



Date: _____

Encroachment Agreement Amendment Initiation Form

To begin the encroachment review process, please submit the following items online at <https://aaapps.fortworthtexas.gov/CitizenAccess/>:

Exhibits:

- Completed Encroachment Agreement Amendment Initiation Form (signed)
- Vicinity Map or Site Plan**
- Recorded Plat or Easements Recorded by Separate Instrument **
- Metes & Bounds legal description or Survey of the Encroachment(s) **
- Elevation / Profile Drawing Specific to Encroachment**
- Payment for \$1012.50 Initiation Fee (*Additional fees may apply depending on encroachment type*)
- IPRC Approval Letter or a Signed Construction Plans Cover Sheet (**ONLY** If related to an IPRC Project)
- Franchise Encroachment Consent Letters (**ONLY** if encroaching an (UE) Utility Easement) Contract Management at Dev_Encroachment@fortworthtexas.gov for the Franchise company's contact list.

Legal Documentation and Certificate of Insurance:

- One (1) copy of a Signature authority document stating individual can enter into agreement(s) on behalf of the entity – If property owner is an entity. If you are unsure what this document is, **(please see below for requirements)**
- 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
Contract Management
100 Fort Worth Trail
Fort Worth, TX
Assigned PN Number***

- ❖ **SIGNATURE AUTHORITY DOCUMENT(S)**: 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.

❖ **ANY EXHIBITS OR DOCUMENTS NOT SUBMITTED ABOVE CAN DELAY THE PROCESS.**

❖ Sensitive legal documents can be emailed to Dev_Encroachment@fortworthtexas.gov . with your **PN number** in the subject line.

****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 line and note the vertical separation between the outside of each pipe.
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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 will be signing the agreement)

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

IV. CONSULTANT CONTACT INFORMATION

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

V. BILLING INFORMATION – ONLY for Encroachments within City's Right-of-Way

Entity:		Attn:	
Mailing Address:			
E-Mail:			

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

Select all that describe your encroachment type:

Tier I Encroachments	
☐ Arcades	☐ Planters
☐ Awnings	☐ Private Irrigation Lines located along
☐ Bay Windows or Oriels	thoroughfares or arterial roadways
☐ Benches	unless included under a separate agreement
☐ Bicycle Rack	with the City
☐ Blade Sign	☐ Public Art Installations
☐ Canopies	☐ Stoops or Stairs
☐ Cornices or Sills	☐ Security Cameras or Appurtenances
☐ Door Swings	☐ Sustainable landscaping such as xeriscaping,
☐ Eaves	rain gardens and bio-swales
☐ Handicap Ramps	☐ Trash Receptacles
☐ Marquee Signs	☐ Wood & Chain Link Fences

Tier II Encroachments	
☐ Balconies	☐ Retaining Walls
☐ Dumpsters	☐ Storm Drains
☐ Masonry & Steel Fences	☐ Private Water Lines
☐ Gates	☐ Private Sewer Lines

Tier III Encroachments Council Approval Needed	
☐ Basements	☐ Tunnels
☐ Parking Structures	☐ Underground Walkways
☐ Sky Bridges	

Other:

Specific Names of the Encroachments _____

SELECT ALL THAT APPLY:☐ **EASEMENT**

Type of Public Easement(s) being Encroached	
If you are encroaching both ROW and an Easement you will need to apply for separate encroachments.	

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

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

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

V. APPLICANT SIGNATURE

Name: (Print)	
Signed:	
Date:	

This Document must be dated, completed and signed.

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 the 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.

For any additional Information, please visit our website [Contract Management Office – Welcome to the City of Fort Worth](#) or contact Dev_Encroachment@fortworthtexas.gov