

**Encroachment Agreement Procedures List
For the Applicant**

1. Owner submits LETTER OF REQUEST to the Development Department (address below). This letter specifies what type of encroachment is proposed and its purpose. Provide details as necessary.

2. The Development Department furnishes three copies of a Consent Agreement to be signed by the owner of the encroachment. If a corporation, the agreement is signed by the president or a vice president. If a partnership, the agreement is signed by the managing partner. If the applicant is a sole proprietor, he/she signs (as the grantee) and returns them to the Department. All signatures must be original.
 - a. Each copy will have 8 ½” x 11” plans of the encroachment; to include the elevation, profile and site plan. The plans will clearly detail the requested encroachment. Show the property lines. Submit two additional sets of plans for circulation.

 - b. Each copy will have a Certificate of Insurance as an attachment. Public liability/General liability requirements are a minimum of \$300,000 for residential and \$1,000,000 for commercial.

 - c. The applicant will attach an application fee as follows:
 - Encroachments of signs projecting less than 2 feet into public right of way \$170.00

OR

 - Encroachments that extend no closer than 18” to face of curb \$200.00

OR

 - Encroachments requiring Council approval \$500.00

PLUS

 - Filing fee \$75.00
 - *The check will be made payable to the City of Fort Worth.*

3. A copy of the Articles of Incorporation for the company, showing signature authority for whoever signs the agreement.

4. A Certificate of General Liability Insurance with the City of Fort Worth listed as the Certificate Holder

THIS PROCEDURE MAY REQUIRE UP TO 60 DAYS

If you have any questions, please call **David Schroeder at 817.392.2239**

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Note: You may also need the following Permits:

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|----------------------------------|------------------------------------|
| 1. Building Permit | Permit Section @817-392-2222 |
| 2. Sign Permit | Randy Beavers @ 817-392-7830; |
| 3. Right-of-Way Permit | Street Mgt. Section @ 817-392-6594 |
| 4. Temporary Encroachment Permit | Rosie Narez @ 817-392-8021 |

Mail to: David Schroeder
City of Fort Worth
Development Department
1000 Throckmorton Street
Fort Worth Texas 76102