



DEVELOPER EIPRC EASEMENT INITIATION FORM INSTRUCTIONS

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Note: Easements by Plat are generally required for new development projects.

Easements by Separate Instruments (EIPRC) should only be used in unique situations where it needs to cross an offsite area not part of the development plat.

Required Naming Convention

All EIPRC documents are required to use the prefix "EIPRC_01" in front of the document type. For any subsequent easements, please update to reflect the same naming convention but utilize the next sequential number (e.g. "EIPRC_02, EIPRC_03, ..."). Add a notation if a document is the same for multiple easements:

e.g. EIPRC_01 – Easement Initiation Form

EIPRC_01 – Final Plat

EIPRC_01 – Vesting Deed (Same as EIPRC_02 and EIPRC_03)

EIPRC_01 – Review CFA Exhibits.

EIPRC_01 – Closure Report

EIPRC_01 – Signature Authority (Same as EIPRC_02 and EIPRC_03)

Checklist:

Complete the following documentation (With exception of the Easement Summary) for **Each Easement**. All documents listed below must be included for approval.

Please submit all forms as part of your IPRC Compliance Review in the IPRC Accela project folder.

- ☐ **Easement Summary Table** (Provided in this Document):
Note: Only one table is required per project. Please note type and number of all easements by separate instruments required.
- ☐ **Easement Initiation Form(s)** (Provided in this Document)
- ☐ **Final Plat:**
Provide a copy of the executed or draft Final Plat.
- ☐ **Exhibit(s) / Meets and Bounds:**
"Exhibit A" Legal Description and "Exhibit B" Survey sealed by a Professional Land Surveyor Licensed in the State of Texas for each easement.
- ☐ **Closure Report(s):**
*Acceptable Standards: Descriptive Error of Closure, the amount by which a legal description fails to agree with a theoretical value of the same bearings and distances, shall be no less than 1:50,000. Traverse Error of Closure requirements are based on land type:
 - Rural/Agricultural Land: Traverse Error of Closure Allowance - 1:10,000
 - Suburban Land: Traverse Error of Closure Allowance - 1:15,000
 - Urban/High-Value Commercial Land: Traverse Error of Closure Allowance - 1:20,000

*Sourced from The Texas Society of Professional Surveyors "Manual of Practice" effective December 31, 2021
- ☐ **Vesting Deed(s):**
Recorded deed showing conveyance to Grantor (entity).



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- ☐ **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.
- ☐ **Encroachment Documents (If Applicable):**
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 **\$850.00** is required to be paid prior to easement drafting. Additionally, the applicant is responsible for the recording fees once assessed by the County.

Additional Information:

- 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 email your questions to: DEV_Easements@fortworthtexas.gov

For more information, please visit the Development Services website:



www.fortworthtexas.gov/departments/development-services



DEVELOPER EASEMENT SUMMARY TABLE

Submit all forms as part of your IPRC Compliance Review in the IPRC Accela project folder. Please submit only one Summary Table per IPRC project.

PROJECT INFORMATION (Provide information for each box)

PROJECT NAME	
SUBDIVISION NAME	
BLOCK NUMBER	
IPRC NUMBER	
CPN NUMBER	
ASSOCIATED PLAT NUMBER	
TAD OR ASSOCIATED APPRAISAL NUMBER	
HOW MANY PROPERTY OWNERS	

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

EASEMENT TYPE	# OF EASEMENTS
☐ DRAINAGE	
☐ EMERGENCY ACCESS	
☐ FLOODPLAIN	
☐ PEDESTRIAN ACCESS	
☐ PUBLIC ACCESS	
☐ PUBLIC OPEN SPACE EASEMENT	
☐ RIGHT OF WAY EASEMENT	
☐ SEWER FACILITY	
☐ SEWER/DRAINAGE	
☐ SHARED UTILITY	
☐ SLOPE	
☐ TEMPORARY RIGHT OF ENTRY	
☐ TEMPORARY TURNAROUND	
☐ TEMPORARY CONSTRUCTION	
☐ WATER	
☐ WATER/DRAINAGE	
☐ WATER/SEWER SHARED	
☐ OTHER:	



DEVELOPER EIPRC EASEMENT INITIATION FORM (Page 1 of 2)

Submit all forms as part of your IPRC Compliance Review in the IPRC Accela project folder. An initiation form is required for **each** easement submitted requiring recording by Separate Instruments.

PROJECT INFORMATION (Provide information for each box)

PROJECT NAME	
SUBDIVISION NAME	
BLOCK NUMBER	
IPRC NUMBER	
CPN NUMBER	
ASSOCIATED PLAT NUMBER	
TAD OR ASSOCIATED APPRAISAL NUMBER	
HOW MANY PROPERTY OWNERS	

I. 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:	

II. 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:	



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III. AGENT/CONSULTANT INFORMATION

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

IV. SIGNATURE BLOCK

Please attach the signature block to the initial form

Applicant Signature: _____

Date: _____