



Residential New Building Permit Plan Review Comments

Application: PB25-16505

Date Submitted: 12/01/2025

Status: Plan Review

Date Issued:

Address: 2552 S UNIVERSITY DR, BLDG# 2552/2554

Parcel: 168095

Zoning: B

Subdivision: UNIVERSITY PLACE ADDITION

Lot/Block: 21/12

Description of Work: Ground Up Construction - Duplex

ADA TDLR:

Energy Code Compliant:

Applicant: Teresa Johnson

Owner: FREEMAN, JAMES

830 Taylor St

764 RICHMOND LN

FT. Worth, TX 76102

KELLER,, TX 76248

Building Classification:

Occ Class	Const Type	Square Feet	Occ Load	Use Description
R-3	VB	2619		Conditioned #1
U	VB	103		Porch/Patio #1
R-3	VB	2619		Conditioned #2
U	VB	103		Porch/Patio #2

Sprinkler Sys Req:

Comment: Signs, Retaining Walls over 4', Fences, Dumpster Enclosures over 6', and Parkway Approaches and Sidewalks require separate permits and reviews.

Required Corrections:

Building

Reviewer: Gustavo Ramirez

Email: Gustavo.Ramirez@fortworthtexas.gov

Phone:

1. 12/3/2025--CORRECTIONS REQUIRED-- Finalized razing permit

Razing permit (PV25-00539) must be finalized before permit is issued.

Planning Development Department



Residential New Building Permit Plan Review Comments

PARD

Reviewer: Germaine Joseph

Email: Germaine.Joseph@fortworthtexas.gov

Phone:

1. PARD/PDP: This development is within the boundaries of Park Planning District 4; the Neighborhood & Community Park Dedication Policy applies. There is a required \$1,393.58 due for each single-family residential unit or duplex on an undeveloped lot. On a lot with a teardown, there is a required \$1,393.58 due for each additional residential unit (duplex). Please upload the demolition/razing permit. Tear down and replace in-kind, no PARD-PDP fee is due. Call Development Services @ 817-392-2222, if you need assistance on making a payment. Call Lori Gordon @ 817-392-5743 for information regarding the fee and to what it is applied. All fees must be paid in full for single-family residential or duplex, at or before building permit issue. No city permits will be issued until the PDP fees have been paid. Starting Oct 1, 2025, customers who choose to pay by Credit Card or Debit Card will incur a service fee of 2.5%. There is no service fee to pay by check, ACH, cash, or money order.

Zoning

Reviewer: Rosalee Rivera

Email: Rosalee.Rivera@fortworthtexas.gov

Phone: 817-392-2222

1. 12/4/2025 – CORRECTIONS REQUIRED – URBAN FORESTRY – INFILL TREES

Please revise the site plan to show (two) three-foot caliper trees for each lot/unit.

Currently there is showing only one tree for each lot in the front yard area. You do not have to plant one in the street Parkway, but if you choose to, you will need to contact the city forester office to obtain approval.

Otherwise, please revise the site plan to show a minimum of 40% canopy cover per lot must be achieved in accordance with § 6.302.

Per the 6.302(1)(d) URBAN FORESTRY.

- (1) One- and two-family residential land uses.
 - a. Minimum retained or planted canopy coverage shall be 40%.
- (d) Infill house. An infill house shall be required to have one minimum three-inch caliper front yard tree of choice, and one minimum three-foot caliper street parkway tree as approved by the city forester. In all instances, a minimum of 40% canopy cover per lot must be achieved in accordance with § 6.302.



Residential New Building Permit Plan Review Comments

2. 12/4/2025 – CORRECTIONS REQUIRED – PLEASE VERIFY WHETHER BUILDING ON ONE LOT OR TWO LOTS

The fire addressing letter shows the unit (2554 – Lot 20), but there is an existing structure (2556) located on lot 20.

Please provide clarification as to whether this duplex will be built on one lot or two separate lots.

Unable to complete full review due to pending verification on whether this is (Two attached units on a single lot) or (Attached Zero Lot Line Unit on a Single Lot).

Depending on whether this project will be on one or two separate lots, additional holds may apply once complete review is completed.

Please revise the site plan to show line for both lots to include the block and lot for each unit. I have included below the web address to the American Legal Publishing (ALP) for review of the required lot area, coverage, and setbacks.

https://codelibrary.amlegal.com/codes/ftworth/latest/ftworth_tx/0-0-0-35110#JD_App.A4.707

-Any plan sheet that is required to be revised, must be resubmitted as part of one file that is a complete set of plans as each resubmittal is required to be a complete set. Resubmitted Plans file is to be named (address SUB 2 Plan Revision), (address SUB 2 Plan Revision), etc..

