



Date: _____

Encroachment Agreement Termination Initiation Form

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

- One (1) Completed Encroachment Agreement Termination Initiation form
- One (1) Signature Authority document for signer of the agreement*
- One (1) PDF of the originally executed Encroachment Agreement
- One (1) copy of the legally recorded warranty deed
- Payment for \$1,012.50 initiation fee *(Additional fees may apply depending on encroachment type)*

❖ **SIGNATURE AUTHORITY DOCUMENT(S)**: Any encroachment agreement executed on behalf of a business entity must include proper signature authority documents. 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.

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) or Other Permits	
Project Address or Location:	
Legal Description:	

II. OWNER INFORMATION

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

III. SIGNATORY INFORMATION (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:		

IV. CONSULTANT CONTACT INFORMATION

Contact Name:				Title:	
Phone Number:			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/>
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List of encroachment(s) specific to the Project: _____

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

Reason for Termination:

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>