



Date: \_\_\_\_\_

## Encroachment Agreement Assignment & 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 Assignment & Amendment Initiation Form (signed)
- Vicinity Map or Site Plan, and Legal Property Description \*\*
- 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)*

### Legal Documentation and Certificate of Insurance:

- Completed Encroachment Agreement Assignment and Consent Initiation Form (signed)
- One (1) copy of a Signature authority document stating individual can enter into agreement(s) on behalf of the entity for **Each Signer** – (If property owner is an entity). If you are unsure what this document is, ( **please see below for requirements** )
- One (1) copy of the Original Executed Encroachment Agreement
- 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 DOCUMENTS NOT SUBMITTED ABOVE CAN DELAY THE PROCESS.**
- ❖ **Sensitive legal documents can be emailed to [Dev\\_Encroachment@fortworthtexas.gov](mailto: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
- 

**Select all that describe your encroachment type:**

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

| Tier II Encroachments                           |                                              |
|-------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Balconies              | <input type="checkbox"/> Retaining Walls     |
| <input type="checkbox"/> Dumpsters              | <input type="checkbox"/> Storm Drains        |
| <input type="checkbox"/> Masonry & Steel Fences | <input type="checkbox"/> Private Water Lines |
| <input type="checkbox"/> Gates                  | <input type="checkbox"/> Private Sewer Lines |

| Tier III Encroachments Council Approval Needed |                                               |
|------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Basements             | <input type="checkbox"/> Tunnels              |
| <input type="checkbox"/> Parking Structures    | <input type="checkbox"/> Underground Walkways |
| <input type="checkbox"/> Sky Bridges           |                                               |

**Other:**

Specific Names of the Encroachments \_\_\_\_\_

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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. NEW OWNER INFORMATION**

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

**III. SIGNATORY INFORMATION FOR NEW OWNER (Person who will sign the contracts)**

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

**IV. ASSIGNOR (Former Owner) INFORMATION**

|                     |  |       |  |
|---------------------|--|-------|--|
| Former Owners Name: |  |       |  |
| Mailing Address:    |  | City: |  |

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

**V. SIGNATORY INFORMATION FOR NEW OWNER (Person who will sign the contracts)**

|                                                                    |  |  |         |  |        |        |  |      |  |
|--------------------------------------------------------------------|--|--|---------|--|--------|--------|--|------|--|
| Applicant/Developer Legal Name:<br>*Must match signatory documents |  |  |         |  |        |        |  |      |  |
| 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:          |  |  |       |  |  |

**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](mailto:Dev_Encroachment@fortworthtexas.gov)**