



**INSTRUCTIONS FOR COMPLETING AN  
ENCROACHMENT AND JOINT USE  
AGREEMENT OF A PUBLIC DRAINAGE  
AND / OR UTILITY EASEMENT OR  
RIGHT-OF-WAY**

City of Colleyville  
100 Main Street  
Colleyville, TX 76034  
817.503.1090

All forms shall be signed in ink only by a property owner, legal partner or corporate officer. An authorized agent of the landowner must submit a Power of Attorney.

**PLEASE SUBMIT ALL OF THE FOLLOWING REQUIRED DOCUMENTS:**

1. One copy of the Application with an original signature, signed in black ink.
2. One copy of the Easement / Right-of-Way Joint Use Agreement with an original signature, signed and notarized in black ink. Do not submit copies of signatures and notary acknowledgments.
2. One copy of EXHIBIT NO. 1 that contains the precise metes and bounds description of the part of the easement or right-of-way to be used. This information is best provided by a registered land surveyor. Note City staff is not authorized to prepare this information. Do not place drawings or plats on this exhibit.
3. One copy of EXHIBIT NO. 2 which shows in graphic form the nature of the encroachment with dimensions. Please limit the area of usage of the easement / right-of-way to only the area needed to accommodate your needs. Plans or drawings may be reduced, provided the final document is legible. City staff will make final decision on legibility.
4. The Engineering Division may require an additional EXHIBIT NO. 2A which may include a detailed drawing or cross sectional drawings of decks, signs, retaining walls, fences, driveways, piers, footings, etc. to fully evaluate the extent of the encroachment.
5. One copy of EXHIBIT NO. 3 with original signatures, signed by **ALL** agencies listed regardless of whether they have utility equipment in the easement. This will need to be done before submitting to the City of Colleyville.
6. After the agreement is complete and notarized, return to the Engineering Division of Public Works for review and final approval. Please allow approximately seven to ten working days to complete the review and approval process. Easement encroachments may be approved administratively. Right-of-way encroachments require approval by the City Council.
7. After approval by the necessary City departments, the agreement is attached to any pending Building Permit files, the application fee will be assessed, based upon page count, and payment is required prior to filing with Tarrant County.

<b>Document Length</b>	<b>Fee</b>
1 to 10 Pages	\$120
11 to 20 pages	\$160
21 to 30 pages	\$200
Over 30 pages	\$240

8. Once the application fee is paid, the Engineering Division will file the agreement in the deed records of Tarrant County.

Submit these documents to:

City of Colleyville  
Public Works/Engineering  
100 Main Street  
Colleyville, TX 76034  
817.503.1090



**APPLICATION FOR ENCROACHMENT  
AND JOINT USE AGREEMENT OF A  
PUBLIC DRAINAGE AND/OR UTILITY  
EASEMENT OR RIGHT-OF-WAY**

City of Colleyville  
100 Main Street  
Colleyville, TX 76034  
817.503.1090

\_\_\_\_\_  
*Date of Submittal*

To the City of Colleyville:

The undersigned hereby makes application to allow an encroachment and joint use of a portion of the public drainage and/or utility easement or right-of-way situated on or abutting property located at

\_\_\_\_\_  
and described by metes and bounds in Exhibit No. 1 of the attached agreement.

The reason for the encroachment and use of the easement/right-of-way is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Email

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**Easement / Right-of-Way Joint Use Agreement**

THE STATE OF TEXAS       §  
COUNTY OF TARRANT     §

Be it known, that the City of Colleyville, herein after referred to as “City,” and its franchised Utility Companies, herein referred to as “Utilities,” do consent and agree to permit the following

\_\_\_\_\_, herein after referred to as “Applicant,” to use an easement / right-of-way, situated on or abutting

LOT\_\_\_\_\_, BLOCK\_\_\_\_\_, OF\_\_\_\_\_

IN THE CITY OF COLLEYVILLE, TEXAS, as described on the attached Exhibit No. 1, depicted graphically on the attached EXHIBIT No. 2 and consented to by the public utility companies as listed on the attached EXHIBIT No. 3, to be used for the purposes of

\_\_\_\_\_ and being subject to the following conditions:

I.

