



Do I Need An Urban Forestry Permit?

An Urban Forestry permit (UFC - xxxx) is required for, but not limited to:

- Building and site work for new projects other than one/two-family residential uses.
- Building and site work for new projects for one/two-family residential uses on lots that are greater than one acre or contiguously owned lots that total more than one acre.
- Change of use from one/two family residential to any other use.
- Some building expansions & additions to the above uses.
- Construction or reconstruction of a parking lot or other flatwork & grading.
- Removing trees that measure 6" diameter or greater at 4.5 ft. above the ground



**Still not sure if you need an
Urban Forestry permit?**

Have questions?

- Call 817-392-7933 or 7931
- Visit FortWorthTexas.gov/planninganddevelopment/UrbanForestry

(over)

Which Comes First?

Urban Forestry review is part of the building permit process; however, they are different permits and are reviewed separately by different City staff. **If a UFC permit is required, it must be approved before a building permit or grading permit will be issued.** To avoid delays, if your project requires Urban Forestry and Building or Grading Permits, it is important to work on them at the same time, or submit the urban forestry application first.

For your convenience, you may:

- Download the Urban Forestry permit application and checklist online: [FortWorthTexas.gov/planninganddevelopment/UrbanForestry](https://www.fortworthtexas.gov/planninganddevelopment/UrbanForestry) AND
- Apply for an Urban Forestry permit online at: <https://acela.fortworthtexas.gov/citizenaccess/> OR
- Apply for an Urban Forestry permit in person at the lower level of City Hall, located at 200 Texas St., Fort Worth, TX 76102. Apply at the Applications/Zoning Desk at the northeast corner of the building. (This is different from the Permitting Desk at the south end.)

For Faster Service on Building and Grading Permits

Urban Forestry permits are related to building and grading permits, but are processed by different staff. Therefore please ensure that you:

- Provide urban forestry staff with associated building and grading permit numbers.
- Ensure that grading and landscape plans submitted with other permit applications are consistent with your urban forestry plan.

Time-Saving OnlineTool

Anyone with internet access may view Urban Forestry permit comments or status related to their projects by logging into the Citizen Portal at <https://acela.fortworthtexas.gov/citizenaccess/>.

Search projects by address or permit #.



**Application for Urban Forestry Permit
(Complete all information listed below)**

Date Rec'd :

UFC # :

Check one

<input type="checkbox"/> Residential (1&2 Family)	<input type="checkbox"/> Industrial	<input type="checkbox"/> Mixed-Use Zoning	<input type="checkbox"/> ISD
<input type="checkbox"/> Commercial	<input type="checkbox"/> Public Project	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Multi-Family

Select Preservation Method If Applicable To Site

<input type="checkbox"/> Method Option 'A'	<input type="checkbox"/> Method Option 'B'	<input type="checkbox"/> Waiver	<input type="checkbox"/> No Trees
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Project Name:	Building Permit #:	<input type="checkbox"/> Trees to be removed from site
	Final Plat #:	<input type="checkbox"/> No trees to be removed from site

Site Street Address & Legal Description of Property (Lot, Block, Subdivision):

Applicant (Developer/Sub-divider) Printed Name: _____ Signature: _____ Date: _____ Address: _____ City, State & Zip: _____	Phone: _____ Fax: _____ Email: _____
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Agent Or Consultant Representing Applicant Printed Name: _____ Address: _____ City, State & Zip: _____	Phone: _____ Fax: _____ Email: _____
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Record Owner of Property (if different from Applicant) Printed Name: _____ Address: _____ City, State & Zip: _____	Phone: _____ Fax: _____ Email: _____
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County:	Gross Site Area or Artificial Lot (Sq Ft):	Acreage:
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.....For Office Use Only.....

Fee _____	RDD # _____	Date Filed _____
Date Posted _____	Approval Date _____	Denied Date: _____

Reviewer: _____

Comments:



**LETTER OF AUTHORIZATION FOR URBAN FORESTRY PERMIT
REPRESENTATION**

I (PRINT OWNER'S NAME) _____ CERTIFY THAT I AM
THE CURRENT OWNER OF THE PROPERTY DESCRIBED BELOW AND HEREBY GRANT AUTHORITY TO
(NAME) _____ TO ACT ON MY BEHALF
IN MAKING APPLICATION AND SUBMITTING TO THE CITY OF FORT WORTH, TEXAS, A REQUEST FOR AN
URABN FORESTRY PERMIT FOR THE FOLLOWING PROPERTY:

(CERTIFIED LEGAL DESCRIPTION)

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 carry out the Urban Forestry Plan as approved should the above representative or their agents fail to do so, or if the property is sold, I will make the new owner and their representatives fully aware of the approved Urban Forestry Plan and the requirements that run with the land. I further certify that I have read and understand the information provided concerning the procedure for consideration of my Urban Forestry Permit request as well as Section 6.302 of the City of Fort Worth Comprehensive Zoning Ordinance concerning the overall Urban Forestry regulations.

