



Date: _____

Assignment and Consent Initiation Form

To begin the encroachment review process, please submit the following:

<https://aaapps.fortworthtexas.gov/CitizenAccess/>

Legal Documentation and Certificate of Insurance:

- Completed Encroachment Agreement Assignment and Consent Initiation Form (signed)
- One (1) copy of a Signature authority document stating individual can enter into agreement(s) on behalf of the entity for **Each Signer** – (If property owner is an entity). If you are unsure what this document is, (**please see below for requirements**)
- One (1) copy of the Original Executed Encroachment Agreement
- One (1) copy of the Articles of Incorporation – If property owner is an entity
- One (1) copy of the legally recorded Warranty Deed showing conveyance to Grantor
- Payment for \$1012.50 Initiation Fee (Additional fees may apply depending on encroachment type)
- One (1) copy of the Homeowner's Insurance Certificate OR Certificate of General Liability Insurance. (Minimum \$300,000 for Residential and \$1,000,000 for Commercial.) Please note that the certificate holder must read:

*City of Fort Worth
Contract Management
100 Fort Worth Trail
Fort Worth, TX
Assigned PN Number*

- ❖ **SIGNATURE AUTHORITY DOCUMENT(S):** To accept any signature, please provide any Bylaws, partnership agreement, amendments, operation agreement, resolutions, consents, or other company agreement authorizing the person to sign on behalf of the entity; and provide the entity structure and signatory block as necessary for the encroachment.
- ❖ **ANY DOCUMENTS NOT SUBMITTED ABOVE CAN DELAY THE PROCESS.**
- ❖ Sensitive legal documents can be emailed to Dev_Encroachment@fortworthtexas.gov . with your **PN number** in the subject line.

I. PROJECT INFORMATION (Provide information for each box **if applicable**)

Project Address or Location:	
Legal Description:	

II. NEW OWNER INFORMATION

Owner Name:					
Mailing Address:			City:		
City:		State:		Zip:	
Phone Number:			E-mail:		

III. SIGNATORY INFORMATION FOR NEW OWNER (Person who will sign the contracts)

Applicant/Developer Legal Name: *Must match signatory documents							
Contact Name:				Title:			
Street Address:		City:		State:		Zip:	
Phone Number:		E-mail:					

IV. ASSIGNOR (Former Owner) INFORMATION

Former Owners Name:					
Mailing Address:			City:		
City:		State:		Zip:	
Phone Number:			E-mail:		

V. SIGNATORY INFORMATION FOR NEW OWNER (Person who will sign the contracts)

Applicant/Developer Legal Name: *Must match signatory documents			
Contact Name:			Title:

Street Address:		City:		State:		Zip:	
Phone Number:		E-mail:					

IV. CONTACT INFORMATION – For all correspondence regarding application

Contact Name:			Title:	
Phone Number:		E-mail:		

V. BILLING INFORMATION – For all Encroachment within City’s Right-of-Way

Entity:		Attn:	
Mailing Address:			
E-Mail:			

V. APPLICANT SIGNATURE

Name: (Print)	
Signed:	
Date:	

This Document must be dated, completed and signed.

Tiers II and III encroachment agreements are subject to an annual charge equivalent to \$2.25 per square/linear footage of the encroaching item. The fee will be collected at the point of execution and then annually for the duration of the 30-yr term agreement. Make checks payable to The City of Fort Worth.

Encroachment applications will expire 180 days after the date of acceptance unless a permit has been issued.

For any additional Information, please visit our website [Contract Management Office – Welcome to the City of Fort Worth](#) or contact Dev_Encroachment@fortworthtexas.gov