That the Applicant, his successors or assigns shall maintain in good condition all of the easement area and the improvements situated thereon; and, that City and Utilities shall not become responsible for such maintenance at any time in the future.

II.

That the Applicant shall and does hereby agree to indemnify and hold harmless the City and the Utilities from any and all damages, loss or liability of any kind whatsoever by reason of injury to property or third person occasioned by its use of the easement / right of way or act of omission, neglect or wrong doing of Applicant, his officers, agents, employees, invitees or other persons, with regard to the improvements and maintenance of such improvements; and the Applicant shall, at his own cost and expense, defend and protect City and Utilities against any and all such claims and demands.

III.

That the Applicant shall arrange for all activities and improvements in the easements to be discontinued and / or removed within thirty (30) days of written notification, at the discretion of City, for:

- 1) Lack of maintenance to the easement / right-of-way;
- 2) Failure to provide access to the City or its designees; or
- 3) Compliance with a City Council directive that use of the easement by the Applicant be discontinued and the cost associated with the discontinuing of such activities, and the removal of such improvements, as well as property adjacent to the easement / right-of-way necessitated by such discontinuation of the easement / right-of-way use, shall be borne by the Applicant.

IV.

That the Applicant, his successors or assigns shall not seek compensation from City or Utilities for loss of the value of the improvements made hereunder when such improvements are required to be removed by Applicant.

V.

This agreement shall be filed of record in the Deed Records of Tarrant County, Texas, and shall bind all future owners of this lot and shall for all purposes be considered a covenant running with the land.

IN TESTIMONY WHEREOF, Applicant executes this Easement / Right-of-Way Use Agreement on this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Applicant

City of Colleyville

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
Signature of Applicant

NOTE: Complete the attached acknowledgements.

Note: Only complete the appropriate acknowledgements

THE STATE OF TEXAS     §	<b><u>Corporate Acknowledgment</u></b>
COUNTY OF TARRANT   §	
BEFORE ME, the undersigned authority, A Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that same was the act of said _____, a corporation, and that he executed same for the purposes and consideration therein expressed and in the capacity therein stated.	
GIVEN UNDER MY HAND AND SEAL OF OFFICE this the _____ day of _____, 20_____.	
	_____ Notary Public in and for the State of Texas
My Commission Expires: _____	

THE STATE OF TEXAS     §	<b><u>Individual Acknowledgment</u></b>
COUNTY OF TARRANT   §	
BEFORE ME, the undersigned authority, A Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed same for the purposes and consideration therein expressed.	
GIVEN UNDER MY HAND AND SEAL OF OFFICE this the _____ day of _____, 20_____.	
	_____ Notary Public in and for the State of Texas
My Commission Expires: _____	

THE STATE OF TEXAS     §	<b><u>City of Colleyville Acknowledgment</u></b>
COUNTY OF TARRANT   §	
BEFORE ME, the undersigned authority, A Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that same was the act of said _____, a municipal corporation, and that he executed same for the purposes and consideration therein expressed and in the capacity therein stated.	
GIVEN UNDER MY HAND AND SEAL OF OFFICE this the _____ day of _____, 20_____.	
	_____ Notary Public in and for the State of Texas
My Commission Expires: _____	

**EXHIBIT NO. 1**

Being that portion of that certain public utility easement/drainage easement/right of way situated in the

---

Addition/Survey to the City of Colleyville, Tarrant County, Texas, and being more particularly described by metes and bounds as follows:

## **EXHIBIT NO. 2**

The following is a drawing depicting the area or portion of the easement/right-of way and property described in Exhibit No. 1 that is subject to the encroachment and joint use agreement in this application showing the nature of the encroachment and use with dimensions.

This drawing shall include a north arrow, legal description of the subject property and adjoining properties. Indicate on the drawing whether the encroachment is for a **utility, drainage, private access, easement or right-of-way**.

