multi-Family Residential

Non- Residential Zoning Districts	
O	Office
C	Commercial
LI	Light Industrial

Present Use: Residential: _____ Non-Residential: _____ **Proposed Use:** Residential: _____ Non-Residential: _____

Status of Development Plans: ☐ Concept ☐ Site Plan ☐ Building Plan

DEVELOPER INFORMATION:

Developer: _____ Firm: _____

Address: _____

Phone #: _____ Email: _____

ACKNOWLEDGEMENT:

- I certify that the above information is correct and complete to the best of my knowledge and ability.
- I am fully prepared to present the above proposal at the Zoning Hearing.
- I understand that in the event the undersigned is not present at the Public Hearing the City Council may dismiss this proposal and such dismissal shall constitute denial.
- I reserve the right to withdraw this proposal at any time upon written request filed with the City Secretary. Such withdrawal shall immediately stop all proceedings. Withdrawal filed after the giving of notice of the Public Hearing shall constitute a denial by the City Council.
- I understand the filing fees are not refundable upon withdrawal or denial of proposal.

Requestor's Signature

Requestor's Name (Print)

Date

Agent's Signature

Agent's Name (Print)

Date

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

- ☐ Application Received by: _____ Date: _____
- ☐ Application Payment Received by: _____ Date: _____
- ☐ Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____
- ☐ Permit # Issued: _____ ☐ Permit & Application Scanned into Tyler Content Manager
- ☐ Routed to City Secretary by: _____ Date: _____

B. CITY SECRETARY

- ☐ Public Hearing Scheduled by: _____ Date: _____
- ☐ Public Hearing Ad Placed in Newspaper with Affidavit Requested Date: _____
- ☐ 200' Letters Mailed & Copied to File by: _____ Date: _____
- ☐ Item has Been Placed on P & Z Agenda by: _____ Date: _____
- P & Z Date: _____ ☐ Approved ☐ Denied
- ☐ Item has Been Placed on City Council Agenda by: _____ Date: _____
- Council Date: _____ ☐ Approved ☐ Denied

C. RECORDS DEPARTMENT

Retention:

- PW5250-04a – Applications for which permit granted – Keep application for 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.
- PW5250-04b - Applications for which permit *not granted* – Keep application for 1 year.



Site Plan and Land Use Application

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Form
F/4

APPLICANT INFORMATION

Name: _____ Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

PROPERTY OWNER INFORMATION

Name: _____ Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

PROPERTY INFORMATION

Street Address of Property _____

Legal Description: Block/ Abstract: _____ Lot/ Tract: _____ Addition/ Survey Attached? ☐ YES ☐ NO

Zoning: _____ Land Use Requested: _____

Any Ordinance Waivers/ Variance Requests? (provide letters of request(s)) ☐ YES ☐ NO Easement Required? ☐ YES ☐ NO

I understand that I must provide three (3) 24" X 36" hard copies of the site/civil plans drawn to a known engineering scale prepared by a qualified civil engineer, a copy in electronic format (pdf, tiff, etc.), the site plan/ land use application, and the required fee. I hereby certify that the information provided in this application is true and factual to the best of my knowledge. I further understand that the public hearing for this project will not be scheduled until the application fee has been paid and the plans have been reviewed and accepted by City Staff.

Property Owner Signature

Date

Name (Print)

Engineer / Surveyor / Architect Name

Firm Name

Address

Email

Phone #

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

- ☐ Application Received by: _____ Date: _____
- ☐ Application Payment Received by: _____ Date: _____
- Ownership Verified: ☐ YES ☐ NO Taxes Paid: ☐ YES ☐ NO Liens Paid: ☐ YES ☐ NO Date: _____
- ☐ Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____
- ☐ Routed to City Secretary by: _____ Date: _____

B. CITY SECRETARY

- ☐ Ordinance # Assigned: _____ Date: _____
- ☐ 200' Letters Mailed & Copied to File by: _____ Date: _____
- ☐ Item has Been Placed on P & Z Agenda by: _____ Date: _____
- P & Z Date: _____ ☐ Approved ☐ Denied Any Stipulations? (please attach description) ☐ YES ☐ NO
- ☐ Item has Been Placed on City Council Agenda by: _____ Date: _____
- Council Date: _____ ☐ Approved ☐ Denied Any Stipulations? (please attach description) ☐ YES ☐ NO

C. BUILDING DEPARTMENT

- ☐ Application Approved ☐ Application Denied Signature: _____ Date: _____
- Reason for Denial: _____
- ☐ Application Routed to Public Works Department by: _____ Date: _____

