



## **Encroachment FAQ's**

Right-of-Way and Easement

**1. *What is an encroachment?***

An encroachment is when any physical object projects into the city's right-of-way and/or city-owned easements. The physical object can include any portion of a building, including an awning or a fence for example.

**2. *What do I need to provide in order to start the Encroachment Agreement process?***

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:

- Encroachment Initiation Form
  - Payment of \$1,012.50 administrative fee
  - One (1) set of exhibits specific to the encroachment type
- 3. *What about the other items listed on the Encroachment Initiation Form?*** You are welcome to provide everything on the Encroachment Initiation Form at the beginning of the process, however, typically the list of supporting documents listed on the Encroachment Initiation Form will be requested once the permit has been created for the encroachment by Contract Management office staff. This is especially important for the Certificate of Insurance which requires you permit number ("PN" number) to be listed in the Certificate Holder box.

**4. *How much are Encroachments?***

Easement Encroachments have a \$1,012.50 Administrative fee.

Right-of-Way Encroachments have a \$1,012.50 Administrative fee plus a \$2.25 per square/linear ft fee that is collected annually. Additionally, County recordation fee is required for all encroachment types and will be assessed by the office staff.

**5. *What if I have a Right-of-Way and an Easement Encroachment?***

You will submit one (1) encroachment initiation form. All other supporting documents, including the \$1,012.50 administrative fee, will have to be provided to the Contract Management Office per project. IE: Each encroachment will need its own set of exhibits and documents listed on the encroachment initiation form. You will be provided with two (2) permit numbers.

Have additional questions? Feel free to contact us at (817) 392-7645, (817) 392-5469, or [dev\\_encroachment@fortworthtexas.gov](mailto:dev_encroachment@fortworthtexas.gov)

You may also visit our website at:

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