I understand that acceptance of an Urban Forestry Permit application does not guarantee that the City will issue the permit unless it is in compliance with all applicable codes, laws, and regulations and all fees have been paid.

I understand that once approved, this permit will expire and become invalid on the fifth anniversary of the approval date if either no progress has been made toward implementation of the plan or the project scope and configuration changes prior to tree removal or site disturbance. I understand that should progress toward implementation, tree removal, or site disturbance occur, the approved permit will not expire until the warranty period for new and preserved trees has ended or a new permit and plan are submitted and approved subject to conditions of the original permit. I understand that an approved plan will run with the land until is revised and replaced with another approved plan under this or another Urban Forestry Permit. I understand that warranty for new and preserved trees begins once the last building is complete and receives a certificate of occupancy or when all improvements shown on the plan have been completed, whichever is the later date.

I further authorize my representative to act as my agent, if needed, before the Urban Design Commission during any appeal hearings. I understand that if I am not present or represented at a public hearing for an appeal of any requirements of Section 6.302, the Urban Design Commission may deny the request.

THIS AUTHORIZATION WILL REMAIN IN FORCE UNLESS REVOKED BY WRITTEN NOTICE.

OWNER'S SIGNATURE: _____

OWNER'S NAME (printed) _____

ADDRESS and ZIP _____

TELEPHONE: _____ EMAIL: _____



Urban Forestry Plan Checklist

Note: The following plan checklist is provided to assist Urban Forestry Compliance in developing a complete plan set to expedite review by the department. All plans submitted for review are to include a copy of the checklist(s) signed and **COMPLETELY FILLED OUT** by the responsible party. Submittals made that do not include the checklist(s) will be returned without review, comments, or approval.

PI	PII	Note: PhI (Phase One) – Existing Conditions Plan	PhII (Phase Two) – As Developed Plan
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A. PLAN FACE ITEMS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Land owner, developer, and preparer names/addresses/phone numbers/other contact info |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Project name (lower right corner) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Project address (existing or temporary) and legal description of property |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Vicinity map outlining location with North arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Plan scale (acceptable options: 1 inch = 10,20,30,40,50, or 60 feet) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Graphic plan scale & North arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Corporate City Limits line (if adjacent to property) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Date of preparation and any revisions. (lower right corner of plan) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. All adjacent or interior street names (existing or proposed) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Plat name and number |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Legal Lot or Artificial Lot boundaries (clearly labeled) with declared measurements |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Scaled depiction of all existing structures and paving |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Scaled depiction of all existing structures/paving to remain and proposed new structures/paving |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. All existing or proposed regulated utility and drainage channel easements labeled per the plat |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Individual <i>Existing Tree locations</i> and/or outline of tree canopy |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Individually labeled <i>Significant Tree locations</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Individual locations of all <i>new tree plantings</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. <i>Existing Tree Legend</i> : tree #; species; dbh; canopy area; removed/preserved; totals |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. <i>Significant Tree Legend</i> : tree #; species; dbh; canopy area; removed/preserved; totals
(See section G - 5 of ordinance 18615 for significant tree determination) |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. <i>New Tree Legend</i> : species; caliper; quantity |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Site Requirements Table (See section B) |

B. SITE REQUIREMENTS TABLE (figures derived from calculations on page 2)

- 1. Gross site area being permitted
- 2. Total area of regulated utility and drainage channel easements
- 3. Net Urban Forestry Area
- 4. Required Tree Canopy Coverage (See page 2 for determination)
- 5. Total site parking area in square feet (include entire parking field)
- 6. Required Parking Canopy Coverage: (40% of total site parking area)

Use the following tables:

**** If **Significant Trees** on site, complete chart on page 3 first.

Net Urban Forestry Area (phase 1 and 2)		Calculation	Square Feet	Acres
A	Gross area of property (or artificial lot)	→		
B	Regulated utility easements and other deductible areas	→		
C	Net Urban Forestry Area	(A-B)		
Required Tree Canopy Area (phase 2)				
D	<u>Minimum Canopy Coverage Requirement :</u> Commercial/Institutional/Public Project (30%) Industrial (20%) Agricultural (25%) Residential (40%)/ New Subdivision Option (25%) Multifamily (50% of open space requirement) Mixed Use Zoned site (50% of open space)	C x %		
E	Additional 5% if using preservation method B ("protected trees")	(C x .05)		
F	Total required canopy coverage for site	(D+E+ff+gg)		
Preservation/Retention of Existing Canopy (phase 1 and 2)				
G	Existing tree canopy area	→		
H	If seeking approval for phase 1 only , then preserve a minimum of 50% canopy and stop after completing line M .	(G x .5)		
I	Preservation requirement (25%)	(G x .25)		
J	Additional 5% if using preservation method B ("protected trees")	(G x .05)		
K	Additional preservation option for mitigation of significant tree removal (only if removing significant trees - see pg 3)	(ff)		
L	Total preservation requirement	((H or I)+J+K)		
M	Area of existing canopy preserved	→		
N	Total preservation credit toward planting	(M+ dd)		
New Tree Planting (phase 2)				
O	Required new planting coverage	(F - M - dd)		
P	large canopy trees @ 2000 sq ft per tree	(Qty x 2000)		
Q	medium canopy trees @ 700 sq ft per tree	(Qty x 700)		
R	small canopy trees @ 100 sq ft per tree	(Qty x 100)		
S	Total Planting	(P+Q+R)		
Parking Areas: 1 or 2 family residential are exempt (phase 2)				
T	Area of parking	→		
U	Required canopy coverage of parking areas (40%)	(T x .40)		
V	Area of canopy coverage being provided for parking	→		
W	Excess/deficient parking canopy	(V-U)		
Fulfillment of Requirements (phase 2)				
X	Total required canopy coverage for site	(F)		
Y	Provided canopy coverage	(M+S+dd)		
Z	Excess/deficient overall canopy	(Y-X)		

Significant Trees		Calculation	Inches DBH	Canopy Sq Ft
aa	All Post Oaks/Blackjack Oaks \geq 18" dbh (if east of I-35)	→		
bb	All other trees \geq 27" dbh (regardless of species or location)	→		
cc	Total of significant trees to be preserved	→		
dd	Significant tree preservation credit	(cc sqft x 0.5)		
ee	Total of significant trees to be removed	aa+bb-cc		
Significant Tree - Removal Mitigation Options (Choose One):				
ff	Preservation of existing canopy 1.5X the canopy of removed significant trees in excess of required canopy OR....	(ee sqft x 1.5)		
gg	Planting additional trees 5X the canopy of removed significant trees in excess of required canopy OR....	(ee sqft x 5)		
	Payment into tree fund for total dbh inches of significant trees removed @ \$200 per inch dbh OR....	(ee dbh x \$200) \$		
	Urban Design Commission approved plan that mitigates the removal of the significant tree(s)			

D. REQUIRED EXHIBITS (SUBMITTED to the Urban Forestry Compliance Section at time of application filing)

- | | | |
|--------------------------|--------------------------|---|
| PhI | PhII | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Application for Urban Forestry Permit (complete and signed). |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. 2 full-size copies of Phase 1 & Phase 2 plans (unless applying online). |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Plan Checklist (this 3 page form). |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Digital copy of Phase 1 & Phase 2 plans (PDF format preferred – no CAD) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Credit Card, Cash, or Check/Money Order made payable to City of Fort Worth |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. 1 full-size or digital copy of the most recently recorded plat. |

Applicant's Certification

I, the undersigned, hereby certify that the attached plan submittal has all items required and listed. I understand that if any of the items required are deemed missing from the submittal, the plan will not be acceptable for review and will be returned as incomplete. My client is aware of these criteria and will accept all responsibility for delays due to the incomplete submittals. I am enclosing an explanation for each item which I feel is not required and therefore, has not been included in the submittal package.

Applicant's signature

Date

Reviewer's signature

Date

Notes: Subdivision Rules & Regulations references: CP (Concept Plan, Section) 301, PP (Preliminary Plat) Section 302 & FP (Final Plat) & FS (Short Form Plat) Section 303.