D. PUBLIC WORKS DEPARTMENT

- ☐ Application Approved ☐ Application Denied Signature: _____ Date: _____
- Reason for Denial: _____
- ☐ Application Routed to Community Development Dept. by: _____ Date: _____

E. COMMUNITY DEVELOPMENT

- Have plans been approved by the City Engineer? ☐ Yes ☐ No **Attach engineer's findings**
- ☐ Application Approved ☐ Application Denied Signature: _____ Date: _____
- Reason for Denial: _____

F. RECORDS DEPARTMENT

- PW5250-04a – Applications for which permit granted – Keep application for 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.
- PW5250-04b - Applications for which permit *not granted* – Keep application for 1 year.

Project Name: _____

Project #: _____ Date: _____

Whenever a site plan is required by the Comprehensive Zoning Ordinance (CZO), such site plan must conform to the requirements of SECTION 14.2.41 — SITE PLAN SUBMISSION REQUIREMENTS. Except as provided in said ordinance, all site plans must be approved by the City Council upon recommendation of the Planning & Zoning Commission. A site plan must be approved prior to issuance of a building permit. Changes to the site plan shall be processed in the same manner as the original approved site plan.

The site plan must comply with design standards, policies, and any design criteria deemed necessary to the safety, health and welfare of the City. The site plan shall contain the information listed below and any or all of the required features may be incorporated.

Site Plan Requirements

	Shown	N/A	Incomplete
1. A title block within the lower right-hand corner of the site plan with the proposed name of the project/subdivision, the name and address of the owner/developer and the land planner, engineer, architect or surveyor responsible for the plan, the scale of the drawing (both written and graphic scale), the date the drawing was prepared, total site acreage, and the location of the property according to the abstract and survey records of Tarrant County, Texas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
2. A vicinity or location map showing the location of the proposed development within the City, and in relationship to existing roadways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
3. The boundary survey limits of the tract and each proposed lot/tract and scale distances with north clearly indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
4. The names of adjacent additions or subdivisions or the name of the owners of record and recording information for adjacent parcels of unplatted land, including parcels on the other sides of roads, creeks, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
5. The existing zoning and existing/proposed uses on adjacent land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
6. The location, width and names of all existing or platted streets or other public ways within or adjacent to the tract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
7. Any existing easements, with recording information; existing buildings; railroad rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
8. Topography (contours at two-foot intervals) with existing drainage channels or creeks, including the 100-year floodplain, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
9. Any other important natural features, such as rock outcroppings, caves, wildlife habitats, etc.; and all substantial natural vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
10. Proposed strategies for tree preservation including showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
11. The layout and width (right-of-way lines and curb lines) of existing and proposed thoroughfares, collector streets and/or intersections, and specific configuration of proposed streets, lot/tracts and blocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			

12. Proposed driveways including driveway widths and distances between driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
13. Proposed median openings and left turn lanes on future divided roadways and existing and planned driveways on the opposite side of divided roadways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
14. Specific locations and footprints of buildings, including but not limited to proposed nonresidential and residential densities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
15. Building heights, square footages (for multi-tenant or multi-purpose buildings, show square footage for each intended use), massing, orientation, loading/service areas (including proposed screening), recycling containers, compactors and dumpster enclosures (including proposed screening), pedestrian walkways, and parking areas (including parking ratio calculations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
16. Any proposed sites for parks, schools, public facilities, public or private open space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
17. Floodplains/drainageways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
18. All proposed and existing utilities and easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
19. All proposed and existing drainage structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
20. All proposed and existing retention/detention ponds with proposed aesthetic treatments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
21. All proposed and existing screening walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
22. All proposed and existing fences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
23. All proposed and existing signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
24. All proposed and existing fire lanes and fire hydrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
25. All proposed and existing lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
26. All proposed and existing visibility easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
27. Other pertinent development-related features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
28. A landscape plan showing turf areas, tree types and sizes, screening walls, ornamental plantings, planting schedule (including species, planted height, spacing, container/caliper size, numbers of each plant material, etc.) any existing wooded areas, trees to be planted, and irrigation plans, if required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
29. Color building facade (elevation) plans showing elevations with any attached (wall-mounted) signage to be used, as determined appropriate by the City Administrator or his/her designee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			



Westworth Village

Site Development Application

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

If more than one, list all applicable addresses.

