



Date: _____

Encroachment Agreement Amendment Initiation Form

To begin the encroachment review process, please submit the following Online (<https://aca-prod.accela.com/CFW/Default.aspx>):

- Exhibit C - Metes and Bounds, legal description and survey of the encroachment**
- Exhibit A – Vicinity map or site plan, and legal description of property
- Exhibit C - Elevation / profile drawing
- Exhibit B- Plat or easements recorded by separate instrument
- Encroachment Agreement Initiation Form
- Payment for \$900.00 initiation fee (*Additional fees may apply depending on encroachment type*)

**Project Exhibits

- Must be no bigger than 8 ½ x 11
- Can only be one-sided
- Must clearly detail the requested encroachment showing its relation to the property line and the right-of-way
- Must provide Legal Description, North Arrow, Scale and Metes and Bounds of encroachment

Once your exhibits have been reviewed and your Plans are approved, you will be asked to provide the following by e-Mail:

- One (1) Encroachment Agreement provided by our office with original signature and notarial seal –(Black ink Highly Recommended)
- One (1) set of approved encroachment exhibits
- One (1) copy of a Signature authority letter stating individual can enter into agreement(s) on behalf of the entity – If property owner is an entity
- One (1) copy of the Articles of Incorporation – If property owner is an entity
- One (1) copy of the legally recorded Warranty Deed
- 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
CFA Office – PNxx-xxxxx*
200 Texas Street
Fort Worth, Texas 76102

- ❖ **SIGNATURE AUTHORITY DOCUMENT(S):** Any amendment agreement 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 amendment agreement.

**Your encroachment permit number will be given to you by our office after initiation form is received*

I. PROJECT INFORMATION (Provide information for each box)

Is this project in relation to an existing IPRC / CFA Project? Y/N _____

If yes, provide IPRC / CFA number(s) and Project Name: _____

Owner / Company Name: <i>*Must match name on agreement</i>	
Project Address or Location:	
County:	
Legal Description:	

II. OWNER INFORMATION

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

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

Applicant/Developer Legal Name: <i>*Must match signatory documents</i>							
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:			

SELECT ALL THAT APPLY:

WATER / DRAINAGE (UTILITY) EASEMENT

Type of Easement: _____ (Contact our office if **franchise** utility)

Public or Private: _____ (Contact our office if **public** Water, Wastewater, Sanitary Sewer)

RIGHT OF WAY (R.O.W.) ENCROACHMENT

Type of ROW: _____

Description of Project Specific to Encroachment Amendment:

Total Square Footage / Linear Footage of Encroachment item(s):

(**Annual fee**-\$2.00 per square/linear foot for ROW encroachments, effective October 16, 2018)

V. APPLICANT SIGNATURE

Name (Print)

Signed

Date

Effective October 16, 2018: All right-of-way and easement encroachment agreements processed may be subject to an annual charge equivalent to \$2.00 per square/linear footage of the encroaching item. The fee initially will be collected at the point of application and then annually for the duration of the terms of the agreement (30 years unless otherwise agreed upon). Checks should be payable to *The City of Fort Worth*.

Effective November 19, 2018, encroachment applications will expire 180 days after the date of acceptance unless a permit has been issued.

THIS PROCEDURE MAY REQUIRE UP TO 60 DAYS if City Council approval is required.

If you have any questions, please visit our website:

<https://www.fortworthtexas.gov/departments/development-services/contract-management-office>