



Date: _____

Encroachment Agreement Assignment & Amendment Initiation Form

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

- Vicinity Map or Site Plan, and Legal Property Description
- Recorded Plat or Easements Recorded by Separate Instrument
- Metes and Bounds legal description of Encroachment(s) and Survey of the of Encroachment(s)
- Elevation / Profile Drawing Specific to Encroachment
- Completed Encroachment Agreement Assignment & Amendment Initiation Form
- Payment for \$1,012.50 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 submitted to the plan review Committee for review, provide the following:

- One (1) copy of a Signature authority document(s) 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 showing conveyance to Grantor
 - Certificate of General Liability Insurance from the Assignee (see below for the requirements)
- ❖ **SIGNATURE AUTHORITY DOCUMENT(S)**: Any encroachment 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.

Copy of the Homeowner's Insurance Certificate OR Certificate of General Liability Insurance requirements:

-Minimum \$300,000 for Residential and \$1,000,000 for Commercial -
Certificate Holder must read:

City of Fort Worth
Contract Management Office
- PNxx-xxxxx**
100 Fort Worth Trail
Fort Worth, Texas 76102

SELECT ALL THAT APPLY:

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

Project Address or Location:	
Legal Description:	
County:	

II. ASSIGNOR INFORMATION

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

III. ASSIGNEE INFORMATION

Owner Name:	
Mailing Address:	

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

IV. SIGNATORY INFORMATION FOR ASSIGNOR (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:			

V. SIGNATORY INFORMATION FOR ASSIGNEE (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:			

VI. CONSULTANT CONTACT INFORMATION

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

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

Entity:		Attn:	
Mailing Address:			
E-Mail:			

ENCROACHMENT TYPES:

Select all that describe your encroachment type:

<input type="checkbox"/> Arcades <input type="checkbox"/> Awnings <input type="checkbox"/> Bay windows and oriels <input type="checkbox"/> Benches <input type="checkbox"/> Bicycle racks <input type="checkbox"/> Blade signs <input type="checkbox"/> Canopies <input type="checkbox"/> Cornices and sills <input type="checkbox"/> Door swings <input type="checkbox"/> Eaves <input type="checkbox"/> Handicap ramps <input type="checkbox"/> Marquee signs	<input type="checkbox"/> Planters <input type="checkbox"/> Private irrigation lines located along thoroughfares or arterial roadways unless included under a separate agreement with the City <input type="checkbox"/> Public art installations <input type="checkbox"/> Stoops and stairs <input type="checkbox"/> Security cameras and appurtenances <input type="checkbox"/> Sustainable landscaping such as xeriscaping, rain gardens and bio-swales <input type="checkbox"/> Trash receptacles <input type="checkbox"/> Other (Please list in detail): <hr style="width: 20%; margin-left: 0;"/>
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List of encroachment(s) specific to the Project: _____

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

SELECT ALL THAT APPLY:

EASEMENT

Type of Public Easement: <i>(Contact our office if Franchise Utility)</i>	
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RIGHT OF WAY (R.O.W.) ENCROACHMENT

Type of ROW:	
If ROW, how far does your project encroach into the ROW?	Feet: _____ Inches: _____

APPLICANT SIGNATURE

Name: (Print)	
Signed:	
Date:	

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 a 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.

If you have any questions, please visit our website:

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