**EXHIBIT NO. 2A**

The following is a detail and/or cross section drawing of the improvement(s) in the utility easement/drainage easement/right-of-way to be subject to the encroachment and joint use agreement in this application.

**EXHIBIT NO. 3**

The undersigned public utility companies, using or entitled to use, under the terms and provisions of our respective franchise with the City of Colleyville, do hereby consent to the encroachment and joint use of the described portion of such drainage and/or utility easement or right-of-way requested in this Application for encroachment and joint use of a public drainage and utility easement or right-of-way

Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ of the \_\_\_\_\_  
\_\_\_\_\_ Addition to the City of Colleyville, Tarrant County, Texas.

Street Name: \_\_\_\_\_

**Oncor/TXU Electric Delivery**

By: \_\_\_\_\_  
*(Please Print)*

Title: \_\_\_\_\_  
*(Please Print)*

Signature: \_\_\_\_\_

**Tri-County Electric Company**

By: \_\_\_\_\_  
*(Please Print)*

Title: \_\_\_\_\_  
*(Please Print)*

Signature: \_\_\_\_\_

**Southwestern Bell Telephone (AT&T)**

By: \_\_\_\_\_  
*(Please Print)*

Title: \_\_\_\_\_  
*(Please Print)*

Signature: \_\_\_\_\_

**Frontier Communications (Verizon)**

By: \_\_\_\_\_  
*(Please Print)*

Title: \_\_\_\_\_  
*(Please Print)*

Signature: \_\_\_\_\_

**Spectrum (Charter /Time Warner/Comcast)**

By: \_\_\_\_\_  
*(Please Print)*

Title: \_\_\_\_\_  
*(Please Print)*

Signature: \_\_\_\_\_

**Atmos Energy**

By: \_\_\_\_\_  
*(Please Print)*

Title: \_\_\_\_\_  
*(Please Print)*

Signature: \_\_\_\_\_

**City of Colleyville**

By: \_\_\_\_\_  
*(Please Print)*

Title: \_\_\_\_\_  
*(Please Print)*

Signature: \_\_\_\_\_

**SERVICE PROVIDER CONTACTS FOR  
EASEMENTS IN COLLEYVILLE**

<p><b><u>Oncor/TXU Electric Delivery</u></b>  Randy Crelia  2001 N. Industrial  Bedford, TX 76021 817.858.2579  <a href="mailto:randy.crelia@oncor.com">randy.crelia@oncor.com</a></p>	<p><b><u>Tri-County Electric</u></b>  Scott Baumbach  4740 Keller-Hicks Road  Keller, TX 76248 817.980.7152  <a href="mailto:sbaumbach@tcectexas.com">sbaumbach@tcectexas.com</a></p>
<p><b><u>Southwestern Bell Telephone (AT&amp;T)</u></b>  Latrice Watson, Manager Eng. Develop.  1116 Houston St.  Fort Worth, TX 76102  817-267-5752  <a href="mailto:latrice.a.watson@att.com">latrice.a.watson@att.com</a></p>	<p><b><u>Frontier Communications (Verizon)</u></b>  Joe Garza  Supervisor Network Engineering  3498 N Beltline Rd  Irving, TX 75062  972.252.0770  <a href="mailto:joe.garza@ftr.com">joe.garza@ftr.com</a></p>
<p><b><u>Spectrum (Charter Communications/Time Warner/Comcast)</u></b>  Marla Collier – (Spectrum)  Business Development Specialist  Spectrum Communications  Business Dev. Spec, Field Ops  1565 Chenault St  Dallas, TX 75228  <a href="mailto:west-engineering-relo@Spectrum.com">west-engineering-relo@Spectrum.com</a>  Kinetic Solutions  <a href="mailto:forcedrelos@kinetic-eng.com">forcedrelos@kinetic-eng.com</a></p>	<p><b><u>Atmos Energy</u></b>  Robert Shaddox, Project Specialist  2000 Reliance Parkway  Bedford, TX 76021  817.359.1334  <a href="mailto:Robert.shaddox@atmosenergy.com">Robert.shaddox@atmosenergy.com</a></p>