



Easement Encroachment Agreement Application and Checklist

Property Information:

Project Name: _____ Parcel(s) Tax ID# (Required) _____
 Project Address (Location): _____ Total Acres _____
 Previous Project Number (If Applicable): _____
 Brief Description of Project: _____
 Existing Zoning _____ # of Existing Lots _____ # of Existing Units _____
 Proposed Zoning _____ # of Proposed Lots _____ # of Proposed Units _____

Owner Information and Authorization:

Name: _____
 Company Name: _____
 Address: _____
 Telephone: _____ Email: _____

CHECK ONE OF THE FOLLOWING:

- I will represent the application myself; or
- I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Denton (the "City") is authorized and permitted to provide information contained within this application to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's Signature: _____ Date: _____

STATE OF TEXAS COUNTY OF _____ BEFORE ME, a Notary Public, on this _____ day personally appeared _____ (printed owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."
 SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20_____.

 Notary Signature

(seal)



DEPARTMENT OF DEVELOPMENT SERVICES

Development Services Center – 215 W. Hickory Street – Denton, Texas 76201 *voice: (940) 349-8541*
www.cityofdenton.com

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Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for DRC review and are generally what is needed to facilitate the review of the proposed **Easement Encroachment Agreement**. A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information or obtain a waiver from the DRC Chair will result in application not being processed. Under special circumstances, additional items may be required through the Development Review Committee process prior to approval.

Items to be submitted:

- Application and Checklist.**
- Associated Fee(s): These fees are non-refundable.**
- Applicant acknowledges, demonstrated by their signature(s) herein and submission of the accompanying City of Denton Development Services Universal Application form, that payment of the initial review fee and/or the administrative processing fee in no way obligates the City to grant the use requested within public property.
- Project Narrative:** Written proposal from the petitioner(s) which provides detailed answers the following questions:
 1. What are the reasons for the proposed encroachment within public easement property?
 2. What private facilities are proposed for installation within the public easement property?
 3. Are there alternatives other than placement of private improvements within the public easement property, and if so, what are they?
 4. Are there related pending development actions such as platting, zoning or permitting with City departments, and if so, what are they?
 5. If there is a proposed related overall development project, what is the anticipated start date?
 6. How does the proposal of the subject public land rights utilization affect the public's interests in the context of promoting the health, safety and welfare of the citizens of Denton?

If the proposal gains support through initial staff analysis, this letter will serve as an exhibit attachment for Agenda Information Sheet submissions to the applicable Boards, Commissions, Committees and City Council.

- Elevation schematic drawings, conceptual illustrations, detailed plans, construction specifications and applicable types of data to demonstrate the extent and nature of the private improvements proposed to be placed within the public easement property.
- Copies of the recorded deed(s) demonstrating current ownership of the petitioner's private property encumbered by the public easement property tract.
- Copies of any recorded subdivision plats and/or title boundary survey plats relevant to the subject public easement property tract.
- Copy of the recorded instrument(s) vesting City of Denton ownership in the public easement property tract.
- A metes and bounds field note description accompanied by a commensurate survey plat illustration of the proposed encroachment tract. These documents shall be provided in letter-sized format, 8 ½ x 11 inches, and must be prepared, signed and sealed by a Registered Professional Land Surveyor.
- Easement Encroachment Agreement Checklist:** I have reviewed the checklist and all submittals for completeness and accuracy.
- All documents are required to be PDF files, each sheet will be a single item and will be uploaded into ProjectDox.**

Questions regarding this type of action request and the respective application requirements are best directed to: Real Estate Division, Utility & CIP Engineering, 901 A Texas Street, Denton, TX, 76209, office: 940-349-8910.