Job Address: _____

Legal Description: Lot #: _____ Block: _____ Subdivision: _____

Description of Work: _____

Property Owner Name: _____

Address: _____

Email: _____ Phone #: _____

Attach additional page for more contractors

1. Contractor: _____ License #: _____

Address: _____

Email: _____ Phone #: _____

2. Contractor: _____ License #: _____

Address: _____

Email: _____ Phone #: _____

3. Contractor: _____ License #: _____

Address: _____

Email: _____ Phone #: _____

Check all categories for which you are requesting a site development permit and inspection and list the valuation for each. Attach site development plans for each requested category.

- | | |
|---|----------|
| <input type="checkbox"/> 1. Infrastructure/ Grading | \$ _____ |
| <input type="checkbox"/> 2. Paving | \$ _____ |
| <input type="checkbox"/> 3. Water | \$ _____ |
| <input type="checkbox"/> 4. Sewer | \$ _____ |
| <input type="checkbox"/> 5. Other Utilities: _____ | \$ _____ |

- | | | |
|------------------------------------|------------------------------|-----------------------------|
| Concept Plan has been Approved | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Demolition has been Completed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Contractor is Registered with City | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Total Valuation: \$ _____

See fee schedule ([Sec. A7.001](#)) to determine amount of fees due.

I HEREBY CERTIFY THE FOREGOING TO BE CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO AGREE THE SAID WORK SHALL BE PERFORMED IN CONFORMANCE WITH THE INFORMATION HEREIN SET FORTH AND ALL PROVISIONS OF LAWS, ORDINANCES, AND CONFORMANCE WITH THE CITY'S EROSION CONTROL ORDINANCE ([ARTICLE 3.08](#)) GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING THE PERFORMANCE OF WORK.

Signature

Date

Name (Print)

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

- ☐ Application Received by: _____ Date: _____
- ☐ Application Payment Received by: _____ Date: _____
- ☐ Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____
- ☐ Routed to Building Department by: _____ Date: _____

B. BUILDING DEPARTMENT

- ☐ Application Approved ☐ Application Denied Signature: _____ Date: _____
- Reason for Denial: _____
- ☐ Application Routed to Public Works Department by: _____ Date: _____

C. PUBLIC WORKS DEPARTMENT

- ☐ Application Approved ☐ Application Denied Signature: _____ Date: _____
- Reason for Denial: _____
- ☐ Application Routed to City Administrator by: _____ Date: _____

D. CITY ADMINISTRATOR (OR DESIGNEE)

- Have plans been approved by the City Engineer? ☐ Yes ☐ No **Attach engineer's findings**
- ☐ Application Approved ☐ Application Denied Signature: _____ Date: _____
- Reason for Denial: _____
- If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.**
- ☐ Application Routed to Permits Dept. or City Secretary by: _____ Date: _____

E. PERMITS DEPARTMENT

- ☐ Electronic Plans on File in Permits Office Confirmed by: _____ Date: _____
- ☐ Permit Created by: _____ Date: _____
- ☐ Permit # Issued: _____ ☐ Permit & Application Scanned into Tyler Content Manager
- ☐ Permit Mailed to Applicant by: _____ Date: _____

F. CITY SECRETARY

- ☐ Denial Notice Mailed to Applicant & Copied to Application by: _____ Date: _____

G. RECORDS DEPARTMENT

Retention:

- PW5250-04a – Applications for which permit granted – Keep application for 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.
- PW5250-04b - Applications for which permit *not granted* – Keep application for 1 year.



