



Date: _____

Encroachment Agreement Initiation Form

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

- 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**
- Encroachment Agreement Initiation Form (Signed)
- Payment for \$900.00 Initiation Fee (*Additional fees may apply depending on encroachment type*)
- IPRC Approval Letter or a Signed Construction Plans Cover Sheet (If related to an IPRC Project)

❖ ***An encroachment related to an IPRC project are required to submit an IPRC Approval Letter or a Signed Construction Plans Cover Sheet***

****Project Exhibits****

- **Can only be one-sided**
 - **Label exhibits appropriately (Exhibit A, B or C)**
 - **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**
 - **Label all water, sanitary sewer, or storm drain lines as either public or private in all encroachment exhibits**
 - **Include in exhibits ALL private items that are to be permanently located within the public easement or ROW (fence posts, private plumbing, private storm drain, monument signs, etc.), including distances from property or easement boundaries**
 - **Provide profile details/dimensions of any vertical items (such as fence posts, private light posts, monument signs, etc. including their related foundations) that are to be located within the public easement**
 - **If private water, sanitary sewer or storm drain lines, will be encroaching upon the public ROW or a public easement, please provide plan view for each private system/line where it crosses the public easement or ROW. If the private line crosses a public water, sewer or storm drain line, also provide a profile view of private line at the crossing. In the profile view, show the public line and note the vertical separation between the outside of each pipe.**
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Once your exhibits have been submitted to the plan review Committee for review, you will be asked to provide the following:

- 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 showing conveyance to Grantor
- 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 encroachment 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 encroachment.

****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 if applicable)

Related IPRC Number	
Related CFA Number	
Related Building Permit Number(s)	
Related Sign Permit Number(s)	

Project Address or Location:	
Legal Description:	

II. OWNER INFORMATION

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

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

Applicant/Developer Legal Name: *Must match signatory documents						
Contact Name:				Title:		
Street Address:			City:		State:	
Phone Number:			E-mail:			

IV. PLAN REVIEW CONTACT INFORMATION

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

V. BILLING INFORMATION – For all Encroachments within City’s Right-of-Way

Entity:			Attn:			
Mailing Address:						
E-Mail:						

PROJECT INFORMATION:

Description of Project Specific to Encroachment: _____

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

SELECT ALL THAT APPLY:

EASEMENT

Type of Easement: <i>(Contact our office if Franchise Utility)</i>	
Public or Private:	

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

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

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):
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V. APPLICANT SIGNATURE

Name: (Print)	
Signed:	
Date:	

Effective November 16, 2020: All Standard and Major Right-of-way 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](https://www.fortworthtexas.gov/departments/development-services/contract-management-office)