



Encroachment Procedure

Right-of-Way and Easement

1. The following list of items are to be turned in to the CFA office in order to begin the Encroachment Agreement Plan Review process:
 - a. Encroachment Initiation Form
 - b. Payment of \$500.00 administrative fee
 - c. One (1) set of exhibits specific to the encroachment type

2. The initiation form and exhibit(s) will be uploaded into Accela Automation by the CFA office staff and routed for Plan Review.

3. CFA office Staff will then provide the applicant with the permit number (“PN” number) and will notify them in writing of the items required to complete the encroachment process. **Plan Review** progress can be monitored online 24/7 at <https://accela.fortworthtexas.gov/citizenaccess/>. Follow the steps below:
 - Click on “Development”
 - Enter your case number – PNXX-XXXXX (This number provided by office staff)
 - Click “Search” > “Record Info” > “Processing Status”Departments that have an hourglass to the left of them are still pending for review. If a department has approved the review, you will see a green check mark. If corrections are needed, you will see a red “X”

4. Once Plan Review has been completed and CFA office receives the supporting documentation needed to complete the encroachment agreement, the agreement will be routed for signature and approvals from the following persons:
 - a. Compliance Manager
 - b. City Attorney
 - c. Planning & Development Director
 - d. Planning & Development Notary
 - e. City Secretary
 - f. Tarrant County Courthouse

5. Once the Encroachment Agreement(s) has been recorded at Tarrant County Courthouse, the contact person listed on the Encroachment Initiation Form will be notified in writing that the Encroachment Agreement is ready to be picked up from the CFA office

Please contact the CFA Office at (817) 392-2600 if you have additional questions