

**SAN ANTONIO RIVER AUTHORITY LAND USE APPLICATION  
ENCROACHMENT RESOLUTION**

**1. APPLICANT INFORMATION:**

Legal Name of Applicant: (Name and Address of entity acquiring land right)

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. APPLICANT'S STATUS (please check box):**

- Individual       Partnership       Corporation       Government       Other

**3. LAND RIGHT REQUESTED (please check box):**

- Private improvements encroaching upon River Authority property
- River Authority improvements encroaching upon private property
- Other (description of use): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. PROJECT DESCRIPTION & DOCUMENTATION CHECKLIST:**

Description of the project on company letterhead detailing the following information:

- a) Type of encroaching improvement (**structural, system, amenities, etc.**)
- b) Encroachment property address and legal description
- c) Copies of deeds of subject property
- d) Photographs of encroaching improvement
- e) Duration and time needed to remove the encroachment
- f) Survey with metes and bounds property description. A link to the survey standards is located here: <https://www.sara-tx.org/resources/surveying-standards-crossings> (optional)
- g) Vicinity map showing exact location including GPS coordinates (optional)
- h) Physical specifications of improvement (optional)
- i) Temporary work areas needed for construction (optional)

***INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT.***

5. **ADMINISTRATIVE FEES** are prescribed by the San Antonio River Authority Ordinance.
- a) The Schedule of General Fees can be found at <https://www.sara-tx.org/sites/default/files/2019-06/Real-Estate-Fees.pdf>.
  - b) The application fee for this application is \$5,000. If accepted there will be an additional \$5,000 administration fee to process the application in addition to any consideration for the cost of the land rights.
  - c) Only checks are accepted and made payable to the San Antonio River Authority. Payment of application fee must accompany the land use application.
  - d) Applications may take up to 16 weeks to process.
  - e) Fee's do not include consideration for the acquisition of the requested rights. Consideration cost will be determined following the approval of the application. Please contact the River Authority with questions regarding consideration.
  - f) Fee's may be waived by submittal of fee waiver form. All fee waivers need to be reviewed and approved by the River Authority prior to approval.
6. A link to the Encroachment Resolution Flowchart is located here:
7. A River Authority Environmental Investigator may need to conduct a pre-site assessment and post-site assessment. If determined there is a potential environmental concern associated with the application. upon finalization, all applicants must contact an Environmental Investigator within 72 hours prior to removal of the encroachment and remain in contact throughout the process.
8. **Please send completed Application and fee to Gray Eck at the following address:**

Gray Eck  
Real Estate Supervisor  
San Antonio River Authority  
600 E. Euclid  
San Antonio, Texas 78212-4405  
(210) 302-3628  
geck@sara-tx.org