Revised: Ilc 06/06/2011

Large Trees	Site Credit	Spacing	Notes	Species
Pecan	2,000 sqft	40 ft	#	<i>Carya illinoensis</i>
Deodar Cedar	2,000 sqft	40 ft		<i>Cedrus deodara</i>
Green Ash	2,000 sqft	40 ft		<i>Fraxinus pennsylvanica</i>
Southern Magnolia	2,000 sqft	40 ft	#	<i>Magnolia grandiflora</i>
Bur Oak	2,000 sqft	40 ft	*	<i>Quercus macrocarpa</i>
Chinquapin Oak	2,000 sqft	40 ft		<i>Quercus muhlenbergii</i>
Shumard Oak	2,000 sqft	40 ft	#	<i>Quercus shumardii</i>
Texas Red Oak	2,000 sqft	40 ft		<i>Quercus buckleyi</i>
Live Oak	2,000 sqft	40 ft	*	<i>Quercus virginiana</i>
American Elm	2,000 sqft	40 ft		<i>Ulmus americana</i>
Cedar Elm	2,000 sqft	40 ft	*	<i>Ulmus crassifolia</i>
Lacebark Elm	2,000 sqft	40 ft		<i>Ulmus parvifolia</i>
Medium Trees	Site Credit	Spacing	Notes	Species
Caddo Maple	700 sqft	25 ft	*	<i>Acer barbatum var. Caddo</i>
Bigtooth Maple	700 sqft	25 ft	*	<i>Acer grandidentatum</i>
Common Persimmon	700 sqft	25 ft		<i>Diospyros virginiana</i>
Texas Ash	700 sqft	25 ft		<i>Fraxinus texensis</i>
Ginkgo	700 sqft	25 ft		<i>Ginkgo biloba</i>
Kentucky Coffeetree	700 sqft	25 ft		<i>Gymnocladus dioicus</i>
Eastern Red-Cedar	700 sqft	25 ft	*	<i>Juniperus virginiana</i>
Golden Raintree	700 sqft	25 ft		<i>Koelreuteria paniculata</i>
Eldarica (Afghan) Pine	700 sqft	25 ft	*	<i>Pinus eldarica</i>
Italian Stone Pine	700 sqft	25 ft		<i>Pinus pinea</i>
Chinese Pistache	700 sqft	25 ft	*	<i>Pistacia chinensis</i>
Honey Mesquite	700 sqft	25 ft	*	<i>Prosopis glandulosa</i>
Blackjack Oak	700 sqft	25 ft	*	<i>Quercus marilandica</i>
Monterrey (Mex. White) Oak	700 sqft	25 ft	*	<i>Quercus polymorpha</i>
Western Soapberry	700 sqft	25 ft	*	<i>Sapindus drummondii</i>
Pond Cypress	700 sqft	25 ft		<i>Taxodium ascendens</i>
Bald Cypress	700 sqft	25 ft	*	<i>Taxodium distichum</i>
Small Trees	Site Credit	Spacing	Notes	Species
Japanese Maple	100 sqft	8 ft	#	<i>Acer palmatum</i>
Common Button-bush	100 sqft	8 ft		<i>Cephalanthus occidentalis</i>
Redbud	100 sqft	8 ft	*	<i>Cercis canadensis</i>
Desert Willow	100 sqft	8 ft	*	<i>Chilopsis linearis</i>
Rough-leaf Dogwood	100 sqft	8 ft	#	<i>Cornus drummondii</i>
Texas Persimmon	100 sqft	8 ft	*	<i>Diospyros texana</i>
Carolina Buckthorn	100 sqft	8 ft	#	<i>Frangula caroliniana</i>
Yaupon Holly	100 sqft	8 ft	*	<i>Ilex vomitoria</i>
Deciduous Holly	100 sqft	8 ft		<i>Ilex decidua</i>
Creape Myrtle	100 sqft	8 ft	*	<i>Lagerstroemia indica</i>
Mexican Plum	100 sqft	8 ft	*	<i>Prunus mexicana</i>
White Shin Oak	100 sqft	8 ft	*	<i>Quercus sinuata var. breviloba</i>
Flameleaf Sumac	100 sqft	8 ft	*	<i>Rhus lanceolata</i>
Eve's Necklace	100 sqft	8 ft	*	<i>Sophora affinis</i>
Mexican Buckeye	100 sqft	8 ft	*	<i>Ungnadia speciosa</i>
Rusty Blackhaw	100 sqft	8 ft		<i>Viburnum rufidulum</i>

* Drought tolerant species

Not recommended for parking lots or high heat areas