



Parks and Recreation Department

901 Texas St. Suite B, Denton, Texas 76209

REVIEW DATE: As Needed (Last Review February 1, 2023)

SUBJECT: Procedures for Defense Against Encroachment

The City of Denton Parks and Recreation Department (PARD) seeks to be a good neighbor to adjoining property owners and at the same time protect the public park land from encroachment. Procedures have been established to guard against encroachment.

Typical Examples of Park Land Encroachment are:

1. Neighbor extends their backyard landscaping on to the adjoining park land.
2. Neighbor uses the adjoining park land as a dump for grass clippings and other garden waste.
3. Neighbors build a tree house or other structure on park land.
4. Neighbor parks their motorized vehicle (RV, boat, car) or equipment on park land.
5. Neighbor uses adjoining park land for private or personal play equipment.
6. Neighbor cuts a trail or builds bridge from their property into the park land.
7. Neighbor erects a structure on park land.
8. Neighbor removes vegetation or structures from park land.

The procedure for defense against encroachments is to be as followed:

1. A first defense against encroachment is assigned to staff performing routine maintenance in the parks to conduct a visual survey of the surroundings and report any signs of encroachment to the Parks Manager.
2. All encroachments will be documented in their daily inspection and are digitally photographed for evidence.
3. The Parks Manager will conduct a walking survey of all encroachments that are reported. If report is deemed valid then the Manager will report the encroachment violation to the Assistant Director of Park Planning & Operations.
4. On minor encroachment, the Assistant Director of Park Planning & Operations may call Code Enforcement to assist with this effort and/or notify the encroaching property owner by mail and give a 60-day notice to remove the encroachment.
5. If the remediation has not occurred, the Director refers the encroachment to the City Attorney Office where legal action is discussed.
6. Upon receipt of the City Attorney's advice, the Director will determine what additional action is needed.
7. All communications with the encroaching property owner and staff survey notes and photographs shall be filed for future reference