



DEVELOPER EASEMENT CHECKLIST

Please provide the following to: DEV_Easements@fortworthtexas.gov

FOR EACH ENTITY, COMPLETE ONE (1) EASEMENT INITIATION FORM THAT INCLUDES THE FOLLOWING: *These items must be submitted for legal approval*

- Easement parcel numbers. Parcels are numbered consecutively, starting with 01.
- City Project Number (“CPN”) and Project Name (obtained from the City project manager)
- Grantor’s or authorized signor’s name and their mailing address, including county
- **EXHIBITS:** “Exhibit A” Legal Description and “Exhibit B” Survey sealed by a Professional Land Surveyor Licensed in the State of Texas for each easement.
- **VESTING DEED:** Recorded deed showing conveyance to Grantor (entity).
- **SIGNATURE AUTHORITY DOCUMENT(S):** Any easement executed on behalf of a business entity must include proper signature authority documents. 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 easement.
- If there is an autoCAD file, please email a copy to: DEVCFCA_Projects@fortworthtexas.gov

****ENCROACHMENTS:** Before submitting the signed easement, please provide a Letter of No Objection (LONO) from the operator/owner of any existing easements that the CFW easement should encroach.

APPLICATION AND RECORDING FEES: An application fee in the amount of \$700 will need to be paid prior to submittal acceptance. Additionally, the applicant will be responsible for the recording fees, which will be assessed at a later time.

Additional Information:

- If available, please provide a copy of the draft horizontal control plan.
- Please contact the City project manager for any other questions regarding the project information required below.
- Before submitting an executed document, please verify that the document is properly signed and notarized (see signature authority requirements above; and, notary stamp must be legible to record).
- Recording fees *may* apply and will be assessed at the time of recording (recording fees vary per applicable county).

If you have any questions, please call the email your questions to:

DEV_Easements@fortworthtexas.gov



Date: _____

City Project Number: _____

DEVELOPER EASEMENT INITIATION FORM

***Provide this form & items listed on the checklist to: DEV_Easements@fortworthtexas.gov**

EASEMENT TYPES – CHECK ALL THAT APPLY & PROVIDE QUANTITY FOR EACH TYPE:

- DRAINAGE EMERGENCY ACCESS PEDESTRIAN ACCESS
- RIGHT OF WAY EASEMENT SEWER/DRAINAGE WATER
- SEWER FACILITY SLOPE TEMPORARY RIGHT OF ENTRY
- TEMP TURNAROUND WATER/DRAINAGE FLOODPLAIN
- WATER/SEWER UTILITY PUBLIC OPEN SPACE EASEMENT
- TEMPORARY CONSTRUCTION PUBLIC ACCESS OTHER: _____

I. PROJECT INFORMATION (Provide information for each box) ** Required for legal approval*

Related IPRC and CPN Numbers (if applicable):	
Related Building Permit Numbers (if applicable):	
Project Name*:	
Project Address or Location(s)*: Appraisal Number:	
Parcel Number(s):	IPRC Project Manager (if applicable):
Subdivision Name:	
Block Number(s):	

II. APPLICANT/DEVELOPER INFORMATION

Applicant/Developer's Legal Name:			
Developer's Entity Name: *If an individual, please put N/A			
Contact Name:		Title:	
Phone Number:		E-mail:	

III. GRANTOR/SIGNATORY INFORMATION (Person who will sign the contracts)

Grantor's Name:			
Signor's Legal Name: *Must match signatory authority documents			
Physical Address:			
Contact Name:		Title:	
Phone Number:		E-mail:	

IV. AGENT/CONSULTANT INFORMATION

Contact Name:		Title:	
Phone Number:		E-mail:	
Agent/Consultant:			

V. SIGNATURE BLOCK

Please attach the signature block to the initial form

Applicant Signature: _____

Date: _____

Link to Development Services website:

www.fortworthtexas.gov/departments/development-services