



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

## Encroachment Agreement Assignment Initiation Form

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

- Completed Encroachment Agreement Assignment Initiation Form
- Signature Authority document for each signer of the agreement\* (see below for requirements)
- Copy of the originally executed Encroachment Agreement
- Copy of the recorded warranty deed for Assignee (New Owner)
- Payment for \$1,012.50 Initiation Fee
- Certificate of General Liability Insurance from the Assignee (see below for the requirements)

**\*Signature Authority document must clearly define who can sign and execute documents on behalf of the entities of both the assignor and assignee.**

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 assignment.

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Copy of the Homeowner's Insurance Certificate OR Certificate of General Liability Insurance requirements:

Minimum \$300,000 for Residential and \$1,000,000 for Commercial. Certificate Holder must read:

**City of Fort Worth  
Contract Management Office –  
PNxx-xxxxx\*\*  
100 Fort Worth Trail  
Fort Worth, Texas 76102**

**I. PROJECT INFORMATION (Provide information for each box if applicable)**

Project Address or Location:	
Legal Description:	
County:	

**II. ASSIGNOR INFORMATION**

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

**III. ASSIGNEE INFORMATION**

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

**IV. SIGNATORY INFORMATION FOR ASSIGNOR (Person who will sign the contracts)**

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

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

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

**VI. CONSULTANT CONTACT INFORMATION**

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

**VII. BILLING INFORMATION – For all Encroachment within City’s Right-of-Way**

Entity:				Attn:			
Mailing Address:							
E-Mail:							

**ENCROACHMENT TYPES:**

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):  <hr style="width: 20%; margin-left: 0;"/>
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List of encroachment(s) specific to the Project: \_\_\_\_\_

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

**SELECT ALL THAT APPLY:**

**EASEMENT**

Type of Public Easement: <i>(Contact our office if Franchise Utility)</i>	
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**RIGHT OF WAY (R.O.W.) ENCROACHMENT**

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

**APPLICANT SIGNATURE**

Name: (Print)	
Signed:	
Date:	

**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 a 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.**

If you have any questions, please visit our website:

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