Application Request for Variance or Appeal to the Zoning Board of Adjustments

PROCEDURE- REQUEST FOR VARIANCE OR APPEAL TO THE BOARD OF ADJUSTMENTS CITY OF WESTWORTH VILLAGE, TEXAS

1. In accordance with the Local Government Code 221.008, the Board of Adjustment consists of (5) members and all cases must be heard by at least 75% of the members. The Board is a quasi-judicial board. It is not a legislative body with the authority to amend ordinances or create new laws. The Board conducts hearings on matters dealing with the Westworth Village Zoning Ordinance and determines if strict compliance with the ordinance will create a hardship. The Board also considers whether the variance will comply with the spirit and intent of the ordinance. In order for a variance to be granted, all four (4) items (a through d) identified on the application **must** apply. If any of the items do not apply, the Board does not have the ability to grant a variance.
2. The Board also has the authority to hear and decide appeals where it is alleged that there is an error in an order, requirement, decision, or determination made by any administrative official of the City in the enforcement of the Comprehensive Zoning Ordinance. Such appeals must be filed within fifteen (15) calendar days of the rendering of the decision of the administrative official.
3. A pre-filing interview may be held if requested by the applicant or if deemed necessary by the City.
4. The application must be signed by the property owner. If the applicant is not the owner, a notarized document showing authority to request the variance must accompany the application.
5. The following must also accompany the application packet:
 - A. Application fee per current city fee schedule.
 - B. A site plan of the lot showing all property lines as well as a depiction of the requested variance. If a variance from building setback requirements is requested, the site plan must be stamped by a licensed surveyor.
6. Application fee and necessary documents in completed form must be submitted to the Permits Department. If any of the supporting documents are larger than 17 x 11 inches. An electronic copy must be submitted. This copy may be provided on CD or through email as an attachment.
7. After the above items have been completed, the variance request will begin the following process:
 - A. The applicant and property owners within 200 feet of the property where the variance is requested will be notified of a Public Hearing to be held by the Board of Adjustment.
 - B. Notice shall also be published in the official local newspaper before the fifteenth (15th) calendar day prior to the public hearing and the actual cost of publication are due upon notification by the City.
 - C. The applicant or representative must be present at the Board of Adjustment Public Hearing. Failure to attend the Public Hearing will cause the Board to deny the item without prejudice to re-filing. The letter referenced in 7.A. above will service as notification of any hearing.
 - D. Persons who are in favor or who oppose the request are allowed to appear before the Board in order to present their views.
8. Any additional information such as renderings, elevations, models, or other supporting documents that you wish to submit may be introduced at the meeting.

According to state law, no variance can be granted without the concurring vote of at least 75% of the members of the Board.



Application Request for Variance or Appeal to the Zoning Board of Adjustments

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Date: _____

I, the undersigned owner or authorized agent of the following described real property located in the City of Westworth Village, hereby make application for a variance request in accordance with section 14.2.21 of the Westworth Village Code of Ordinances.

Location of Property

Street Address: _____

Legal Description: Lot #: _____ Block: _____ Subdivision: _____

For a variance to be granted by the Board of Adjustment, the Board **must** determine that **all** of the following conditions apply. Provide an explanation as to how your proposal meets all for these conditions:

1. *What are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this Chapter would deprive you from the reasonable use of your land?*

2. *Describe how the circumstances or conditions are not economic hardships created by you.*

3. *How is the variance necessary for the preservation and enjoyment of your substantial property right?*

4. *How can you ensure that the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area?*

5. *How can you ensure that the granting of the variance will not have an adverse effect on surrounding properties, preventing the use and enjoyment of other land within the area and that the public health, safety and welfare may be secured and that substantial justice may be done?*

If there is additional information which you feel would be helpful to the Board in making a decision, please attach the explanation to this application.

I have read this application form and understand that filing the application and paying the fees does not guarantee an affirmative action by the Board of Adjustment.

Applicant Signature

Date

Applicant Name (Print)

Applicant's Mailing Address

Applicant's Office Number

Applicant's Cell Number

Applicant's Email Address

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

- ☐ Application Received by: _____ Date: _____
- ☐ Application Payment Received by: _____ Date: _____
- ☐ Entered into Incode Project Code: _____ Date: _____
- ☐ Routed to City Secretary by: _____ Date: _____

B. CITY SECRETARY

- ☐ 200' Letters Mailed & Copied to File by: _____ Date: _____
- ☐ ISD Letters Mailed & Copied to File by: _____ Date: _____
- ☐ Advertised P & Z Public Hearing in Newspaper by: _____ Date: _____
- ☐ Advertised ZBA Public Hearing in Newspaper by: _____ Date: _____
- ☐ Advertised Council Public Hearing in Newspaper by: _____ Date: _____
- ☐ P & Z Date: _____ ☐ Approved ☐ Denied
Any Stipulations? (please attach description) ☐ YES ☐ NO
- ☐ ZBA Date: _____ ☐ Approved ☐ Denied
Any Stipulations? (please attach description) ☐ YES ☐ NO
- ☐ Council Date: _____ ☐ Approved ☐ Denied
Any Stipulations? (please attach description) ☐ YES ☐ NO

C. RECORDS DEPARTMENT

Retention:

- PW5225-03a – Applications for zoning permits or variances – Keep 5 years.
- PW5225-03b - Copies of zoning permits or variances or a log or other form of record evidencing their issuance, showing to whom the permit or variance was issued, the property to which it applies, and the zoning classification. – Keep permanently.