Additional HOLDS may be placed upon review of revision

3. 12/4/2025 – CORRECTIONS REQUIRED – PARKING SPACES

Please review the 6.202 PARKING LOT DESIGN STANDARDS for (Double row and one way aisle – 60, 45, 30-degree parking layout out).

Please revise the site plan to show the maneuverability and isle length/width per the web address below.

Please review the “Parking lot layout dimensions” and provide the measurements showing the complete with as shown in the layout.

https://codelibrary.amlegal.com/codes/ftworth/latest/ftworth_tx/0-0-0-38264#JD_App.A6.202

-Any plan sheet that is required to be revised, must be resubmitted as part of one file that is a complete set of plans as each resubmittal is required to be a complete set. Resubmitted Plans file is to be named (address SUB 2 Plan Revision), (address SUB 2 Plan Revision), etc..

Additional HOLDS may be placed upon review of revision

Approval Table:

Task Name	Task Status	Completed Date	Task Rev Name

Planning Development Department



Residential New Building Permit Plan Review Comments

Application Submittal	Routed for Electronic Review	12/02/2025	Latrica Jelks
Water Development Review	Approved	12/11/2025	Michelle Canright
Transportation Impact Review	Not Required	12/05/2025	Lamonica Smith
Urban Forestry Review	Corrections Required	12/08/2025	Rosalee Rivera
Zoning Review	Corrections Required	12/08/2025	Rosalee Rivera
PARD Review	Approved	12/03/2025	Germaine Joseph
Building Plan Review	Corrections Required	12/03/2025	Gustavo Ramirez
Mechanical Plan Review	Approved	12/03/2025	Gustavo Ramirez
Plumbing Plan Review	Approved	12/03/2025	Gustavo Ramirez
Electrical Plan Review	Approved	12/03/2025	Gustavo Ramirez
Plan Distribution	Routed for Electronic Review	12/10/2025	Gustavo Ramirez
Plans Coordination	Corrections Required	12/10/2025	Gustavo Ramirez
Parkway Review	Approved	12/04/2025	Jeffrey Wolff

General Comments and Additional Permit Information:

Reviewer: Rosalee Rivera

Email: Rosalee.Rivera@fortworthtexas.gov

Phone: 817-392-2222

1 Zoning Plan Review Performed On: 12/4/2025

By: Rosalee Rivera – 817-392-2429 – rosalee.rivera@fortworthtexas.gov

Review conducted off the: Per 4.707(4). TWO-FAMILY ("B") DISTRICT.

(4) Attached zero lot line unit on a single lot (subject to Chapter 6, Development Standards, § 6.503, Zero Lot Line Dwellings).

Permit #: PB25-16505 – This review is for the parcel (2552) // Another permit must be obtained for (2554).

Physical Address: 2552 S University – Block 12 – Lot 21 // Second permit for Unit 5224 – Block 12 – Lot 20 needs to be obtained.

** Address letter assigned 2554 which is two separate lots.

Related – PV25-00539

Legal Description: University Place – Block 12 – Lot 21

Scope of project: New Duplex

Planning Development Department



Residential New Building Permit Plan Review Comments

Zoning District: B/TCU "B" District, Attached Zero Lot Line Unit on a Single Lot
• 4.707(b)(4). (4) Attached zero lot line unit on a single lot (subject to Chapter 6, Development Standards
• OR, Two Attached Units on a Single Lot

Overlays: TCU Overlay – N/A – This is a duplex. / TCU overlay focuses on single family residential

HOLD NOTES: All items labeled "HOLD" must be addressed. Additional HOLDS may be placed upon review of revisions.

ZONING REVIEW COMMENTS:

Signs, Retaining Walls over 4', Fences and Dumpster Enclosures over 7' and any other structure will require separate permits. Any fence located within an easement will require permission of the easement holder(s) to encroach. Minimum landscaping in buffer yard will be provided.

