



## Encroachment Procedure

### Right-of-Way and Easement

1. The following list of items are to be turned in to the Contract Management office in order to begin the Encroachment Agreement Plan Review process:
  - a. Encroachment Initiation Form
  - b. Payment of \$900.00 administrative fee
  - c. One (1) set of exhibits specific to the encroachment type
2. The applicant will need to apply for the encroachment agreement application on Accela Citizen Access at <https://aca-prod.accela.com/CFW/Default.aspx> and upload the initiation form and exhibit(s). Once the documents are uploaded, office staff will review the submittal for completeness and then route for Plan Review.
3. The **Plan Review** progress can be monitored online 24/7 at <https://aca-prod.accela.com/CFW/Default.aspx> 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 Contract Management office receives the recording fee and 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. County Courthouse
5. Once the Encroachment Agreement(s) has been recorded at the County Courthouse, the contact person listed on the Encroachment Initiation Form will be notified by email that the Encroachment Agreement is ready to be picked up from the Contract Management office

Please contact the CFA Office at (817) 392-7645 if you have additional questions