(b) Uses. In the two-family ("B") district, no building or land shall be used and no building shall be hereafter erected, reconstructed, altered or enlarged, nor shall a certificate of occupancy be issued, except in accordance with the use tables in Chapter 4, Articles 6 and 8 and the supplemental use standards of Chapter 5. The following four housing types shall be permitted:

- (1) Two attached units on a single lot;
- (2) Two detached units on a single lot (subject to Chapter 6, Development Standards, § 6.502, Two Detached Dwelling Units on One Lot);
- (3) Detached zero lot line unit on a single lot (subject to Development Standards, § 6.503, Zero Lot Line Dwellings); and
- (4) Attached zero lot line unit on a single lot (subject to Chapter 6, Development Standards, § 6.503, Zero Lot Line Dwellings).

Minimum Lot Size: 2500 sq ft / Provided: (Lot 20) 8750 sf. // TBD if attached on a single lot (2500 sf.)

Building Square Footage: Slab 895 sf. / Reverify

Lot Width: 25' minimum at building line / Provided: 50' (Lot 20) only

Lot Coverage: 50% maximum – Provided: 10%

Driveway coverage: 50% maximum – Provided: Parking in the rear // Site plan does not show the existing driveway between this lot and (2556).

Setback restrictions: (The front yard setback in residential districts shall be the greatest of: The platted building line; The setback for the applicable zoning district; or the setback of

Planning Development Department



Residential New Building Permit Plan Review Comments

the nearest building on either side that is the closest to the street, up to a maximum setback of 50 feet, provided that said setback is not the result of a variance granted by the Board of Adjustment)

Established Setback: 20' – house closest to the street

Front Yard: *20' minimum – Provided: 25'

*Unless there is a platted or established front yard of greater dimensions

Rear: 5' minimum– Provided: TBD

Side Yard 5' minimum: Provided: TBD upon the type of review needed / Pending verification if building on one lot or two lots- attached.

- 1 side 5 feet, the other parallel side 0 feet (see Chapter 6, Development Standards, § 6.503, Zero Lot Line Dwellings)

Interior Side Yard: 5' – Provided: N/A – Does not abut to another zoning district

** May be subject to projected front yard (§ 6.101(f)).

Height: 35' maximum – Provided: 31.6'

• 35 feet maximum (see Chapter 6, Development Standards, § 6.100, Height)

Monotony: custom home unique to the block

6.507 ONE-FAMILY DWELLING UNIT DESIGN STANDARDS.

Trees: Provided one tree / Hold placed

6.302(1) URBAN FORESTRY.

1. One tree per residential lot is planted on all lots up to 5,000 square feet in area;

No. of bedrooms: 5 per unit //

Parking spaces required: 4 per unit / 8 total

Parking spaces provided: TBD – Provided 10 – will reverify with submission of revised site plan

Additional Comments:

Per 4.707(4). TWO-FAMILY ("B") DISTRICT.

(4) Attached zero lot line unit on a single lot (subject to Chapter 6, Development Standards, § 6.503, Zero Lot Line Dwellings) – (6.503 References R1 & R2

Section 4.707(d)(2)- Parking. Two spaces per dwelling unit with up to three bedrooms, plus one space per bedroom over three bedrooms, all located behind the front building wall. For nonresidential uses see Chapter 6, Development Standards, Article 2, Off-Street Parking and Loading, § 6.200.

(3) Residential design standards. For design standards related to zero lot line units and two dwellings on a single lot see Chapter 6, Development Standards, § 6.507, Single-

Planning Development Department

Family Residential Design Standards.

(4) Landscaping and buffers. See Chapter 6, Development Standards, § 6.502, Two Detached Dwelling Units on One Lot. Nonresidential uses may require landscaping or buffers. See Chapter 6, Development Standards, Article 3 Landscaping, Buffers and Urban Forestry, § 6.300.

(5) Access through residential districts. See Chapter 6, Development Standards, § 6.500, Access through Residential Districts.

(7) Garage/carport. No more than one garage and one carport or porte cochere shall be allowed per residential unit on a single residential lot, unless the additional garages or porte cochères are an integral part of the main residential structure with the same roofline and driveway as the residential structure.

(a) Elevation. The intent of this subsection is to promote the health, safety, and general welfare of the City of Fort Worth and its citizens through the adoption and enforcement of one-family dwelling unit design standards that limit the effects of repetition and uniformity by requiring substantive variation and diversity in front elevations within a certain lot pattern. The elevations for one-family dwelling units within a six (6) lot pattern must be sufficiently differentiated from each other and from any one-family dwelling unit that is two (2) lots removed on either side of the subject property on the same side of the street, as generally depicted below and otherwise set forth herein.

***** end ZONING PLANS EXAM COMMENTS*****